

**Report**            **03.429**  
Date                14 August 2003  
File                Z/03/04/01

**Committee**        **Civil Defence Emergency Management Group**  
**Author**            **Debbie Cunningham, Project Manager, CDEM Group Plan**

## **Report on the progress of the CDEM Group Plan**

### **1. Purpose**

The purpose of this report is to give the CDEM Group an update on the progress of the CDEM Group Plan.

### **2. Background**

The CDEM Group has tasked the interim Co-ordinating Executive Group (CEG) with the development of the CDEM Group Plan. The framework for the plan was outlined in report 03.236 on 15 May 2003.

On 3 July 2003 the interim CEG met and allocated the task of developing the plan to the Group Emergency Management Office. The Group Emergency Management Office is made up of two staff. One of those staff, Debbie Cunningham, was appointed as the Project Manager for plan development. The CEG also agreed that facilitation of drafting some operational aspects of the plan would be spread across the CDEM agencies – each responsible for a part of the plan relating to a specific issue.

The Project Manager will report regularly to the CEG on progress of the Plan, and to the CDEMG for updates on progress.

### **3. Discussion**

The following activities are being undertaken to progress the CDEM Group Plan:

- A detailed project timetable has been developed (see Section 4 for key dates).
- Contact has been established with the agencies that will need to contribute to the Group Plan.
- The draft vision, goals and context of the CDEM Group Plan are being prepared. These are based on the draft outcome statements approved by in report 03.236. They will be confirmed following a workshop of all CDEM agencies in September.

- Draft hazard summaries are being developed to form the basis of upcoming workshops. These workshops will focus on risk assessment and identifying the issues to be resolved in the operational component of the plan. These risk assessment workshops are planned for October 2003.
- The CDEM Group work programme activities are underway. The work programmes were outlined in full in report 03.237 on 15 May 2003 and include emergency water supply, road access restoration, reconnaissance, communications, commuter management, external logistics, and urban search and rescue. Facilitators from CDEM Group member authorities have been assigned to each work programme. The project manager is working with each of these facilitators to determine how their work will be reflected in the operational component of the CDEM Group Plan.
- A project management steering group has been established to provide procedural support to the Project Manager.

#### 4. Key target dates for the CDEM Group Plan

The table below shows the key target dates for developing the CDEM Group plan. There is some flexibility to these dates as we may need more or less time on specific aspects than has been allocated.

|   |                            |
|---|----------------------------|
| Strategic component drafted   | July 2003 - 30 April 2004  |
| CDEMG work programmes carried out   | Ongoing – 30 June 2004     |
| Operational component drafted (including sections related to current work programmes) | 1 July - 30 September 2004 |
| Administrative component drafted (including CDEM structure review)                    | 1 July - 30 September 2004 |
| Final drafting  | October – Dec 2004         |
| Draft Plan approved by CDEMG  | Dec 2004 – Jan 2005        |
| Public consultation (and Ministerial review)  | Jan – April 2005           |
| Plan approval   | May 2005                   |

Following the drafting of each component of the CDEM Group plan (strategic, operational, administrative) there will be a formal report to the CDEM Group. Ongoing reports on the progress of the CDEM Group plan will be provided between these times.

#### 5. Recommendation

*That the report be received and the contents noted.*

Report prepared by:

Report approved by:

**Debbie Cunningham**  
Emergency Management  
Officer

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