

Report 08.182
Date 26 March 2008
File Z/01/04/19

Committee Co-ordinating Executive Group (CEG)
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CDEM Group work programme progress report

1. Purpose

To provide an update on the progress with the CDEM Group work programmes.

2. Background

Eight CDEM Group work programmes in the CDEM Group Plan are due for completion in the 2007/2008 year. In addition to two additional projects as a result of recommendations from the CEG and CDEM Group.

The CDEM Group Plan also lists 10 ongoing CDEM Group activities. The update on these activities is included at the back of this report in table format. The updates for each of the 10 ongoing CDEM Group activities are reported on by each local authority.

3. Progress

3.1 CDEM Group Recovery Plan

3.1.1 Aim

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

3.1.2 Progress

Work is continuing on a draft CDEM Group Recovery Plan with the assistance of local authority CDEM officers.

The scope of the plan has been determined. A whole of government approach is needed to address recovery planning. A staged approach is being adopted to take into account the complexities of a large scale earthquake event.

A draft of the plan will be sent out for consultation at the beginning of May 2008. We are still aiming for full completion by 30 June 2008.

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 CDEM Group Reconnaissance Plan review and testing

3.2.1 Aim

To review and test the Group Reconnaissance Plan.

3.2.2 Progress

Our draft plan provides for the initial aerial and ground reconnaissance of the region enabling essential information to be gathered and conveyed to the parties who need to use it.

During Exercise Capital Quake (14 and November 2006) it became apparent that several other organisations (e.g. Transit NZ) were also doing reconnaissance work for the same areas that our Group Reconnaissance Plan covered. We have met with the organisations involved and are developing a Memorandum of Understanding (MOU) with Transit NZ to eliminate duplication and to define each organisation's roles and responsibilities.

In late November we took part in an exercise run by Transit NZ to test these new arrangements which resulted in amendments made to the group plan. This was a successful exercise and proved these amendments to be beneficial to both parties.

We are currently developing a MOU with Helipro to ensure that the resources and systems are in place to ensure Group reconnaissance can be actioned quickly following a significant event.

Project leaders: Rian van Schalkwyk, Greater Wellington Regional Council.

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

3.3 Debris disposal arrangements

3.3.1 Aim

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

3.3.2 Progress

Within the next few months a Working Group will be established to work through the planning process.

Project leaders: Chris Killeen, Greater Wellington Regional Council.

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

3.4 Rural fire management alignment

3.4.1 Aim

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

3.4.2 Progress

This project has not been started yet due to a lack of resources.

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

3.5 CDEM Group Public Education Strategy

3.5.1 Aim

To develop a strategy that will address ways of communicating hazard information and increase community preparedness over the next three years.

3.5.2 Progress

The draft National Public Education Strategy now contains programmes for the next two years. These programmes have been reviewed and the final amendments are now being made. The Group Public Education Strategy is currently being written to align with both the National Strategy and associated programmes. Work is ongoing.

Project Leaders: Jessica Hare, Emergency Management Officer, Greater Wellington Regional Council.

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

3.6 Audible warning systems review

3.6.1 Aim

To develop effective means for warning the public of threats such as tsunami, storms, flooding, wild fire, hazardous substances, etc.

3.6.2 Progress

A National Working Group last met in October 2007. Due to the Ministry of Civil Defence and Emergency Management (MCDEM) involvement in Exercise Ruauumoko, these meetings have been suspended until further notice.

Project Leaders: Adrian Glen, Manager, Wellington Emergency Management Office, Wellington City Council.

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

3.7 Watercourse review and mitigation programme development

3.7.1 Aim

Identify those watercourses that have the potential to cause an emergency and thereafter implement appropriate mitigation measures.

3.7.2 Progress

This project has not yet started because it is not regarded as a priority at this stage. Greater Wellington and Hutt City Council are already working on the Waiwhetu Stream and Porirua City Council is working on the Porirua Stream.

Project Leaders: Jessica Hare, Emergency Management Officer, Greater Wellington Regional Council.

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

3.8 Tsunami evacuation planning

3.8.1 Aim

To ensure that there are plans in place to effectively manage regional and local evacuations.

3.8.2 Progress

A working group has been formed comprising of members from Greater Wellington, Hutt City, Wellington City, Kapiti Coast and Wairarapa. This group is meeting on a monthly basis. The working group is holding workshops with stakeholders to determine their roles and responsibilities during an evacuation. The potential areas of inundation from a tsunami have been mapped. Different zones or areas that will need to be evacuated for a tsunami of a given size have been identified.

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

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

3.9 Audit of EOCs

3.9.1 Aim

To ensure that EOCs are capable of providing effective response and recovery management.

3.9.2 Progress

Discussions have been held between MCDEM and the Group to discuss the way forward.

Project Leaders: David Coetzee, MCDEM Operations.

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

3.10 Disposal of sewage during a disaster (also see Report 08.188)

3.11.1 Aim

To develop a strategy and specific arrangements around the disposal of sewage during and subsequent to a major disaster.

3.10.2 Progress

The Working Group is in the process of writing guidelines/ fact sheet that will cover the best practice for households and protocols for apartments/ rest homes. Standard Operating Procedures for hotels are being established and these will be implemented through a seminar with the Hotel Association.

Investigation into costs and possible sponsorship for an apartment/ hotel/ rest home pack is underway. This would include items such as: biohazard tape, hand sanitizer, large skip or wheelie bag liners, information sheets.

The next steps will be to establish protocols and agreements for the disposal of waste from the identified facilities, and to provide guidelines to TAs on the best practice for emergency latrines at welfare/ assembly sites.

Project Leaders: Sandra Pedersen, Kestrel Group.

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

4. Ongoing CDEM Group activities

Information has been obtained from each local authority 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. Asset Management Plans have identified a wide range of potential slip areas (some 4,000 locations) and we are progressively resourcing annual mitigation works. The main driver for future work is likely to come from directives under the Regional Policy Statement (currently being prepared). 07/08 annual plan has funding for a Wellington City civil defence/tsunami warning system. WEMO is fully involved in the development of the Group tsunami evacuation plan currently being developed. The Wellington plan will be completed as an appendix to the Group plan.
Hutt City Council	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Upper Hutt City Council	Local hazard analysis is ongoing and included in the Upper Hutt City Council Standard Operating Procedures.
Kapiti Coast District Council	The KCDC EMO is fully involved with the current work on the Group tsunami evacuation plan being developed at present. The KCDC Tsunami evacuation plan will be modified to suit the Group plan once completed. KCDC is working with GWRC on flood mitigation issues on the north side of Otaki and has developed and implemented a local residents warning and response procedure.
Porirua City Council	Work is being done for a local source tsunami evacuation planning and this will require collaboration with adjacent councils. Ongoing maintenance work is the major focus of capacity requirements. Several local response plans are being updated. Work proceeding on the local disaster recovery plan.
Carterton District Council	Local hazards analysis has been carried out by Wairarapa Engineering Lifelines Association (WELA). which is ongoing; the Group Plan has identified the hazards and ranked them.
Masterton District Council	The Group Plan has identified the hazards and ranked these hazards within the Wellington Region. A workshop on the 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 for the District is in progress in line with the Group Plan. Coastal watch personnel lists are being reviewed and once

	completed will be distributed to the respective areas.
Greater Wellington	<p>Wellington region tsunami project</p> <p>Greater Wellington is working in conjunction with WCC and the CDEM group to produce tsunami evacuation maps and a plan for the region. Inundation maps for a range of events were produced recently and these will be updated with better information in early/mid-2008. The aim of the maps is to highlight zones of inundation to help in the formulation of an evacuation plan.</p> <p>Wellington Harbour survey</p> <p>In conjunction with the Department of Conservation and NIWA, GW is a partner a survey of the Wellington Harbour seafloor. The project will involve a complete side scan sonar survey of the harbour to a resolution of less than one meter. This will provide detailed information on the bathymetry and sediments of the harbour seafloor. The survey will provide important data for examining coastal issues, such as sediment transport and erosion, storm surge and tsunami. Presently, half the harbour has been surveyed and the data collected from this is currently being analysed. The remainder of the harbour will be surveyed over the next few months.</p> <p>Storm-surge modelling project</p> <p>The information collected in the Wellington Harbour survey will feed into a storm-surge modelling project that will be operated over 2 years. Phase I of the project is set to commence in mid-2008 and will involve modelling the effects of a 1:100 year storm-surge event on the Wellington coast. A GIS digital bathymetry and terrestrial elevation model will be developed and onto this extreme water levels and storm surge elevations will be modelled. Phase II of the project will look to extend this analysis to the entire Greater Wellington coastline - taking in Kapiti Coast, Porirua and populated areas of the Wairarapa coast. Depending on progress, phase II may commence in early 2009.</p> <p>It's Our Fault project</p> <p>Greater Wellington is a partner in the large "It's our fault" project (IOF). The IOF project is an ongoing 5 year research programme looking into the Wellington Fault and the potential impact on the region from an earthquake event. The study will focus on the Wellington-Hutt segment of the fault.</p> <p>Tararua fault segment & Wairarapa EQ impact study</p> <p>In conjunction with the Civil Defence and Emergency Management Group, Greater Wellington is looking to provide more funds for the IOF project. One aspect of this work is that it will provide better information about rupture histories in the Wairarapa and a plan is in place to collaborate with the Wairarapa Engineering Lifelines Association and GNS to produce a report on the effects to communities of a large earthquake in the Wairarapa. This will</p>

	involve a specific study on the Tararua section of the Wellington fault that runs through the Wairarapa. This section of the fault is not part of the IOF project, but findings from the IOF study will be relevant. When the IOF project has progressed further, this project will be able to commence.
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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 Council	The next review of the Porirua City District Plan is 2009. There will 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.
Masterton District Council	Hearings have now been completed for the proposed Wairarapa Combined District Plan and decisions will be released at the end of March 2008.
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management.
South Wairarapa District Council	New proposed Wairarapa Combined District Plan notified reviewing Resource Management.
Greater Wellington	<p>The draft Regional Policy Statement (RPS) has recently been approved for release and is open for comments until mid-May 2008. This is the second RPS for Greater Wellington. Regional Councils are required under the Resource Management Act to undertake this review every 10 years. The new policies deal with reducing the impacts of natural hazards and long-term climatic change on communities. A more directive risk reduction approach has been taken in this RPS and will require the GW and city and district councils to:</p> <ul style="list-style-type: none"> ▪ Manage development through District Plans to avoid high risk areas ▪ Consider full range of natural hazards, impacts and consequences when considering resource consents

	<ul style="list-style-type: none"> ▪ Minimise risks in low-moderate hazard areas ▪ Consider the adverse impacts of hazard mitigation measures ▪ It also outlines the need for education and research into natural hazards that affect our region.
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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 has overarching pandemic strategy and plan. 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	Upper 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.
Kapiti Coast District Council	Council's BCP's were recently reviewed and upgraded to suit.
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 (BCPs) including Standard Operating Procedures (SOPs) continue to be developed. Rooding (urban/rural), Building Safety Evaluation BCPs are expected to be completed in the second quarter 2008. The pandemic BCP continues to be developed.
South Wairarapa District Council	Business Continuity Plan has been written and constantly reviewed. Pandemic plan to be incorporated into the BCP. Staff input is being encouraged. Reviews are being started on SOPs.
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: New Zealand Fire Service; Kapiti Coast District Council; New Zealand Police; National Rural Fire Authority; Porirua City Council; Masterton District Council; Capital and Coast DHB; Wellington Free Ambulance; and Helipro.
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 now has a dedicated EOC fully functioning and recently tested in a flood event with good results.
Porirua City Council	LTCCP involvement with local emergency services has been through the city Emergency Services Coordinating Committee.
Carterton District Council	CDEM issues have now been included in Carterton's LTCCP.
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. The SWDC annual plan for 2007/2008 has been approved.
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 are close to "advanced Status" as defined by the National Asset Management Steering Group
Hutt City Council	The Emergency Management team works with Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Upper Hutt City Council	The Emergency Management team works with Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Kapiti Coast District Council	This work is being undertaken by the Assets Management Engineers who co-ordinate all asset management with the appropriate departments of Council. Flood management is a key with the current focus on the deterioration rate of some culverts.

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	Asset Management Plans have been developed and adopted for Rooding, Water, Sewage and Stormwater and are in conjunction with LTCCP. These are working documents.
Masterton District Council	This is being undertaken in conjunction with LTCCP.
South Wairarapa District Council	Asset Management Plans have been developed for roading, water, sewerage and stormwater. Documents updated annually.
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 Badge 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 2007/08 include:</p> <p>Increasing the number of secondary schools involved in the rescue training programme.</p>
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	<p>Providing a 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.</p> <p>Providing professional development for staff in schools and early childhood centres regarding their roles and responsibilities in an emergency.</p> <p>A project focussing on the ethnic communities.</p> <p>Table top and practical exercises for businesses.</p>
Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Upper Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Kapiti Coast District Council	<p>KCDC is actively pursuing public awareness with a full time CDEM Officer to manage this activity. The general public, schools and businesses are targeted. KCDC works closely with other Group officers and has considerable input into this activity. KCDC has developed the "Tom, Dick and Harry" radio advert programme which has attracted considerable positive comment from the wider community.</p> <p>KCDC has 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 and is now being utilised by a growing number of households in the district.</p>
Porirua City Council	<p>No public training has been completed in the last quarter, evening meetings with service groups have been arranged for April onwards</p> <p>The online emergency communities programme has been suspended while the hardware and software part of the programme is made to work</p>
Carterton District Council	<p>Ongoing talks to groups Promotional materials to schools i.e. Are You Prepared booklets and What's the Plan Stan. Public awareness through radio, newspaper advertising and articles.</p> <p>Planning urban drop of 'Are You Prepared' booklets.</p>
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 eg.tsunami.
South Wairarapa District Council	<p>School and public education awareness programmes ongoing.</p> <p>Work is still being carried out with the Ministry and Ngati Kahungunu on a project to support marae with CDEM planning for their marae and community. All training ongoing Public libraries in co-ordination with Emergency Management are at present holding</p>

	displays on all emergency procedures.
Greater Wellington	<p>Printed material such as the household emergency plan, hazard fact sheets, Are you Prepared? booklets, household emergency plans and the like are distributed to a wide variety of groups. The CDEM Group website is promoted at every opportunity to encourage the public to learn about their hazards and emergency preparedness on-line.</p> <p>A series of new fact sheets are currently being developed to address areas public education needs to focus on. These include a household planning and sewage disposal fact sheets.</p>

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	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Porirua City Council	<p>Local pre-event agreements have been updated.</p> <p>The Work & Income pre-event agreement is being updated.</p> <p>Local pre-event agreement with Victim Support being established.</p> <p>Opportunity being taken for piloting Red Cross into local communities support activities using Porirua City as a pilot.</p>
Kapiti Coast District Council	Current activity includes developing 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 generally.
Carterton District Council	MOU with Masterton & South Wairarapa District Councils in joint response to a Pandemic. MOU with all Greater Wellington regions local authorities for sharing of radio channels.
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. MOU with local service station in progress.
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 two 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	As a result of recent events and discussions KCDC has had a HAZNO response trailer constructed and suitably equipped as a first response option before GWRC staff arrive. This equipment was used in the recent helo/aeroplane crash and was able to prevent a quantity of avgas entering the stormwater system.
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 through the Wairarapa Emergency Management Co-ordinating Committee and in house with the 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 are addressed as required.
South Wairarapa District Council	The Council has access to a Carterton Hazardous Substance Officer. Hazard Substances Technological Liaison Committee has recently meet and issues being acted on.
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 2007/8 has begun. The programme is based on 12 sessions that can accommodate up to 25 of the Civil Defence Centre Mangers /
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	Trainers. Train-the-Trainer packages for each topic are nearing completion (to the point of working drafts). A library of training material is being established.
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	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand.
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	A send EMO will allow Welfare issues to be pursued. Contact is being made with local welfare groups to develop MOU's for service during an event. Local Iwi liaison is ongoing in regard to emergency accommodation and feeding centres. CDC volunteers are scarce and we are looking at ways to improve the profile of emergency management within the city.
Carterton District Council	Maintaining urban & rural sector post volunteers plus street and road wardens.
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 receive training in Response and Recovery phases.
South Wairarapa District Council	An exercise was held in the Greytown District that upskilled volunteer staff. Local Fire Service personnel and Red Cross participated.
Greater Wellington	<p>GEOC volunteers continue to attend monthly training sessions. A large percentage of the staff have now attended CIMS, Communications, Logistics, Response Management Database and Mobile EOC training using the new manual system.</p> <p>GEOC trainer Chris Killeen is now a registered assessor and Chris will endeavour to include relevant NZQA Unit Standards so volunteers can gain NZQA accreditation for their efforts if they wish to do so.</p> <p>Volunteer staff in the Wairarapa office continues to attend monthly training. Most of their training has been strategic thinking and scenario focused to develop their problem solving and initiative skills. They will soon be introduced to the manual system used in Wellington and undergo training in more operational material and GEOC desk functions.</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
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	<ul style="list-style-type: none"> 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. 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.
Porirua City Council	Two new EMO staff members were appointed in November 2007, skills training is being located and personal development through attending various group meeting, seminars and conferences. CIMS 2 and 4 are priority at the moment
Carterton District Council	Nothing to report.
Masterton District Council	Emergency Management personnel continue to receive training as part of a continuing EOC enhancement process. Controller training (personal development) is a 'living' programme. To support the controllers by enhancing their skills, a training package is urgently required to be developed and implemented for the next three years and will require the support of the CEG. On a positive note, the two day group controller/recovery training (conducted in the 3 rd quarter 2007) was a good start to accomplishing the objective but needs continuing commitment.
South Wairarapa District Council	Ongoing.
Greater Wellington	Professional development continues through the attendance of Ministry of CDEM led programmes (controllers, recovery managers, public information managers), seminars, conferences and other training courses, along with participation in various work

	<p>programmes and exercises.</p> <p>A Regional Logistics Group has been formed to define functions, identify gaps and coordinate delivery of logistics during an emergency incident. Functions of the group involve: pre-event planning, developing processes and procedures where gaps are identified, reviewing and updating resources, developing and participating in training & exercises, attend incidents and provide mentoring. Membership of the group is open to all TAs and DOC within the Greater Wellington Region. The group is lead by Angie Rodger (Hutt City EMO) and meetings are held quarterly.</p> <p>A Greater Wellington Regional Planning & Intelligence Group (P&I) has been formed to define functions, identify gaps and coordinate delivery of planning & intelligence during an emergency incident. Functions of the Planning & Intelligence Group include: pre-event planning, developing processes and procedures where gaps are identified, reviewing and updating resources, developing P&I kits, developing and participating in training and exercises, attending incidents and to provide mentoring as requested. Membership of the group includes agencies from the Wellington Region involved with Emergency Management and Rural Fire.</p> <p>The Group EOC (GEOC) operational manuals have been developed further. The manuals include operational and strategic direction in the form of instructions. They cover subjects from Logistics and Planning and Intelligence to setting up and operating our mobile EOC.</p>
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5. Recommendations

That the CEG:

1. *receives the report; and*
2. *notes the contents.*

Report prepared by:

Jessica Hare
Emergency Management Officer