

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 Council Chamber, Waikato Regional Council office 401 Grey Street Hamilton East at 1.00pm on Friday 4 September 2015.

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 (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)

APOLOGIES

1 **Confirmation of Agenda**

2 **Disclosures of Interest**

Any disclosures of interest relating to the business at this meeting.

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(FOR RECOMMENDATION TO WAIKATO CDEM GROUP)	
3 Minutes of Previous Meeting File: 03 04 18 (Doc#3417515)	3-8
<i>Minutes of the meeting of Waikato CDEM Group Joint Committee held on 8 June 2015.</i>	
4 GEMO Report File: 03 04 18 (Doc#3488786)	9-15
<i>This report provides a consolidated update on the work the Group Emergency Management Office is undertaking, including key projects and any additional matters for Joint Committee attention.</i>	
5 Group Controllers Report File: 03 04 18 (Doc#3488787)	16-20
<i>This report provides the Joint Committee with an overview of the current priorities of the Group Controller.</i>	
6 Summarised CEG Minutes File: 03 04 18 (Doc#3488789)	21-26
<i>This report provides the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 21 August 2015.</i>	
7 Waikato CDEM Group Annual Planning (2016/2017) File: 03 04 18 (Doc#3492132)	27-32
<i>This report provides the Joint Committee with an initial opportunity to discuss the 2016/2017 annual planning process for the Waikato CDEM Group, including the GEMO work programme and budget that will be presented to the Joint Committee in November for approval.</i>	
8 MCDEM Work Programme Status Report File: 03 04 18 (Doc#3488788, 3477768)	33-43
<i>This report provides the Joint Committee members with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management.</i>	
9 Items for next meeting File: 03 04 18	
<i>Meeting scheduled for 16 November 2015.</i>	
<i>- Approval of GEMO Annual Plan</i>	

**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 Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.04pm on Monday 8 June 2015.

MEMBERS:

Waikato Regional Council
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Hauraki District Council Representative
Mayor JP Tregidga
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Cr R Prescott
South Waikato District Council Representative
Cr T Lee
Thames Coromandel District Council Representative
Cr P French
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
Cr J Bannon
Waitomo District Council Representative
Cr A Goddard

IN ATTENDANCE

Ministry of Civil Defence & Emergency Management
S Vowles

STAFF:

CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)

APOLOGIES

Cr A Park, Cr K Trueman, Mayor D Trewavas, Mayor M Baxter

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr Vercoe moved/ Cr Church seconded

CD15/11

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 8 June 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/11)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3296770

Mayor Tregidga moved/Cr Bannon seconded

CD15/12

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 2 March 2015 be received and approved as a true and correct record.

The motion was put and carried (CD15/12)

Waikato Civil Defence Emergency Management Group Plan Review

File: 33 10 01 (Agenda Item 4) Doc # 3407980

Presented by The CEG Chair (L Cavers), Group Controller (L Hazelwood) and the Team Leader GEMO (G Ryan), the report provided the Joint Committee an update on the progress made with the current version of the Group Plan Review, and to look forward to the issues (current and emerging) that the review of this document will need to consider.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Waikato CDEMG Plan is set to cover a maximum of five years and will be reviewed again towards the end of that term. The previous group plan was established to set up a functioning CDEM for the region. The plan review will specify how Waikato CDEM will function moving forward. The previously established six year strategy will serve as the starting point for the development of this next plan.
- The Waikato CDEMG Plan needs to be consistent with the National CDEM Plan and as such will include guidelines from the national plan. The National Civil Defence Plan was released 5 June 2015 and is expected to take effect at the start of 2016.
- Once the Waikato CDEMG Draft plan has been adopted by CDEMG, there will be a public consultation, hearing and deliberations phase. After this the plan will then be submitted to the Minister of Civil Defence for comments.
- There are specific provisions within the Resource Management Act that allows for works to be undertaken during an emergency that would normally require a resource consent, without that consent. However there is still the need to retrospectively apply for the consent if one would ordinarily be required. There is provision for prevention works to be undertaken to deal with foreseeable hazards and to create debris and silt plans which aid in the conversations that need to occur with Councils prior to works being taken in an emergency situation.

- While there has been improvement shown in the Capability Assessment Report between 2009 and 2014 there are still some areas of weakness that have been identified for the Waikato throughout each of the measured fields to continue to work on. There is an opportunity for Local Authorities to determine how to provide funding to mitigate the risks as they have been identified. Members were advised that as a Committee they could submit funding suggestions to each Local Authority or alternatively take the discussion around risk mitigation back to their own councils to discuss funding options.
- There has been change in thinking around the use of Welfare centres in that while essential for short periods, for example at times of a flood, the effort will be on helping the communities return to their homes or other alternative suitable accommodation as soon as possible. The goal of the Plan review is to ensure instead of one plan per community and everyone working in separation from each other, that the region is able to work together to support any community in an emergency.
- There has been an effort to reduce the number of Controllers to the region as the training and time required is an expensive resource to each Local Authority. The idea is to have a number of more highly trained and experienced controllers with the ability to work across borders and have Local Authorities accept this concept when working in an emergency.
- The Waikato CDEMG Plan needs to ensure an effective, efficient and expedient response to an emergency that needs to work well and be cost efficient. The plan will also need to be sustainable as it will be in place for at least five years before the next review.
- With risk management it is recognised that we currently function in silos and there needs to be more mutual support. There needs to be a greater connectivity. The group plan will have affect on emergency services and the district health board and communication will be key as to whether the plan will enable or direct these services.
- Community involvement is important in plans as the community will have some say in to the need for risk mitigation and all stakeholders will need to be part of the same conversation so they too can make informed decisions.
- The Waikato Group Plan is being reviewed at the same time as the Bay of Plenty and Auckland CDEM Group plans. Each of the controllers within those areas are continuing to share information and peer review the plans. This will ensure that there is standardisation between the regions plans and an opportunity to share resources across the regions.
- The Committee determined that a workshop, separate to the next meeting, would be required to review the development of the plan and provide input.

Cr Bannon moved/Cr Church seconded

RESOLVED

CD15/13

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group Plan workshop” (Doc # 3407980, dated 26 May 2015) for information.

The motion was put and carried (CD15/13)

With the consent of the meeting Item 6 was heard at this time.

Summarised Coordinating Executive Group Minutes

File: 33 10 01 (Agenda Item 6) Doc #

The minutes of the CEG meeting were taken as read. The Committee were introduced to the Operations Co-ordinator J Snowball. J Snowball provided a brief introduction to his background as a senior ranking officer of Police in Northern England prior to moving to New Zealand. The Committee were updated on the progress of the Waikato CDEM Group Volunteer Plan and supporting Memorandum of Understanding with Volunteering Waikato.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Volunteer plan is designed to be a part of an overall Resilience Plan. The aim has been to work with Community Groups and organisations to help build their own capability within the community to support themselves. This includes creating and maintaining a list of resources available to the Community in an emergency.
- Volunteering Waikato is a charitable organisation who is not seeking funding from Local Authorities. The role of Volunteering Waikato will be to maintain a database to assist in the identification of volunteers with specific skills as needed in an emergency.
- Volunteering Waikato will maintain the database and identify within their processes who wishes to assist in the case of an emergency and who does not. CDEMG will then make contact with those volunteers who identified themselves as available for Civil Defence and engage with them based on the needs of the group at that time.
- Volunteering Waikato with the aid of the Memorandum of Understanding will take the co-ordination of volunteers out of the hands of CDEMG in times of emergency, thereby freeing up the controllers to focus on the job at hand.
- Discussions are being held and will continue to be held with all local organisations like Lions, Rotary, Red Cross, to identify where they see themselves as most effective when called upon. An example being that Lions groups may align themselves in the Welfare category. Once all of the groups have been determined, Volunteering Waikato will co-ordinate any spontaneous volunteers and direct them where they best fit among the groups.
- There is no final list of “Community Groups” and staff are happy to take advice on other groups that members feel would be appropriate to include in the Community discussions.

Cr French moved/Cr Goddard seconded

RESOLVED

CD15/14

- a) **THAT the Waikato CDEM Group Joint Committee receive this report “Summarised CEG minutes” (document 3407615, dated 26 May 2015) for information.**

- b) **THAT the Waikato CDEM Group Joint Committee adopt the proposed *Waikato CDEM Group Volunteer Plan* and supporting *Memorandum of Understanding with Volunteering Waikato*.**

The motion was put and carried (CD15/14)

The meeting returned to Item 5 on the agenda.

Group Emergency Management Office Report

File: 33 10 01 (Agenda Item 5) Doc # 3407547

Presented by Group Controller (L Hazelwood), the report provided a consolidated update on the work of the Group Emergency Management Office is undertaking, including key projects and any additional matter for the Joint Committee's attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The intention of the CDEM is to use some of the unspent funds from the Labour budget to build the Waikato Civil Defence web page to a level where it is a mobile friendly site.
- Since receiving the MCDEM Capability Report, communication has occurred between the GEMO and the Local Authority Recovery Managers. Each of the managers is aware of the level of focus required for recovery in their localities and that it will take time to form processes. The GEMO is available to support the development of the local recovery plans through planning advice, however to date this has not been required.
- Local Authorities will receive support from Civil Defence but the efforts into effectively improving the capability scores for Recovery will come from a council level.
- The Waikato CDEMG have not considered making a collective submission to the Fire Service review, however members were encouraged to look in to the Draft review to determine any proposed impact on their areas. The review document is providing a number of options and will still be open for discussion with the Minister who will be presenting the plan in a series of road shows.
- The update on the All Hazards Centre is that Police involvement has been confirmed as being limited to connectivity to provide technology for use by Police in an emergency. The other decision that has been impacting on the progress of the All Hazards Centre is the funding mechanism and agreement between Waikato Regional Council and the NZ Fire Service. These options will be discussed in an upcoming meeting involving the CEO of Council, the NZ Fire Service Region 2 Manager, and the Waikato Group Controller.
- The Chair noted that there were a number of people from the Waikato region who had recently completed their week long training towards becoming a controller and are now embarking on the 18 months of follow up work to complete that qualification.

Mayor Tregidga moved/Cr Tooman seconded

RESOLVED

CD15/15

THAT the Waikato CDEM Group Joint Committee receive this report "GEMO Report" (Doc # 3407547, dated 26 May 2015) for information.

THAT the Waikato CDEM Group Joint Committee offer their congratulations to the staff who have all passed stage one of their Local Controllers course:

**S Fabish
G Towler
O Te Ua
M Balloch
J Snowball
S Robinson
W Allan**

The motion was put and carried (CD15/15)

Ministry of Civil Defence and Emergency Management Work Programme Status Report

File: 33 10 01 (Agenda Item 7) Doc # 3407667 and 3401234

The report was taken as read. During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Capability report showed great improvement for the Waikato in all areas. Five years ago Waikato were low and rated second to last across all regions and now is within the middle of the mid range results.
- MCDEM are still looking in to what impact if any the new Health & Safety legislation will have on utilising volunteers. The advice to Local Authorities at the current time is to seek their own legal advice.

Cr Prescott moved/Cr Goddard seconded

RESOLVED

CD15/16

THAT the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3407667, dated 26 May 2015) for information.

The motion was put and carried (CD15/16)

Items for Next meeting

(Agenda Item 8)

There were no items discussed for the next meeting.

Members felt that a separate workshop to focus on the review of the Waikato Civil Defence Emergency Management Group Plan would be beneficial.

Meeting closed at 3.32pm

Doc # 3417515

Report to CDEM Joint Committee

File No: 33 10 01
Date: 27 August 2015
To: CDEM Joint Committee Members
From: Group Controller (Lee Hazlewood)
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 # 3488786, dated 27 August 2015) for information. |
|--|

3 Level of effort across work areas

3.1 General

REFER TO ATTACHMENT A

A monthly overview of the allocation of GEMO labour time is provided in Attachment A, and covers the full 2014/2015 financial year.

The level of effort towards the different work areas that are monitored by this tool is generally as anticipated for the overall year, with the exception that additional time was given to the "CDEM projects" area at the expense of "GEMO BAU" (due to the development of the ITF Intermediate curriculum being more complex than was anticipated).

The following points are also noted for June:

- The increased level of effort towards the "CDEM project" area has continued for this month, and reflects two major MCDEM Resilience Fund projects that were coming to a conclusion (i.e. the development of the ITF Curriculum and the Public Alerting report).

- The increased level of effort towards the “CDEM Group Readiness” area is due to all GEMO staff completing the ITF Intermediate training as a pilot (2 days).
- The response time noted was related to the deployment of GEMO staff to the Taranaki CDEM Group and Whanganui District Council to support the response to flooding in those areas.

3.2 Welfare

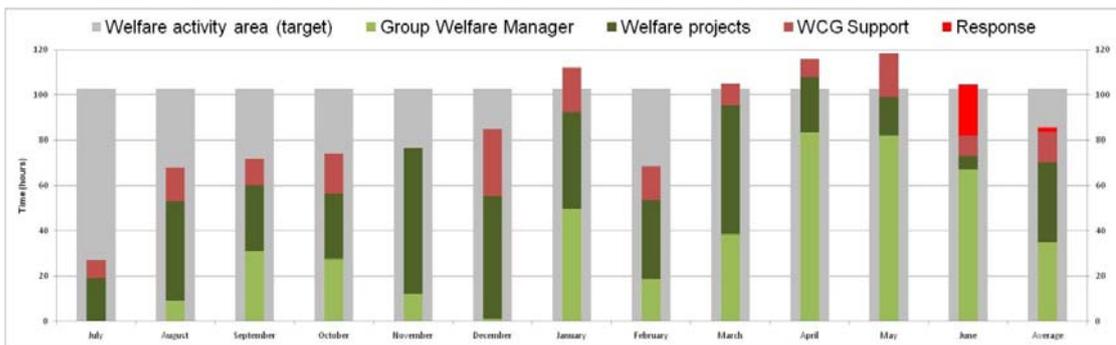
In addition to the above tracking across the GEMO team as a whole, a tool to track the level of effort towards the welfare work area has now been developed. The purpose of this tool is to demonstrate that the GEMO is meeting the expectations of the Waikato CDEM Group by taking on the Group Welfare Manager role.

The tool provides a monthly comparison between the total time commitment that was made by the GEMO when taking on this new role and the actual time being spent by the Group Welfare Manager on the following functions:

- WCG Chairperson
- Welfare project management
- Group Welfare Manager

The current update of this tool is provided below, and shows that the Group Welfare Manager continues to be fully transitioned into this role and is meeting the expectations of the Waikato CDEM Group regarding the level of effort towards the welfare work area. A particular highlight for the last quarter of the financial year was the deployment of the Group Welfare Manager to support the Taranaki CDEM Group in their response to severe flooding across the Taranaki region.

It is noted that Te Rehia Papesch remains Chair of the Welfare Coordination Group, and is expected to remain in this role until the revised National CDEM Plan is released later this calendar year.

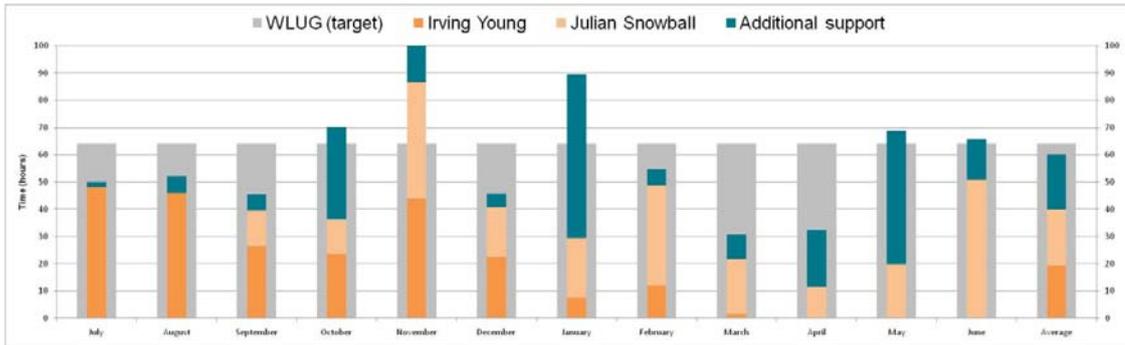


3.3 Lifeline Utilities Coordinator

In addition to the above tracking across the GEMO team as a whole, a tool to track the level of effort towards the lifeline utility coordination work area has now been developed. The purpose of this tool is to demonstrate that the GEMO is meeting the expectations of the Waikato CDEM Group by taking on the Lifeline Utility Coordination role.

The tool provides a monthly comparison between the total time commitment that was made by the GEMO (i.e. 0.5 FTE) when taking on this new role and the actual time being spent by the Lifeline Utility Coordinator.

The current update of this tool is provided below, and shows that the new Lifeline Utilities Coordinator is still transitioning into the role. This transition process needs to include the handing over of a number of community resilience work areas to the newly appointed Community Resilience Coordinator (e.g. community response planning and volunteer management). It is also noted that the Lifeline Utilities Coordinator has also been engaged heavily in the development of the ITF Intermediate curriculum, which has slowed the transition process for this role. In saying this however, it should be noted that additional staff hours have been provided in support of the WLUG (over and above the LUC), in the form of the spatial information team supporting the vulnerability study (as shown in the chart below).



4 GEMO financial update (full year)

Reporting on the GEMO expenditure is available for the full 2014/2015 financial year. An overview is provided in the following table.

Key to status of GEMO budgets		
On plan	Off plan	Help needed

Expenditure ¹	Actual	Full year budget	% spent	Forecast
Labour (raw)	\$593,861 ²	\$615,986	96 %	95 % ²
Direct costs	\$143,455		78 %	
+ Carry forwards	\$42,002 ⁴	\$184,411 ³	+	100 %
Allocated costs	\$406,321	\$428,343	95 %	100 %
GEMO TOTAL	\$1,185,639	\$1,228,740	96 %	98 %²

Notes:

1. Excludes expenditure associated with Waikato DC CDEM Coordinator and the direct costs associated with MCDEM Resilience Funded projects (ITF curriculum development and Public Alerting).
2. Underspend due to 7 month vacancy that has been reduced by commissioning an additional piece of work to review Waikato CDEM Group website home page and develop a mobile version of the website.
3. Approved annual plan (\$163,861) plus carry forwards (\$20,550).
4. GEMO has requested the following budgets be carried forward to the 2015/2016 financial year:
 - The budget (\$3,790) for elected member media training, which was unable to be scheduled in the 2014/2015 financial year, but was completed in August 2015.
 - The remaining budget (\$25,812 out of \$40,000) for the review of the Waikato CDEM Group Plan, which will carry into the 2015/2016 financial year (as per the agreed project plan).

- *The budget (\$3,600) to support the development of the Waikato CDEM Group Engagement Strategy, which was unable to be completed before the end of the financial year (but is now complete).*
- *The budget (\$8,800) for the delivery of the ITF Intermediate training course, which was delayed due to the curriculum development complexity (it is expected to be completed by the end of August 2015).*

5 GEMO recruitment

5.1 Business Support Specialist (CDEM)

The GEMO has completed to recruitment process for the role of Business Support Specialist (CDEM) (the role that was formally held by Andrea Taylor) and has appointed Ellen Thomas.

Ellen commenced in the role on 29th July, and has come from an administrative role with Wintec. In addition to this, and importantly for this role, Ellen is also the Team Leader of the New Zealand Red Cross Response Team based out of Hamilton and is also completing a Masters in Emergency Management.

Ellen will be introduced during the Joint Committee meeting.

5.2 ICT Coordinator

Derek Phyn has resigned from the role of Emergency Management Coordinator (ICT) and is returning to his previous spatial information team to take on a senior role.

The recruitment process for this role is being initiated, and will include a review of the role description to ensure it best meets the needs of the Waikato CDEM Group with regard to the balance between emergency management and ICT capability.

Derek finished on Friday 21st August, and it is expected that this recruitment process will be completed by the end of September 2015.

6 Additional Matters

No additional matters have been identified.

7 Decision Making

No decisions requested

8 Significance of Decision

No decisions requested

9 Consultation

No decisions requested

10 Financial and Resourcing Implications

No decisions requested

11 Legal and Legislative Implications

No decisions requested

12 Implementation Issues

No decisions requested

13 Attachments

A. GEMO level of effort (full 2014/2015 financial year)

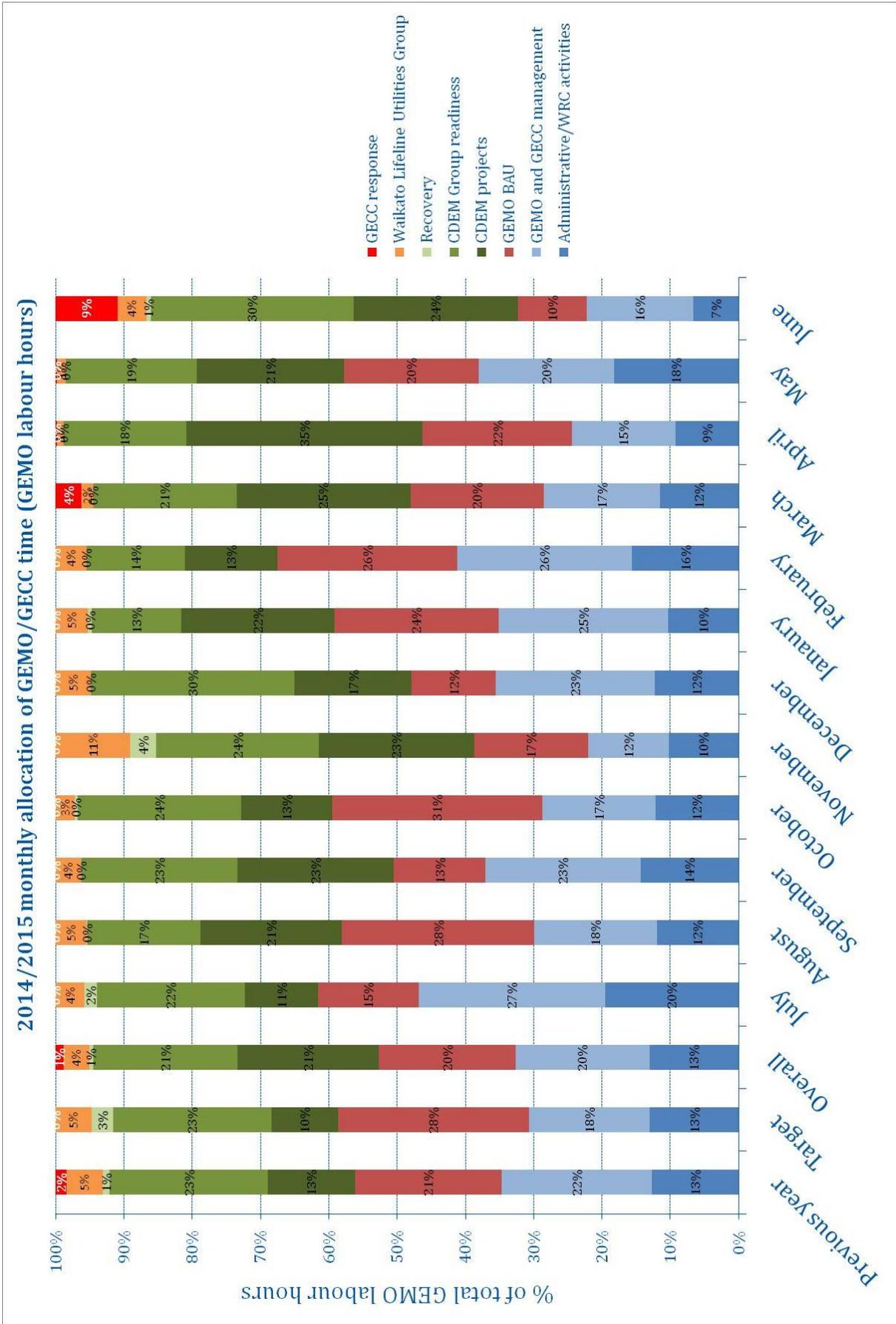
A handwritten signature in black ink, appearing to read "Lee Hazlewood". The signature is written in a cursive style with a long, sweeping tail that extends downwards and to the right.

Lee Hazlewood
Group Controller

Attachment A: Waikato CDEM GEMO activities (full year 2014/2015)

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
Response	Time required to respond to emergency and developing situations
Waikato Lifeline Utilities Group (WLUG)	Work completed in support of the WLUG, including project management and meeting facilitation
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/strategic planning
Administration/WRC activities	Recruitment Training Leave Annual and long-term planning



Report to CDEM Joint Committee

File No: 33 10 01
Date: 27 August 2015
To: CDEM Joint Committee Members
From: Group Controller (Lee Hazlewood)
Subject: **Group Controllers Report**

1 Purpose

To provide the Joint Committee with an overview of the current priorities of the Group Controller.

2 Recommendations:

That the Waikato CDEM Group Joint Committee:

- (a) ...receive this report "**Group Controllers Report**" (Doc # 3488787, dated 27 August 2015) for information.
- (b) ...appoint Sharon Robinson to the role of Local Controller for the South Waikato District (subject to receiving an endorsement from the South Waikato District Council).

3 All Hazards Centre

The Group Emergency Coordination Centre (GECC) was moved in 2012 to Victoria Street as a temporary measure. The facility is not fit for purpose and does not meet the level-4 building requirements expected of its function. However, as interim measure the building has served well for business-as-usual activities.

About 2 years ago an initiative was developed between the fire, police and CDEM to create an all-hazards facility combining the BAU and coordination centre needs of each agency in one co-located level-4 facility.

A key factor that drove the timing of this original project was the fact that each partner had a building lease due to expire at the same time (2016). A delay created when the police elected to withdraw, at least from the permanent stationing of staff aspect of the joint venture, made the deadline a moot point.

With timing no longer a critical element, the fire service extended its replacement station (the proposed all-hazards facility site) project date out 5-years. The Joint Committee Chair and Group Controller met with Assistant National Fire Commander Ron Devlin to discuss the ramifications of this delay. Though still very keen to work

with CDEM, the time frame for the fire service is priority driven so we will need to either work toward an interim measure or look for an alternative permanent option.

Two options appear to be that:

1. The GEMO (through WRC) drive a co-location project. This is being done at this time in BoP. Partners include coastguard, lifeguards, the port and the emergency services.
2. The GEMO goes it alone and builds/leases a new facility but with capability to integrate through technology with the emergency services.

The Chair committed to Mr. Devlin that we will invest in a project manager to research the options in partnership with the fire service.

It was noted by the Readiness & Response CEG sub-group meeting that, irrespective of what form or arrangement it takes, the group should commit to developing the all hazards coordination centre, as it is a requirement of the CDEM Act and an expectation of the public that the group is able to coordinate and direct during and after an event/disaster.

4 Taranaki/Whanganui GEMO staff deployment

The GEMO dispatched three staff to support neighbouring CDEM Groups during the recent emergency declarations in the Taranaki and Manawatu-Whanganui CDEM Groups. Irving Young was assigned as the Group Welfare Manager for Taranaki, coordinating the large helicopter operation to supply isolated farmers. J. Snowball was assigned as the Response Manager and Matt Pryor as the Social Media specialist for Whanganui's response to a large number of landslides and extensive flooding. All three came back with significant learnings which were shared at a presentation with the CDEM professionals and local welfare managers.

Mutual aid such as this provides terrific opportunities for staff to practice and enhance their skills. Consequently, a request for additional resources was shared with local staff but on this occasion was not ultimately needed. The GEMO will continue to seek such opportunities for group members as and when they occur.

All three staff made a significant contribution during this event and the Waikato CDEM group was thanked for its support.

5 NZ Police exercise

A number of CDEM staff including CDEM professionals and welfare managers have been invited to participate in a large police tabletop exercise. In addition, the police opened up numerous observer slots that were offered to controllers and CDEM professional staff from around the region. The Group Controller would like to thank the police on behalf of the wider group for this opportunity.

6 Disaster Media Training for Mayors

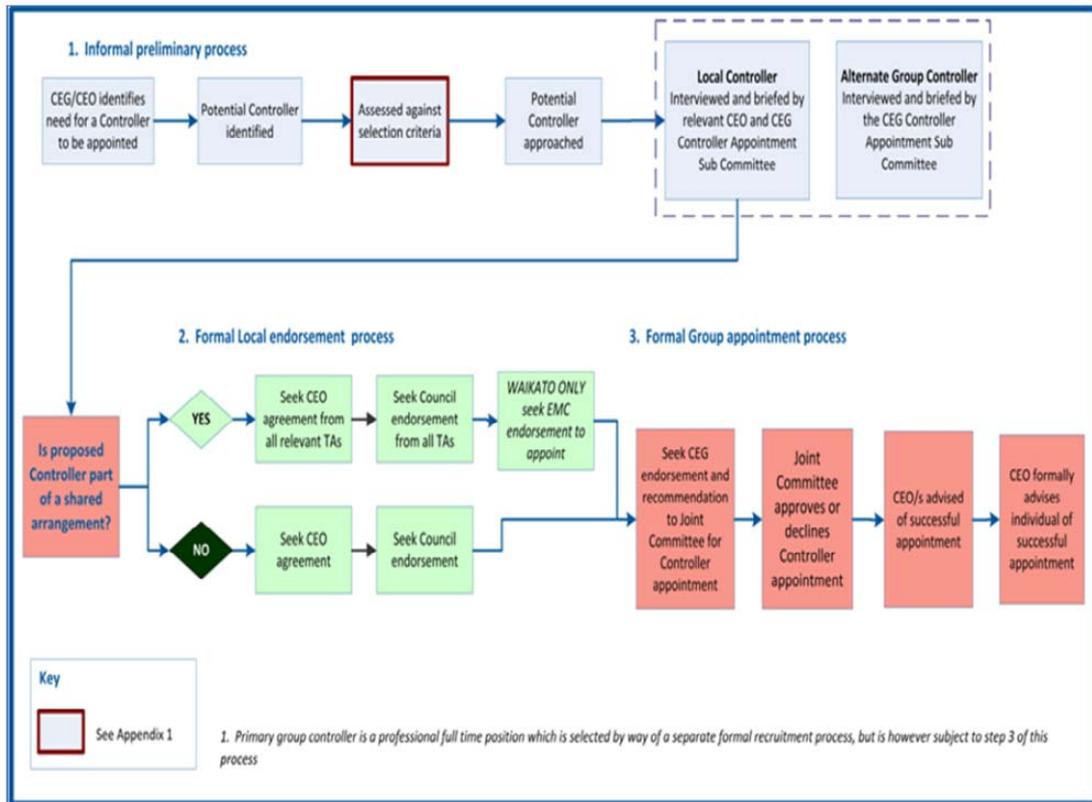
On Tuesday 25 August, the GEMO sponsored a disaster media training session for mayors. The workshop had 5 elected officials in attendance and covered working with the media in a disaster and the interaction between Mayors/WRC Council Chair and their controllers. Those attending unanimously felt that their colleagues would benefit

from such a training opportunity so we will look at running one more course at a later date.

7 Controller appointments

7.1 Background

The Waikato CDEM Group Controller Policy outlines the process for appointing controllers across the Waikato CDEM Group. An overview of this appointment process is provided in the following diagram.



The purpose of this item is to request that the Joint Committee approve the nominees outlined in the following sections.

7.2 South Waikato District Council

The South Waikato District Council has nominated Sharon Robinson (Group Manager Community) for the role of Local Controller for the South Waikato District.

Sharon has been a member of the Coordinating Executive Group for a number of years, and has recently completed the MCDEM Controllers Development Programme.

The Controllers Appointment Sub-group (consisting of the Group Controller, a representative from the CEG and the New Zealand Police) has completed the interview outlined in the above process and has recommended that the appointment proceed to the “formal local endorsement process” and “formal group appointment process”. It is however noted that the “formal local endorsement process” was unable to be completed prior to this meeting, but is expected to be completed in due course.

DECISION REQUESTED: Whether or not to appoint Sharon Robinson to the role of Local Controller for the South Waikato District.

RECOMMENDATION: That the Joint Committee appoint Sharon Robinson to the role of Local Controller for the South Waikato District (subject to receiving an endorsement from the South Waikato District Council).

7.3 Taupo District Council

The Taupo District Council has nominated Ariell King for the role of Local Controller for the Taupo District.

The Controllers Appointment Sub-group will complete the interview outlined in the above process prior to this meeting, and will make a recommendation to the Joint Committee regarding this appointment.

DECISION REQUESTED: Whether or not to appoint Ariell King to the role of Local Controller for the Taupo District.

RECOMMENDATION: To be advised.

8 Additional Matters

No additional matters have been identified.

9 Decision Making

This report requests the following decisions be made by the Joint Committee:

1. Whether or not to appoint Sharon Robinson to the role of Local Controller for the South Waikato District.
2. Whether or not to appoint Ariell King to the role of Local Controller for the Taupo District.

10 Significance of Decision

The decisions requested are significant, given the importance of the local controller role in the exercising of the powers provided to support territorial authorities under the CDEM Act.

11 Consultation

The decisions requested have been supported (or are expected to be supported) by the consultation requirements of the Waikato CDEM Group Controllers Policy.

12 Financial and Resourcing Implications

None identified in relation to the decisions requested.

13 Legal and Legislative Implications

None identified in relation to the decisions requested.

14 Implementation Issues

None identified in relation to the decisions requested.

15 Attachments

None.

A handwritten signature in black ink that reads "Lee Hazlewood". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Lee Hazlewood
Group Controller

Report to CDEM Joint Committee

File No: 33 10 01
Date: 27 August 2015
To: CDEM Joint Committee Members
From: CEG Chair (Langley Cavers)
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 (21 August 2015).

2 Recommendations

That the Waikato CDEM Group Joint Committee...

(a) ...receive this report " Summarised CEG minutes " (document 3488789, dated 27 August 2015) for information.
--

3 Meeting summary

3.1 GEMO report

3.1.1 Discussion points

The GEMO report provided an update on the nature of the work being undertaken by the GEMO and the financial performance of the GEMO (for the full 2014/2015 financial year).

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

3.1.2 Resolutions passed by CEG

No resolutions were requested from the CEG in relation to the GEMO report (other than the report is received).

3.2 Group Controller's report

3.2.1 Discussion points

The Group Controller provided the CEG with an update of his priorities.

Further detail is provided in the Group Controllers report that has been prepared for this meeting of the Joint Committee.

3.2.2 Resolutions passed by CEG

No resolutions were requested from the CEG in relation to the Group Controllers report (other than the report is received).

3.3 CEG sub-group reports

3.3.1 CEG Management and Governance Sub-group

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

- GEMO report (part of this agenda).
- Sub-group projects, with a focus on the CDEM Group Plan Review.
- Waikato Regional Council services.
- Waikato CDEM Group emergency management office appointments.
- Sub-group membership.
- Feedback on the discussion document to inform the review of the Waikato CDEM Group Plan.

The CEG requested the following detailed information from the sub-group:

1. GEMO commentary in the Waikato Regional Council Annual Report (2014/2015)

The GEMO has submitted the following commentary for inclusion in the Waikato Regional Council Annual Report:

“Over the past year, the Waikato CDEM Group Emergency Management Office (GEMO) has continued to work closely with our emergency management partners to build readiness and capability, with highlights being:

- *Developing the concept of an All Hazards Centre with emergency services to improve coordination and interoperability.*
- *Working with lifeline utilities to map infrastructure and identify hotspots/interdependencies.*
- *An increased level of support to community welfare providers with the commencement of a dedicated Group Welfare Manager.*
- *The coordination of CIMS training across numerous partners and stakeholders.*

There has also been an increased focus on supporting the building of community resilience, including:

- *Coordinating and supporting the community response planning process*
- *Working with communities to improve the effectiveness of public alerting and social media in the event of an emergency*
- *Establishing an approach for the management of volunteers in an emergency that builds on the strengths of existing volunteer organisations.*

On the response front, an around-the-clock emergency response capability has been maintained, and while the Waikato region has not been affected by any regionally significant emergencies, several CDEM staff were deployed to support our neighbours in the Taranaki and Manawatu-Whanganui regions following widespread flooding.

A number of events were responded to by the group including Cyclone Lusi and the storm event in June 2014 which affected the Coromandel, Waihou Piako and lower Waikato zones. The group coordinated preparatory actions and worked closely with local civil defence to ensure those in vulnerable areas were kept up to date with information.

Civil defence and Waikato Regional Council exercises held during the 2014/15 year included participation in Exercise Nga Ruu Whenua.”

The sub-group requested the following decisions from the CEG:

1. CEG sub-group membership:

Confirmation of the membership of each CEG sub-group was requested given that all had been impacted by recent changes in representatives on the CEG. However, the CEG elected to place this issue on hold and undertake a more thorough review.

3.3.2 CEG Recovery Sub-group

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

- Recovery.
- Welfare.
- Feedback on the discussion document to inform the review of the Waikato CDEM Group Plan.

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

1. Minutes from the last Welfare Coordination Group (WCG) meeting.
2. Changes to the CDEM Act to support recovery.
3. Local recovery planning.

The sub-group requested the following decisions from the CEG:

1. Development pathways for welfare roles in a CDC or EOC

The recent changes to the National CDEM Plan have placed the responsibility for the provision of welfare services in an emergency with local authorities. As a consequence, local authorities, in partnership with local and regional welfare providers, need to build capability in the various welfare roles required in Civil Defence Centres (CDC) and Emergency Operating Centres (EOC).

The CEG received recommendations from the WCG regarding the training requirements for these roles. These recommendations were received, however CEG requested that the appointment and training requirements be further formalised using an approach similar to the existing Waikato CDEM Group Controllers Policy.

2. Appointment of Alternative Group Welfare Managers

The CEG was asked (and agreed, subject to approval by their respective employers) to appoint Angela Parquist (Waikato DC) and Angeline McCormack (Ministry of Social Development) to the role of Alternative Group Welfare Manager.

3.3.3 CEG Readiness and Response Sub-group

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

- Organisational readiness.
- Community resilience.
- Sub-group projects.
- Feedback on the discussion document to inform the review of the Waikato CDEM Group Plan.

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

1. Community resilience highlights (further information will be presented to the Joint Committee during the meeting).
2. Implementation of the Volunteer Management Plan.
3. Civil Defence Centre update.
4. Capability development.
5. Exercise Tangaroa 2016 (national exercise) (further information will be presented to the Joint Committee during the meeting).
6. Public alerting report (further information will be presented to the Joint Committee during the meeting).

The sub-group did not request any decisions from the CEG.

3.3.4 CEG Reduction sub-group

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

- Risk reduction.
- Lifelines.
- Feedback on the discussion document to inform the review of the Waikato CDEM Group Plan.

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

1. The minutes from the last Waikato Lifeline Utilities Group (WLUG) meeting.
2. The minutes from the last Waikato Regional Hazards Forum.
3. The minutes from the last Caldera Advisory Group (CAG).
4. The Sendai Framework for Disaster Risk Reduction.

The sub-group did not request any decisions from the CEG.

3.4 Waikato CDEM Group annual planning (2016/2017)

3.4.1 Discussion points

The CEG was provided an overview of information to inform the development of 2016/2017 annual plans across the Waikato CDEM Group (refer to item in this agenda).

3.5 Waikato CDEM Group Plan review

3.5.1 Discussion points

The CEG was asked to provide feedback on the discussion document that had been drafted following the workshops that were recently held with Waikato CDEM Group members and stakeholders and identify the issues this review needs to consider (refer to workshop held prior to this meeting).

3.6 MCDEM work programme update

3.6.1 Discussion points

Suzanne Vowles (Waikato CDEM Group Regional Emergency Management Advisor) provided an update to the CEG regarding the MCDEM work programme priorities (refer to item in this agenda).

3.7 Emergency services updates

3.7.1 Discussion points

Representatives on the CEG from the New Zealand Fire Service, New Zealand Police and the Waikato District Health Board provided an update to the CEG regarding their respective work priorities.

4 Decisions requested from the Joint Committee

The CEG is not requesting any decisions from the Joint Committee.

5 Additional Matters

No additional matters have been identified.

6 Decision Making

This report does not request any decisions from the Joint Committee.

7 Significance of Decision

This report does not request any decisions from the Joint Committee.

8 Consultation

This report does not request any decisions from the Joint Committee.

9 Financial and Resourcing Implications

This report does not request any decisions from the Joint Committee.

10 Legal and Legislative Implications

This report does not request any decisions from the Joint Committee.

11 Implementation Issues

This report does not request any decisions from the Joint Committee.

12 Attachments

None.



Langley Cavers
CEG Chair

Report to CDEM Joint Committee

File No: 33 10 01
Date: 27 August 2015
To: CDEM Joint Committee Members
From: Group Controller (Lee Hazlewood)
Subject: **Waikato CDEM Group annual plan (2016/2017)**

1 Purpose

To provide the Joint Committee with an initial opportunity to discuss the 2016/2017 annual planning process for the Waikato CDEM Group, including the GEMO work programme and budget that will be presented to the Joint Committee in November for approval.

2 Recommendations:

That the Waikato CDEM Group Joint Committee:

- | |
|---|
| (a) ...receive this report " Waikato CDEM Group annual plan (2016/2017) " (Doc # 3492132, dated 27 August 2015) for information. |
|---|

3 Background

During 2014, the Waikato CDEM Group agreed to a 6 Year Strategic Plan, which identified (for all group members) a set of goals aligned to the "4Rs", the objectives that would be pursued to achieve those goals, and the annual tactics/tasks that would be required to keep the Waikato CDEM Group on the track to achieving those goals/objectives.

This strategic plan, which is also reflected in the Waikato Regional Council Long Term Plan 2015-2025, contains the following goals and associated objectives:

Goal	Objectives
Reduction	Identifying hazards Understanding risks Managing risks

Organisational readiness	EOC/ECC facilities Personnel capability Warning systems Communications
Community resilience	Hazards and risks Community response planning Volunteers Civil defence centres Business resilience Community intelligence
Recovery	Recovery planning Recovery capability
Management and governance	Group planning and work programmes Leadership and governance

The continued implementation of the Waikato CDEM Group 6 Year Strategic Plan relies on all members providing the necessary work programmes and resourcing, and it is now appropriate to agree on what is required for the 2016/2017 financial year.

In addition to annual planning across all group members, the Joint Committee will also need to consider the work programme and budget for the GEMO, as this will be presented for formal approval in November 2015 prior to being incorporated into the broader Waikato Regional Council 2016/2017 Annual Plan.

4 Focus on the 2016/2017 financial year

4.1 Work programme priorities across the Waikato CDEM Group

The Waikato CDEM Group 6 Year Strategic Plan outlines the following priorities that 2016/2017 work programmes across the Waikato CDEM Group will need to provide for (over and above the sustainment of work already underway or expected to be completed this year):

1. Organisational readiness

- The development of the All Hazards Centre.
- The purchase and implementation of a tool to improve situational awareness.
- Participation in the tier 4 (national) tsunami exercise.
- Completion of the initial delivery of the ITF Intermediate training.
- Continued delivery of targeted ITF Advanced training.
- The implementation of group-wide and targeted warning system solutions.

2. Community resilience

- The continuation of the community response planning process, including the utilisation of this process to achieve other objectives (e.g. hazard and risk information, CDC identification and community intelligence protocols).
- The commencement of volunteer training for targeted roles.
- Continued increase in CDEM engagement in the area of business resilience.

3. Recovery

- The implementation of changes to the CDEM Act.
- Commencement of the review of the Group Recovery Plan (following the completion of the CDEM Group Plan).

The progress that has already been made during 2014/2015, along with what is expected to be achieved during 2015/2016, has been evaluated against what was initially envisaged above. In general, it is expected that the priorities for the 2016/2017 financial year to remain unchanged from what has been previously agreed, however the following points are noted:

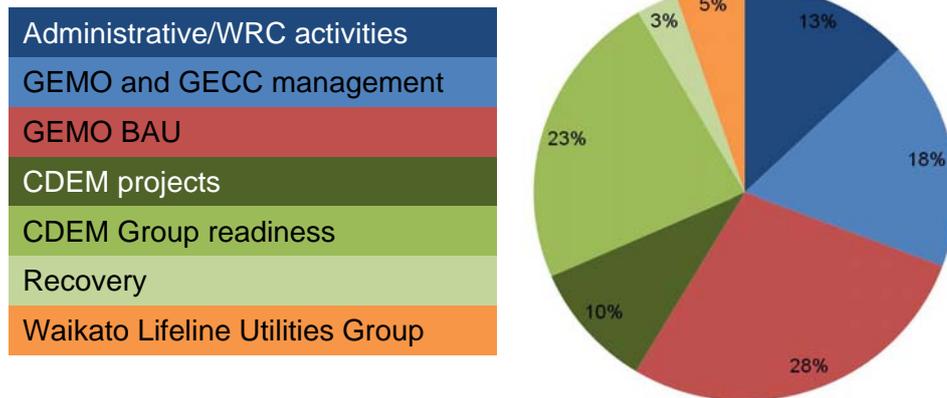
- The All Hazards Centre was expected to be commissioned during 2016/2017, however it is now expected to still be in the development phase (refer to further details in the Group Controllers Report). It is however expected that the allocated budget of \$50,000 will be required to support this development process following the recent change in project roles.
- The review of the Waikato CDEM Group Plan was expected to be completed during 2015/2016, however this is now expected later in 2016/2017 (albeit with a majority of the work completed as planned in 2015/2016).
- The scope of the work to implement a group-wide public alerting solution, which was expected to commence during 2015/2016, remains unconfirmed and is subject to a current MCDEM lead project to establish a national solution. It is however expected that the allocated budget of \$60,000 will be required to support the roll-out of this solution, along with other solutions to provide coverage to those communities that are unable to access this group-wide solution.

It is therefore proposed that the Waikato CDEM Group 6 Year Strategic Plan remain in place as agreed, and be used as a basis for annual planning across all member organisations.

4.2 The GEMO work programme and budget

The annual budget for the GEMO to support the Waikato CDEM Group work programme provides labour hours and direct costs to support the broader Waikato CDEM Group, including the implementation of the Waikato CDEM Group 6 Year Strategic Plan.

With regard to labour hours, the following allocation was provided for the 2015/2016 financial year:



Based on the actual allocation of time during the 2014/2015 financial year and the level of service that was able to be provided to the Waikato CDEM Group (and in particular to support the implantation of the Group 6 Year Strategic Plan), it is proposed that this allocation of GEMO labour hours be carried forward to the 2016/2017 financial year.

With regard to direct costs, over and above the day-to-day operational costs for the GEMO, the following new items of expenditure were identified in the Waikato CDEM Group 6 Year Strategic Plan and approved in the Waikato Regional Council Long Term Plan:

- \$60,000 in direct cost expenditure (funded by a drawdown in the GEMO operational reserve) to support the implementation of an improved warning system (with the cost assuming the use of the public alerting application development by the Auckland CDEM Group and broadened with support from the MCDEM Resilience Fund).

COMMENTARY: There is still work taking place at the national level that will result in a common national platform. Though the alerting platform itself is intended to be free there will still be costs involved in supporting its integration and promotion. In addition, the platform will need to be supplemented by other tools in those areas with communication challenges. To this end it is recommended that the funding remain as proposed.

- \$50,000 in direct cost expenditure (funded by an increase in the CDEM targeted rate) to cover the increased operational costs expected with the shift of the GEMO/GECC to the "All Hazards Centre" (assuming a 6 month tenancy will be required for the first year).

COMMENTARY: As has been noted in the Group Controllers Report, the progress of the All Hazards Centre initiative has slowed following the withdrawal of the NZ Police (including the withdrawal of project management support). Given this, it is expected that the Waikato CDEM Group will need to provide an increased level of project management support during the 2016/2017 financial year. It is the recommendation of the Joint Committee Chair that the funding remain in place to support project development.

- \$21,250 in direct cost expenditure (funded by an increase in the CDEM targeted rate) towards repayment of the capital cost to purchase situational awareness software.

COMMENTARY: The GEMO has continued to trial software for improving situational awareness across the Waikato CDEM Group (the GECC and all local EOCs) and still expects to purchase a product in the 2016/2017 financial year.

- \$34,000 in direct cost expenditure (funded by an increase in the CDEM targeted rate) to cover the annual running costs of situational awareness software.

COMMENTARY: As above, the purchase of this product in the 2016/2017 financial year will also require the commencement of the system support contract.

As noted above regarding the broader Waikato CDEM Group work programme priorities, based on the expenditure during the 2014/2015 financial year, the level of service that was able to be provided to the Waikato CDEM Group, and the above commentary indicating that these areas of new expenditure are still expected to be required, it is proposed that the GEMO direct cost budget that was identified as part of the Waikato CDEM Group 6 Year Strategic Plan and Waikato Regional Council Long Term Plan for the 2016/2017 financial year be retained.

5 Where to from here

Following this initial discussion with the Joint Committee, the Waikato CDEM Group work programme for the 2016/2017 financial year will be confirmed and be available for incorporation into all annual planning processes.

With regard to the GEMO annual plan, the proposed work programme and budget will be submitted to the Joint Committee for approval in November, prior to being incorporated into the Waikato Regional Council 2016/2017 Annual Plan.

6 Additional Matters

No Additional matters have been identified.

7 Decision Making

No decisions requested

8 Significance of Decision

No decisions requested

9 Consultation

No decisions requested

10 Financial and Resourcing Implications

No decisions requested

11 Legal and Legislative Implications

No decisions requested

12 Implementation Issues

No decisions requested

13 Attachments

None.

A handwritten signature in cursive script that reads "Lee Hazlewood". The signature is written in black ink and has a long, sweeping tail that extends to the right.

Lee Hazlewood
Group Controller

Report to CDEM Joint Committee

File No: 33 10 01
Date: 27 August 2015
To: CDEM Joint Committee Members
From: Group Controller (Lee Hazlewood)
Subject: **MCDEM work programme status update**

1 Purpose

To provide the Joint Committee members with an update regarding the work programme undertaken by the Ministry of Civil Defence and Emergency Management (MCDEM).

REPORT TO BE PRESENTED BY SUZANNE VOWLES

2 Recommendations:

That the Waikato CDEM Group Joint Committee:

(a) ...receive this report “ MCDEM work programme status report ” (Doc # 3488788, dated 27 August 2015) for information.

3 MCDEM work programme status update

REFER TO ATTACHMENT A

The latest MCDEM work programme status update (up to June 2015) is attached for the information of the Joint Committee. The MCDEM Regional Emergency Management Advisor for the Waikato CDEM Group (Suzanne Vowles) will be available to answer any questions from committee members.

4 Additional Matters

No Additional matters have been identified.

5 Decision Making

No decisions requested

6 Significance of Decision

No decisions requested

7 Consultation

No decisions requested

8 Financial and Resourcing Implications

No decisions requested

9 Legal and Legislative Implications

No decisions requested

10 Implementation Issues

No decisions requested

11 Attachments

A. MCDEM work programme status report (document 3477768)



Lee Hazlewood
Group Controller



6 July 2015

Chairs of Coordinating Executive Groups

MCDEM Work Programme Update: May - June 2015

We have seen severe weather affect a number of CDEM Groups in June, including flooding in Otago, snow in Canterbury, flooding on the West Coast, and flooding and landslides in Taranaki and Manawatu-Wanganui. I visited some of the affected areas in Whanganui and Taranaki with the Minister twice between 21 – 26 June to see the scale of the impacts first hand. I want to acknowledge the huge efforts of all of those involved in the response to these events over recent weeks. Of course this is just the start; the recovery for some communities will take time, and will need a long-term commitment from the organisations supporting them. In the Ministry we have put a recovery team in place and will be on hand to work with the affected Groups in the months ahead.

Whilst there will of course be lessons identified from these emergencies, we must not forget how far we have come in the eleven years since the storm in 2004. Although often referred to as the 'Lower North Island Storm' it actually affected CDEM Groups from the Waikato in the north, to Marlborough in south. It took weeks to obtain accurate figures on those affected and to assess household needs. Power outages and road closures affected thousands of people. In contrast, we have seen the benefits of more resilient lifeline utilities, where power outages were in far smaller numbers and restored quickly; the use of social media, email and internet to better connect our communities with each other; the multi-agency coordination quickly established with flexible arrangements and alternative modes of service delivery.

Prior to the flooding I continued my meetings with CDEM Groups, including Northland and Bay of Plenty CDEM Groups in May, and Manawatu-Wanganui, Otago, and Wellington CDEM Groups in June and Marlborough CDEM Group last week. I will be meeting with Nelson Tasman CDEM Group at the end of July and I'm keen to start scheduling my next round of meetings with each of your CDEM Groups over the next twelve months.

I've also begun a series of meetings with the Chief Executives of lifeline utilities, including those from Transpower, Vodafone, KiwiRail, and WaterNZ. These meetings have been extremely useful to discuss the important role of lifeline utilities and essential services as part of CDEM, to ensure they are aware of the revised Lifeline Utilities Director's Guideline and to explore ways we can collaboratively build resilience. I've also continued with my series of meetings with leaders of key organisations in the last two months including the Insurance Council of New Zealand, Tourism New Zealand, State Services Commission and Ministry of Transport and to develop new relationships or deepen existing relationships, and identify ways CDEM can be better connected with organisations and agencies that have a role to play across the 4Rs.

In May I travelled with the Minister on her trip to Japan. She was primarily there to represent New Zealand at the Nikkei Forum, where she presented a keynote address on 'Building better connections between Asia and the Pacific' as well as representing New Zealand at 7th Pacific Island Leaders Meeting with Japan (known as 'PALM'). The Minister also had an extensive programme of bilateral engagements focused on three of her portfolios, Civil Defence, Youth Affairs, and Associate Minister for Education. For CDEM, this included a meeting with the Japanese minister responsible for disaster risk management, Ms Eriko Yamatani, visits to a model 'disaster-ready' school, the Tokyo Metropolitan Government's Disaster Headquarters, the Japanese Meteorological Agency, the Mayor of Sendai and a half-day trip to Shichigahama town which is recovering from the Tohoku earthquake and tsunami, near Sendai – becoming a familiar place to me after my trip there eight weeks earlier for the World Disaster Risk Reduction Conference in Sendai.

In mid-June we hosted the New Zealand Symposium on Disaster Risk Reduction at Te Papa, Wellington, in conjunction with the Ministry of Business, Innovation, and Employment (MBIE) and GNS Science. The aim of the Symposium was to share current disaster risk reduction research and practice, and to undertake an initial assessment of how New Zealand aligns with the new Sendai Framework for Disaster Risk Reduction 2015-2030.

There was an amazing turn out at the Symposium, with a packed theatre of over 300 people, made up of representatives from central government, local government, non-government organisations, crown research institutes, universities and other hazard and risk specialists, the emergency services, and community, iwi and private sector representatives. The nearly 50 speakers were from a similarly broad range of organisations and included several high profile speakers, including two mayors, several chief executives, and other community and organisational leaders.

Overall, the Symposium was a great success with extremely positive feedback and good degree of enthusiasm expressed for the day and the way ahead. The Symposium is only the first step: we intend to hold future events that will delve more deeply into areas of the Sendai Framework and to progress the national conversation on disaster risk and resilience.

In this vein, I would like to informally signal to you that planning has begun on an emergency management conference we intend to hold in Wellington in May 2016. The conference is likely to be three days, with associated workshops each side, to maximise people's time. We intend the conference to be multi-disciplinary, potentially with concurrent streams focused on research, policy, and practice, and covering a broad range of subjects across the 4Rs. The associated workshops are likely to include areas such as welfare, recovery, lifelines, PIM, and strategy development, and provide an opportunity for peer groups to meet, such as controllers, recovery managers, and CEG Chairs. More information, including confirmed dates and times, to follow soon.

David Coetzee and Jenna Rogers attended two meetings in Hawaii in late June - the annual trilateral meeting with MCDEM, Emergency Management Australia (EMA) and the Federal Emergency Management Agency (FEMA); followed by the annual MCDEM and FEMA bilateral meeting. David signed a revised Memorandum of Cooperation with FEMA for the next five years.

I am delighted to announce Jenna Rogers has been appointed the new Manager Analysis & Planning at MCDEM and officially takes up the role from 6 July. Recruitment for her former role of Team Leader National Planning is likely to be advertised later this month.

Summary of Progress

1. *Get Ready Get Thru* campaign

MCDEM and EQC have met the Neighbourhood Support NZ (NSNZ) National Board and NSNZ's 12 district coordinators to discuss an MoU involving all three agencies. NSNZ's Acting Chair has confirmed that NSNZ is committed to an MoU and it will be a priority when their new Chief Executive is appointed.

The National Public Education Reference Group (NPERG) has agreed to a series of monthly themes for MCDEM and Groups to use in their promotional activities. Social media messages and a media release on a "get ready for winter" theme were used by MCDEM and CDEM Groups in the second half of May.

Facebook advertising, via the renegotiated contract with Yellow Pages Group Ltd, has now reached more than 335,000 people.

Get Ready Get Thru television advertising was broadcast from 31 May to 13 June. Later in the year, in the lead up to New Zealand ShakeOut, television advertisements will have text added to them promoting the earthquake drill, and will be scheduled to best support the drill. The Taranaki CDEM Group has released the first of its whanau resilience videos funded by MCDEM. The first video is about tsunami and all feature TV personality Pio Terei. All CDEM Groups will receive copies of the videos.

Contact: [Bridget Cheesman \(04\) 817 8562 bridget.cheesman@dpmc.govt.nz](mailto:bridget.cheesman@dpmc.govt.nz)

2. *New Zealand ShakeOut 2015*

Almost 330,000 people have already signed up to take part in New Zealand ShakeOut, our national earthquake drill being held at 9:15am on 15 October. Our aim is to have 1.5 million people take part this year, and we need your help.

The ShakeOut Coordinators, Bridget Cheesman and Jamie Shaw, are meeting with Planning, Steering and Governance Groups regularly. They also send weekly emails to Group ShakeOut contacts to encourage them to help promote the drill.

The Planning Group has also put together Participation Guidelines for CDEM Groups to help them plan ShakeOut in their regions and within their own organisations. It's really important that we're all on the same page, and promote the key messages in a consistent way. The guide has tips and tricks to help to plan and promote ShakeOut, including FAQs, planning templates and an overview of national marketing and communications activity. Go to www.shakeout.govt.nz/resources to download a copy.

Bridget and Jamie are also working on a number of celebrity videos that are being shared via social media to promote the drill. Two have already been produced and we encourage you to share them through your networks:

Peter Jackson and Richard Taylor - <https://www.youtube.com/watch?v=jQ3AMx9a5jU>

Jeremy Boreland (in New Zealand Sign Language)

- <https://www.youtube.com/watch?v=zz1GCUiatBQ>

Keep an eye on the [Facebook.com/NzGetThru](https://www.facebook.com/NzGetThru) page for more videos – the next one off the rank stars Jeremy Corbett from *7 Days*.

Contact: [Bridget Cheesman \(04\) 817 8562 bridget.cheesman@dpms.govt.nz](mailto:Bridget.Cheesman@dpms.govt.nz)

3. Emergency Management Information System (EMIS)

The EMIS Roadshow is underway. EMIS staff have visited half of the CDEM Groups that accepted our invitation to introduce the new simplified sites and/or offer any assistance required with EMIS. Meanwhile the project towards the enhancement of dashboards is underway.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpms.govt.nz

4. Review of the National CDEM Plan and Guide

Following public consultation in 2014 and further amendments being made to the revised National CDEM Plan, a final proposed National CDEM Plan was submitted to Cabinet for approval on 27 May 2015 and made as an Order in Council by the Governor General on 2 June 2015. The new National CDEM Plan Order 2015 is now available on the Government's legislation website (www.legislation.govt.nz). The Minister of Civil Defence issued a media release and the Ministry issued a special eBulletin containing links to the new National CDEM Plan, the Minister's media release, a submissions analysis report and a frequently asked questions sheet.

The Ministry has commenced its review of the supporting Guide to the National CDEM Plan (the Guide). The Guide does not require as much amendment, as a lot of the supporting material in the National CDEM Plan 2015 has not changed. The intention is to issue the draft revised Guide for external consultation in mid July 2015.

Both the revised Plan and Guide will come into effect at the same time on 1 December 2015.

Contact: Jenna Rogers (04) 817 8570 jenna.rogers@dpms.govt.nz

5. Review of Arrangements for Delivery of Welfare Services in Emergencies

Implementation of identified actions in the Review of Arrangements for Delivery of Welfare Services in Emergencies – Corrective Action Plan continues with the following activities:

- A review of all welfare arrangements is being carried out in the statutory framework including the Coordinated Incident Management System, the National CDEM Plan, the Guide to the National CDEM Plan and the Welfare in an Emergency Director's Guideline (DGL 11/10). The CIMS Manual and National CDEM Plan reviews are now

complete. The outcome of these reviews is a significant elevation of Welfare. CIMS now recognises Welfare as one of the seven CIMS functions and this places a requirement on all agencies to consider and plan for welfare arrangements for response. The Welfare Services arrangements in the new National CDEM Plan have been significantly amended to provide greater clarification of roles and responsibilities for welfare services, including CDEM Groups. The revised Guide to the National CDEM Plan and Welfare in an Emergency Director's Guideline are now being reviewed to reflect these significant changes.

- MCDEM is continuing to engage and meet with national welfare agencies and CDEM Groups to continue to develop the arrangements for welfare services working towards 1 December 2015 when the Plan and Guide come into force and the overall responsibility for welfare services coordination transfers from the Ministry of Social Development to MCDEM (nationally) and CDEM Groups (regionally/locally).
- A Group Welfare Manager's Forum was held on 21-22 May co-hosted by MCDEM and the Manawatu-Wanganui CDEM Group. The focus of the Forum was on CDEM Group welfare services coordination and management and provided the opportunity for relationship building, collaboration and information sharing between Group Welfare Managers, as well as enhancing knowledge and capability in the role. The Forum was also used as an opportunity for Group Welfare Managers to workshop elements of the revised Welfare in an Emergency Director's Guideline.

Contact: Jenna Rogers (04) 817 8570 jenna.rogers@dpmc.govt.nz

6. National CDEM Strategy 2017

Work has begun on the review of the current National CDEM Strategy and development of a new Strategy. While the last Strategy was essentially a rollover of the previous Strategy – having only been in place for three years – the Strategy in its current form has now been in place for nearly twelve years. This time we envisage a more significant revision to really get to the crux of the challenges we face and take us to the next level in our management of them. The Strategy is likely to place more emphasis on understanding and addressing *total disaster risk*; that is, examining the range of factors that contribute to risk, and the effort needed across disciplines and sectors to minimise our risk and strengthen our resilience. It will acknowledge the effort needed at all levels – from individuals to communities to society – and look at priorities across timeframes, in the short, medium, and long term, with an emphasis on having a long-term view on what we are trying to achieve (reduced risk and increased resilience, ultimately).

There is a lot of work needed to agree on the goals and priorities, and fill in the detail. We are keen to have as many people as possible participate in that. We are developing an 'engagement schedule' and will be in touch with you soon to gauge your willingness to participate. We will also be forming a Steering Group and an Advisory Group. If you, or any of your staff, have a particular interest in being involved, please do contact Jo Horrocks – willing and keen volunteers needed!

Contact: Jo Horrocks (04) 817 8575 jo.horrocks@dpmc.govt.nz

7. Capability Development Programme

Eighteen participants of the inaugural cohort (14/1) of the *CDEM Controllers Development Programme* have now entered into the individualised post-course continued development phase. After successful completion of this last phase, participants will be accredited as CDEM Controllers.

A second cohort (15/1) has completed the initial online phase of the programme and their residential component in Wellington. Cohort 15/2 have just begun their initial online component and will complete their residential component in Auckland in late July. Nominations are currently being sought from the sector for a fourth cohort (15/3) who will commence their online phase in September.

MCDEM have begun the preliminary work to procure a Learning Management System (LMS) that is hoped to be made available to the CDEM sector in due course. A LMS is a software application which helps automate the management, tracking and reporting of training programmes and provides a platform for content delivery, training materials and evaluation tools. An older LMS version is currently being used for the CDEM Controllers Development Programme.

Work is continuing on the development of courses as part of the Integrated Training Framework (ITF). Led by the Waikato CDEM Group, the Coordination Centre Foundation Course has been rolled out with some 1200 attendees to date and has been reviewed to align with CIMS (2nd Edition) material. The next phase, the Coordination Centre Intermediate Course, is currently being finalised and piloted. Training at a higher level, the Coordination Centre Advanced suite of courses, is in the concept phase and a Project Manager has just been appointed.

MCDEM have also developed a common foundation course for central government agencies that focusses on developing the basic skills and knowledge required for individuals to operate in national-level, single or multiagency, emergency coordination centre. The course material and supporting resources are available on the MCDEM website.

EMQUAL, the Industry Training Organisation (ITO) for CDEM, wound up their operations in early April 2015. EMQUAL's successor, The Skills Organisation, is currently working through the transition arrangements and have commenced engagement with MCDEM and CDEM training providers. A introductory letter to the sector from the new ITO, outlining transition arrangements, training agreements, Targeted Review of Qualifications standing and unit standard review issues, will be published in the next Impact Magazine.

Contact: Grant Morris (04) 817 8581 grant.morris@dpmc.govt.nz

8. Publications - Review, Development and Consultation

A number of the Ministry's publications are currently being reviewed or developed, including:

- *National CDEM Plan*: Following public consultation the revised National CDEM Plan was finalised and made as an Order in Council on 2 June 2015. The new National CDEM Plan will come into force on 1 December 2015 at the same time as the revised Guide to the National CDEM Plan. The new National CDEM Plan is available at: www.legislation.govt.nz

- *CDEM Logistics: Director's Guideline*: Following external consultation refinements were made to the guideline and a final document was published on 12 June 2015. The new guideline is available at: www.civildefence.govt.nz.
- *Working from the Same Page: Consistent Messages for CDEM (Earthquakes chapter)*: The earthquakes section of this publication has been updated to provide advice about how to prepare for earthquakes. The information is relevant to all members of the public but should be of particular interest to building owners, wardens and staff responsible for emergency plans. The new chapter is available at: www.civildefence.govt.nz.
- *CDEM Group Planning: Director's Guideline*. Following external consultation refinements have been made to the guideline in response to feedback. The final document will be published in July. The new guideline will be available at: www.civildefence.govt.nz.
- *Guide to the National CDEM Plan*: This document is being reviewed to incorporate the new National CDEM Plan (2015) and will be issued for external consultation in mid July 2015. The revised Guide to the National CDEM Plan will come into force on 1 December 2015 at the same time as the new National CDEM Plan.
- *Welfare in an Emergency: Director's Guideline*. MCDEM continues to work closely with CDEM welfare subject matter experts and national welfare agencies to clarify and document revised guidance for welfare services in the *Welfare Services in an Emergency Director's Guideline*. The document was issued for external consultation on 18 June 2015. Feedback closes on 20 August 2015.
- *Emergency Movement Control: Director's Guideline*: Consultation with CDEM Groups ended in February 2015. Significant feedback was received and a contractor was engaged to assist with finalising the document. Due to the extent of further work required we now intend to publish the guideline in July 2015.
- *Response Planning: Director's Guideline*: Consultation with CDEM Groups ended in April 2015. Feedback received has led to significant changes and a second round of consultation on the revisions will occur in mid-late July for. The final guideline will be published by October 2015.

Contact: Jenna Rogers (04) 817 8570 jenna.rogers@dpmc.govt.nz

9. Review of the legislation for recovery from an emergency

Cabinet has agreed to a package of proposals for amending the CDEM Act, as announced by the Minister of Civil Defence on 15 June 2015. A Bill is now being drafted to incorporate these amendments. It is likely to be introduced into Parliament in the next few months and will then be referred to Select Committee, which will very likely call for public submissions. We will keep CDEM Groups informed on timeframes as they firm up.

The consultation process on the existing compensation provisions in the CDEM Act will soon be completed. Policy options will then be presented to the Minister of Civil Defence. We will keep CDEM Groups informed of the progress of this work too. Thank you to those who have provided input so far. These contributions have been very helpful.

Contact: Geraldine Canham-Harvey (04) 817 8557 geraldine.canham-harvey@dpmc.govt.nz

10. Public Alerting

The Indicative Business Case was presented to Cabinet in March and approval was obtained to proceed to the Detailed Business Case, which has now commenced and is aimed for late July 2015.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

11. Monitoring and Evaluation

The interview and reporting component of the Capability Assessment programme is almost complete. Early findings from the data and reports suggest that improvements have been made across all goal and enabler areas. The most significant improvements are found in the areas of management and governance, readiness and response. Nationally there appears to be opportunity to improve in welfare, recovery and business continuity planning. Each of the individual capability assessments has yielded good practice which provides opportunity to identify leverage through the National Capability Assessment report. This national report is scheduled for release to the stakeholders in December 2015.

Contact: Shane Bayley (04) 817 8578 shane.bayley@dpmc.govt.nz

12. Resilience Fund

The 2013-14 CDEM Resilience Fund projects have been reviewed ahead of a report requested by the Minister on future opportunities for the Fund. The report is intended to outline the benefits the Fund has brought to CDEM Groups in delivering initiatives for community resilience.

The projects for the 2015-16 Fund have already been approved and your arrangements should be under way for Groups to start these projects.

Applications to the Fund for 2016/2017 close on 31 July and we encourage you to have project proposal developed and approved by the Group prior to this date. I would note that the report to the Minister may result in changes to either process or priorities for the use of the Fund, or both, and these will be reported to Groups as soon as possible.

Contact: Shane Bayley (04) 817 8578 shane.bayley@dpmc.govt.nz

Yours sincerely



Sarah Stuart-Black
Director

