



Meeting of the HB Civil Defence Emergency Management Group Joint Committee

Date: Monday 27 May 2019
Time: 1.30pm
Venue: Council Chamber
 Hawke's Bay Regional Council
 159 Dalton Street
 NAPIER

Agenda

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HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

SUBJECT: ACTION ITEMS FROM PREVIOUS HB CDEM GROUP JOINT COMMITTEE MEETINGS

Reason for Report

1. **Attachment 1** lists items raised at previous meetings that require action, and each item indicates who is responsible, when it is expected to be completed and a brief status comment. Once the items have been reported to the Committee they will be removed from the list.

Decision Making Process

2. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Group Joint Committee receives the “**Action Items from Previous HB CDEM Group Joint Committee Meetings**” report.

Authored by:

Annelie Roets
GOVERNANCE ADMINISTRATION
ASSISTANT

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) Action Items for 27 May 2019 meeting



Hawke's Bay CDEM Joint Committee
Monday, 27 May 2019
Council Chambers, Hawke's Bay Regional Council

Action Items from previous meetings:

Item number	Meeting / Agenda Item	Action	Responsible.	Status/Comment
1.	Group Manager's General Update	Lifelines project: To develop a Regional Vulnerability study for Hawke's Bay to assess the potential impacts of natural hazards on infrastructure servicing the region.	Ian Macdonald	Completed. Action plan being developed
2.	Risk Reduction	To develop a draft proposal for developing an updated Regional Policy Statement	Ian Macdonald	On agenda
3.	Group Work Programme Outline	Earth quake prone buildings – very much at risk in Hastings, Napier and other areas. Each Council to report individually on these matters and report back to this meeting.	Ian Macdonald	Ian will organise with individual councils Aug meeting



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Reason for Report

1. Hawke's Bay Regional Council standing order 9.13 allows:
 - 1.1. "A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion."

Recommendations

2. That HB CDEM Group Joint Committee accepts the following "*Minor Items of Business Not on the Agenda*" for discussion as Item 13:

Item	Topic	Raised by
1.		
2.		
3.		

Annelie Roets
GOVERNANCE ADMINISTRATION
ASSISTANT

Ian Macdonald
GROUP MANAGER/CONTROLLER



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: GROUP PLAN REVIEW

Reason for Report

1. The intention of this report is to seek feedback and approval from the Committee of an outline plan for completing the group plan review and provide an update on the work already undertaken.

Background

2. The current group plan was approved by the Joint Committee in June 2014. This was the second group plan approved under the Civil Defence Emergency Management (CDEM) Act 2012. This "second generation" group plan was a complete re-write and as such a substantial review of the first group plan.
3. The 2013/14 group plan review signalled a significant change in strategic direction for the Group and identified strategic outcomes and objectives the Group was seeking to achieve in a governance setting, rather than being an operationally focused plan. The current group plan can be viewed at the following link [HB CDEM Group Plan 2014-2019](#).
4. Achieving the Group's roles and responsibilities are directed and monitored by the trio of the Group Plan, the Group work programme and the annual report. These three documents and related processes are mutually supporting albeit at differing levels of governance and implementation.
5. Setting the Group Plan objectives is supported by our Risk Profile and the MCDEM monitoring and evaluation programme.
6. Under the CDEM Act a group plan that is more than 5 years old must be reviewed. Although a review is required the current strategic approach is viewed as still being fit for purpose and is not creating any implementation issues. This will need to be validated during the review.

Discussion and Options

7. The Group has commenced the 2019 review by commissioning two pieces of work.
 - 7.1. Hawke's Bay CDEM Group Risk Profile Review. This has been mentioned in other agenda items and currently in the initial stages. The Group office has been working with the Ministry of Civil Defence Emergency Management (MCDEM) who currently reviewing the risk assessment methodology provided in the CDEM Group Planning Director's Guideline [DGL 09/18]. The timing means the Group will use the draft methodology as a pilot for MCDEM.
 - 7.2. Hawke's Bay CDEM Group Capability Assessment Report. The current MCDEM capability assessment programme is suspended. The last review of the Group was undertaken in 2015. The Group office has instigated a self-initiated review using the same tools and methodologies as the 2010 and 2015 reports. This review is underway.
8. Once completed these two pieces of work will inform a gap analysis of the existing plan. The following table outlines an proposed process for completing this review with some indicative timeframes:

Serial	Work Task	Date
1.	Capability Assessment Report	Jul 19
2.	Risk Profile Review	Sep-Nov 19
3.	Initial GAP analysis – is the current plan structure fit for purpose?	Sep 19
4.	CEG Workshop	23 Sep 19
5.	Consultation with key council staff and partner agencies	Oct 19
6.	Workshop with new JC to confirm vision and strategic objectives	Nov 19
7.	Develop Content – focus groups and targeted workshops by topic	Feb 20
8.	Combined JC/CEG workshop to confirm consultation draft	March 20
9.	Commence public consultation process	April 20

9. The following are examples of areas that should be examined as part of any review. This list is not exhaustive:
 - 9.1. Changes to the Group structure (Group office restructure) and funding.
 - 9.2. Changes to the Act and a need to further strengthen recovery provisions.
 - 9.3. Changes to our response framework and the roles of councils and partners in the response.
 - 9.4. A number of objectives set in 2014 have been achieved.
 - 9.5. Changes to our risk profile driven by improvements to natural hazard research (e.g. liquefaction and tsunami inundation modelling).
 - 9.6. Consideration of strengthening long term risk reduction provisions through matters such as land use and asset management planning.
10. There are also a number of external influences or constraints to completing this review. For example:
 - 10.1. Emergency Management System Reform Programme. This work is as a result of the TAG review completed last year. This will be discussed in more detail by MCDEM and DPMC at the meeting, however one of the work streams involves looking at legislative changes and this may impact on the content of the group plan.
 - 10.2. Review of the National Plan. It is understood this will commence this year. Changes to roles and responsibilities may impact on the content of the group plan.
 - 10.3. Coordinated Incident Management System (CIMS) Review. This is already underway and again may have some impacts depending on the outcome of the review.
11. Ultimately the Group will need to progress the review of the group plan, however some flexibility may be needed in terms of process and timeframes to ensure an efficient and effective review.

Strategic Fit

12. The need to review the Group Plan is constant with the CDEM Act 2002 and is a project within the Group Work Program 2018-20.

Considerations of Tangata Whenua

13. While this paper in itself does not have any Tangata Whenua considerations, it is worth noting that this is an area where improvements can be made. The Group office is working with MCDEM, other Groups and the Hawke's Bay Regional Council Te Pou Whakarae (Māori Partnerships Group Manager) as to how we can better consider and incorporate kaupapa Māori into the group plan and therefore CDEM across the 4Rs.

Financial and Resource Implications

14. This project is budgeted for within the Group budgets over the next two years.

Decision Making Process

15. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 15.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 15.2. The use of the special consultative procedure in making this decision is not prescribed by legislation.
 - 15.3. The decision does not fall within the definition of the Adminstrating Authority's policy on significance.
 - 15.4. There are no persons specifically affected by this decision.
 - 15.5. The decision is not inconsistent with an existing policy or plan.
 - 15.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That :

1. Agrees that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's adopted Significance and Engagement Policy, and that Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The Committee endorses the outline process identified in paragraph 8 of this report and that a further report outlining project details and progress be provided at its next meeting.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: HAWKE'S BAY CIVIL DEFENCE CENTRES CONCEPT

Reason for Report

1. The purpose of this report is to brief the Joint Committee on the Civil Defence Centre (CDC) project and potential risks associated with the Civil Defence Centre project. In the past CDCs were known as Welfare Centres. It is recommended that the Committee endorse the decision of the Coordinating Executives Group (CEG) on an outline concept for progressing this work.

Background

2. This project is programmed in the current Hawke's Bay CDEM Group Work Programme.
3. Current arrangements around the use of CDCs are historical and there has been no Group strategy or formal plan for their use. We face a number of challenges with arrangements for the use of CDCs in an emergency.
4. The Group needs a more strategic approach to carefully consider why, when and how CDCs are used. There has been little research done around use of CDCs in New Zealand. The following themed assertions are based on experience and discussion with others in the sector and are a starting point for thinking on this issue. These anecdotal comments help to frame potential risk.
5. The approach recommended in this paper was discussed and endorsed at the CEG meeting on 25 March 2019.

Community Expectation / Pre-Identification of CDCs

6. **Best practice** is that people either shelter in place or evacuate to friends and family if they can. Communities should not plan to go to a CDC for emergency accommodation as a first option.
7. At the same time **communities expect** CDCs to be pre-identified and have expectations of level of service associated with this. Some people plan to evacuate to a CDC on this basis rather than making plans to shelter in place or evacuate to friends and family. Potentially pre-identifying CDCs sends mixed messages.
8. Anecdotally where Civil Defence Centres have been set up in New Zealand emergency situations many are **not well utilised** by the public unless there has been specific need. This suggests communities are largely meeting their own immediate needs. Community led initiatives are often well used.
9. Many **pre identified facilities were traditionally located in evacuation zones** which can be confusing for the public and put lives at risk.
10. CDCs can also **take time to establish, are resource intensive** and will only be opened where needed in strategic locations. For example out of a list of 10 potential CDCs in Napier we may only have the capability to open one.
11. Potential facilities for CDCs should be **identified in readiness** to enable us to quickly analyse options for opening a CDC in an emergency should one be needed. This information does not need to be publically available. Identification of potential facilities will require scrutiny under earthquake prone buildings policy.

When not to use a CDC?

12. Small scale events do not justify the resource to open a CDC for a handful of people requiring information. The potential for **using council BAU facilities** with some additional support e.g. libraries or service centres should be explored.
13. When communities are effectively managing their **own community led responses** and the facilities of a CDC may not be necessary, supporting the community response may be more effective. Community led responses do and will happen. This is being encouraged and driven through resilience building activities through CDEM and TLAs.
14. Whilst **registering people** who utilise a CDC is helpful the concept of opening CDC specifically for registration to 'know where everyone is' is flawed and outdated.

Capability Gaps

15. Large numbers of people may gather in **safe locations** without adequate Civil Defence Centres e.g. Napier Hill in a long or strong earthquake' self-evacuation.
16. Further work is required to plan for mass evacuation and **large scale facilities** which can triage large numbers of people and provide basic health care. This work has started.
17. Consideration needs to be given to **reception and support facilities** for evacuees from other regions (e.g. Alpine Fault M8, Wellington Earthquake National Initial Response Plan (WENIRP) scenarios if Hawke's Bay is unaffected).
18. Where possible people will evacuate with their pets. CDCs should be capable of receiving people with **pets** to ensure people can access support they need.

Schools

19. **Schools** are not well suited as CDCs as this can cause complications if school is in operation with children on site (health and safety). Designating a school as a CDC has the potential to disrupt education for longer than necessary. Continuity of education is critical to recovery. In some instances, such as rural communities, schools may be the only viable option for a CDC.

Language

20. Currently Civil Defence Centre is the **official term** for any officially run facility providing support to communities in an emergency. In practice a range of terms are use e.g. Evacuation Centre, Welfare Centre, Recovery Assistance Centre. This is potentially confusing for the public and responders alike.

Discussion

21. A potential outcome from this project could be to remove signage and pre-identification of potential CDCs from the website. A community may not be comfortable with this approach, therefor community engagement and public education will be critical to the success of this project. Consideration is also being given to aligning community engagement on this matter with any changes to the Group's mass public alerting plan.
22. As a snapshot, Auckland, Northland and Canterbury regions do not advertise CDC locations on their websites except when opened in an emergency and all have removed permanent signage.
23. The identification of Civil Defence Centres has also been the topic of local government official information and research requests, having a clear position on this will be helpful to address these requests.
24. The final strategy and plan will come to CEG for review, however it would be helpful to understand any concerns the Joint Committee may have at the outset.

Recommendations

That :

1. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The HB CDEM Group Joint Committee endorses the outline approach for this project as outlined in this paper and recommended by the CEG.

Authored by:

Alison Prins
GROUP WELFARE MANAGER

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: GROUP WORK PROGRAMME PROGRESS UPDATE

Reason for Report

1. The purpose of this report is to update the Committee on the progress being made in implementing the **Group Work Programme for 2018/19 and 2019/20** which was approved by the CEG late last year.

Discussion

2. The CEG approved the Group Work Programme for 2018/19 and 2019/20 at its meeting in November 2018. This was subsequently endorsed by this Committee in December 2018. A full copy of the Group Work Programme can be found [HERE](#). **Attached** to this report is a summary of progress and status of the various programmes and projects within the work programme as provided to the CEG at its meeting on 25 March 2019.
3. Since the development of the work programme the Group office supported the February response to the Nelson fires. This did not have a significant impact on the work programme.
4. The Group office has also been carrying a two vacancies. One in the in the Community Engagement Team has only just been filled. The other vacancy was in the Operational Readiness Team. An appointment has been made for this position and the person starts in the next couple of weeks. These vacancies have had some impact on community resilience projects in particular.
5. Finance: The Group budgets as at the end of 2018 show an underspent across all projects of \$124,713. Some of this underspend is due to vacancies not being filled immediately and budget sequencing.
6. Other likely future unbudgeted expenditure include costs associated with the occupation of the new Hastings Emergency Management Centre and the increased cost of the Controllers Development Programme (from \$4000 to \$9000 per person).
7. Areas of Focus: The following are areas where work is either not on track or there is significant risk moving forward.
 - 7.1. The rebuilding of the Hastings Emergency Management Centre which will house the Group office and the GECC is about two months behind mainly due to the change in focus from a altering the old building to a complete rebuild. It is expected that the building will be complete in July 2019. Time will then need to be spent establishing and testing technologies and processes. This may take a couple of months.
 - 7.2. Civil Defence Centres (CDCs): Some additional work has been added to this project to confirm the need for CDCs before commencing this review. This is covered in another item on this agenda.
 - 7.3. Community Resilience and Education: This programme is ambitious and sensitive to staff vacancies in particular. Currently on track but will be impacted by a staff resignation late last year and the development of a new staff member.
 - 7.4. Hazard Research (Landslide): This project has been delayed due to the inability of GNS to commit technical expertise to this project in the short term. It is now

programmed for this project to commence at the end of this financial year and be completed in 2019/20.

- 7.5. Review of Group Hazard Profile: An opportunity has arisen for us to be used as a pilot by MCDEM for the new risk analysis methodology contained in a draft amendment to the Director's Guidelines in this area. This will impact on the timing of this project which in turn may impact on the group plan review.

Conclusion

8. The Group work programme is generally on track. Some adjustments are needed in terms of timeframes to either take advantage of opportunities, or to complete additional work to ensure the project achieves its outcomes.
9. Resourcing for community resilience projects is tight and this has been further emphasised through holding a vacancy for a few months. However this team is now making some progress as new staff are inducted and imbedded.

Decision Making Process

10. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Group Joint Committee receives the ***“Group Work Programme Progress Update”*** report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER








Attachment/s

[1](#) Group Work Programme









Group Work Programme 2018/20: Monitoring and Performance

Status Key:

-  Project Being Reviewed (1)
-  Not On Track (2)
-  At Risk (3)
-  On Track (4)

Serial	Work Stream	Project Name	Priority	Project Description	2018/19 Target (%)	Current Status (%)	Current Actions and Status Commentary	Status
1	Risk Reduction	Hawke's Bay Risk Profile Review	1	Review of hazard impact and risk for Hawke's Bay. Include identification of top hazards.	75%		Agreed to prolong review, to take the opportunity with MCDEM to pilot their new methodology for CDEM Group risk assessment. To be commenced before 30 June 2019.	
2	Risk Reduction	Tsunami Risk Reduction Programme	1	An existing programme comprising a wide range of initiatives including education, signage, the "Know Your Zone" project, vertical evacuation guidance and targeted organisation-specific tsunami resilience workshops.	30%		Tsunami preparedness priorities include: evacuation signage with ongoing installations; horizontal evacuation & designated evacuation buildings - awaiting national guidance; regular evacuation drills promoted through Tsunami Hikoi week and Shakeout week; as well as ongoing awareness education supported at ECLAB. Hosted Napier Tsunami resilience workshop Sept 2018. A MCDEM resilience fund application for Know your Zone was recently approved to commence 1 July 2019.	
3	Risk Reduction	Hikurangi Response Plan	1	A collaborative East Coast LAB project between five lower North Island CDEM Groups, funded by the MCDEM Resilience Fund. This three-year project will develop an inter-agency initial response plan for a credible and realistic Hikurangi subduction.	35%		Organised series of stakeholder workshops in each of the five CDEM Groups over February and March to raise awareness regarding the risk posed by the Hikurangi Subduction Zone and help us to identify the impacts, response priorities and actions of CDEM Groups and responding agencies. The first media release in January went well and had a good reach across domestic and international papers. Near completion of first Hikurangi Response Plan video, aimed at our stakeholders and the public, which covers what the HRP is, the risk posed by the subduction zone.	
4	Risk Reduction	Local Government Long Term Risk Reduction	1	Develop a long-term strategy to identify and implement long-term region-wide strategies across the various roles and responsibilities of the regional and territorial councils.	20%		Some initial meetings and scoping of project commenced. Input also made into NCC initial consultation on review of their City Plan.	
5	Risk Reduction	Hazard Research (Landslide)	2	In conjunction with the National Landslide Database, proposed research will further assess the level of risk to life and property/businesses from rock fall and cliff collapse hazards in a pilot area, to determine risk and future research requirements.	20%		Delays in developing proposed research proposal due to GNS restructure. Reviewed with GNS Science March 2019 - they are to prepare staged proposal, with stage one providing the map of earthquake induced landslide probabilities for 500/1000/2500 shaking intensities to be completed before mid-June 2019. The pilot work will be carried out in 2019/20, likely to focus on Napier Hill.	
6	Community Engagement	Develop Community Resilience Indicators and Surveys	1	Review all surveys completed over the east coast in the past 20 years - to identify key questions, results and any common questions across previous surveys. Develop resilience indicators and measurement methodology.	90%		Community resilience funding in place. Project management hub established and full project scope to be completed by end of April. Set to start officially July 2019 - to coincide with MCDEM Resilience funding.	
7	Community Engagement	Rural Coastal Communities' Resilience Plans	1	Complete community resilience plans, mapping and tsunami signage for all rural coastal communities.	70%	70%	4 plans to complete: Cricklewood/Awamate; Pahauwera; Olive; Pounere all to be completed by December 2019.	

Serial	Work Stream	Project Name	Priority	Project Description	2018/19 Target (%)	Current Status (%)	Current Actions and Status Commentary	Status
8	Community Engagement	Ahuriri Resilience Plan	1	The Ahuriri Resilience Plan interconnects with and leverages off the development of the Hikurangi Response Plan. This will include working across several stakeholders such as communities, business and schools across Ahuriri (Napier).	20%		Project management hub established and full project scope to be completed by end of May. The plan is set to start in July 2019 through to December 2023. There has been a delay in timing due to new staff member starting and bringing up to speed for the plan. Key communication: look to involve NCC, LTP and allocation of resources. Will coincide with creation of community resilience indicators.	
9	Community Engagement	Participatory Technology and Science	2	We will collaborate with East Coast LAB to trial three forms of technology – drones, video games and Lego modelling – to see whether they increase participation in the community resilience planning process.	100%		Completed.	
10	Community Engagement	Review and Maintain the Public Education Programme	2	Review the wide variety of public engagement and education work currently undertaken. This includes programmes such as:	30%	10%	Currently in Review phase. Still doing ad hoc community engagement with various organisations including vulnerable groups from disability to tourist and immigrant population. Will have completed final review and systemic schedule for the group by end of June 2019. Item attached to this agenda.	
11	Operational Readiness	Rapid Relief Projects	1	These projects will scope out the issues and likely need for guidance on rapid relief planning in New Zealand. The second part of this project will take this guidance to provide	70%	50%	Literature review and draft report nearly complete. Stakeholder workshop in Wellington confirmed for 9th April. Project generating interest from stakeholders.	
12	Operational Readiness	Implementation of Volunteer Strategy	2	Work to implement the Hawke's Bay Volunteer Strategy including the Volunteer Management Plan, team SOPs and policies.	100%	50%	Draft volunteer plan developed to be presented to CEG. HBERT currently developing SOPs in conjunction with the EMA Volunteer Management. Training and exercising plan for the volunteers currently being implemented. Additional work to be conducted around developing initial response volunteer capability in CHB and Wairoa.	
13	Operational Readiness	Group Emergency Coordination Centre (GECC) Redevelopment	1	This project is to rebuild the existing GECC to new earthquake standards and use the opportunity to reorganise the facility's internal layout and fit-out with up-to-date technology. The Group office will reoccupy the building, confirm technology and develop procedures once complete.	100%	20%	Work Commenced Feb 2019. Hastings District Council project manager advises building on track to be completed by July 2019. This is a delay of about two months. It is expected that the building will be reoccupied and fully operational by Sep 2019.	
14	Operational Readiness	Response Management Systems Review and Development	1	This work stream includes several interrelated projects that will review and implement changes to our response support systems. These include (but not exclusively): regional warning systems, mass public alerting systems, incident management team activation systems, response management systems.	50%	40%	Changes in personnel have resulted in some delays, however this is still on target to have completed some goals by the end of the 18/19 financial year, including the initial testing of the replacement system for EMIS. Work also conducted around the use of ARC GIS for response and how this could be implemented across the Group. Whispir has been developed to enable activation of staff and this will be rolled out before the end of this current financial year.	
15	Operational Readiness	Incident Management Teams Capability Development	1	The review and establishment of a programme that provides for the personnel capability that supports our response needs. This includes a training needs assessment, course development, training and exercising.	40%	40%	An extensive exercise and training program has been implemented across the Group during the 18/19 financial year, including Tier 1 IMT exercises with all TLA's and at the GECC level. Training development continues in conjunction with the MCDEM ITF programme and where require bespoke training is developed for individual functions.	
16	Operational Readiness	Operational Plans and Processes	1	This comprises several projects including: finalising the Group Response Framework, Continuing to develop a Group Initial Response Plan with hazard-specific sub-plans, Develop and review Group and local SOPs, Development of a Group Fuel Contingency Plan with Hawke's Bay Lifelines Group.	40%	40%	The HB CDEM Group Initial Response Plan and Response Framework have both been completed and are being implemented and socialised through exercising and response. The HB CDEM Group Planning Framework is in development to establish what plans we require and where the priorities are. Hazard Aide Memoires are being developed to support plans and the severe weather aide memoire will be the first completed. Work has begun on redeveloping the GECC SOP's, including activation. The Group Fuel Contingency Plan has been on hold until the national plan is released, however, some initial scoping work has already been conducted.	

Serial	Work Stream	Project Name	Priority	Project Description	2018/19 Target (%)	Current Status (%)	Current Actions and Status Commentary	Status
17	Operational Readiness	Civil Defence Centres (CDCs)	2	This project will develop a strategic approach to the identification, use and public messaging for CDCs.	60%	10%	Currently working with community engagement team to develop consistent advice for communities in an emergency. This will help to confirm the 'why' we have civil defence centres. It is worth taking the time to do this work rather than rely on assumptions. This work is important for how we communicate with communities more clearly and will help with education around final project outcomes. The risk is around pushing project timeline out.	
18	Operational Readiness	Welfare Small Events Exercise and Guidance Development	2	Exercise a small event scenario with the Welfare Coordination Group and Rural Liaison to practice their procedures and understand the unique implications of small-scale response. Where appropriate we will develop plans for small event welfare delivery.	100%	100%	Completed and evaluated report completed. Informed 'impact of scale' section in response framework document. Agencies have actions to follow up.	
19	Recovery	Hawke's Bay Recovery Tool Box	1	Confirm roles and responsibilities; and develop structured tools for recovery in Hawke's Bay.	50%	40%	Development of Toolbox in progress. Recovery Group (Group Recovery Manager, Alternates, and Local Recovery Managers) have discussed Toolbox content at October 2018 and March 2019 meetings. Feedback on some aspects sought from CEG at their March 2019 meeting.	
20	Recovery	Building Hawke's Bay's Recovery Capacity	1	Develop task groups (environmental, economic, built and social) and individual TLA capability.	50%	20%	Environmental Group - on hold until there is clarity on issues for preplanning. Economic Group - discussions commenced with Business HB. Built Group - Lifelines have completed infrastructure vulnerability assessment, next phase is to link findings into preplanning for recovery. Lifelines also considering long term work plan. Further work required with TLAs over their post disaster BCPs. Social Group - Recovery conversations linked into Welfare Advisory Group. Meetings with individual TLAs planned for July 2019.	
21	Recovery	Review Hawke's Bay's Recovery Strategy	2	The existing Hawke's Bay Recovery Strategy was completed in 2014 and is due for review in 2019.			Not programmed to commence until 2019/20.	
22	Governance and Management	Capability Assessment Review	1	Undertake a self-initiated Capability Assessment Review for the Hawke's Bay Group, using the MCDM assessment tools.	40%	10%	Review team established and independent consultant engaged. Programmed for completion July 2019 and report to 23 Sep 2019 CEG meeting.	
23	Governance and Management	Review of Group Plan	1	Five-yearly review of the Hawke's Bay CDEM Group Plan, our CDEM strategy for Hawke's Bay.	20%	5%	Paper to 25 Mar 2019 CEG meeting. Capability Assessment Report Commenced. Initial scoping of Risk Profile review completed.	
24	Governance and Management	Review of Service Level Agreement with Councils	2	Review and agreement of the CDEM roles and responsibilities between the CDEM Group and individual council members.	100%		Not yet commenced. Scheduled for end of financial year.	



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: VOLUNTEER MANAGEMENT PLAN

Reason for Report

1. The purpose of this report is to present the final Hawke's Bay CDEM Group Volunteer Plan adopted by the CEG for ratification by the Joint Committee.

Background

2. In 2018 a volunteer needs analysis was conducted and recommendations to develop a Volunteer Strategy were received and subsequently approved by the Joint Committee late last year.
3. The attached plan is the "how" the strategy will be achieved. It is a five-year plan and will remain flexible to ensure all the aspects of the strategy are fulfilled. Once the trained volunteers are ready to operate with less assistance from Group staff the plan allows for training of volunteers to manage others, e.g. spontaneous volunteers, in a response.
4. The plan explains in detail the first year of training whilst the structure will remain the same the content will then grow with the teams.
5. This plan was approved by the Joint Committee in March 2019.

Financial and Resource Implications

6. For the volunteer plan to be successful, the Group needs freedom to financially allocate funding within the plan as identified. There is potential for some expenditure to be directed to implementation of the Volunteer Technical Advisory Group (VTAG) to increase efficiency and capability of an integrated volunteer response in Hawke's Bay. There is an existing budget for volunteers within the Group budget which is adequate for this purpose.
7. As a capability is developed in Wairoa and Central Hawke's Bay District Councils the allocated funding, if approved will ensure an immediate capability in those areas.

Conclusion

8. The attached plan allows for the Group to develop its volunteer base in an effective and targeted way. The plan also allows for working with our CDEM partners and NGOs who also work in the volunteer space to ensure we have a collaborative approach to emergency management volunteering across the Hawke's Bay.

Recommendations

That :

That the HB CDEM Group Joint Committee endorses the **"HB CDEM Group Volunteer Plan"** as attached to this report.

Item 9

Authored by:

**Marcus Hayes-Jones
EMERGENCY MANAGEMENT ADVISOR
(VOLUNTEER MANAGEMENT)**

Approved by:

**Ian Macdonald
GROUP MANAGER/CONTROLLER**

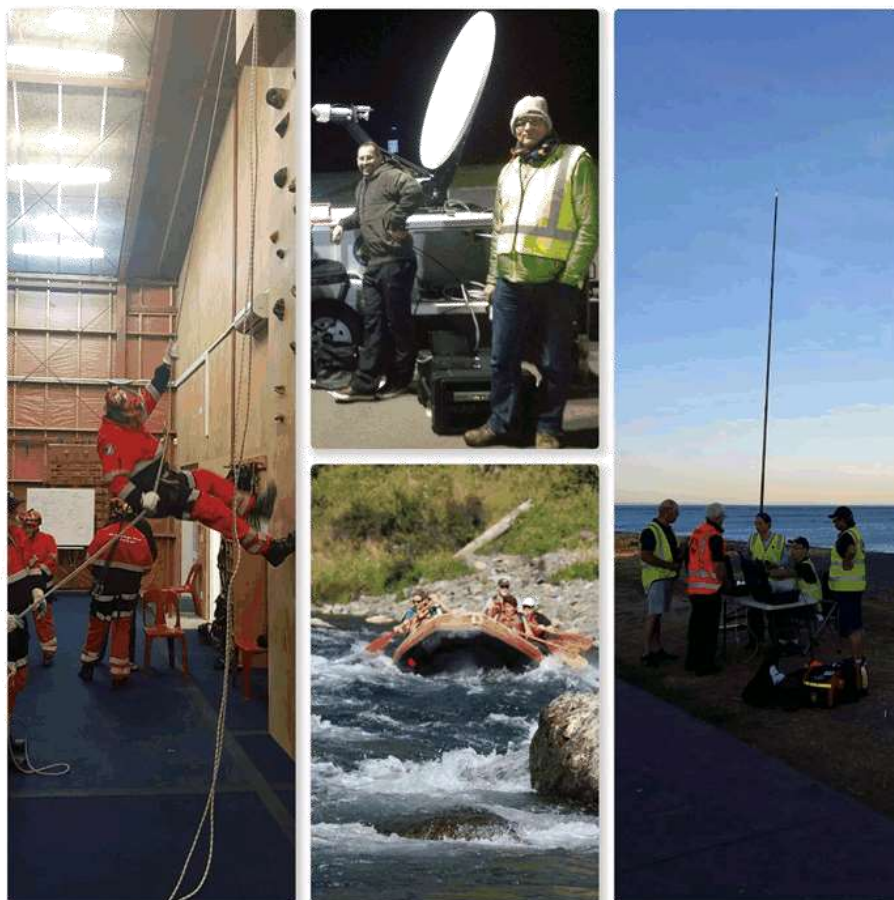
Attachment/s

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2019

Item 9

Attachment 1



Hawkes Bay Civil Defence Group

Volunteer Management Plan 2019



Attachment 1

Item 9



Hawkes Bay Civil Defence Emergency Management Group

Volunteer Management Plan 2019 - 2024

March 2019



Foreword

The purpose of this plan is to ensure there is clear direction regarding managing volunteers within the Hawke's Bay Civil Defence and Emergency Management Group. Volunteers are both trained and spontaneous in nature and this plan shows how the Group will manage training and execution of any volunteer use.

Trained volunteers will be invested in whilst there is an understanding spontaneous volunteers need to be managed to make best use of the time and energy donated by the community.

The HBCDEM Group will be looking to ensure a robust system of recruiting, training and managing trained volunteers exists and there is an effective way to have a pool of "leaders" in the community who can be called upon during times of need to lead spontaneous volunteers in the less risky areas of response.

In addition, The HBCDEM Group intends to bring multiple volunteer organisations together in one advisory group to benefit from savings which can be made in as many aspects of volunteer management as possible.



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Introduction

The Hawke's Bay CDEM Group recently completed a Volunteer Needs Analysis (VNA) across multiple volunteer organisations in Hawke's Bay, focussing on the outputs each organisation identified as their area of expertise. The VNA highlighted the need to improve the levels of volunteers in the following areas and have a level of control under the Hawke's Bay Civil Defence Emergency Group. It also highlighted that training and understanding of core outputs needed to be addressed across the region to ensure duplication and double dipping of volunteers in multiple organisations is managed in a practical way. This plan details how the Hawke's Bay CDEM Group will undertake the recruiting, training and exercising of volunteers to perform their roles in an emergency as efficiently and effectively as possible, whilst ensuring other agencies are able to function together with Civil Defence during period of training, exercise and especially during periods of operation.

The plan also details how the Hawke's Bay CDEM Group will train our volunteers and with our external partner agencies, such as the emergency services.

Goal and Objectives

The goal of this plan is:

To clearly define how the volunteers are managed within Hawke's Bay CDEM Group to support operations within the four R's.

The objectives of this plan include:

- Defining the roles of the Hawke's Bay Emergency Response Team (HBERT) & Spontaneous Volunteer Leaders (SVL)
- Process for the recruitment of volunteers
- Ensuring suitability of persons
- Training and exercising arrangements
- Outlining team expectations
- Management arrangements during deployment
- Ensuring the retention of volunteers

Legislative Requirements

The Civil Defence Emergency Management Act 2002 outlines the requirements of CDEM Groups to ensure volunteers are trained and ready to respond to an event;

S17, Functions of Civil Defence Emergency Management Groups

(B) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its areas.

Monitoring of the Plan

Monitoring of the plan will be through the Group Manager and Emergency Management Advisor (Volunteer Management). Progress will be reported to the Co-ordinating Executive Group on a quarterly basis through the Group Manager's update report. Capability will be measured in two ways; theoretical qualifications (New Zealand Qualification Authority (NZQA) unit standards and, through practical assessment on exercise and working with other groups. In addition, all agencies, groups and councils involved in the plan can suggest amendments, additions or improvement to this plan through the Group Manager.



National / Regional Accreditation

Accreditation of the HBERT will be a fair, non-biased process with the assistance of other New Zealand Response Teams and a representative for the national body who will manage the accreditation of the NZ-RTs. This national body is currently under review, but with the EMA(VM) sitting on the steering group, it is intended this plan will match the future outputs of the steering group.

Accreditation will provide the team access to the following; better education, cheaper equipment, national recognition to name a few. In addition, the accreditation will provide a national standard for all aspects of volunteering, providing the Hawke's Bay CDEM group with the ability to send the volunteers to other group areas for response as well as have other teams assist HBCDEM in operations using the same Standard Operating Procedures (SOPs) and equipment.

Administration

Administration is the responsibility of the team leaders with the support of the group office staff when required. to enable the team to be able to respond in the most efficient manner. Administration includes.

- Recruiting paperwork and application process
- Individual records in the database system being used
- Training records for the team being maintained
- Uniform purchasing, issue and returning
- Equipment purchasing, issue and returning
- Interviews
- Police Checks (checked for ability to be alone with unaccompanied minor, through HBRC)
- Deployment to other regions in support of operations

Health and Safety

For the purposes of the health and safety of all volunteers in the HBERT they are deemed to be unpaid staff of the HBRC and as such are responsible under the HBRC Health and Safety policy for their own safety and that of the other team members. The PCBU of the HBERT is the Chief Executive Officer of the HBRC for the purposes of the Health and Safety Act 2015.

The HBERT is defined in the legislation under Section 17(2)
 Individuals in the team are defined as workers under Section 19(3) (all sub paras)
 The work place of the HBERT is defined in Section 20(1)(a)(b) and (2)(a)(b)
 However, nothing in Part 3 applies to the HBERT as per the legislation

Volunteer Management

Numbers and Structure

Whole of Hawke's Bay (Hawke's bay Emergency response Team (HBERT))

- | | |
|--|-------------------|
| 1 – ECC Volunteer Coordinator - (Team Manager) | (Team Management) |
| 1 – Training Coordinator – (Training Officer and Alternate Team Manager) | (Team Management) |
| 24 – Rapid Response Group (RRG) – (two teams of 12) | |
| 28 – Welfare Response Group (WRG) – (two teams of 14) | |
| 8 – Data Response Group (SRG) – (Individuals deployed to support all Groups and the ECC) | |



24 – Communications Response Group (CRG) – (Two teams of two to support the RRG and WRG, two teams of six to support the ECC)

Wairoa & Central Hawke's Bay domicile Initial Response Team (IRT)

Each of these teams will have a team leader, a comms person and six personnel able to assist in the setup of a response pending the arrival of other agencies. The teams will report directly to the EOC of councils before the GECC is established.

8 – Wairoa IRT – Team Leader, Communications and responders.

8 – CHB IRT – Team Leader, Communications and responders.

Volunteer Total 102

For structure and breakdown refer to Appendix One

Recruiting

Recruiting of volunteers will be achieved using several avenues and will be done throughout the year. The nature of volunteering means there is a high turnover, however the aim will be to minimise this through retention activities.

Recruiting will be done by:

1. Current volunteers will be encouraging similar minded people to come on board
2. Advertising the need in multiple forms of media such as social media and on radio
3. Online application process via website

Once applications are received the process will be:

1. Arrange and conduct interview with EMA(VM)
 - a. An interview process has been developed
 - b. Selection of which group best suits the candidate
 - c. Then, if appropriate, a police check will then be carried out in accordance with administration above
2. Arrange a team leader interview to establish fit with the team (as part of a normal training night)
3. Probation period with the team (Personal Protective Equipment / uniform issued after the probation period)
4. Foundation course (to be developed as part of the Volunteer Technical Advisory Group (VTAG))

Recruiting in Wairoa and Central Hawke's Bay will be coordinated by the EMA (VM), the resident Emergency Management Advisors and the Local Authorities to ensure best fit for the area.

Retention

It is essential volunteers are retained in the organisation to make best use of investment in equipment, training, experience and personal development opportunities.

This can only be achieved by ensuring the volunteers receive recognition from all levels of all councils in the Hawke's Bay CDEM Group. There will be several annual events to ensure regular interaction between all staff and culminating in an end of year "celebration" of our volunteers.

In addition, it is essential all volunteers feel they're utilised correctly and any opportunity to deploy them in support of minor operations should be used.

Finally, the volunteers should never be "out-of-pocket", and a robust personnel expenses repayment system will be established for such things as travel to and from operations (regular training will not be included in this).



Volunteer Technical Advisory Group (VTAG)

Intent

The VTAG has been established by several organisations and agencies who use volunteers for Emergency Management type activities; they are:

- Hawke's Bay CDEM
- Red Cross
- Maori Wardens
- Community Patrol
- Fire and Emergency New Zealand (FENZ)
- Volunteering Hawke's Bay
- Victim Support
- Land Search and Rescue (LandSAR)

This VTAG will meet quarterly to ensure we have capability to work and train together whilst being able to support each other with extra personnel. The benefits of this are not just financial but allow the organisations to share operating procedures as volunteers in Hawke's Bay tend to be volunteers for several organisations.

Volunteer Approved Tasks

The roles below have been identified as gaps in capability in Hawke's Bay during the needs analysis for volunteers in the region.

Team Management (TM)

- Recruiting – assist the EMA(VM), EMO and TLAs
- Record keeping – this will ensure any gaps in knowledge and capability are closed
- Training oversight – ensuring all training requirements are met
- Vol Rep in ECC – To provide back up to the EMA(VM) in times of absence

Rapid Response Group (RRG)

- Cordons – to provide site security for effected areas
- Rope Access – to provide rescue capability in ravines, gorges or from buildings to support FENZ
- Storm – storm protection tasks such as tarpaulin over roofs, sandbagging etc.
- 4x4 skills– to provide logistic and reconnaissance support to all agencies on a needs basis
- Rapid Recon – All emergency services have a need for rapid information gathering during a disaster and the RRG is best positioned to provide this with individuals from the other services
- Swift water rescue – with the rivers in the region and only one capability the RRG will become qualified to perform this role

Welfare Response Group (WRG)

- Establish Civil Defence Centre – under direction of the Welfare Manager as required for an event
- Run Civil Defence Centre – to supplement staff from councils in the running of the CDC.
- Registration – ensuring all people attending a CDC as part of CD operations are registered and tracked
- Needs Assessment – to complete the gathering of information from people effected by a disaster to get the information into the ECC as soon as possible
- Outreach in support of Red Cross – As registration but door-to-door
- Cordons – in support of the RRG



Data Response Group (DRG)

- Manage Satellite connections – provide technical expertise in the event satellite communications are required.
 - VSAT Trailer
 - BGAN
 - Iridium Go1
- Maintain DORT capability – ensure Data Over Radio Transmission (DORT) is available throughout the region
- Support to GECC, WRG, RRG and CRG

Communications Response Group (CRG)

- Manage all voice radio communication – to provide technical expertise in all matters radio
 - VHF
 - HF
 - Liaison with AREC
- Support GECC, WRG, RRG and SRG

Wairoa and CHB Initial Response Teams (WIRT & CIRT)

- Recon
- Cordon
- Communications
- Site establishment
- 4x4

Stinger Response Group (SRG) – Number not currently known and subject to change

- Communications – use of radios, no expertise required
- 4x4 – to ensure they are able to use the Stinger systems in adverse road conditions post disaster

Training

Expectation

Volunteers are to attend 80% of training.

Training will be conducted fortnightly with an additional weekend one- or two-day consolidation training at the end of each period of training. A period of training, as per the calendar at appendix three, is six sessions long, a total of 12 weeks. Each period of training will have a theme and unit standards will be taught by external organisations where possible.

All training will be organised by the teams themselves with support from the EMA(VM) for location, funding and oversight.

It is intended a Hawke's Bay Foundation Course will be established with all members of the Volunteer Technical Advisory Group (VTAG) to provide for all agencies.

In addition to the standard training there will be specific training for selected volunteers such as leadership, Pre-Hospital Emergency Care (PHEC) and 4x4 training for example.

Unit Standards

Some of the training provided will be unit standard based to allow for easier accreditation and monitoring when the NZ-RT process is finalised. There will be additional courses and training provided in the form of HBCDEM created education, exercise and internal group training to ensure best practice and performance from the volunteer pool.



For unit standard requirement for each group refer to Appendix Two
For the training calendar refer to Appendix Three

Exercising

Expectation

Volunteers are to attend all exercises to ensure their capabilities are realised with the multi-agencies they are to be working with.

The team will undertake three types of exercise and where possible these will be aligned to the Group exercise plan.

Tier one – These are exercises which will involve all components of the HBERT, with no additional resources.

Tier two – Multiple councils, the GECC will be issuing instructions for the volunteers to respond within their capability

Tier Three – Multi Agency / Inter-region exercise – essential to prove to all agencies the capabilities of the HBERT

Exercise Programme

A Training and Exercise framework is at Appendix Four

Deployment

In region

All VTAG member organisations will manage all aspects of their teams during operational deployments, however, during a Civil Defence led emergency, the EMA(VM) will be in the Emergency Coordination Centre working as the point of contact for all agencies and facilitating tactical control of the agencies. This will be achieved through the activation of any groups required and will ensure the group controllers priorities are met. The Hawke's Bay CDEM Group will manage all costs associated with the in-region deployment / activation.

Nationally

When the HBERT is called upon to operate outside of region all costs incurred will be recorded and attributed to the group requiring the team. However, if costs cannot be recovered the HBCDEM Group will manage this risk bearing in mind the benefits to the readiness of the team in Hawke's Bay by responding to another region.

Estimated volunteer annual budget 2019-24

Item	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Remarks
Volunteer uniform	\$10,000	\$5,000	\$1,000	\$1,000	\$1,000	
Volunteer PPE	\$5,000	\$3,000	\$2,000	\$2,000	\$2,000	
Unit Standard Trg	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	When not covered by ACE funding
Vehicle Rental	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	If not available through HBRC
Exercise Cost	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Team Building	\$1,500 x2	\$1,500 x2	\$1,500 x2	\$1,500 x2	\$1,500 x2	Two per year
Administration	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	

Attachment 1



Annual Awards night	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	Medals Venue hire Food
Equipment	\$TBC	\$TBC	\$TBC	\$TBC	\$TBC	Fund raising by team to cover costs
Trailer & vehicle replacement	\$TBC	\$TBC	\$TBC	\$TBC	\$TBC	Fund raising by team to cover costs

The funding for the above currently exists within the current Hawke's Bay CDEM budget.

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Key Performance Indicators

The following performance indicators will be used by the Hawke's Bay CDEM Group as a minimum capability to respond to events. These performance Indicators will be reviewed annually to ensure there is continued development of capability each year.

Measure	Target 2019/2020
Each group is fully manned	80%
Each member of team has uniform	80%
Each member of the team is equipped to complete their role	100%
Each member is qualified to conduct their individual role	50%
All the shared equipment required is acquired	50%
Attendance is 100% monitored	100%
Integrated Training Management (ITM) is used to manage volunteers (100% volunteer information in ITM)	50% of volunteers using ITM



Appendices

Appendix One – HBERT Structure

TOTAL VOLUNTEERS 102		EMA(VM)					
		VOL COORD		1	1	VOL TRG COORD	
LEVEL	CIMS Alignment	RAPID RESPONSE GROUP (RRG)	WELFARE RESPONSE GROUP (WRG)	COMMUNICATIONS RESPONSE GROUP (CRG)	DATA RESPONSE GROUP (DRG)	WAIROA INITIAL RESPONSE TEAM (WIRT)	CHB INITIAL RESPONSE TEAM (CIRT)
		TOTAL IN RRG 24	TOTAL IN RRG 28	TOTAL IN RRG 24	TOTAL IN RRG 8	TOTAL IN RRG 8	TOTAL IN RRG 8
LEADER	Controller	GROUP LEADER 1	GROUP LEADER 1	GROUP LEADER 1	GROUP LEADER 1 (Intel & Training)	TEAM LEADER 1 (Intel & Training)	GROUP LEADER 1 (Intel & Training)
LEADER	Response Manager	2IC 1 (Alt Group Leader)	2IC 1 (Alt Group Leader)	2IC 1 (Alt Group Leader)	2IC 1 (Logistics)	COMMUNICATIONS 1 (Logistics)	COMMUNICATIONS 1 (Logistics)
TECH	Risk	SAFETY 2	SAFETY 2		SAFETY 1 (Welfare)		
TECH	Intelligence	RECON LEAD 2	INFO LEAD 2				
TECH	Operations Manager	TRAINING OFFICER 2	TRAINING OFFICER 2				
TECH			REGISTRATION LEAD 2				
TECH	Logistics Manager	LOG MANAGER 2	LOG MANAGER 2	LOG MANAGER 2			
SPT	Welfare	GROUP WELFARE (Internal) 2	GROUP WELFARE (Internal) 2				
RESPONDERS	Operations	RESPONDER 12	RESPONDER 14	GECC 12	RESPONDER 5	RESPONDER 6	RESPONDER 6
				RESPONDER / RRG 4			
				RESPONDER / WRG 4			
RECRUITS	Operations						



Appendix Two – Unit Standards

UNIT STANDARD CHECKLIST

Role	Unit No	Unit Details	Level	Credits	Group					CRM	Mgmnt
					RRG	WRG	CRG	DRG	SRG		
RESPONDER	497	Demonstrate knowledge of workplace health and safety requirements	1	3	1	1	1	1	1		
	528	Demonstrate survival techniques for a civil defence emergency	2	3	1	1	1	1	1		
	3483	Fill in a form	1	2	1	1	1	1	1		
	4573	Communicate in the outdoors using two-way radios (Alternate is 11282)	2	1	1	1	1	1	1	1	
	6400	Manage first aid in emergency situations (with 6401 & 6402) (Alternate is 26551 & 26552)	3	2	1	1	1	1			
	6401	Provide first aid	2	1	1	1	1	1			
	6402	Provide resuscitation level 2	1	1	1	1	1	1			
	7334	Demonstrate Knowledge of the functions and operations of Civil Defence Emergency Management	2	2	1	1	1	1			
	9677	Participate in a team or group which has an objective	2	3	1	1	1	1			
	11282	Communicate using a radio telephone in a compliance context	2	1	1	1	1	1		1	1
	12355	Demonstrate knowledge of stress and ways of dealing with it	2	2	1	1	1	1			
	17279	Demonstrate knowledge of the coordinated incident management systems (CIMS)	2	2	1	1	1	1			
	17593	Apply safe work practices in the workplace	2	4	1	1	1	1			
	20388	Working safely with aircraft at emergency incidents	3	2	1	1	1	1			
	26551	Provide first aid for life threatening conditions	2	1	1	1	1	1			
	26552	Demonstrate knowledge of common first aid conditions and how to respond to them	2	1	1	1	1	1			
	17978	Operate a light four-wheel drive (4WD) vehicle in an off-road environment	3	4	1		1	1			
	17976	Demonstrate knowledge of operating a light four-wheel drive (4WD) vehicle in an off-road environment	3	4	1		1	1			
	3466	Apply risk reduction techniques and strategies while driving	3	4		1			1		
	20854	Operate a Civil Defence Emergency Management communications system	3	3			1	1			
RESPONDER		IT Course					1	1			
		EMIS user				1	1				
		DORT user					1	1			
	1304	Communicate with people from other cultures	3	2		1					
	7317	Demonstrate knowledge of the Civil Defence Emergency Management (CDEM) general rescue function	2	2	1						
	7319	Manage mass casualty triage in a civil defence and emergency management emergency	4	3	1						
	7321	Process information during an emergency	3	4		1					
	7332	Control the movement of people and vehicles at a specified location during a civil defence emergency	2	4		1					
	10618	Rescue casualties using rescue techniques	4	5	1						
	11101	Collaborate within a team which had an objective	4	5	1						
	17600	Explain safe work practice for working at heights	3	3	1						
	18516	Demonstrate knowledge and provide support at urban search and rescue operations	3	3	1						
	20473	Rescue casualties at ground level using Civil Defence general rescue techniques	2	3	1						
	20536	Demonstrate awareness of rope rescue operations and hazards	2	2	1						
	20537	Provide initial response at rope rescue incidents	4	6	1						
	22297	Provide initial response at flood incidents	3	4	1						
	22298	Protect personal safety and the safety of others at flood incidents	2	2	1						
	22781	Apply safety intervention techniques for river safety activities	4	4	1						
	23694	Undertake storm damage operations in a CDEM emergency	4	4	1						
	23695	Provide companion animal welfare during a CDEM emergency	3	3		1					
	23696	Demonstrate knowledge of and provide support at a CDEM Emergency Operations Centre (EOC)	3	3		1					
	24500	Demonstrate knowledge and use CDEM rescue equipment and techniques and rescue casualties at height	2	2	1						
		PFA				1					
		Care of children at risk				1					
		Satellite establishment (BGAN & VSAT)						1			
		WiFi Network establishment and management						1			
		Satellite Phone (Iridium)						1			
	3471	Tow a light simple trailer	2	1							
	14516	Demonstrate knowledge of legal requirement for loading and towing a simple trailer	3	3							
	20848	Demonstrate knowledge of and skills for driving a light four wheel drive (4WD) vehicle on-road	3	4							
	23686	Describe a person's rights in a health and wellbeing setting	2	1							
	23691	Drive civil defence emergency vehicles in operational situations	4	6							



	23692	Demonstrate knowledge of driving legislation and CDEM organisation's standard operational procedures for driving	2	2							
		RESPONDER TOTAL			32	25	22	24	5	2	1
Technician		Manage equipment and asset registers			1	1	1	1			
	10425	Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace	4	2	1	1	1	1			
		CIMS 5 - Logistics			1	1					
		CIMS 5 - PIM			1	1					
		CIMS 5 - Intelligence			1	1					
		DORT Specialist						1			
	25411	Demonstrate knowledge and use of an Automated External Defibrillator (AED)	2	1	1						
	14473	Move a patient in preparation for transportation	3	1	1						
	25412	Provide basic pre-hospital emergency care	3	6	1						
	14470	Provide enhanced basic life support	4	2	1						
	14471	Provide extended first aid	4	6	1						
	14472	Carry out shock advisory defibrillation	4	2	1						
		Programme hand-held and base station radios					1				
		TECHNICIAN TOTAL			11	5	3	3	0	0	0
Leadership	3490	Complete an incident report	1	2	1	1	1	1			
	3492	Write a short report	2	3	1	1	1	1			
	7321	Process information during an emergency	3	4	1	1	1	1			
	10425	Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace	4	2	1	1	1	1			
	22445	Describe the roles and functions if a CIMS Incident Management Team (IMT) at an incident	4	4	1	1	1	1			
	23690	Conduct operational briefings/de-briefings and issue operational orders	4	3	1	1	1	1			
	23696	Demonstrate knowledge of and provide support at a CDEM Emergency Operations Centre (EOC)	3	3	1	1	1	1			
	23698	Demonstrate knowledge of leadership theory and use it in CDEM situations	4	8	1	1	1	1			
	29553	Demonstrate knowledge of CIMS related roles and Action Plan process in an incident	4	2	1	1	1	1			
	29554	Demonstrate situational awareness, action planning and communication skills in an incident within CIMS framework	4	2	1	1	1	1			
		Building evacuation plan writing				1	1	1			
	7330	Supervise a welfare centre during an emergency	4	5		1					
	7336	Demonstrate knowledge of welfare centre functions during an emergency	2	3		1					
		HBCDEM CDC Managers Course				1					
	23702	Coordinate and manage spontaneous volunteers during an	4	5							1
		LEADERSHIP TOTAL			10	14	11	11	0	0	1



Appendix Three – Annual training plan

Group	PERIOD ONE					PERIOD TWO				
	Date Tue 29-Jan-19	Date Tue 12-Feb-19	Date Tue 26-Feb-19	Date Tue 12-Mar-19	Date Sat (Sun) 16 or 17 Mar 19	Date Tue 26-Mar-19	Date Tue 9-Apr-19	Date Tue 23-Apr-19	Date Tue 7-May-19	Date Sat (Sun) 11-May-19
Rapid Response Group	CIMS ICP set up US 17279	ICP Trailer Staging	Basic Search (Urban)	Consolidation	Clearance Public Evacuation	Issue hand Sets to all Radio Theory US 4573	Practice Radio use US 4573	Stretcher Exercise	Consolidation	Casualty Evac to CDC
Welfare Response Group		Gazebo Tents		Consolidation	CDC Set up Hand-held only	Outreach	Outreach	Outreach CDC	Consolidation	CDC - EQ scenario
Communications Response Group	Programming radios	Operational procedure	Antenna setup and Maint	Consolidation	Comms Ready Non-repeater net	Deliver training Message Handling Message Log	Network operating	Battleships etc	Consolidation Site Testing	Full CDC Comms Establish multiple networks
Data Response Group	Saturday			Consolidation	Satellite field Test				Consolidation	

Group	PERIOD THREE					PERIOD FOUR				
	Date Tue 21-May-19	Date Tue 4-Jun-19	Date Tue 18-Jun-19	Date Tue 2-Jul-19	Date Sat (Sun) 6-Jul-19	Date Tue 16-Jul-19	Date Tue 30-Jul-19	Date Tue 13-Aug-19	Date Tue 27-Aug-19	Date Sat (Sun) 31-Aug-19
Rapid Response Group	General Rescue US 7317 US 18516 US 20473	Rescue at Heights US 10618 & 17600 US 20536 US 24500	Rescue at Heights US 10618 & 17600 US 20536 US 24500	Rope Resuce Responder US 20537 US 20538	Unit Standard finalising	Water Theory	Swift Water Personal Skills US 427 US 22781	Swift Water Rescue Technician US 26513	Consolidation	Full Swift Water Weekend
Welfare Response Group					Full CDC	TBC	TBC	TBC	Consolidation	
Communications Response Group	DORT Config / use	DORT Forms	DORT System	Consolidation	Full CDC	TBC	TBC	TBC	Consolidation	
Data Response Group	DORT Config / use	DORT Forms	DORT System	Consolidation	Full CDC	TBC	TBC	TBC	Consolidation	



Group	PERIOD FIVE					PERIOD SIX				
	Date Tue 10-Sep-19	Date Tue 24-Sep-19	Date Tue 8-Oct-19	Date Tue 22-Oct-19	Date Sat (Sun) 26-Oct-19	Date Tue 5-Nov-19	Date Tue 19-Nov-19	Date Tue 3-Dec-19	Date Tue 17-Dec-19	Date Sat (Sun) 21-Dec-19
Rapid Response Group	Search Theory US ???	Tracking	Night Search	Consolidation	Tier 2 Exercise	Marking Casualties	First Aid Demo	Triage	Consolidation	End Of Year Ex & evening
Welfare Response Group	Planning P revision	Equipment Checks	Layout for CDC	Consolidation	Tier 2 Exercise	TBC	TBC	TBC	Consolidation	End Of Year Ex & evening
Communications Response Group	Planning P revision	Equipment Checks	Support Comms for all groups	Consolidation	Tier 2 Exercise	TBC	TBC	TBC	Consolidation	End Of Year Ex & evening
Data Response Group	Planning P revision	Equipment Checks	CDC or ECC Support	Consolidation	Tier 2 Exercise	TBC	TBC	TBC	Consolidation	End Of Year Ex & evening



Appendix Four –Training Framework

Group delivery	ACE delivery	TEAM delivery	External delivery	Exercise	* Denotes a course that is provided according to demand. If limited numbers of attendees are identified, staff will be offered a place on any courses in neighbouring authorities if available, or given a place on the next upcoming course
Month	Course / Exercise				Target Audience
January	• Team Building /welcome back – Tier One Exercise				All Volunteers
February	• Standard Training – Module One “Basics”				All Volunteers
	• Survivors Afternoon Tea				Voluntary attendance
March	• Standard Training – Module One “Basics”				All Volunteers
	• Module One Consolidation Exercise – Tier One				All Groups
	• Standard Training - Module Two “Communication”				All Volunteers
April	• Recruiting paperwork sent out and submitted				Group Leaders and EMA(VM)
	• Standard training - Module Two “Communications”				All Volunteers
May	• EMA(VM) interviews / Team selection / Police Checks				
	• Standard Training – Module Two “Communications”				All Volunteers
	• Module Two Consolidation Exercise – Tier One				All Groups
	• Standard Training – Module Three “DORT and heights”				All Volunteers
June	• Team Building – Team fit for new recruits				All Teams
	• Standard Training – Module Three “DORT and heights”				All Volunteers
July	• Module Three Consolidation Exercise – Tier One				All Groups
	• Standard Training – Module Four “Swift Water/ Satellite Comms / 4x4”				All Volunteers
August	• Foundation Training				All new recruits & current volunteers as part of team building
	• Standard Training – Module Four “Swift Water/ Satellite Comms / 4x4”				All Volunteers
	• Module Four Consolidation Exercise – Tier One				All Groups
September	• Standard Training – Module Five “Planning P / Equipment Management / Search”				All Volunteers
	• Leadership training				Group Leaders
	• PHEC				Individuals identified
	• Standard Training – Consolidation for tier Two Exercise				All Groups
October	• Tier Two / Three Exercise with other agencies				All Groups (potential for many agencies including Red Cross)
	• Quiz Night				All Volunteers and Staff (potential fund raiser)
November	• Standard Training – Module Six “Marking Casualties and various				All Volunteers
	• 4x4 training				Select volunteers
December	• Standard Training – Module Six “Marking Casualties and various				All Volunteers
	• Module Six Consolidation and end of year Exercise – Tier One				All Groups
	• XMAS – end of year awards night				All Staff and volunteers



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: RISK REDUCTION

Reason for Report

1. The purpose of this report is to explore with the Committee some strategies and options for advancing long term risk reduction for Hawke's Bay.

Background

2. The Hawke's Bay natural hazard risk profile has benefited from substantial research and analysis over the last 10 years. As a result, long term risk reduction strategies and plans need to be developed to reduce the risks associated with the impacts of these hazards to a level deemed acceptable.
3. Anecdotally past and current strategies and plans that have shaped the development of Hawke's Bay have not fully taken into account the risks faced by the region. This is for a variety of reasons, but a lack of information and analysis from modern research technology and analysis tools was a key limitation.
4. Our knowledge and understanding of natural hazards and their impacts has increased exponentially over the last decade. This depth of knowledge and robust analysis is now at a point where communities can confidently make long term sustainable decisions on land use and development that helps reduce the risks associated with natural hazards.
5. A presentation will be given at the meeting that will outline the current situation and explore some approaches to addressing the issue of long term risk reduction of the impacts of natural hazards.
6. Officers can then draft and consult on possible strategies for further consideration by this Committee and councils.

Decision Making Process

7. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Group Joint Committee receives the **"Risk Reduction"** report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: GROUP MANAGER'S GENERAL UPDATE

Reason for Report

1. The purpose of this report is to inform or update the Committee on a number of matters not specifically addressed in other items on this agenda and to give the Committee an opportunity to ask questions and give feedback if desired.

Background

2. The matters covered in this report include:
 - 2.1. Changes to CDEM Duty Management System
 - 2.2. Mobile Emergency Alerts Test Feedback
 - 2.3. Resilience Fund Application Outcomes
 - 2.4. Regional Group Exercise: October 2019
 - 2.5. Group Response Framework
 - 2.6. Reporting to Councils on Group activities and distribution of Joint Committee Minutes

Discussion

Changes to CDEM Duty Management System

3. The Group office has recently established a Freephone number to make direct contact to the on-call CDEM advisor. This number is manned 24/7 and can provide advice on behalf of the HB CDEM Group Office to all councils and partner agencies.
4. The agency Freephone number is **0508 442333**. This is **not** a public number and we do not want public calls to this number during an emergency. We have a separate 0800 number that can be activated and communicated to the public to use during an emergency.
5. If an agency requires CDEM support to help in managing an event in which they are the lead agency they now contact the on-call CDEM advisor on the Freephone number.
6. The establishment of this duty manager system helps to mitigate the risk of key CDEM Group office staff being unavailable for whatever reason and provides a 24/7 point of contact for councils and partner agencies. A number of business rules and operating procedures have been established to support this system.

Mobile Emergency Alerts Test Feedback

7. Attached is a summary of the results of the November 2018 EMA test and feedback from the survey that was conducted post this test.
8. The key point to note is the increase in people receiving the alert from 34% to 60%. This is a very pleasing result and now brings the New Zealand distribution rates close to other countries that have similar systems.

9. All Group members can access this system through the Group office on-call advisor and the Group Controller. Any request to broadcast an EMA will need to meet the criteria set down by MCDEM.

Resilience Fund Application Outcomes

10. The Group made three applications to the National Resilience Fund as follows:
 - 10.1. Hikurangi Response Plan – year two. (\$250,000)
 - 10.2. Te ara o Tawhaki – A pathway to resilience indicators. (\$100,000)
 - 10.3. Know your zone – community resilience/education. (\$70,000)
11. All three applications were approved and this funding will become available from July 2019.
12. These projects will require some thought as to how they are implemented within existing staff arrangements and the Group office leadership team has started to identify options.

Regional Group Exercise: October 2019

13. Planning is underway for a regional (tier 2), Exercise Ruaumoko in October 2019. This exercise will provide the Group with an opportunity to accurately evaluate the way the Group coordinates emergencies across all partner organisations and practice the use of the new Group Emergency Coordination Centre.
14. For councils, this will mean a full activation and operation of their emergency response plans and procedures on the back of New Zealand Shakeout on 17 October 2019 by activating to their coordination centres and establishing their facilities. Staff within councils will be encouraged to take NZ Shakeout one step further and practice their family plans.
15. Our partner organisations will be encouraged to practice their initial response activities like gaining situational awareness and establishing communications with the Group. Over the following weekend, Emergency Service partners and volunteering organisations will be adding an element of realism by physically carrying out the initial response activities that were planned on the Friday. This will be a publicly visible display of assets being coordinated and deployed, demonstrating the Group responding as one coordinated entity.
16. Lifeline organisations will provide input where their specific infrastructure may incur damage to shape the scenario that the region will be working off.
17. On the Monday, councils will re-activate to practice a coordinated response to activities that we could expect after the challenges of the initial response. This may include matters such as building inspections, welfare provision and cordon management.
18. There will be scope to practice the governance arrangements for a civil defence emergency including the declaration of a state of emergency, press conferences and the management and governance of the response organisations.
19. In the weeks leading up to the close of the calendar year, recovery table-tops will be conducted based off the same base scenario.

Reporting to Councils on Group activities and distribution of Joint Committee Minutes

20. With the evolution of the Group into a more shared service approach it is important that the members of the Group are informed of what activities the Group is carrying out.
21. With the approval of the Group Annual Report 2017/18 by the Joint Committee late last year, it is intended this be provided for information and questions to each individual council at a full council meeting. This report was included on the March agenda for the HBRC and the report will be forwarded to each council to include on their next meeting agenda.
 - 21.1. Another related matter which is also being addressed is the Joint Committee meeting minutes being included for information at a meeting of each council.

Recommendation

That the HB CDEM Group Joint Committee receives and notes the “**Group Manager’s General Update**” staff report.

Authored and Approved by:

Ian Macdonald

GROUP MANAGER/CONTROLLER

Attachment/s

[!\[\]\(003082e50e3009141f59bd5df831749f_img.jpg\) 1](#) Civil Defence Survey Report



Emergency Mobile Alert system

Follow-up survey for the nationwide test
on Sunday 25 November 2018





Objectives



Following the live technical test of the Emergency Mobile Alert system on Sunday 25 November 2018, Civil Defence engaged Colmar Brunton to determine:



The proportion of the New Zealand population who received the test alert



Prior awareness of the Emergency Mobile Alert system



Prior knowledge that the nationwide test was going to take place



The public's perceptions of the Emergency Mobile Alert system



Whether or not the public believe the system should be optional



Changes since the launch of the EMA system and test alert last year

Methodology



Random mobile
phone interviewing of
New Zealand
residents aged 15
years and over



Interviewing
26 November to
9 December 2018



8 minute average
interview duration



1,000 interviews
completed

READING NOTES:

- Significance testing was carried out at the 95% level.
- The maximum margin of error is +/- 3.1 percentage points at the 95% confidence level (for a simple random sample).
- Throughout the report the term 'New Zealanders' is used to refer to those 15 and over who currently live in New Zealand and 'mobile users' is used to refer to those who have access to a mobile phone. Caution should be taken with the results based on 'New Zealanders' because the proportion without a mobile phone is an estimate. The estimate is based on Statistics NZ 2013 census data, and also uses Statistics NZ population estimates and the Commerce Commission NZ Annual Telecommunications Monitoring Report to estimate the change since 2013.

Attachment 1

Item 11



Summary of key findings

Summary:

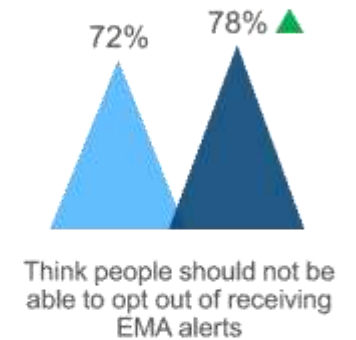
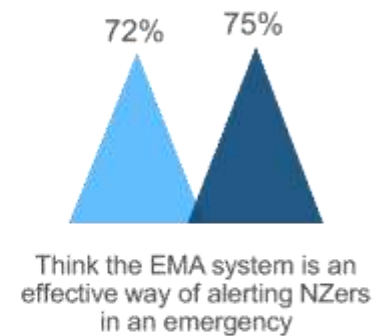
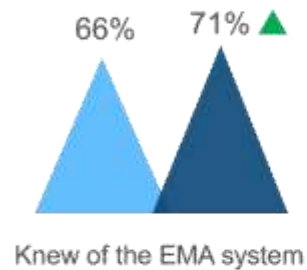
2017

2018



ALL NEW ZEALANDERS

NEW ZEALANDERS WITH ACCESS TO A MOBILE PHONE



40% DIDN'T RECEIVE THE TEST ALERT THEMSELVES. THE MAIN REASONS WHY ARE:



Significantly higher/lower than last year

© Colmar Brunton 2018 – 5



HB CDEM GROUP JOINT COMMITTEE

Monday 27 May 2019

Subject: MCDEM UPDATE

Reason for Report

1. The purpose of this report is to provide an update to the Committee of current work being undertaken at a national level by MCDEM.

Background

2. Attached is the MCDEM update to the Committee Members.
3. The Hawke's Bay MCDEM Regional Emergency Management Advisor, Andrew Hickey will give a verbal MCDEM update at the meeting and be available for questions.

Recommendation

That the HB CDEM Group Joint Committee receives the ***"MCDEM update"*** report.

Authored by:

Andrew Hickey
REGIONAL EMERGENCY MANAGEMENT
ADVISOR

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

[1](#) MCDEM update



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

22 February 2019

Ref: 4107808

Dear CEG Chairs

Today is the eighth anniversary since the February 2011 Christchurch earthquake. I know many of you, your families and friends were directly affected by the earthquake and many of you were involved in the response and/or the ongoing recovery. The anniversary will be marked by each of you differently and so whether it's a day of quiet reflection or attending the Civil Service in Christchurch today at 12.30pm or in spending time with loved ones, please know our thoughts and love are with you. Kia Kaha.

As we mark one anniversary we are also continuing the response to another emergency with the Nelson Tasman fires.

The combined efforts between Nelson Tasman CDEM Group, emergency services, CDEM Group staff from across the country, government agencies, partners and volunteers has been so positive in the ongoing response to the fires. The tireless work of everyone involved in the field has been incredible. Minister Faafoi and I along with other Ministers have visited the areas affected by the fire multiple times and it is heartening to see these agencies and communities remaining positive and working together through these challenges.

Our media partners have been active in pushing out crucial information and consistent safety messaging. We have also seen Emergency Mobile Alerts used twice successfully to help with evacuation efforts, along with our MoU with Airbnb helping to put a roof over the heads of those that have been displaced. I'd also like to thank Paul Palmer, who has attended multiple media stand-ups to provide New Zealand Sign Language translation to the Deaf community, and to the eight iwi across the Nelson Tasman area, Ngāti Kuia, Rangitāne, Ngāti Apa, Ngāti Koata, Ngāti Rarua, Ngāti Toa Rangatira, Ngāti Tama, Te Āti Awa and their tangata whenua for providing liaison and support, including vehicles, resources and emergency accommodation.

There has been overwhelming support through volunteers and donations from throughout New Zealand and a huge thank you from me to everyone involved in the on-going response and for the recovery road ahead. Please continue to take care of each other in the weeks ahead.

On 1 February we welcomed Dr Brook Barrington as the incoming Chief Executive to the Department of the Prime Minister and Cabinet (DPMC), MCDEM is a business unit of DPMC. Brook comes to DPMC from the Ministry of Foreign Affairs and Trade, and is familiar with aspects of CDEM through his role at MFAT within the National Security System.

As mentioned previously, it will be a busy year ahead as we focus on implementing the Emergency Management System Reform. I'd like to emphasise again the importance to stay connected and focussed on the opportunities the emergency management system reform brings, and on making our best possible contribution to the reform work programme. I look forward to hearing how Groups are progressing with implementing Emergency Management System Reform when I meet with you and your staff during 2019.

Summary of Progress

National Disaster Resilience Strategy

The National Disaster Resilience Strategy (the new national civil defence emergency management strategy) is now in the final stages of the government approval process. The Minister of Civil Defence on 19 February presented the Strategy to the House of Representatives, who, in accordance with section 35 of the CDEM Act, have 15 sitting days to resolve not to approve it. If they have no objection, **the Strategy will come in to effect on 10 April 2019.**

As part of this process, the Strategy is posted on the Parliament website, and a notice of completion is posted in the Gazette. We do not intend to publicise this in any way, yet, since the Strategy is still subject to the Parliamentary process. There will be more details on this in next month's update.

The Strategy is a key mechanism for New Zealand's implementation of the *Sendai Framework for Disaster Risk Reduction 2015-2030* which outlines how nations should approach their wider societal risk from disasters. The Strategy is for all New Zealanders, and central and local government especially, have a significant role to play in implementing it. The Sendai Framework is supported through the biennial forum of the Global Platform for Disaster Risk Reduction. The next Global Platform meeting is being held 13-17 May 2019 in Geneva, Switzerland. A New Zealand government delegation will be in attendance, with a wider delegation likely attending including NGO's, research and science organisations and practitioners. Local government officials have attended Global Platform meetings in 2015 and 2017 and some may wish to attend in 2019. We encourage you to contact us if you intend to attend as part of the wider New Zealand delegation.

Contact: Jo Horrocks, Principal Advisor Emergency Management, phone: 027 702 3353 or email: Jo.Horrocks@dpmc.govt.nz or nationalstrategy@dpmc.govt.nz for Strategy enquiries

CDEM Bill

As part of the Emergency Management System Reform programme, we are looking at a package of changes to the Civil Defence Emergency Management Act 2002. The changes will focus on strengthening, modernising and professionalising the emergency management system so that it works when and where we need it. Proposed legislative amendments will clarify who is responsible for what regionally and nationally, but will also include elements relating to:

- Putting the safety and wellbeing of people at the heart of the emergency response system, including looking at how the Act can better provide for Iwi/Māori participation in emergency management
- Strengthening the national leadership of the emergency management system, and
- Building the capability and capacity of the workforce.

The timeframes for this work are tight, which means that over the next couple of months we will be approaching you for advice and expertise to support the development of the policy that will guide the new legislation.

Our Principal Policy Advisor, Rachel Hyde, plans to attend a range of existing local government and emergency management system meetings to update you and seek your input. She also intends to engage with emergency services, lifeline utilities and other stakeholders. With that in mind, if you have any sessions coming up that you think would be suitable for Rachel to attend, please contact her via the details below. Otherwise, Rachel will be in touch soon to arrange to

attend a meeting. I will be contacting Joint Committee Chairs with the same information and request.

I would like to offer my thanks in advance for your support as we progress this important work.

Contact: Rachel Hyde, Principal Policy Advisor, National Security Policy Directorate, DPMC. Phone: 04 831 6526 or email: Rachel.Hyde@dpmc.govt.nz

New Zealand Fly-in Teams (NZ-FIT)

CDEM Groups and government agencies provided a range of useful feedback on the December 2018 Concept Document which have been worked through and incorporated into a new Concept of Operations (CONOPS) document. This puts 'flesh on the bones' to the concept and will be updated on a regular basis as the capability is designed and implemented. In time the CONOPS will form the Standard Operating Procedures for NZ-FIT.

This approach and the initial response to feedback was discussed with Group Managers on teleconference 12 February 2019 and incorporated into Version 1 which was shared with the sector on 20 February 2019. A second version of the CONOPS is planned for the start of March incorporating initial feedback from a half-day session on NZ-FIT to be held at the next National Emergency Management Development Group meeting on 28 February 2019.

It's intended that this CONOPS document contain the additional details required to support agencies nominate staff in principle to be considered for NZ-FIT against the extended recruitment deadline of 11 March 2019.

The first version incorporates substantial change reflecting the feedback received, in particular clarifying the reporting lines and making it explicit that a deployed NZ-FIT operates under the control of the Group Controller for the area they are deployed to, but like other deployed agencies MCDEM retains command of its deployed staff. The relationship and respective roles of the MCDEM Regional Emergency Management Advisor, as well as more detail on the form and duration of initial and ongoing capability development training have also been incorporated.

Charlie Blanch joined MCDEM as the Manager Fly-in Teams at the start of February on a two year secondment from his substantive position as Director Emergency Management at the Ministry of Health. He has been able to visit the response in Nelson Tasman and speak with the Group and Alternate Controllers including those deployed from outside the Group as part of wider surge staffing. This has been useful in positioning NZ-FIT in the context of the wider support from across the sector provided to an affected Group.

Charlie and Rachel Walker, the Programme Manager have met with Auckland Group Controllers and staff and have had initial discussions with Fire and Emergency New Zealand and New Zealand Defence Force. They are meeting with Canterbury Group Controllers and staff on 26 February. Further face-to-face meetings are planned and this includes exploring the ability of Groups to support the capability training process, in particular where they have developed novel local training, in addition to nominating staff for NZ-FIT.

Contact: Charlie Blanch, Manager NZ-FIT, phone 021 576 879 or email: charlie.blanch@dpmc.govt.nz

Revision of CIMS

A revision of the Coordinated Incident Management System (CIMS) 2nd edition commenced in mid-2018 and is now well underway with a first draft of the 3rd edition discussed by the CIMS

Steering Group in February. While there was general consensus more work is required on the detail. The Steering Group meets monthly until the review is completed - at this stage aimed at mid-2019.

Contact: David Coetzee, Manager Capability & Operations, phone 04 817 8580 or email: david.coetzee@dpmc.govt.nz

EMIS Replacement Project

The business case has been approved and funding secured to progress development of an Office365 solution to replace the Emergency Management Information System (EMIS). EMIS is no longer fit for purpose and will reach end-of-life in October 2020. The decision to move forward with Office365 was made in consultation with stakeholders across the emergency management sector including Police, Fire and Emergency NZ, Ministry of Health and Civil Defence Emergency Management Groups. The decision was unanimously endorsed by the CDEM Group Managers in October 2018. Following a request for quote process, Datacom has been selected as the vendor to develop the solution. MCDEM has established a multi-agency Project Reference Group that will provide input into the development of the solution and the change management approach. The project is due to be completed in July 2019 with a training roadshow to be provided to all stakeholder groups prior to go-live.

Contact: Kirsten Saunders, Programme Manager, phone 027 544 8994 or email: kirsten.saunders@cass.govt.nz

Controller and Recovery Managers Development Programme

A draft programme outline for the new Controller and Recovery Managers Development Programme has been developed, consisting of an on-line component and two face-to-face Tiers. Tier 1 will focus on common capability for response and recovery management, and Tier 2 on response and recovery leadership capability.

We reached a collective decision with Response and Recovery Aotearoa New Zealand to delay the start of the Programme (originally intended for March) to allow more time for the programme and content design, as well as to offer CDEM Groups and agencies reasonable time to plan for participation. We anticipate commencing the on-line component in April and the first Tier 1 session in May; the exact dates are being worked through with all the Response and Recovery Aotearoa New Zealand partners.

The programme brochure and registration documents are under development and should be available later in February. The fee for each tier of the programme, including online and face-to-face components, will be \$4945 (inc GST). The fee does not include accommodation, however the courses will be offered at several main centres to ensure equity of access.

Meanwhile a Response and Recovery Leadership Capability Framework has also been drafted; workshops on the Framework will be held with sector representatives in Wellington and Auckland in March. The Framework will inform both the training programme and recognising current capabilities process.

Contact: David Coetzee, Manager Capability & Operations, phone 04 817 8580 or email: david.coetzee@dpmc.govt.nz

New Zealand Response Teams – recommended governance paper

The closing date for comments on the recommended option for establishing response team governance arrangements has been extended until 5pm 1 March 2019. The paper seeks a

mandate to progress the recommended option in more detail. To continue progressing governance arrangements the Steering Group and MCDEM need to be confident that the recommended option is supported. Please send your response to the recommended option to Clare Robertson by 1 March 2019.

Contact: Clare Robertson, Senior Advisor, Recovery phone: 04 817 8537 or email: Clare.Robertson@dpmc.govt.nz

Development and Review of CDEM Guidance Documents and Plans

A number of guidance documents have recently been developed or are under development as follows:

Assessment and Planning for Tsunami Vertical Evacuation [DGL 21/18]

This guideline (first phase of a two phase process) was recently published. This guidance includes CDEM considerations for Tsunami Vertical Evacuation such as understanding the hazard, assessing the risk and evaluating different risk management measures.

Contact: Kim Wright, Acting Team Leader, Hazard Risk Management phone: 04 817 8567 or email: Kim.Wright@dpmc.govt.nz

Draft National Risk Assessment Guidance for CDEM Group Planning

This guideline is in development and will be released for an extended, four month, consultation period. The consultation period (intended to commence in late March) will include (optional) visits and workshop opportunities with the MCDEM Hazard Risk Management Team for all CDEM Groups. In recent years, both MCDEM and CDEM Groups have an increased understanding of risk, and capability in undertaking a risk-based approach in planning. The guidance aims to ensure that across the 4Rs, each Group undertakes risk assessments that can be used to identify benefits, priorities, gaps and issues for managing their hazards and risks, in ways that more clearly underpin the development and implementation of CDEM Group Plans, budgets and programmes of work. The guidance provides standardised likelihood and consequences risk assessment methodology, following the AS/NZS ISO 31000 risk management framework.

Contact: Kim Wright, Acting Team Leader, Hazard Risk Management phone: 04 817 8567 or email: Kim.Wright@dpmc.govt.nz

Draft National Fuel Emergency Plan

MCDEM initiated a joint review with the Ministry of Business, Innovation, and Employment (MBIE) on the National CDEM Fuel Plan and MBIE's Oil Emergency Response Strategy (OERS) in 2018, with the intention of producing a single document covering operational principles and process to better respond to a national fuel supply disruption, regardless of the source of the disruption and/or lead agency under the national security system.

This national plan was issued for targeted consultation to the CDEM sector, fuel sector and various central government stakeholders on 18 February 2019. Engagement with the fuel sector, CDEM sector, and other central government stakeholders has been outstanding and we would like to thank all CDEM Groups for their contribution to-date. The consultation period closes on the 1 April 2019.

Contact: Ajay Makhija, Senior Emergency Management Advisor, National Planning phone: 04 817 8563 or email: Ajay.Makhija@dpmc.govt.nz

Draft Damage Assessments Director's Guideline & The National Damage Assessments Data Set and Dictionary Technical Standard

This guideline and associated technical standard are currently being finalised and will be issued for targeted consultation at the end of March.

This project was initiated by MCDEM on the national damage, impact and needs assessment process and dataset to ensure greater agency alignment and consistency with the collection and use of data during and following emergencies. It was also agreed, as part of this project, that the project would include the development of a New Zealand version of the National Damage Assessment Data Dictionary template model from the Australasian Fire and Emergency Service Authorities Council (AFAC).

Contact: Alex Hogg, Team Leader, National Planning phone: 04 817 8564 or email: Alex.Hogg@dpmc.govt.nz

Draft Recovery Preparedness and Management Director's Guideline

The purpose of the document will be to provide information and practical guidance on preparing for and managing recovery. It is intended that the document provides information that Recovery Managers, CDEM Groups and local authorities need to know about recovery before and after an emergency. We are working towards having the draft out for consultation towards the end of the 2nd quarter of 2019.

Contact: Clare Robertson, Senior Advisor, Recovery phone: 04 817 8537 or email: Clare.Robertson@dpmc.govt.nz

Emergency Mobile Alert

The Emergency Mobile Alert system was successfully used on 7 and 8 February by Fire and Emergency NZ, during the Nelson Tasman fires, to alert residents to 'prepare to evacuate' and then to 'evacuate' the township of Wakefield. Wakefield has an estimated population of 2500 people and with the use of the Emergency Mobile Alert system we were able to effectively inform people to move out of harm's way at a push of a button.

We have also received the results back from the Colmar-Brunton Survey that was undertaken following the nationwide test in November 2018 and results show that 60% of people received the test alert – an increase on last year's figure of 34%.

Since the system went live in November 2018 the Emergency Mobile Alert system has been used for nine events (fifteen times): two Nationwide Tests, an Ammonia Leak in Taranaki (x2), Severe Weather event in Buller, a Boil Water Notice in Taranaki (x2), Boil Water Notice in Waikato, Hazardous Substance Spill in Wellington, Boil Water Notice in Martinborough (x3) and Fire in Nelson Tasman (x3).

Contact: Jo Guard, Team Leader National Operations, phone: 04 817 8582 or email: jo.guard@dpmc.govt.nz

Recovery

Nelson Tasman fires

The MCDEM Recovery team is supporting the Nelson Tasman CDEM Group with recovery from the February Nelson Tasman fires.

November 2016 earthquake and tsunami

The restoration and rebuild of State Highway 1 and the Main North Line after the 2016 earthquake and tsunami continues with the delivery of key milestones, connecting communities, and enabling the movement of people and freight. The road and rail were well used during the holidays. Safety and enhancements works are set to continue to December 2019. Several community engagements are planned, reinforcing the importance of engaging with communities and key stakeholders before and after emergencies.

Recovery training

The ITF Introduction to Recovery e-learning course is now available on [Takatū](#). It is available to anyone who wants an introductory-level understanding of recovery.

Contact: Steve Cody, Team Leader, Recovery, phone 04 817 8555 or email: Steve.Cody@dpmc.govt.nz

Exercise Writing and Management Courses 2019

MCDEM are running two Exercise Writing and Management Courses in March 2019 as part of the build-up to the national Tier 4 Alpine Fault (AF8) exercise in 2020 and to continue to build CDEM sector capability in exercise writing and management. This two day course has been developed to build and maintain national consistency and quality standards for CDEM exercise development. The course supports the [CDEM Exercises Director's Guideline](#), and is very practical with lots of interaction and activity. We encourage a multi-agency approach to exercising and each course is open to CDEM staff and our partner agencies.

Two courses are being held:

- 21-22 March 2019 in Wellington; and
- 26-27 March in Christchurch.

We currently have vacancies on both courses. There is no cost to attend, although participants will need to fund their own travel and accommodation. Please contact CDEMexercises@dpmc.govt.nz with any questions or to encourage your staff to register for the course.

Contact: Jo Guard, Team Leader National Operations, phone: 04 817 8582 or email: jo.guard@dpmc.govt.nz

Ngā manaakitanga; nāku noa, nā,



Sarah Stuart-Black
Director



HB CDEM GROUP JOINT COMMITTEE

JOINT COMMITTEE

Monday 27 May 2019

SUBJECT: DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA

Introduction

1. This document has been prepared to assist Committee members note the Minor Items of Business Not on the Agenda to be discussed as determined earlier in Agenda Item 5.

Item	Topic	Raised by
1.		
2.		
3.		
4.		
5.		