

Report 07.212
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Committee CDEM Group
Author Dr Roger Blakeley, Chairperson, Co-ordinating
Executive Group

CDEM Group work programme progress report

1. Purpose

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

2. Background

Five CDEM Group work programmes are listed in the CDEM Group Plan to be completed in the 2006/2007 year.

This report updates progress on these projects.

3. Discussion

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

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

3.1 CDEM Group Recovery Plan

3.1.1 Aim

To ensure that the Group has robust methods and relationships in place for providing co-ordinated efforts and processes to effect the immediate, medium and long-term holistic rehabilitation of a community following a disaster.

3.1.2 Progress

A start has been made on the draft CDEM Group Recovery Plan.

There are two objectives identified for recovery, namely the implementation of effective recovery planning and activities for the physical impacts of disasters and the implementation of effective recovery planning and activities for the social and economic impacts of disasters.

The draft CDEM Group Recovery Plan will address the following activities:

- The assessment of the needs of a community affected by the emergency;
- The co-ordination of resources made available to the community;
- Actions relating to community rehabilitation and restoration; and
- New measures to reduce hazards and risks.

Project Leader: Craig Hamilton, Emergency Management Officer,
Greater Wellington Regional Council

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

3.2 Hazard Information Review

3.2.1 Aim

To ensure that updated and relevant information about all hazards are available, current, accessible and communicated to all audiences in a way that enables informed decision making.

3.2.2 Progress

Several meetings and workshops have been planned for the next few months to address the hazard information review project.

Meetings have been held with the relevant role-players, including the Institute of Geological Nuclear Sciences.

Project Leader: Iain Dawe, Hazards Analyst, Greater Wellington
Regional Council

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

3.3 CDEM Group Reconnaissance Plan developed and tested

3.3.1 Aim

To develop and test a Group Reconnaissance Plan.

3.3.2 Progress

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

Regional reconnaissance focuses on assets and locations of regional significance and is not replacing local reconnaissance. Examples of facilities that are part of the reconnaissance plan are those essential for water supply, access, urban search and rescue, lifelines restoration, medical treatment and

emergency response. The information gathered during regional reconnaissance will be distributed to the Territorial Authorities, National Crisis Management Centre and lifelines organisation. The draft plan covers both aerial and ground based reconnaissance.

During Exercise Capital Quake (14 & 15 November 2006) it became apparent that several other organisations (for example Transit New Zealand and EQC) were also doing reconnaissance work for the same areas that our Group Reconnaissance Plan covered. We are meeting with these organisations to work out exactly who will play what role to avoid duplication. The draft Plan will be amended accordingly.

We are meeting with these organisations to work out exactly who will do what to avoid unnecessary duplication. The draft Plan will be amended accordingly.

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

3.4 Debris Disposal Arrangements

3.4.1 Aim

To ensure that adequate arrangements are in place for the effective disposal of debris during emergencies.

3.4.2 Progress

The Institute of Geological Nuclear Sciences (GNS) has recently started a project “Pre-event recovery planning for land-use in New Zealand”. This project addresses issues and solutions before an event occurs and will also include how emergency consents can be gained in advance for spoil disposal sites, including those for contaminated materials (e.g. road slip material, building debris), disposal of refuse, etc.

GNS hosted their first workshop on 1 March 2007. The meeting was attended by invited representatives comprising GNS staff, emergency management staff and resource management planners.

A framework has been constructed to assist these planners in undertaking pre-event recovery land-use planning.

3.5 Rural fire management alignment

3.5.1 Aim

To ensure that there is synergy between the CDEM Group and rural fire management structures.

3.5.2 Progress

This project has not been started yet.

Project Leaders: New Zealand Fire Service, Don McGuire (Kapiti Coast District Council) and Paul Nickalls (Hutt City Council)

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

3.6 Emergency management agency communications system implementation

3.6.1 Aim

To ensure that adequate arrangements are in place for vital emergency management agencies to communicate effectively during any emergency.

3.6.2 Progress

This project has been completed with the following:

- A regional satellite network was installed in August 2006 linking the Group CDEM Emergency Operations Centre (GEOC) with all the cities and district CDEM operations centres. We now have satellite links with all the territorial authorities in the region, the Ministry of CDEM, Geological Nuclear Services, other CDEM Groups and Fulton Hogan Contractors.
- An additional radio repeater system was purchased in December 2006 and will be installed (as soon as we have a frequency allocated from the Department of Economic Development) to enhance radio communications along the west coast (Wellington to Wanganui).
- Additional radio links have been provided to Regional Public Health, Ministry of CDEM and Radio New Zealand. We now have direct radio access to these facilities.
- A separate telephone (PABX System) was purchased in September 2006 and installed in the GEOC.
- An information management system was purchased in August 2006 from RMD Databases and installed in the GEOC. Wellington City Council and Porirua City Council have similar systems.

Project Leaders: Group Emergency Management Office and CDEM agencies

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

4. Ongoing CDEM Group activities

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

4.1 Local hazard analysis

Wellington City Council	Following the detailed work on the realignment of the fault line hazard area in the District Plan and the amendment of the rules covering development in this area (District Plan Change 22, adopted 2004) ongoing consideration is being given to how other hazard issues might be addressed. Landslip and tsunami hazards are not dealt with at present. Currently, work is proceeding on the review of the earthworks rules which are relevant to the landslip hazard on steep hillsides in the city. The main driver for future work is likely to come from directives under the Regional Policy Statement (currently being prepared). 2007/08 draft annual plan has funding for a Wellington City civil defence/tsunami warning system.
Hutt City Council	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Upper Hutt City Council	The scope of local hazards has been expanded to include pandemic events.
Kapiti Coast District Council	The recently completed tsunami response plan is being reviewed and expanded as a result of the Pacific Wave Exercise results. This review will now include a siren study for the coastal areas. The ongoing severe weather events coupled with an improved verbal warning service supplied by the MetService has resulted in modifications to the CDEM Office and KCDC Depot staff operating procedures.
Porirua City Council	The pacific source tsunami response plan for the coastal areas of the city was exercised in the national Pacific Wave exercise. Further work is being done for a local source tsunami and this will require collaboration with adjacent councils for consistent public warnings and zone markings. Victoria University has been commissioned to report on potential debris flow risk from west hills of Pukerua Bay during a severe rainstorm event. Multiple hazsub petrol station sites around City CBD are having major spill incidents information put onto combined CDB map for Emergency Services response management.
Carterton District Council	Local hazards analysis has been carried out by Wairarapa Engineering Lifelines Association (WELA).
Masterton District Council	The Group Plan has identified the hazards and ranked these hazards within the Wellington Region. A workshop on 19 July 2005 reviewed these hazards in relation to each of the Territorial Authorities within the Wairarapa. These hazards have been ranked as they pertain to each of the Wairarapa Territorial Authorities.
South Wairarapa District Council	Hazard analysis plan being updated along with coastal watch personnel plan being reviewed. The installation of a marine radio

	at the EOC nearing completion.
Greater Wellington	<p>Greater Wellington has reviewed both regional and local hazard information as part of the 2005 State of the Environment Report and the current Regional Policy Statement review processes. (This review is scheduled in the work programme for 2006/07 but needed to be done beforehand as part of these processes.)</p> <p>A natural hazard research strategy for 2006/07 to 2010/11 was finalised in May 2006. This strategy is based on the above review of existing information along with future territorial authority projects, CDEM Group activities and current crown research institute research. The focus of the hazard research for the next five years is on:</p> <ul style="list-style-type: none"> • updating some existing regional-scale data information (e.g. damage data for Wellington Fault earthquake scenario, earthquake hazard maps) • obtaining new regional-scale information (e.g. tsunami modelling, research into the potential for and consequences of subduction zone earthquakes) • obtaining quantitative risk data (e.g. who and what is at risk from certain scenarios - coastal erosion, tsunami, etc) • cost-sharing with Territorial Authorities on local hazard projects (e.g. landslide research, active fault mapping). <p>Greater Wellington is contributing to the recently started "It's our fault" project.</p> <p>In addition, the Wairarapa Engineering Lifelines Association is looking to undertake a specific study on the Taurua section of the Wellington fault which has significant implications for the Wairarapa. This project is a spin off from the "It's our fault" project and is being project managed by Greater Wellington.</p>

4.2 Resource management plan reviews

Wellington City Council	The Wellington City Council is conducting a rolling review of the Operative District Plan and the work programme provides for no specific hazards work at least until 2009. The District Plan is due for a formal review under the RMA commencing in 2010. At this stage any directives under the Regional Policy Statement will have to be considered.
Hutt City Council	Resource management plan reviews are ongoing in consultation within Hutt City Council.
Upper Hutt City Council	Resource management plan reviews are ongoing in consultation within Upper Hutt City Council.
Kapiti Coast District Council	Resource management is under constant review as required by the LTCCP and GWRC.
Porirua City	The next review of the Porirua City District Plan is 2009. There will

Council	be a focus on hazards in this review and a series of hazard risk studies will feed into this review, such as storm-water flooding and slope stability which are showing higher risk from severe rain dump events that may be a factor of changing weather patterns.
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management.
Masterton District Council	The proposed Wairarapa combined District Plan was publicly notified on 26 August 2006. Submissions closed on the 30 October 2006. Further submissions have now closed and hearings are programmed for July/August 2007.
South Wairarapa District Council	District Plan released. LTCCP plan being implemented to align with the Resource Management Plan at present being reviewed.
Greater Wellington	<p>Greater Wellington is undertaking the 10 yearly review of the Regional Policy Statement (RPS) required under the Resource Management Act (RMA). The natural hazards chapter was evaluated in early 2006 and the revised draft provisions are currently being written. The draft provisions will be completed in February 2007 and will be released for public consultation in September 2007.</p> <p>Greater Wellington is looking to put in more directive risk reduction policies into the RPS (note: this only covers natural hazards).</p>

4.3 Business Continuity Plan development

Wellington City Council	Wellington City Council has Business Continuity Plans in place for all business units and is currently testing both these plans and Council's IT disaster recovery at the business recovery location in Tawa. Council's overarching pandemic strategy and plan is with the management team for review and approval. Business units have incorporated any pandemic specific activities into their current business continuity plans.
Hutt City Council	Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Upper Hutt City Council	The pandemic plan has been approved by Council and is transportable to any infectious disease scenario (and to a large degree many other scenarios that would affect council operations).
Kapiti Coast District Council	All council departments and groups have Business Continuity Plans (BCPs) completed and operational. Regular updates and reviews of the BCPs have been instigated. The pandemic Business Continuity Plan was approved by Council in June 2006.
Porirua City Council	Business Continuity Plan development is focused on handling expected staff shortages during a pandemic. Crisis management plans are also being reviewed.

Carterton District Council	Carterton is at present writing a business continuity plan incorporating a possible pandemic influenza outbreak.
Masterton District Council	Business Continuance Plans including Standard Operating Procedures continue to be developed. Roding (urban/rural), Building Safety Evaluation and the pandemic threat are nearing completion.
South Wairarapa District Council	Business Continuity Plan has been written and constantly reviewed. Pandemic plan to be incorporated into the BCP.
Greater Wellington	Greater Wellington has developed a Pandemic Response Plan and enhanced its Business Continuity Planning to incorporate pandemic influenza. Areas of particular focus are coping with staff shortages, IT processes, and staff welfare issues.

4.4 LTCCP consultation with emergency management organisations

Wellington City Council	Each year Wellington City Council conducts a survey with key emergency partners to find out their satisfaction with our performance and planning. Respondents to last year's survey include: Wellington Free Ambulance, Greater Wellington Regional Council, New Zealand Fire Service, Kapiti Coast District Council; and Capital and Coast District Health Board.
Hutt City Council	Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Upper Hutt City Council	Upper Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Kapiti Coast District Council	CDEM issues and solutions have been included in the LTCCP. KCDC is constructing a dedicated EOC this financial year.
Porirua City Council	LTCCP involvement with local emergency services has been through the city Emergency Services Coordinating Committee.
Carterton District Council	Nothing to report as LTCCP is still ongoing.
Masterton District Council	As part of the LTCCP process, key emergency management agencies and stake holders were consulted.
South Wairarapa District Council	LTCCP Plan incorporated involvement with key stakeholders, agencies and public consultation.
Greater Wellington	Greater Wellington worked with emergency management agencies and key stakeholders as part of the LTCCP planning process.

4.5 Asset management planning

Wellington City Council	Wellington City Council engaged MWH New Zealand Ltd to conduct an external peer review of all its' AMPs over three years. The review found that all plans met or exceeded core asset management as defined by the National Asset Management
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	Steering Group.
Hutt City Council	The Emergency Management team works with Hutt City Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Upper Hutt City Council	Upper Hutt City Council have a programme in place where asset management is continually under review.
Kapiti Coast District Council	This work is being undertaken by the Assets Management Engineer who co-ordinates all asset management with the appropriate departments of Council. Flood management is a key focus along with the Paekakariki Hill Road.
Porirua City Council	Ongoing asset management planning focus on updating water emergency distribution capacity and developing capacity for emergency arrangements for sewage collection/disposal during a major earthquake.
Carterton District Council	This is being undertaken in conjunction with LTCCP.
Masterton District Council	Asset Management Plans have been developed for all key assets by the relevant business units. These are 'working documents' and are reviewed on a regular basis.
South Wairarapa District Council	Work in progress.
Greater Wellington	<p>Greater Wellington takes a risk minimisation approach and has funded a series of seismic strengthening and damage minimisation works over the last few years.</p> <p>Two major projects designed to reduce the risk of earthquake damage have been completed. A new section of trunk main was installed at Haywards to replace a section that was particularly vulnerable to earthquake damage. A new pumping station was constructed at Karori because the existing one located immediately downstream of the Lower Karori Dam was very close to the Wellington fault and was vulnerable to damage from fault movement and/or failure of the dam.</p> <p>New projects include:</p> <ul style="list-style-type: none"> • a review of the seismic strength of the lake intake towers at Te Marua • relocation of the Randwick pumping station to a more secure site at Gracefield due to high flood and seismic vulnerability • making a financial contribution to the strengthening of the Silverstream Bridge being carried out by UHCC. The impact of the water main on flood levels upstream will be examined in detail before a definite commitment to this work is made • an emergency connection to the Upper Hutt reticulation network has been completed and another at Pukerua Bay is to be constructed.

4.6 Public training

Wellington City Council	<p>WCC actively promotes public awareness and preparedness through presentations and hazard assessments for businesses, community groups, schools, and early childhood centres.</p> <p>Initiatives in 2006/07 include:</p> <ul style="list-style-type: none"> • Increasing the number of secondary schools involved in the rescue training programme. • A pilot programme for Years 5, 6 7 and 8 students that emphasises preparedness and introduces the teachers and students to rescue training, reconnaissance and radio communications. • Providing professional development for staff in schools and early childhood centres regarding their roles and responsibilities in an emergency. • A project focussing on the ethnic communities. • Table top and practical exercises for businesses.
Hutt City Council	<p>There is a constant demand for services within community - resources are under pressure from current demand.</p>
Upper Hutt City Council	<p>Upper Hutt City Council work with schools and other key organisations to enhance awareness and preparedness.</p>
Kapiti Coast District Council	<p>KCDC is actively pursuing public awareness and has employed a full time CDEM Officer to manage this activity. The general public and schools are targeted. KCDC work closely with other Group officers and has considerable input into this activity. KCDC has invested in a marquee and display stands and other facilities as part of this programme.</p> <p>KCDC is expanding its "Green Plumber" programme to include a similar "Seismic Restraints" programme initiative. This programme involves the free installation (only) of basic seismic restraints for the householder.</p>
Porirua City Council	<p>Public training continues with an increasing focus on members of households increasing their capacity to look after themselves and neighbours during a major emergency (per pandemic preparations).</p> <p>An online emergency communities programme is being developed with Online Communities Trust. This has a lot of potential to penetrate directly into households with risk and readiness information and serve as a platform for increased neighbour and Civil Defence Centre support from residents.</p>
Carterton District Council	<p>Ongoing talks to groups.</p>
Masterton	<p>Public education and awareness is a continuing programme. We</p>

District Council	receive many requests from various agencies including schools, community groups, learning institutions etc. for CDEM preparedness presentations. Public awareness is not just limited to presentations but includes hazard signage e.g .tsunami.
Carterton District Council	Ongoing talks to groups.
Masterton District Council	Public education and awareness is a continuing programme. We receive many requests from various agencies including schools, community groups, learning institutions etc. for CDEM preparedness presentations. Public awareness is not just limited to presentations but includes hazard signage e.g .tsunami.

4.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council	MOUs in place with local Helicopter company for actions necessary in a response phase. MOUs in place with other regional TAs and the NZ Fire Service for rural fire response.
Hutt City Council	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Upper Hutt City Council	Upper Hutt City Council has a current agreement with Hutt City to provide assistance and support in response to an emergency incident. A contract for service is being prepared to manage the Hutt Valley Emergency Management Office service delivery in the Upper Valley.
Kapiti Coast District Council	Current activity includes an MOU with Helipro for aircraft support in a tsunami event and an MOU with local hire firms for generators for key installations in emergencies.
Porirua City Council	Local pre-event agreements have been updated. The Work & Income pre-event agreement is being updated. Local pre-event agreement with Victim Support being established. Opportunity being taken for piloting Red Cross into local communities support activities using Porirua City as a pilot.
Carterton District Council	None entered into.
Masterton District Council	The Emergency Management Office has, and is continuing, to enter pre event arrangements with agencies that have a role and responsibility during the Response and Recovery phases.
South Wairarapa District Council	Resource Management list for the District constantly reviewed.
Greater Wellington	Formal agreements are in place with other CDEM Groups, communications providers and fuel companies.

4.8 Hazardous substances industry advocacy

Wellington City Council	Wellington City Council has three hazardous substances officers who work in Building Consents & Licensing Services. The officers administer the hazardous substances contract Council has with the Dept of Labour (OSH). They inspect and monitor premises using/storing hazardous substances as part of their manufacturing processes. They attend any hazardous substances emergency when requested by emergency services and report on such incidents to the Dept of Labour. They assist the public from time to time in the disposal of hazardous materials.
Hutt City Council	The Emergency Management team liaises with NZ Fire Service and attends the Hazardous Substances Technical Liaison Committee meetings.
Upper Hutt City Council	Upper Hutt City Council's hazardous substances operation has been contracted to Hutt City Council.
Kapiti Coast District Council	This field is primarily covered by the activities of the Emergency Services Co-ordinating Committee and direct liaison with GWRC. As a result of recent events and discussions KCDC is having a HAZNO response trailer constructed and suitably equipped.
Porirua City Council	Local liaison continues with the local OSH worksites contractor. The schedule of high risk hazardous substances sites that will require pro-active inspection in a major earthquake will be updated.
Carterton District Council	Civil Defence liaises with the New Zealand Fire Service and the in-house hazardous substances officer.
Masterton District Council	Hazard Substances Technological Liaison Committee is an adjunct to the Wairarapa Emergency Management Co-ordinating Committee. Issues that arise will be addressed as required.
South Wairarapa District Council	LPG evacuation area plans has been completed and circulated to service stations. Fire Service and OSH remain key agencies.
Greater Wellington	Work has been done on the transportation and storage of petroleum products. Greater Wellington is also an active member of the Hazardous Substances Technical Liaison Committee. Greater Wellington is currently working with the Logistics Executive of the New Zealand Police to look at New Zealand's chemical, biological, radiological and explosive capability assessments.

4.9 Volunteer training

Wellington City Council	The training programme for Civil Defence Centres for 2007 has begun. The programme is based on 12 sessions that can accommodate up to 25 of the Civil Defence Centre Mangers/ Trainers. Train-the-Trainer packages for each topic are nearing completion (to the point of working drafts). A library of training
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	<p>material is being established.</p> <p>The 15 week elective programme at Wellington East Girls College has begun; other schools are considering their participation.</p>
Hutt City Council	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand.
Upper Hutt City Council	<p>Upper Hutt City Council has no formal volunteer training programme for emergency management at this stage. They work on a system where they concentrate their efforts on one key area at a time, (currently the key area is welfare).</p> <p>UHCC have an active NZQA unit-based training programme for volunteer rural fire fighters.</p>
Kapiti Coast District Council	Training of Civil Defence Welfare Centre volunteers and CD Response Staff (council employees) is conducted on a regular basis throughout the year.
Porirua City Council	Minimal volunteer training and contact continues with civil defence centre and welfare teams due to resource shortage. The EOC teams require rebuilding after loss of several trained staff.
Carterton District Council	Nothing to report.
Masterton District Council	Volunteer Training continues to engage those who wish to gain CDEM NZQA qualifications within the RAPID programme through LGITO. Those who do not wish to have qualifications will still have received training in Response and Recovery phases.
South Wairarapa District Council	Ongoing
Greater Wellington	<p>A new member of staff has joined the Emergency Management team with a key focus on training and implementing the Recruitment, Training and Retention strategy for emergency management volunteers.</p> <p>The GEOC has undergone an upgrade in technology, with independent computer and telephone systems being installed. The volunteers had the opportunity to test the new equipment during Exercise Capital Quake and consolidate learning outcomes.</p>

4.10 Professional development programmes

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

Wellington City Council	Professional development programmes and courses are attended by Wellington City Council CDEM staff and group appointees where appropriate. A formal major emergency exercise is carried out each year to test personnel and EOC operations.
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Hutt City Council	Professional development programmes and courses are attended by Hutt City Council CDEM staff where appropriate.
Upper Hutt City Council	Professional development programmes and courses are attended by Hutt Valley CDEM staff where appropriate.
Kapiti Coast District Council	<p>i) CDEM officers are encouraged to attend both training courses and conferences as part of a regular professional development programme and attend and support all local and Group exercises. These officers are also required to have the CIMS unit standards.</p> <p>ii) Other council officers with key CD roles are required to attend CIMS training and Local Controller training as it becomes available. The council appointed Recovery Manager is also attending CIMS and other training opportunities.</p>
Porirua City Council	Professional development continues mostly through technical knowledge updating through seminars and networking with consultants involved with emergency management work.
Carterton District Council	Nothing to report.
Masterton District Council	<p>Emergency Management personnel continue to receive training as part of a continuing EOC enhancement process.</p> <p>Controller training is a 'living' programme. To support the controllers by enhancing their skills, a training package is urgently required to be developed and implemented over the next five years and will require the support of the CEG.</p>
South Wairarapa District Council	Ongoing
Greater Wellington	<p>Professional development continues through the attendance of seminars, conferences and training courses, along with participation in various work programmes and exercises.</p> <p>The Emergency Management staff and the Group Controller attended a CIMS 4 course in March 2006. The Group Office is in the process of designing and development a Controllers course for both Local and Group Controllers to be held in the 2006/07 financial year.</p> <p>The Ministry of Civil Defence and Emergency Management 'RAPID' programme continues to be made available to emergency management staff and volunteers to enhance professional development opportunities.</p>

5. Recommendations

It is recommended that the CDEM Group:

1. *receive the report; and*
2. *note the contents.*

Report prepared by:

Dr Roger Blakeley
Chairperson, Co-ordinating Executive Group