

Report **05.589**
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Committee **CDEM Group**
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CDEM Group work programme progress report

1. Purpose

To update the Wellington Region Civil Defence Emergency Management Group (CDEM Group) on the progress of the CDEM Group work programmes.

2. Background

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

This report updates progress on these projects.

3. Discussion

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

3.1 CDEM Group Public Information and Media Management Plan

3.1.1 Aim

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

3.1.2 Progress

A project team has been set up by the Group Office and the project plan and timeline have been completed for this project.

The project team are developing the draft CDEM Group Public Information and Media Management Plan to take to a working group scheduled to meet on 6 October 2005.

Project Leader: Natalie Quirke, Greater Wellington Regional Council

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

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

Andrew Cutler, Strategic Communications Manager,
Greater Wellington Regional Council

Working Group: Project team (named above)
Marshall Hyland, Porirua City Council
Jim Stuart-Black, NZ Fire Service
Kaye Calder, NZ Police
Greg Phillips, Capital & Coast District Health Board
Keith Evans, Ministry of Civil Defence & Emergency
Management

3.2 CDEM Group Welfare Management Plan

3.2.1 Aim

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

3.2.2 Progress

A working group has been established.

A draft plan has been developed and is out to the working group for consultation.

Project Leader: Angie Rodger, Hutt City Council

The Working Group is made up of representatives from the following Territorial Authorities and agencies:

- Carterton District Council
- Hutt City Council
- Kapiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council
- Greater Wellington Regional Council
- Wellington Region Civil Defence Emergency Management Group

- Ministry of Social Development (MSD)
- Work and Income
- Housing New Zealand Corporation
- Child Youth and Family Services
- Capital & Coast District Health Board
- Hutt Valley District Health Board
- Wairarapa District Health Board
- Regional Public Health
- Ministry of Education
- Inland Revenue
- The Salvation Army
- NZ Red Cross
- Victim Support.

The Ministry of Agriculture and Forestry and Federated Farmers have expressed an interest in joining the working group.

3.3 Review of Standard Operating Procedures

3.3.1 Aim

To review the Standard Operating Procedures to ensure they are in line with the CDEM Group Plan.

3.3.2 Progress

All local government members have updated their Standard Operating Procedures.

The Group Office has received copies of Standard Operating Procedures from all Councils except Upper Hutt City Council and South Wairarapa District Council. The CDEM Group Plan work programmes requires that all Standard Operating Procedures be reviewed by 30 June 2006. We now have to review for quality and consistency.

Project leader: Rian van Schalkwyk, Greater Wellington Regional Council

3.4 Clarification of CDEM Group role in Public Health Hazards

3.4.1 Aim

To ensure that we understand exactly what role the CDEM Group will play in public health hazards and to identify what is expected of the Group in these types of emergency event.

3.4.2 Progress

A working group has been established to work through this issue.

Project Leader: Rian van Schalkwyk, Greater Wellington Regional Council

Working Group: Jo Guard, Greater Wellington Regional Council

Paul Nickalls, Hutt City Council

Don McGuire, Kapiti Coast District Council

Marshall Hyland, Porirua City Council

Derek Theobald, South Wairarapa District Council

Adrian Glen, Wellington City Council

Representative from Ministry of Health (to be advised)

3.5 Lifelines communications system implementation

3.5.1 Aim

To implement a communications system to be used by lifelines in emergency events.

Project Leader: Dave Brunson, Kestrel Group

3.6 Development of a joint agency training and exercise schedule

3.6.1 Aim

To establish and maintain a schedule of training and exercise dates for distribution throughout the CDEM Group partners/agencies.

3.6.2 Progress

An interim system is currently being used to advise partners/agencies of training and exercise dates during the year.

Project Leader: Ray Kennedy, NZ Fire Service

3.7 CDEM Group Reconnaissance Plan developed and tested

3.7.1 Aim

To develop and test a Group Reconnaissance Plan.

3.7.2 Progress

Some ground work has been done in this area.

Project Leaders: Rian van Schalkwyk, Greater Wellington Regional Council and Marshall Hyland, Porirua City Council

3.8 Other work programmes

3.8.1 Sewage Disposal

(a) Aim

The CEG requested that a Sewage Disposal Plan be scoped and developed for the region. This project is not outlined in the Work Programmes named in the Plan, but is being carried out in the 2005/2006 financial year.

(b) Progress

- A workshop attended by emergency managers and asset managers was held on 29 June 2005. Structural and non-structural measures were discussed as well as the impact of sewage failure on the wider community.
- A working group was set up at the Sewage Disposal workshop in June 2005. The working group met on 12 September and focussed on the three key stages of the disposal chain (set against the backdrop of the *Exercise Phoenix* scenario, and covering CBDs, urban and rural contexts), namely:
 - Household/ facility containerisation and initial storage
 - Collection from households/facilities
 - Disposal by TAs and/or contractors

Options and practical restraints in each of these three stages are now being considered.

Project Leader: Dave Brundson, Kestrel Group

Project Team: Derek Theobald, South Wairarapa District Council
Graeme Burnett, Masterton District Council
Don McGuire, Kapiti Coast District Council
New New Nyo, Upper Hutt City Council
Maria Archer, Wellington City Council
Rian van Schalkwyk, Greater Wellington Regional Council
Jo Guard, Greater Wellington Regional Council
Steven Bokkenink, Regional Public Health
Chris Edmonds, Regional Public Health

The project will be overseen by a steering group which comprises utility managers and emergency managers from each of the local authorities in the region. Guest representatives from Greater Wellington's Pollution Control team, Capacity and various waste treatment companies will also be involved at key stages of the project.

4. Recommendation

*That the CDEM Group **receive** the report and **note** the contents.*

Report prepared by:

Jo Guard
CDEM Group Office