



Meeting of the CDEM Coordinating Executive Group

Date: Monday 30 April 2018
Time: 10.00am
Venue: Council Chamber
 Hawke's Bay Regional Council
 159 Dalton Street
 NAPIER

Agenda

ITEM	SUBJECT	PAGE
1.	Welcome/Notices/Apologies	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the CDEM Coordinating Executive Group held on 10 November 2017	
4.	Call for Items of Business not on the Agenda	
Decision Items		
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CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: BIENNIAL ELECTION OF COORDINATING EXECUTIVE GROUP CHAIR

Reason for Report

1. The purpose of this report is to provide for the election of a Chair for the CEG in accordance with its' Terms of Reference (TOR).

Discussion

2. The CEG TOR requires the position of CEG Chair be the subject of an election process every two years. This may include the re-election of the sitting Chair if they wish to put their name forward again. Additional members of CEG may also be considered via a vote. Any voting member of the CEG can be nominated for this role. The TOR for the CEG is attached, and outlines the voting rights for individual members of the CEG.
3. The current CEG Chair is Wayne Jack, CEO Napier City Council. Mr Jack will be on leave at the time of this meeting, however he has asked his name be put forward again.
4. The TOR also provides for the election of a Deputy Chair to deputise for the Chair when they are unavailable. The last Deputy Chair was John Freeman the previous CEO of Central Hawke's Bay District Council.

Recommendations

It is recommended that the CEG call for nominations for the roles of Chair and Deputy Chair. If there are more than two nominations for one position, the CEG must decide via a vote.

Recommendations

That the CDEM Coordinating Executive Group:

1. Receives and notes the ***"Biennial election of Coordinating Executive Group"*** staff report.
2. Nominates the following for the role of Chair of the Coordinating Executives Group:
Insert names as appropriate
.....
3. Nominates the following for the role of Deputy Chair of the Coordinating Executives Group:
Insert names as appropriate
.....
.....
4. Confirms as Chair of the Coordinating Executives Group.
5. Confirms as Deputy Chair of the Coordinating Executives Group.

Authored and Approved by:

Ian Macdonald

GROUP MANAGER/CONTROLLER

Attachment/s

[!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\) 1](#) CEG Terms of Reference as at 10 November 2017

TERMS OF REFERENCE

HAWKES BAY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

1. PREAMBLE

- 1.1 The Hawke's Bay Civil Defence Emergency Management Group Coordinating Executives Committee adopted a Terms of Reference February 2011. Pursuant to a resolution passed by the Committee on 26 August 2016, this Terms of Reference is adopted to replace and supersede the Terms of Reference dated February 2011.

2. DEFINITIONS

For the purpose of this Terms of Reference:

- 2.1 "Act" means the Civil Defence Emergency Management Act 2002.
- 2.2 "Administering Authority" means the Hawke's Bay Regional Council.
- 2.3 "Co-ordinating Executive Group" (the CEG) means the Co-ordinating Executive Group to be established under section 20 of the Civil Defence and Emergency Management Act 2002.
- 2.4 "Group" means the Hawke's Bay Civil Defence Emergency Management Group whose members are the Hawke's Bay Regional Council and all those territorial authorities that lie wholly within the boundaries of the Hawke's Bay region.
- 2.5 "Group Controller" means a person appointed under section 26 of the Civil Defence and Emergency Management Act 2002 and clause 10.1 of this Terms of Reference as a Group Controller.
- 2.6 "Group Plan" means the Hawke's Bay Civil Defence Emergency Group Plan prepared by the Group in accordance with the Act.
- 2.7 "Hawke's Bay Region" for the purposes of this document means the Hawke's Bay region as defined in the Local Government (Hawke's Bay Region) Reorganisation Order 1989, excluding the parts of Rangitikei and Taupo District Councils falling within the area administered by the Hawke's Bay Regional Council.
- 2.8 "4Rs" means Reduction, Readiness, Response, and Recovery.

3. PURPOSE OF TERMS OF REFERENCE

- 3.1 The purposes of this Terms of Reference are to:
- a) Set out the purposes, functions, powers, and duties of the CEG and its members in accordance with the requirements of the Act;
 - b) Define the responsibilities of the CEG; and
 - c) Provide for the administrative arrangements of the CEG.

4. PARTIES

- 4.1 The following local authorities and organisations are members of the Coordinating Executive Group and is a party to this Terms of Reference:

- a) Central Hawke's Bay District Council
- b) Fire and Emergency New Zealand Hawke's Bay Area
- c) Hastings District Council
- d) Hawke's Bay District Health Board
- e) Hawke's Bay Regional Council
- f) Napier City Council
- g) New Zealand Police Eastern District
- h) St John Ambulance
- i) Wairoa District Council

5. FUNCTIONS

5.1 In accordance with Section 20(2) of the Act the Coordinating Executive Group shall:

- a) Provide advice to the Group and any subgroups or subcommittees of the Group, on matters associated with civil defence emergency management in Hawke's Bay;
- b) Implement, as appropriate, the decisions of the Group;
- c) Oversee the development, implementation, maintenance, monitoring, and evaluation of the Group Plan.
- d) Encourage effective civil defence emergency management through partnership and co-ordination of planning and activities within and amongst the organisations represented on the CEG, other CDEM partners and the Lifeline utility operators that operate within the Group; and
- e) Between the organisations represented on the CEG, ensure that there is an effective and efficient region-wide civil defence emergency management capability to respond and recover from emergencies.

5.2 In response to an emergency or pending emergency to provide advice to the Group Controller and/or Local Controllers.

6. MEMBERSHIP OF THE CEG

6.1 The Coordinating Executive Group membership will be the holders of the following positions (or equivalent position should title change) within Hawke's Bay local authorities and partner organisations:

- a) Group Controller and Alternate Group Controllers
- b) Hawke's Bay District Commander of NZ Police
- c) Area Commander Hawke's Bay Fire and Emergency NZ
- d) Chief Executive Hawke's Bay District Health Board
- e) Hawke's Bay Medical Officer of Health
- f) Group Welfare Manager
- g) Group Recovery Manager
- h) Heretaunga Territory Manager, St John
- i) The Chief Executive Officer of each Local Authority of the Group
- j) Any other persons that may be co-opted by the Group.

6.2 The CEG has the responsibility delegated by the CDEM Group to co-opt representatives of other organisations to the CEG to advise the CDEM Group how best to meet its responsibilities under the Act.

6.3 A CEG member may delegate another person to attend meetings and vote on their behalf.

7. MEETINGS

7.1 The CEG shall hold meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and any powers delegated to it by the CDEM Group.

7.2 There will be at least three meetings per year.

7.3 The quorum shall consist of the representatives from five (5) voting members, including from at least four (4) local authorities.

7.4 CEG meetings are not a local authority meeting as defined under Part 7 of the Local Government Official Information and Meetings Act 1987. As such CEG meetings are not public meetings however the agendas and minutes are treated as official information under that Act.

8. VOTING

8.1 Members of the CEG shall use their best endeavours to obtain consensus.

8.2 Co-opted members and required members shall have voting rights with the following exception. Any employee of a Group member (with the exception of local authority CEs) shall not have voting rights. Where a CE has delegated their voting right to a staff member, this right may be exercised.

8.3 Each member organisation has only one vote.

8.4 A casting vote shall not be used.

9. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

9.1 On a biennial basis an election of Chairman and if agreed necessary Deputy Chairman occur.

9.2 The election process will enable nominations from the whole membership and if required an election by vote will take place.

9.3 That the election process takes place at the meeting following the second anniversary of the incumbent's election.

9.4 The Chairman and Deputy Chairman may stand for re-election

9.5 The term of office of an appointed Chairman or Deputy Chairman ends if that person ceases to be a member.

9.6 Any Extraordinary vacancies that occur from time to time will be filled by an election at a CEG meeting and the elected chair will remain in office until the next ordinary election.

10. ADMINISTERING AUTHORITY

- 10.1 In accordance with section 23 of the Act, the administering authority for the CEG is Hawke's Bay Regional Council.

11. REMUNERATION

- 11.1 Each organisation represented on the CEG shall be responsible for remunerating its representative on the CEG for the cost of that person's participation in the CEG.

12. GOOD FAITH

- 12.1 In the event of any circumstances arising that were unforeseen by the parties at the time of adopting this Terms of Reference, the parties hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of achieving effective emergency management outcomes for the Hawke's Bay community.

13. VARIATIONS

- 13.1 Any Party may propose a variation, deletion or addition to this Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the CEG.
- 13.2 Once a proposed variation, deletion or addition to this Terms of Reference has been agreed by the CEG, this agreement is not amended until the proposed variation, deletion or addition is approved and adopted by the CDEM Group.



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: AMENDMENTS TO GROUP PLAN: CONTROLLER DELEGATIONS

Reason for Report

1. The purpose of this report is to ask the Coordinating Executives Group (CEG) to endorse the recommended appointment of new Controllers and subsequent changes to the Group Plan, to the Joint Committee.

Discussion

2. Early last year the CEG agreed to recommend to the Joint Committee that the Group appoint Group Controllers and two Hawke's Bay Local Controllers per Council. This allowed for the rationalisation of controllers while at the same time focusing on developing the selected individuals. The Joint Committee adopted this recommendation.
3. At the time it was also discussed that an additional alternate Group Controller should be appointed as the current four identified did not provide sufficient coverage for a sustained response. As part of the Group Office restructure process it was identified that the new position of Operational Readiness Team Leader should have the skills and if appropriate be appointed as an alternate Group Controller. This would provide for an experienced and full time Group staff member to be available to cover the CDEM Group Controller/Manager when they were unavailable.
4. Subsequently Jim Tetlow was appointed to this position and his bio is attached for consideration. It is intended Jim be placed on the next available Controllers Development Programme.
5. All controllers are expected to attend the MCDEM Controllers Development Programme which is funded by the Group. Currently this programme is being reviewed with the intention that the first new course will be run latter this year. Of the current 13 controllers, six have completed the programme. However one of these six has now left the Group.
6. The six controllers that have completed the programme are:
 - 6.1. Ian Macdonald
 - 6.2. Iain Maxwell
 - 6.3. Mike Maguire
 - 6.4. Craig Cameron
 - 6.5. Alison Banks
 - 6.6. James Baty
7. This report recommends the CEG endorse the appointment of:
 - 7.1. Jim Tetlow as Alternative Group Controller
 - 7.2. The following as Hawke's Bay Local Controllers:
 - 7.2.1. Kitea Tipuna (Wairoa District Council)
 - 7.2.2. Doug Tait (Central Hawke's Bay District Council)
 - 7.2.3. Josh Lloyd (Central Hawke's Bay District Council)

7.2.4. Jon Kingsford (Napier City Council).

8. As a consequence the following would be removed from the local Controllers list in the Group Plan:
 - 8.1. Te Arohanui Cook
 - 8.2. Steve Thrush
 - 8.3. Glenn Lucas
 - 8.4. James Baty.
9. Attached are the bios of the recommended appointees.
10. Once the new controller's development programme is running, there will be a concerted effort to place controllers who need it on the programme. It is likely that under the changes recommended by the Minister's Technical Advisory Group on Better Responses, this will be a requirement to work as a controller in an emergency.

Recommendations

That the Civil Defence Emergency Management Coordinating Executive Group endorses the changes to Controllers appointments in the **Group Plan** as proposed.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [!\[\]\(97faa0168e491544be255cfcab218e9b_img.jpg\)1](#) Biographies of local Controllers

Kitea Tipuna

Economic Development & Engagement Manager
Wairoa District Council

Kitea has been with the Wairoa District Council for 3.5 years. He returned home to Wairoa to manage Communications at the Wairoa District Council and is now the Economic Development & Engagement Manager. Prior to returning home, Kitea spent 20 years in Auckland working at the Auckland University of Technology (AUT) in a variety of roles including Maori Liaison (Student Services), Project Manager (Maori Advancement), Policy Advisor (Strategy & Planning) and Head of Planning (Vice Chancellors Department). Kitea holds a Masters degree in Communications and Undergraduate degrees in Journalism and Public Relations. Kitea's involvement in Emergency Management since returning home has primarily been as the Public Information Manager (PIM) for Wairoa.

David (Jim) Tetlow

Team Leader Operational Readiness
Hawke's Bay CDEM Group

- 15 years' experience in Civil Defence and Emergency Management, including incident response, gained in New Zealand and the United Kingdom.
- Extensive knowledge and experience of civil defence delivery at a local and regional level.
- Comprehensive knowledge and experience of incident response at a local, regional and national level.
- Regional On-Scene Commander for Tier 2 oil spill response and member of the National Response Team (Planning Team).
- Development and delivery of response training to staff across the region and nationally to other CDEM Groups.

Response experience

Incident response includes:

- Edgecumbe Floods (Response Manager)
- Berth 7 spill in Tauranga Harbour (ROSC)
- Rena grounding (Planning Team / Forward Operating Base Response Manager)
- February Christchurch Earthquake (Planning Manager for National Response)
- Response Manager in numerous local and group activations in HB / BoP (tsunami warnings, flooding etc)
- MSC Napoli Grounding, UK (Environmental Liaison / Operations Liaison)

Employment History

- Hawke's Bay Civil Defence Emergency Management Group • April 2018 – Present Team Leader Operational Readiness
- Hawke's Bay Civil Defence Emergency Management Group • February 2016 – Present Emergency Management Advisor, Readiness and Response
- Bay of Plenty Emergency Management • July 2015 – December 2015 Senior Emergency Management Advisor – Operational Readiness

- Eastern Bay of Plenty Civil Defence • October 2010 to June 2015 Eastern Bay of Plenty Emergency Management Co-ordinator
- Hawke's Bay Regional Council • Napier • July 2008 to October 2010 Environmental Officer – Incident Response
- Dorset County Council • Dorchester, Dorset, UK • June 2006 to June 2007 Emergency Planning Officer / EROCIPS Project Officer
- Dorset County Council • Dorchester, Dorset, UK • December 2003 to June 2006 Emergency Planning Technical Support Officer

Qualifications

- BSC (Hons) Applied Geography
- Certificate in Adult and Tertiary Teaching
- Skills Assessor for CIMS 2 and CIMS 4
- ITF Foundational / Intermediate / Advanced trainer
- Certified Maritime New Zealand Regional On Scene Commander

Doug Tate

Group Manager Customer and Community Partnerships
Central Hawkes Bay District Council

My current role is Group Manager Customer and Community Partnerships where I have responsibility for the delivery of Local Emergency Management for Central Hawke's Bay District. Prior to working at Central Hawke's Bay District Council, I have worked at Manawatu and Horowhenua District Councils, undertaking key roles in the CDEM function, including Operations, Recovery, Logistics and Planning and Intelligence in both local and declared events. This has included Controller in the June 2015 and 2017 Manawatu rain and snow events.

In early 2018, I was registered for the Controllers course, and have to exchange with another staff member at Manawatu District taking my place due to relocation.

Jon Kingsford

Director of Infrastructure, Napier City Council

Qualifications: Bachelor of Engineering (BE) degree from the University of Auckland, School of Engineering.

Leading a team of 65, responsible for Napier City's Transportation, 3 Waters, Parks, Reserves, Sporting Facilities, Waste Minimisation and environmental performance.

I completed the 2 day Controllers Course in 2013, and was a Controller for Central Otago District Council from 2013 to 2016, and was involved in several local events requiring activation of the EOC and a south island focused earthquake scenario exercise.

I completed the CIMS 4 course last year.



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: RECOVERY: PROPOSED CHANGES TO THE GROUP PLAN

Reason for Report

1. The purpose of this report is to propose changes to the Group Plan to incorporate strategic planning for recovery as required under the amendments to the Civil Defence Emergency Management Act 2002 which will come into force on 1 June 2018.
2. The Civil Defence Emergency Management Coordinating Executives Group (CEG) is asked to endorse the proposed changes for the consideration of the Joint Committee at its' meeting on 14 May 2018.

Discussion

3. The Civil Defence Emergency Management Amendment Act 2016 requires that from 1 June 2018 any Proposed Plan sent to Minister incorporate strategic planning for recovery.
4. In December 2017 MCDEM released the *Strategic Planning for Recovery: Director's Guideline for Civil Defence Emergency Management Groups [DGL 20/17]* to guide Groups in the process of strategic recovery planning. A review of these Guidelines found that the Group had already been generally carrying out "strategic planning" for recovery consistent with the new Guidelines.
5. This included:
 - 5.1. Incorporating recovery planning into the Group Plan across the other 3R's in accordance with the principle of comprehensive emergency management.
 - 5.2. The development and maintenance of a Hawke's Bay wide risk-scape which considers the built, economic, social, environmental and cultural environments in an integrated way and across communities.
 - 5.3. Collaboration between Group members in hazard research and in the council's response to the results of this research (e.g. liquefaction research and response).
 - 5.4. Inclusion of the consideration of recovery as part of specific community resilience planning processes with communities.
 - 5.5. The collaborative development of the Group Recovery Strategy in 2015 which included outlining recovery structures and governance for Hawke's Bay post an event and operational tools and checklists. (This can be found at <http://www.hbemergency.govt.nz/assets/Documents/hbcdemrecoverystrategyv14extprint.compressed.pdf>)
 - 5.6. The appointment of Group and local recovery managers and alternates.
 - 5.7. The inclusion of Transitional Notices into the delegations contained in the Group Plan.
 - 5.8. The development of a recovery work programme including training and exercising.
6. The Hawke's Bay CDEM Group Plan is due for a review to commence early 2019. By that time a full review will be completed (including recovery) and the proposed Plan sent to the Minister for comment.

7. In the interim the Group Manager and Recovery Manager have consulted with MCDEM as to where the Group Plan is considered lacking with regards to the new Guidelines. This included consideration of the Group Recovery Strategy which was adopted in July 2015. This review found some minor changes that could be made. Most of these were a result of the Group having completed the development of the Group Recovery Strategy and as a collective having moved on with its thinking on recovery since the Group Plan was last reviewed in 2014.
8. After reviewing both the Group Plan and Recovery Strategy and the new Recovery Guidelines, some changes to the Group Plan have been recommended as tracked in **Attachment 1** to this report.
9. The most significant changes recommended are as follows.
 - 9.1. Insertion of an additional Outcome under Recovery which reinforces the desire for all agencies with responsibilities in recovery to be aware and prepared for their role in recovery. (p9)
 - 9.2. Stating that ongoing risk reduction is incorporated into recovery both in terms of strategic planning and actual recovery operations. (p26)
 - 9.3. Clarification that recovery does not necessarily involve returning to a “normal”, but does require re-establishing an acceptable quality of life. (p38)
 - 9.4. Aligning the definition of Recovery in the Plan with the amended Act. (p66)
 - 9.5. Updating the Plan to reflect the work done and programmed, for recovery planning since the Group Plan was adopted (various locations).

Process

10. In deciding how to progress these recommended changes the Joint Committee will need to consider whether the public consultation requirements of the Act are triggered, or if the changes can be considered as minor under section 57 of the CDEM Act 2002 which reads as follows:

57 Minor changes to plan

(1) Subject to subsection (2), a civil defence emergency management group plan may be amended by the Civil Defence Emergency Management Group concerned without a review of the plan under section 56.

(2) A plan may be amended under this section only if the Group is satisfied that the amendment will have no effect or no likely effect on the rights of any person and no effect or no more than a minor effect on the obligations of any person
11. An assessment of section 57(2) is as follows.
 - 11.1. The changes are to further strategic recovery planning by the Group and as such there is no change to the rights of individuals. The only time an individual's rights might be effected is in a recovery operation itself and this is guided by separate processes under the Act (e.g. Transition Notices). The proposed amendments to the Group Plan will therefore have no, or no likely effect on the rights of any person.
 - 11.2. The obligations of individuals or for that matter organisations are not affected by the proposed changes to the Plan. The obligations on organisations in recovery are already set out in the National Plan and other Guidelines. There was also significant consultation and collaboration with partner agencies during the development of the Group Recovery Strategy which included defining roles and responsibilities. The proposed changes do seek to codify that responsible organisations are aware and prepared for their stated role in recovery, however this in itself does not change their existing obligations.

- 11.3. For the above reasons it is considered that the proposed changes meet the requirements of Section 57(1) of the Act and can be considered without a formal review of the plan.
12. While not a specific consideration under section 57 of the Act, it should also be noted that the Group will commence a full review of the Group Plan in 2019. It is considered more appropriate that recovery be systematically considered at part of the consideration of the 4Rs in a comprehensive emergency management context.

Conclusion

13. The proposed amendments to the Group Plan will clarify the Group's existing approach to recovery which in general are consistent with the amendments to the Act and the new Director's Guideline for Strategic Planning for Recovery.
14. The proposed changes are also considered to be minor in nature and as such it is recommended that the CEG endorses that no formal review process be commenced.

Recommendations


That the Civil Defence Emergency Management Coordinating Executive Group:

1. **Endorses** the proposed changes to the **Hawke's Bay CDEM Group Plan** as outlined in Attachment 1 to this report.
2. **Recommends** to the Civil Defence Emergency Management Joint Committee that these changes be considered as minor under section 57 of the Civil Defence Emergency Management Act 2002.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

 **1** HB CDEM Group Plan 2014-2019 Under Separate Cover



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: GROUP WORK PROGRAMME: UPDATE AND REVIEW

Reason for Report

1. The purpose of this report is to update the Coordinating Executives Group (CED) on the current work programme and give an opportunity for the Committee to provide guidance on a possible review prior to the next CEG meeting.

Discussion

2. Although the Group Work Programmed has progressed over the last 6 months, a number of projects have been delayed due to staff vacancies and the review of the Group office structure. A number of recent small events have also contributed to delays in some projects.
3. Particular areas where projects are not on track include:
 - 3.1. Operational readiness projects on SOP development and initial response planning
 - 3.2. Community resilience plans
 - 3.3. Public information and education work.
4. An updated Gantt Chart is **attached**. The projects where progress is not as intended include:
 - 4.1. Community Resilience Plans – primarily due to staff vacancies
 - 4.2. Public Education – will be part of responsibility on new PIM position created as part of recent restructure
 - 4.3. Volunteer Strategy – primarily due to staff vacancies and awaiting outcome of structure review and subsequent appointments
 - 4.4. Operational Facilities and Method of Operations – progress slowed by key staff member going on parental leave and awaiting outcome of structure review and subsequent appointments
 - 4.5. Welfare Plan – mainly due to delays in other projects in particular operational readiness area
 - 4.6. Initial Response Planning – recent events identified changes and awaiting outcome of structure review and subsequent appointments.

Group Work Plan Review

5. The current work programme commenced in February 2016. Although the programme has been adjusted as necessary since then, it would now be sensible to review existing projects, identify new projects into 2019/20 and review the priorities.
6. Other key considerations include the new Group Office structure and capability, central government policy changes and corrective actions from recent events.
7. It is therefore requested that the CEG agree to a review of the current work programme and that this will be presented for approval at the next CEG meeting on 6 August 2018.
8. To aid this review it is asked that the CEG consider priorities and any new project/programmes. It is recommended the projects in paragraph 4 above remain a

priority noting that some such and community resilience planning and initial response plans are long term projects.

9. New projects the CEG may wish to consider developing and giving some priority include:
 - 9.1. Building and maintaining Recovery plans and capability
 - 9.2. Review of Group mass public alerting systems
 - 9.3. Review of Group agency warning system
 - 9.4. Development of an Emergency Operations ITC Plan
 - 9.5. Review of Operational Communications Systems (e.g. radios and satellite)
 - 9.6. Development of an Emergency Public Information Management Plan and tools
 - 9.7. Implementation of Group Volunteer Strategy including a plan for managing spontaneous volunteers.
10. As mentioned any feedback at this meeting can be incorporated into a renewed work programme to be presented to the CEG for approval at its next meeting.

Recommendations

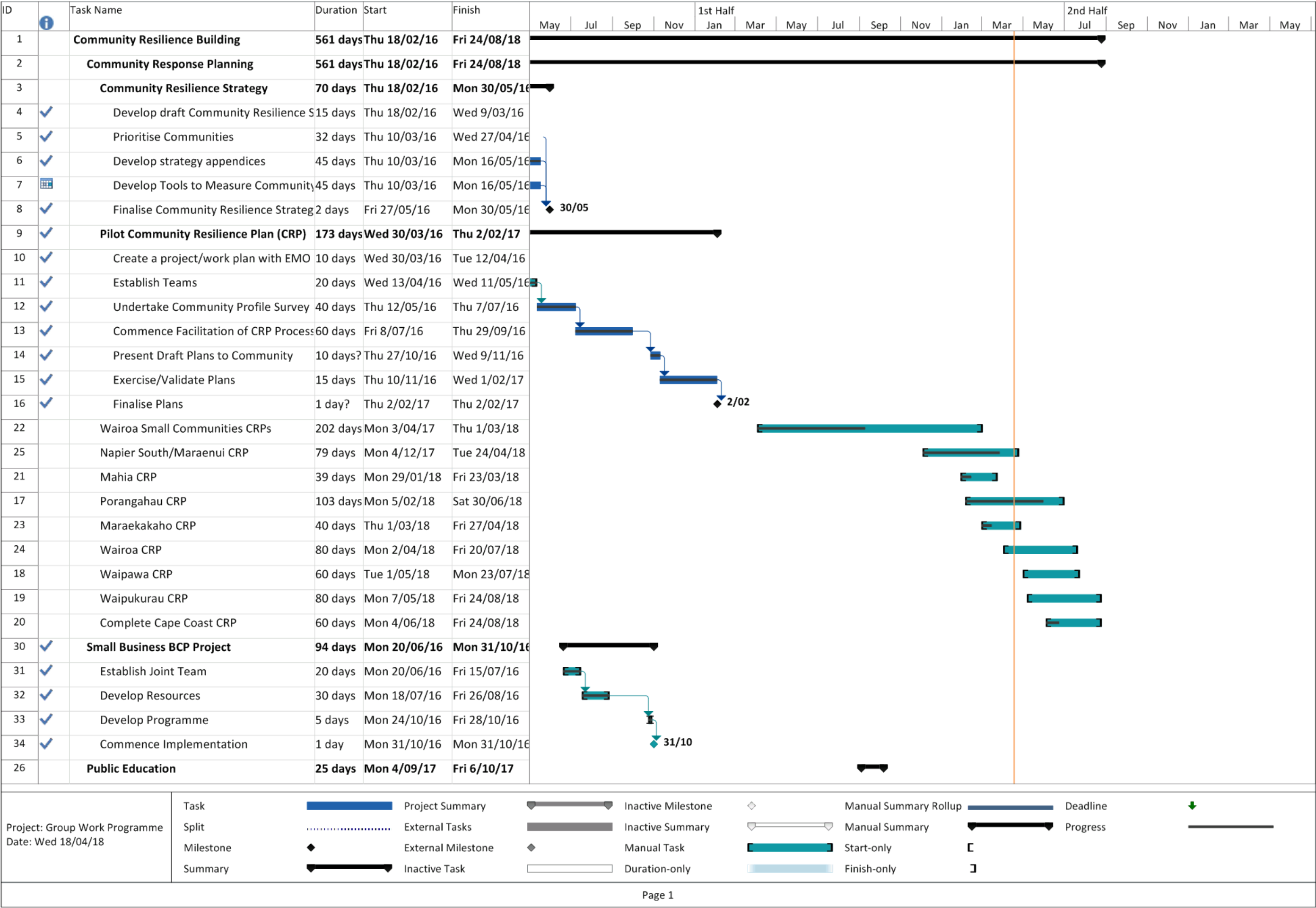
That the Civil Defence Emergency Management Coordinating Executive Group receives and notes the ***“Group Work Programme: Update and Review”*** staff report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [!\[\]\(97faa0168e491544be255cfcab218e9b_img.jpg\) 1](#) Group Work Programme Update and Review



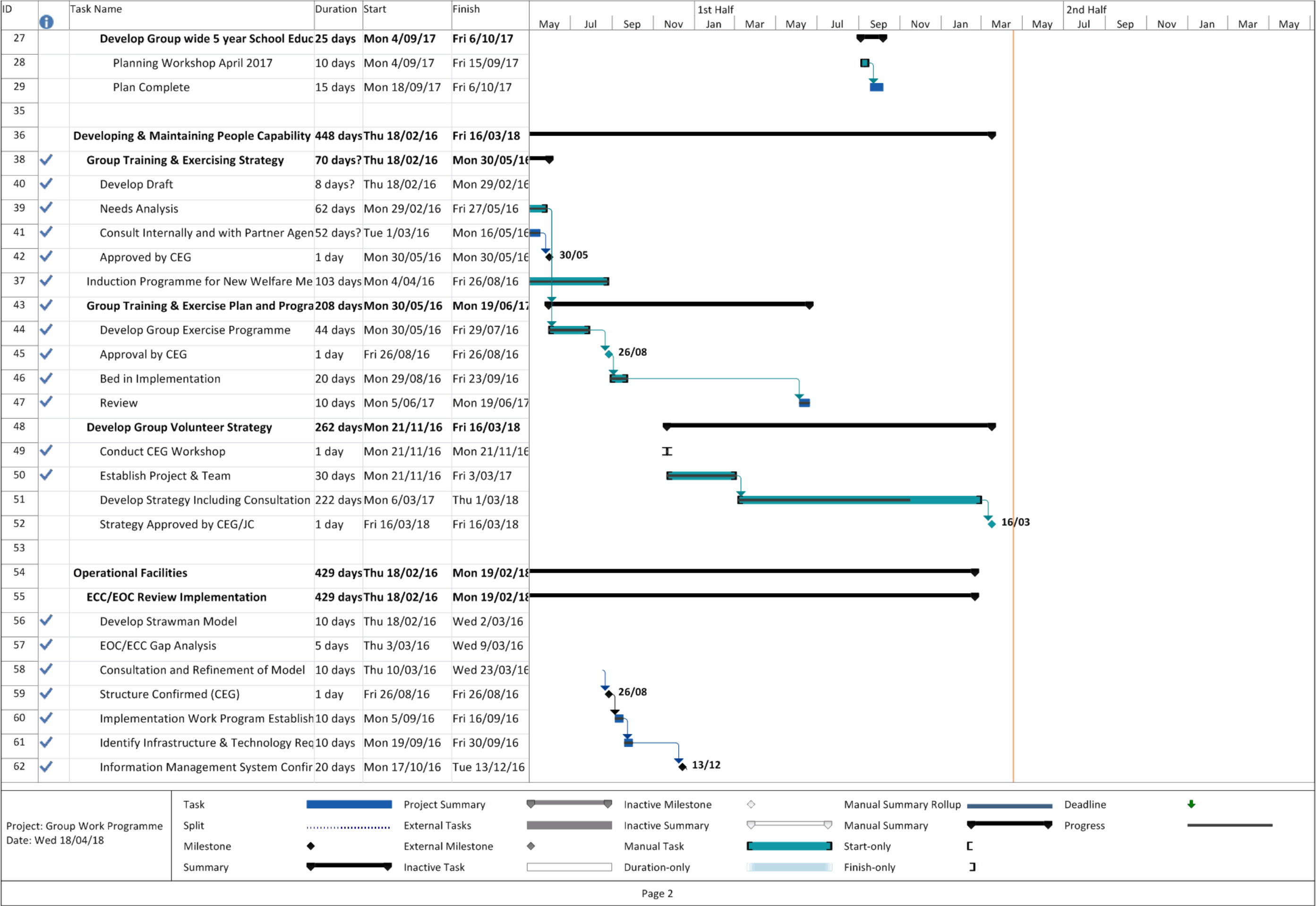
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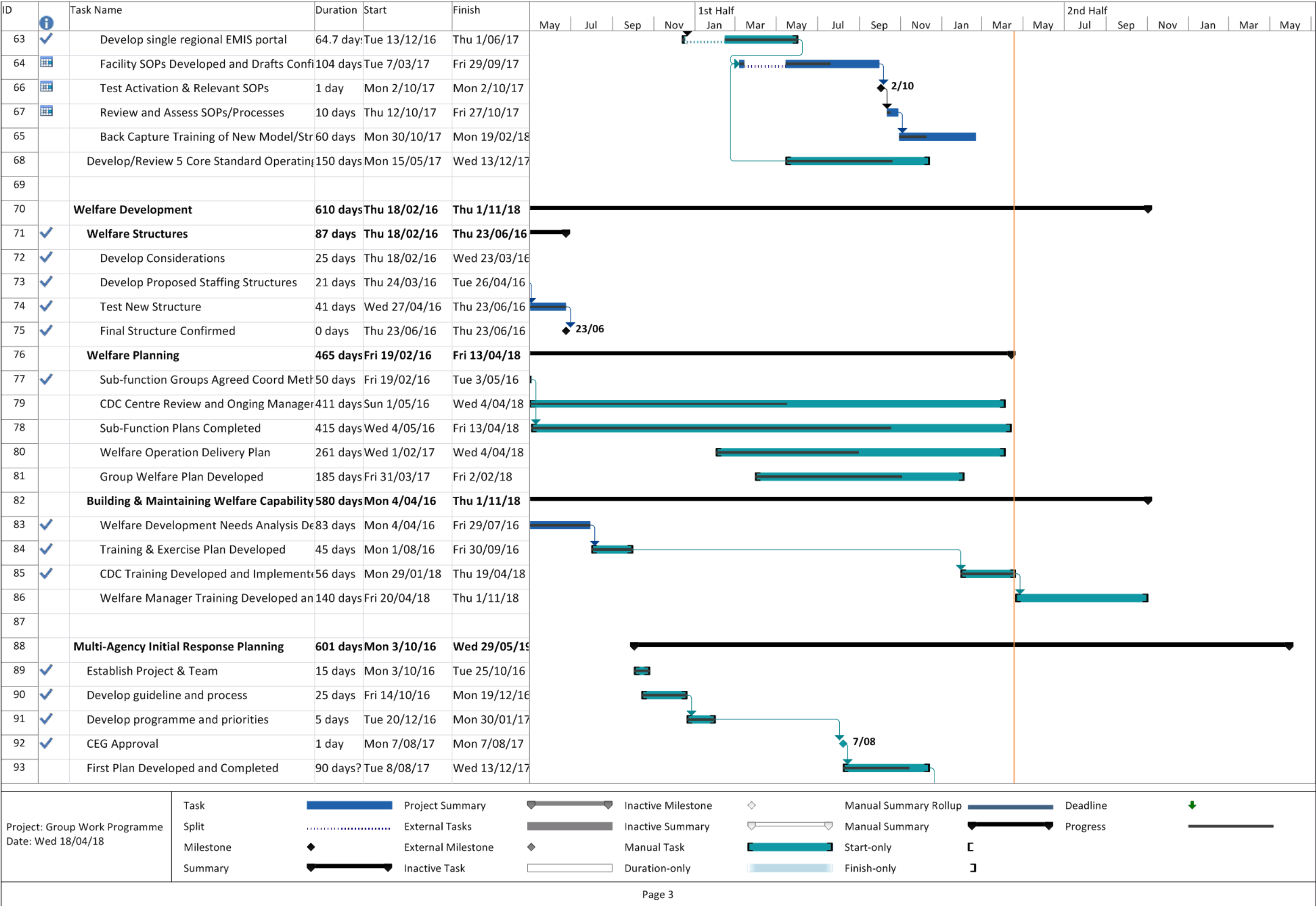
Item 8

Attachment 1

Attachment 1

Item 8



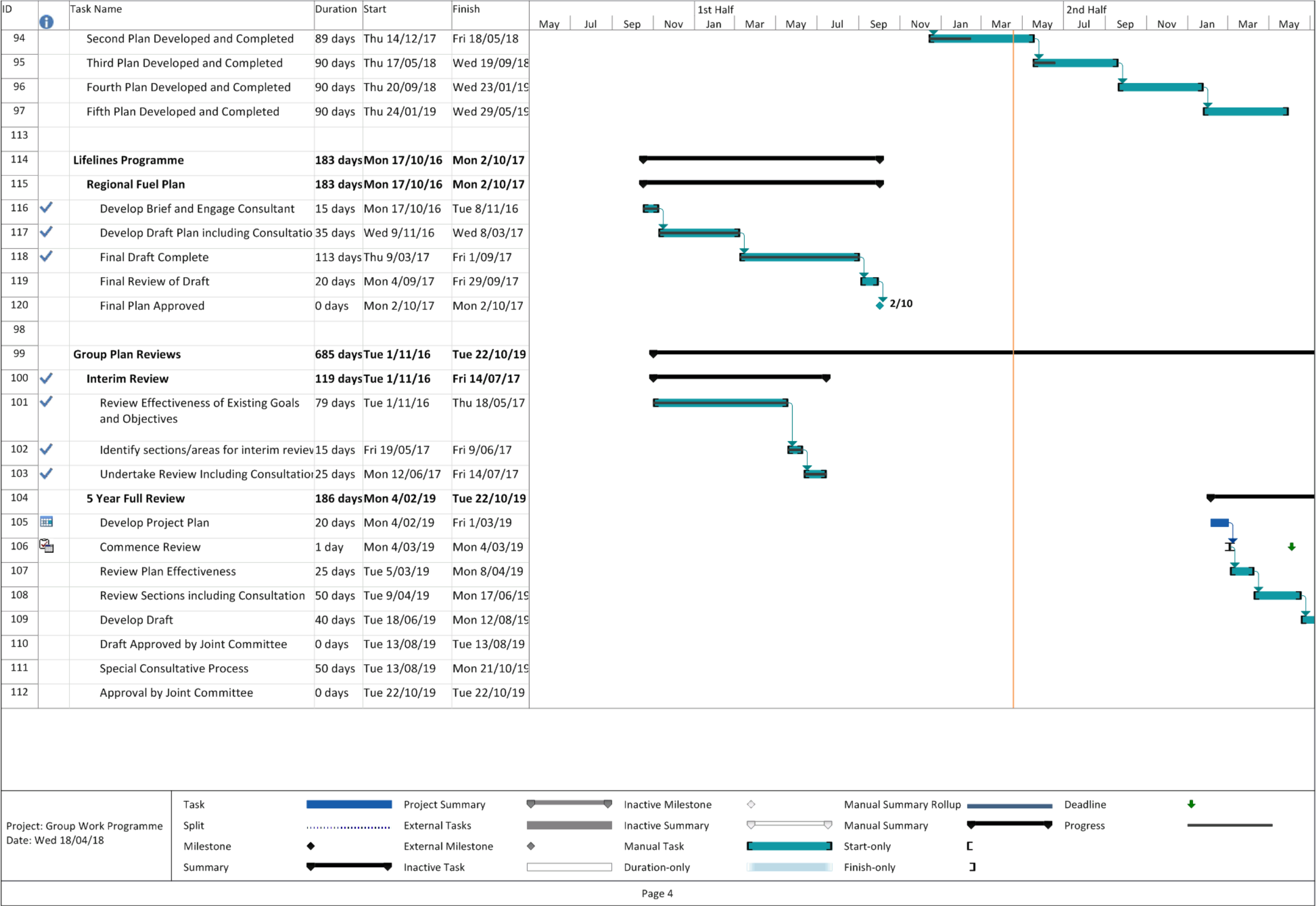


Item 8

Attachment 1

Attachment 1

Item 8



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CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: MCDEM UPDATE TO COORDINATING EXECUTIVE GROUP CHAIRS

Reason for Report

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

Background

2. Attached is the MCDEM update to CEG Chairs for March 2018.
3. The Hawke's Bay MCDEM Regional Emergency Management Advisor, Andrew Hickey will give a MCDEM update at the meeting and be available for questions.

Recommendation

That the CDEM Coordinating Executive Group receives and notes the ***"MCDEM Update to Coordinating Executives Group Chairs"*** staff report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) MCDEM update to CEG Chairs for March 2018



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

Item 9

29 March 2018

Ref: 4036988

Dear CEG Chairs,

Autumn – accompanied by a strong southerly appeared to arrive at the end of last week. It was cold and wet in some parts of the country, although the weather did appear to improve dramatically over the weekend. Hopefully we'll all enjoy some good weather over Easter.

On 22 March, I chaired a breakfast meeting with Fire and Emergency NZ, NZ Police and CDEM Groups Managers from Canterbury, Wellington, Bay of Plenty and Auckland to discuss our CDEM volunteer capacity and capacity and to explore options and processes for reviewing the functions and arrangements for NZ-RTs. It was a really useful discussion and we agreed next steps, including a national workshop with NZ Response Team Leaders. Attached to this March update are:

- Invitations to CDEM Group Managers and NZ Response Team Leaders to the national workshop to be held in Wellington on 13 April.
- Minutes from the discussion held on 21 March for your information.

Minister Faafoi's meetings with Mayors, Groups and other stakeholders to discuss the findings and recommendations of the Technical Advisory Group's report on the Ministerial Review on Better Responses to Natural Disasters and Other Emergencies continue. Last week the Minister spoke with CDEM Group Managers in Wellington and this week the Minister was in Christchurch for meetings with Christchurch's Mayor, Lianne Dalziel, the Canterbury CDEM Group, Environment Canterbury (ECAN), and Ngāi Tahu.

And a reminder that registrations are open until 4 May for the 2018 National Emergency Management Conference on 30 – 31 May 2018, including the awards dinner. Please note almost half the places at the conference have already been allocated through registrations received.

For more information and to register go to: <https://www.civildefence.govt.nz/about/news-and-events/events/national-emergency-management-conference-2018/>

Summary of Progress

Updated Director's Guideline on Civil Defence Emergency Management (CDEM) Group Planning

The Director's Guideline on CDEM Group Planning [DGL09/18] is now available on the Ministry of Civil Defence & Emergency Management (MCDEM) website. This guideline has been updated to reflect the implementation of the amendment in the Civil Defence Emergency

Attachment 1

Management Act 2002 (the Act) that require CDEM Group plans to be amended to provide for strategic planning for recovery from hazards and risks in the CDEM Group area by 1 June 2018.

The consultation was only within MCDEM and represents a technical update of the content.

The new document updated the following:

1. inclusion of strategic planning outcomes in the Recovery Section in line with the Strategic Recovery DGL
2. reference to the requirements of issuing a transition notice and the reporting requirements around such notices
3. updating issues and developing principles, objectives and actions in the Recovery section
4. updated the Management and Governance sections to include the responsibilities of Group and Local recovery managers and the persons statutorily required to give notice of a local transition period, and
5. in general updated the references to changes in statutes and organisations e.g. NZFS to Fire and Emergency NZ and updates to their particular Acts.

Updated CDEM Group Planning Director's Guideline is here:

<https://www.civildefence.govt.nz/assets/Uploads/logistics-dgl/DGL-09-18-CDEM-Group-Planning-PDF.pdf>

Contact: MCDEM Regional Emergency Management Advisors

Developing the Recovery Preparedness and Management Director's Guideline

The MCDEM Recovery Team held three successful workshops in Auckland, Wellington and Christchurch this month as part of developing a new Recovery Preparedness and Management Director's Guideline.

Participants included people from CDEM Groups, local government, central government, the private sector and researchers. The workshop allowed everyone to share their knowledge and experience of recovery and discuss what practical guidance is needed.

The Recovery Team will now consider and incorporate the outputs of the workshops into the first draft of the Director's Guideline.

Contact: Clare Robertson, Senior Recovery Advisory on (04) 817 8537
clare.robertson@dpmc.govt.nz.

Cell Broadcast Alerting (delivering Emergency Mobile Alerts)

As the Director mentioned in her introduction last month, the first live Emergency Mobile Alerts were issued for three serious situations occurring during February:

- Police issued a warning about an ammonia leak at the Tegel factory, Bell Block on Sunday 18 February.

- During Cyclone Gita, on Tuesday 20 February, Fire and Emergency New Zealand and Police warned residents in Buller district to remain in a safe place away from flying debris until the strong winds abated.
- On Wednesday 21 February, Taranaki CDEM Group advised residents of New Plymouth to boil their water until further notice. This warning remained broadcasting until Sunday 25 February.

MCDEM and user agencies discussed these experiences at a workshop on 21 March to review them against the EMA protocols.

The nationwide test in late November 2017 revealed some variability in how different handsets behaved. MCDEM has been undertaking further testing with the three mobile operators to better understand this. Where specific issues are identified with devices, these will be taken forward with the handset manufacturers for remedy via future software updates.

Contact: Kevin Fenaughty, Principal Advisor, National Operations on (04) 817 8545
kevin.fenaughty@dpmc.govt.nz

Emergency Management Information System (EMIS)

We sent you a letter dated 5 March regarding an update on EMIS 3.0. As outlined in the letter, work on the requirements and design phases for the EMIS 3.0 solution are complete. However, the resulting quote to complete the build of EMIS 3.0 came in well over budget. At the same time, the findings report from the TAG review were published. This included a recommendation to "Invest in technology to ensure a fit-for-purpose Common Operating Picture", to investigate technology that is based on international best practice and to work collectively with other agencies who share intelligence and other situational information in an emergency.

Implementation of an all-of-government Common Operating Picture (COP) solution will ensure information required for response and recovery (situation awareness, objectives, tasks) is available to those that need it when they need it. This will significantly increase our ability to keep people and property safe in emergencies.

MCDEM is not currently able to determine if EMIS 3.0 would be a complimentary solution to an all-of-government COP solution. Implementation of the EMIS 3.0 SharePoint solution has now been placed on hold while we work alongside the DPMC-led TAG Implications Project Team to investigate this. This investigation will include looking at the good work happening in the geospatial area by many CDEM Groups and partnering agencies.

We expect this investigation and vision to be well underway by June 2018. In the meantime, our IT team is conducting a comprehensive health assessment of EMIS 2.0 to ensure it will remain operationally sound until the end of 2020, in case this is required.

Contact: Jo Guard, Team Leader, National Operations on (04) 817 8582
jo.guard@dpmc.govt.nz

Capability Development

MCDEMs' Regional Emergency Management Advisors continue to connect with Mayors, with CDEM Groups, to assist with outstanding questions from the Webinar for Mayors and discover additional areas needing focus. MCDEM Capability have received valuable feedback to date that will help inform upskilling Mayors. Please ensure your Mayor and CDEM Group are part of the conversation.

MCDEM is looking to refresh the learning solution for Controllers, and at the same time develop a training solution for Recovery Managers. This is the result of three elements coming together: the end of the CDEM Controller Development Programme contract with our current supplier; the need for a Recovery Manager Programme and the TAG report recommendation that all staff in emergency management roles meet national standards for professional development and training. We will take this opportunity to align the development work and seek a modern solution to both programmes. An Advance Notice about an up-coming tender has been published by the Department of the Prime Minister and Cabinet (DPMC) on Government Electronic Tender Service (GETS) and consultation about the new courses will begin shortly.

The Integrated Training Framework (ITF) Coordination Centre course: Public Information Management has successfully passed the pilot stage and courses are now underway. The Logistics course will be piloted in May, while the following are in development: Recovery, Planning, Lifelines Utility Co-ordinator followed by Intelligence.

The next Emergency Management Officers (EMO) orientation will be held in Wellington on 19 - 20 April.

Contact: Karen Singleton on (04) 817 8584 karen.singleton@dpmc.govt.nz

National Damage Assessment Technical Standard Project

MCDEM has been undertaking a National Damage and Needs Assessment Technical Standard Project to bring into line minimum essential data for damage assessments.

The objectives of this project are to:

- develop a comprehensive set of uniform definitions relating to damage assessments
- review /extend the current Rapid Impact Assessment Guidance IS 14/13 to become a technical standard which will include:
 - a. Damage assessments using the Australasian Fire and Emergency Service Authorities Council (AFAC) National Damage Assessment data dictionary
 - b. Welfare Registration and Needs Assessments
 - c. Rapid Building Assessments
 - d. Lifeline Utilities/Infrastructure Assessments
 - e. contribute to wider and more comprehensive assessment through the ability to transfer information by utilising a Geographic Information Systems Concept of Operations

The intent is to facilitate and promote the development of good data definitions across the CDEM sector and engage with CDEM Groups and national level agencies and organisations.

A technical standard is issued by the Director of Civil Defence Emergency Management pursuant to S9 (3) of the CDEM Act 2002. It provides assistance to CDEM Groups and agencies in improving the comparability and supports national consistency of data collection used by emergency services and agencies involved in the CDEM sector during emergencies

Contact: Alex Hogg, National Planning Team Leader, Analysis and Planning Unit, (04) 817 8564, alex.hogg@dpmc.govt.nz or Simon Chambers, Senior Regional EM Advisor, Development Unit, 027 4432 856, simon.chambers@dpmc.govt.nz

Wellington Earthquake National Initial Response Plan 2.0 - Consultation

The Wellington Earthquake National Initial Response Plan (WENIRP) directs and coordinates the immediate national response to a major Wellington earthquake, to ensure the most effective use of scarce resources until a formal response structure and specific national action plan has been established.

The plan is designed to allow immediate automatic activation without requiring specific direction the National Crisis Management Centre. This is done by providing the concept of operations on which the response to the impact of a major Wellington earthquake is to be based. It also shows agreed roles and responsibilities for agencies participating in the response.

The targeted WENIRP 1.1 review, which focused on the enablers of a response, the planning scenario and supply chain, was completed in July 2017. Since then a more comprehensive review of the document has been conducted, in collaboration with CDEM Groups and national agencies.

The draft WENIRP 2.0 will be out for sector consultation by the beginning of April, in anticipation of the Plan being finalised by 30 June 2018.

Contact: Alex Hogg, National Planning Team Leader, Analysis and Planning Unit, (04) 817 8564, alex.hogg@dpmc.govt.nz

Joint Review of the National CDEM Fuel Plan & Oil Emergency Response Strategy

MCDEM and the Ministry of Business, Innovation and Employment (MBIE) received Ministerial endorsements in late 2017, to conduct a joint review of the National CDEM Fuel Plan and the petroleum demand restraint measures under the Oil Emergency Response Strategy (OERS). This project was initially postponed due to the Refinery Auckland Pipeline (RAP) disruption and the need for MBIE to prioritise the development of the terms of reference for the pipeline outage inquiry. The Ministry and MBIE have now been given Ministerial approval to continue with the joint review of the National CDEM Fuel Plan and OERS.

The purpose of the joint review is to clarify roles and responsibilities during a major disruption to New Zealand's fuel supply, and investigate opportunities to improve coordination of emergency response activities under the CDEM and MBIE frameworks. The intent of this joint approach is, as far as possible, to produce a single planning document covering operational principles and processes to better respond to a national fuel supply disruption, regardless of the source of disruption and/or lead agency under the national security system.

The review will take into consideration the regional fuel plans that have been, or are being, developed by Regional Lifeline Groups to ensure that any doctrine development will dovetail with these plans. It is proposed that CDEM Groups and relevant lifeline utilities will be extensively consulted on throughout the review and development of a new plan/strategy.

Contact: Alex Hogg, National Planning Team Leader, Analysis and Planning Unit, (04) 817 8564, alex.hogg@dpmc.govt.nz

New Zealand Geographic Information Systems for Emergency Management (NZGIS4EM) Group

The NZ Geographic Information Systems for Emergency Management (NZGIS4EM) Group held its inaugural face to face committee meeting and a launch with some wider stakeholders in Wellington earlier in the month. As a result of several emergencies in New Zealand recently, this voluntary Group has evolved, whereby the use of geospatial information and technology has been invaluable in gaining intelligence for making informed decisions. The meeting ratified a terms of reference and established a formal Committee with a vision that: "GIS and its practitioners are integral to emergency management in New Zealand". The Committee is made up of a wide variety of both central and local government GIS and emergency management practitioners and also some non-government representatives.

The purpose of the Committee is to be: "...a shared and coordinated voice for the use of Geographic Information Systems (GIS) in Emergency Management in New Zealand. The Committee advocates, educates, advises and provides support, guidance, recommendations and best practice for GIS and Emergency Management practitioners while ensuring alignment to the principles and purpose of the Coordinated Incident Management System (CIMS)".

MCDEM is a member of this committee, and is working closely with them to ensure CDEM Groups are aware of its establishment and work priorities which involves establishing a framework for emergency management geospatial information needs, a common national standard for addressing, working with MCDEM on a national damage and welfare needs assessments technical standard and developing a national Geospatial Concept of Operations (GeoConOps) template. For further information on this committee contact the Chairman Derek Phyn, Senior Spatial Analyst Waikato Regional Council derek.phyn@waikatoregion.govt.nz

Contact: Simon Chambers Senior Regional EM Advisor, 027 443 2856, simon.chambers@dpmc.govt.nz

Yours sincerely



Sarah Stuart-Black
Director



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: MINISTERIAL REVIEW – BETTER RESPONSES TO NATURAL DISASTERS AND OTHER EMERGENCIES IN NEW ZEALAND

Reason for Report

1. The purpose of this report is to inform the Coordinating Executives Group of the ongoing process of the Ministerial Review on Better Responses to Natural Disasters and Other Emergencies by the Technical Advisory Group (TAG), and the subsequent process of developing the Government's response to this report.
2. Any feedback is also sought from CEG members on the review report to inform the comments of the Group on the implementation recommendations.

Background and Discussion

3. In mid-2017 the Government commenced a Ministerial Review on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.
4. The Hawke's Bay CDEM Group made a submission to this review and is **Attachment 1** to this report. In December 2017 the Minister released the Review and this is attached as **Attachment 2**.
5. The report covered off most of the points and recommendations contained in the Group submission. In particular the recommendations of the TAG were consistent with the Hawke's Bay CDEM Group "shared service" approach including changes to the funding model.
6. The other area where the TAG approach was consistent with that being undertaken in the Group was command, control, and coordination where it was recommended that the levels of response be rationalised and that a coordinated CDEM response be the responsibility of the Group.
7. There some 120 recommendations contained in the TAG Review and it is not intended that this report go through each in any detail. The CDEM Group Managers from across the country reviewed each recommendation at a meeting in March and collectively came up with a response for the DPMC implementation team. This is attached as **Attachment 3** to this report. In general the Group Managers agreed with the recommendations with some alternative views based mainly on the make-up of individual Groups (e.g. unitary authorities).
8. The Group Manager Hawke's Bay CDEM Group has been selected as one of the LGNZ representatives on the Regional Structures Working Group.
9. In general it is recommended the Group support the majority of the recommendations. One issue which does need to be considered in implementing any recommendations is the fact this Review was focused on response and the parts of the other 4Rs that directly support a response. The challenge is how these recommendations are implemented while taking into consideration the numerous other work across the 4Rs currently undertaken by local government and other partner agencies.




Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives the “**Ministerial Review – Better Responses to Natural Disasters and other Emergencies in New Zealand**” staff report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- | | | |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------|
|  1 | 2017 Submission Ministerial Review Better Responses to Natural Disasters and Other Emergencies in NZ | Under Separate Cover |
|  2 | Nov 2017 – Ministerial review better responses natural disaster other emergencies | Under Separate Cover |
|  3 | Ministerial Review Position Paper | Under Separate Cover |



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: GROUP WELFARE REPORT AND WELFARE PLAN

Reason for Report

1. The purpose of this report is to provide a Group Welfare report to the CEG and seek any feedback.

Background

2. The report of the Group Welfare Manager is attached.

Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives and notes the ***"Group Welfare Report and Welfare Plan"*** staff report.

Authored by:

Alison Prins
GROUP WELFARE MANAGER

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) Welfare Coordination Group Report April 2018

WELFARE COORDINATION GROUP REPORT

DATE: April 2018

PREPARED BY: Alison Prins - Group Welfare Manager

Item 11

1. Welfare Structures

- 1.1 Structures for small events are of particular concern where the event is seen as small scale but welfare impacts still require resources and systems similar to larger scale events. Resourcing is difficult to free up as some arrangements kick in often based on scale. Pressures to return to business as usual as soon as possible, particularly when other aspects of the response have returned to BAU. Further work and discussion required to work through these issues.
- 1.2 Staff identification and development pathways continue to be a concern.
- 1.3 Good engagement at first WCG meeting of the year.

2. Welfare Planning

2.1 Group Welfare Plan

Submissions have now closed for the Group Welfare Plan. 11 submissions were received. Overall feedback was very positive with no significant gaps identified. There were several smaller improvements identified.

- 2.1.1 Specific clarification about method of operations required.
- 2.1.2 Most happy with general layout and content although one submission suggested rationalising / summarising more information in the main plan and adding more appendices.
- 2.1.3 Some general points of clarification.
- 2.1.4 General wording improvements.
- 2.1.5 Some more detail required in places.
- 2.1.6 Several small additions.

Final version is on hold until further clarification work on the method of operations is completed.

2.2 Rapid Relief Project

A resilience fund application was submitted in early March seeking funding for a project to scope out the issues and likely need for guidance on rapid relief planning in New Zealand.

Rapid Relief arrangements are critical particularly for mega events such as a tsunami so if this project were to go ahead we would benefit significantly from learnings and any future work.

Outcome of application should be known in July. Copies of application available on request.

2.3 Navigation

MSD led workshop on navigation services in emergencies held as part of March WCG meeting. There was a high level of engagement with this workshop and general agreement that navigation capability should be further understood and developed. A follow up workshop is planned lead by health.




3. The Capability of the Community to Respond to Emergencies is Recognised and Enhanced

- 3.1 Rural Advisory Group continues to evolve and proves to be an effective mechanism to understand rural needs and use rural sector capability to respond and recover. Several members interested in training as rural liaison role working in the ECC in an emergency to provide effective links to the rural community and coordinate rural response with CDEM.
- 3.2 Successful support of community led Esk Camp response – ability to work together to help resolve needs the community couldn't.
- 3.3 Initial discussion with DIA about use of community staff in response to help increase capabilities and connect with NGOs.

4. Building and Maintaining Capability

Attachment 1

- 4.1 2 x Civil Defence Centre courses held.
- 4.2 Welfare participation as a supporting agency to Police in exercise Rauora II. Excellent feedback from exercise control. Some great learning and has highlighted some areas for further work.
- 4.3 Kobo Toolbox failed in our recent response which was of concern. It is working again but further work is still required to look at support options and alternative solutions.
- 4.4 Case Studies are being developed at a national level to inform and educate around welfare responses. The welfare response to both Havelock North Gastro and Esk Floods Campground community led response are being developed into case studies.
- 4.5 Esk Response**
- 4.5.1 Welfare elements included: outreach needs assessment with building inspectors, support of Esk Camp community led response including community meeting, welfare agency coordination, complex case management, outbound calling, production of welfare factsheet, rural advisory group activation and transition to recovery. Sub functions involved: registration and needs assessment, household goods and services, psychosocial support, financial assistance and animal welfare.
- 4.5.2 Based on needs assessments those impacted were on the whole resilient and used their own resources to meet their needs, where actual welfare support was provided it predominantly to a small group with complex needs who were most impacted by the flooding. The community appreciated the work of Civil Defence and the way Civil Defence worked with them.
- 4.5.3 Whilst the outcome of the response was positive several issues impacted on the ability to coordinate and manage the response in an effective and efficient manner. This was largely due to the small scale nature of the event and related to availability and continuity of staff, clarity of control arrangements and method of operations and the ability for welfare arrangements to work at a very small scale. Another issue was the failure of Kobo toolbox, we reverted to paper / spreadsheets and achieved the outcomes but significantly more labour intensive and slower.

Key		Little or no progress		Some progress		Good progress towards objective
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CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: COMMUNITY RESILIENCE PLANNING: UPDATE

Reason for Report

1. In line with the CDEM Work Programme and Community Resilience Strategy, Community Resilience Plan (CRP) projects have begun in 10 communities.
2. The purpose of this report is to update and inform the CEG of the outcomes that have occurred as a result of these projects

Background

3. Following the pilot CRP at Tangitu (Bay View – Tangoio) CRPs are underway in Marewa-Napier South, Napier CBD, Mahia Peninsula, Nuhaka, Whakai, Iwitea, Porangahau, Maraekakho and Ocean Beach.
4. Community resilience planning is a process where communities come together to discuss their hazards and risks, what impacts these may have on their community, and what knowledge, skills and resources they have to respond to an emergency. They are also encouraged to identify what community assets would want to retain or build following a major emergency event, as well as identifying projects that could be undertaken now which would increase resilience. The role of CDEM staff is to guide and advise the community in this process. Where appropriate this may include assisting with implementation projects.
5. Organisations and businesses in the community are approached to see if they would be willing to be involved in planning a community meeting. This planning group organises and helps facilitate the community meetings, and becomes a 'go to group' for CDEM in that community.
6. The CRP process provides a chance for people in the community to connect and spend time together; in this way the CRP process itself is resilience building as increasing the connectedness and networks within communities makes them more likely to come together to look after each other and share resources in an emergency.
7. Community meetings are run like a workshop, with residents contributing knowledge and ideas on different topics. This information is recorded in a Community Resilience Plan document.
8. There has been very positive feedback from communities about this process. Turnout at community meetings has been really encouraging, and the atmosphere at the meetings has been very positive.
9. Community champions have emerged either from the planning group- or from projects that have come out of the process (such as identifying tsunami routes).
10. In the Esk floods, where a CRP had been completed, the community activated with regular Facebook posts, checking and supporting each other and liaising with ECC logistics staff to help identify and organise local resources. CDEM staff who had been involved in the CRP had a greater familiarity and understanding of the local community, which enhanced the CDEM response. Post the Esk flood, community members feel they need to have a more focused element to the plan on providing shelter for flood and tsunami evacuees, and are planning on convening and running another community

meeting process later this year to better address as a community this element of their risk-scape.

Recommendation

That the Civil Defence Emergency Mangement Coordinating Executives Group receives the ***“Community Resilience Planning Update”*** report.

Authored by:

**Jae Sutherland
EMERGENCY MANAGEMENT ADVISOR
(COMMUNITY ENGAGEMENT)**

Approved by:

**Ian Macdonald
GROUP MANAGER/CONTROLLER**

Attachment/s

There are no attachments for this report.



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: GROUP VOLUNTEER STRATEGY: UPDATE

Reason for Report

1. To update the Coordinating Executive Group (CEG) on the progress made in developing a Group Volunteer Strategy.

Background

2. In early 2017 the CEG received a briefing from Group emergency management staff regarding the use of volunteers within the HB CDEM Group. This was due to the local emergency management staff becoming employees of the Group office and the volunteer programmes being run throughout the region differing greatly. The CEG directed the Group emergency management office to establish a volunteer sub-group and determine how the HB CDEM Group should utilise volunteers in the future.
3. The CEG Volunteer sub-group met in April 2017 to determine how best to provide for volunteering within the group, however, during the discussion it became clear that a better understanding of the current level of volunteering across the CDEM Group in terms of numbers and capability was not clear, and further information was required to determine how volunteering should be approached within the HB CDEM Group in the future.
4. The Emergency Management Advisor Readiness and Response conducted a volunteer needs analysis during the latter half of 2017 to enable a better understanding of the current state of volunteering within the HB CDEM Group and help determine how this could be structured in the future. The report of this analysis is attached with this paper for information.
5. The needs analysis identified that whilst there is a need for volunteering to support a response within the HB CDEM Group, the way in which the existing volunteer pool is engaged, trained and utilised could be improved. The needs analysis made several recommendations for the development of a volunteer pool in the future.
 - 5.1 The HB CDEM Group must make a clear decision on which areas of readiness, response and recovery it is willing to utilise volunteers, and which areas it is not, to define the need further.
 - 5.2 Volunteers must have clear roles and responsibilities.
 - 5.3 Management of volunteers should be through a single staff member to maintain consistency of training and communication.
 - 5.4 The management of volunteers must be supported through appropriate resourcing, both financial and staff time.
 - 5.5 Volunteers must be included in consulting and deciding the development of the capability.
 - 5.6 If we continue or further develop a volunteer capability, then we must utilise it whenever possible to maintain engagement.
 - 5.7 Volunteers must be kept engaged through regular training activities with full-time CD staff.

- 5.8 We must be adaptable to ensure that we can accommodate all levels of volunteer commitment.
- 5.9 We must develop volunteer leadership to ensure individual volunteer teams are well lead and sustainable.
- 5.10 Our volunteer pool must cover the entire region to ensure capability across all areas.
- 5.11 Plans and resources should be developed to support both spontaneous and community-led volunteers.
6. Following the completion of the needs analysis the CEG Volunteer sub-group met in early March 2018 to discuss the findings and identify how the HB CDEM Group should proceed with volunteering in the future. The CEG sub-group decided that the HB CDEM Group should continue to support volunteering at its current level, however, the resources employed in developing and maintain this capability must be targeted and enhance capability in areas where our partner agencies and other volunteer groups are unable to provide assistance, as identified in the needs analysis.
7. The sub-group also identified that volunteering opportunities need to be consistent across the entire region and needed to be flexible enough to allow for people with a range of circumstances to be involved. In addition, the HB CDEM Group must ensure provision is made for community and spontaneous volunteers to be involved in any response.
8. As a result of this discussion a draft HB CDEM Group Volunteer Strategy has been developed to identify how the HB CDEM Group will approach volunteering in the future. This document details how the identified needs of the HB CDEM Group will be met by a volunteer pool. The strategy will be accompanied by a HB CDEM Group Volunteer Management Plan which will provide specific detail regarding how this strategy will be implemented to ensure volunteers are engaged, maintained and utilised effectively as part of the HB CDEM Group.
9. Both these documents will be presented to CEG for approval at the next meeting, however, the volunteer needs analysis report and draft strategy are attached for any comment.

Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives and notes the **“Group Volunteer Strategy: Update”** staff report.



Authored by:

Jim Tetlow
TEAM LEADER
OPERATIONAL READINESS

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------|----------------------|
|  | 1 HB CDEM Group Volunteer Needs Analysis Report | Under Separate Cover |
|  | 2 HB CDEM Group Volunteer Strategy 2018 | Under Separate Cover |



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: ENGINEERING LIFELINES REPORT

Reason for report

1. This report provides an update on the activities of the Hawkes Bay Engineering Lifeline Group to the Coordinating Executive Group.

Activities

Hawkes Bay Regional Fuel Plan

2. The Hawke's Bay Regional Fuel Plan has reached a final draft stage and will be duly completed once a few final pieces of information are collated. The expectation is that this will be completed this calendar year. Next steps in this project is to take this plan to a point in which it can be used in an operational manner during an emergency. We will be looking to pull a small team of people from the Emergency Services, HBCDEM and others to develop this document further.

Hawkes Bay Vulnerability Study

3. The Engineering Lifelines Group has agreed to focus its attentions on developing a Regional Vulnerability Study for Hawke's Bay. This project will assess the potential impacts of natural hazards on infrastructure servicing the region and identify potential mitigation strategies to reduce that risk where appropriate. The project will follow a similar methodology to projects undertaken by lifelines groups in other regions. Lisa Roberts from the National Lifelines Forum will provide peer review and guidance to the project manager. It is envisaged that once completed this will dovetail neatly into the National Vulnerability Study that is currently being developed. Mike Adye is the project manager for this study.
4. First step is to take the spatial data of the Lifelines networks and feed it into a common GIS platform where it could be interrogated and analysed. There would be significant advantages if this could be achieved as it would greatly assist a post-disaster response and recovery process, by enabling data for a range of networks to be displayed on a single platform. This could result in improved response and recovery coordination, and the easy provision of public information on response and recovery progress and priorities.
5. What we need from the CEG is an undertaking to encourage their respective staff to fully participate in this project. We are talking to the respective utility companies and they have provided information where available.

Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives and notes the ***"Engineering Lifelines"*** staff report.

Authored by:

**Oliver Postings
HB ENGINEERING LIFELINES CHAIR**

Approved by:

**Ian Macdonald
GROUP MANAGER/CONTROLLER**

Attachment/s

There are no attachments for this report.



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: GROUP RECOVERY MANAGER'S REPORT

Reason for report

1. This report provides an update on the activities of the Group Recovery Manager to the Coordinating Executive Group.
2. It also provides an opportunity for the Coordinating Executive Group to raise and discuss any other matters regarding the role.

Activities

3. The work programme for the Group Recovery Manager has been agreed with the Group Manager/Controller. The work programme is focused Goal 4 of the National CDEM Strategy – “To enhance New Zealand’s capability to recover from civil defence emergencies.”
 - 3.1 Initial work has been to meet with a range of organisations and groups with post disaster recovery roles and responsibilities. These include:
 - 3.1.1 Hawke’s Bay Welfare Coordination Group
 - 3.1.2 Hawke’s Bay Rural Recovery Group
 - 3.1.3 Hawke’s Bay Regional Council
 - 3.1.4 Wairoa District Council
 - 3.1.5 Hastings District Council
 - 3.1.6 Napier City Council
 - 3.1.7 Central Hawke’s Bay District Council
 - 3.1.8 Hawke’s Bay District Health Board
 - 3.1.9 Regional Economic Development – Matariki Project Manager
 - 3.1.10 Hawke’s Bay Engineering Lifelines Group
 - 3.2 Further meetings with all of these groups and organisations are planned with the following objectives.
4. *Objective 1* Structures, roles and responsibilities for recovery are pre-determined and documented.
 - 4.1 Work programmed includes:
 - 4.1.1 Undertaking desk top exercises to work with the various organisations to develop and test structures, systems, templates and checklists
 - 4.1.2 improve knowledge of the hazards that may impact on the Hawke’s Bay region
 - 4.1.3 to gain a better understanding of the roles and responsibilities of other agencies that will be working alongside local authorities and within task groups following an event - and to plan how the recovery effort may be effectively coordinated.

- 4.1.4 to gain a better understanding of the issues/challenges that may arise - and resource that may be needed to effectively manage the recovery from a significant event, and how that may be structured.
- 4.2 Participating in an annual workshop with each of the task groups (Social/welfare, Economic, Natural environment, built environment). Learnings from each workshop will be linked into future exercises. The objective of the workshops are to:
 - 4.2.1 better establish roles and responsibilities of individual agencies
 - 4.2.2 identify and assist task group chair to undertake their role
 - 4.2.3 to test Terms of reference, and
 - 4.2.4 to identify key requirements and interdependencies for effective recovery.
- 5. *Objective 2* Recovery Managers are identified, trained, supported and ready to perform the role.
 - 5.1 Work programmed includes:
 - 5.1.1 Reviewing Group Recovery Manager job description following release of Director's guidelines for Strategic Recovery Planning (recently released) and Recovery Management (currently being reviewed)
 - 5.1.2 Working with TLAs to determine local recovery arrangements
 - 5.1.3 Documenting a training programme for all involved in recovery
 - 5.1.4 Determining an exercise programme and including a recovery element
 - 5.1.5 Holding regular workshops/coordination sessions that are valued by all recovery managers and others likely to be involved in recovery.
- 6. *Objective 3* The Group Plan and Recovery Strategy outlines arrangements for holistic recovery management
 - 6.1 The work programmed includes:
 - 6.1.1 Review of Group Recovery Strategy during 2018/19 financial year
 - 6.1.2 Input into the Group Plan Review in 2019.
- 7. An observation from initial meetings is that while many organisations have business continuity plans for their own operations, these tend to be focussed on the operation of their own organisation, and do not assess the vulnerability of the organisation's post disaster business operations as a result of damage to other infrastructure such as roads, water and waste water, and communications, which may have an impact on their business in the medium term post a disaster. These impacts may include the ability of staff to get to and from their place of work, fuel and food supplies, banking/cash availability, etc.
- 8. The Hawke's Bay Engineering Lifelines Group has commissioned a vulnerability assessment of Lifelines servicing Hawke's Bay. This project will improve the understanding of these potential vulnerabilities, but requires input from utility organisations, particularly TLAs.

Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives the **"Group Recovery Manager's Report"**.

Authored by:

**Mike Adye
GROUP RECOVERY MANAGER**

Approved by:

**Ian Macdonald
GROUP MANAGER/CONTROLLER**

Attachment/s

There are no attachments for this report.



CDEM COORDINATING EXECUTIVE GROUP

Monday 30 April 2018

Subject: GROUP MANAGER'S GENERAL UPDATE

Reason for Report

1. The purpose of this report is to inform or update the CEG 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. Training and exercising
 - 2.2. New method of operations implementation
 - 2.3. Hastings emergency management facility alterations
 - 2.4. Group Initial Response Planning
 - 2.5. Group Office Restructure and Implementation
 - 2.6. Group Funding Review.

Discussion

Training and Exercising

3. The HBCDEM Group online induction has been adopted by HBRC as part of the staff induction process and all new staff who have joined HBRC since February 2017 have completed this training. Overall the course has been rated well by staff who have completed it and has provided them with a basic understanding of CDEM.
4. A letter was sent to the HR departments of other Group members asking that this training to be incorporated into all council induction processes as per the decision of the CEG meeting in late 2016. However, currently only HBRC have been using the course. Napier City and Hastings District Councils have investigated using it recently, but as yet this has not been implemented.
5. The Integrated Training Framework (ITF) Foundation course is the basic introduction to working in a coordination facility and has previously been presented as a face-to-face course. Recently this course became available as an online course, which can be completed in stages, so staff are now being given this option to complete the course. This eliminates the need for staff to attend a half day training and allows better use of the face-to-face training time we have with them.
6. Six of the 2 day ITF Intermediate Coordination Centres course have been held between December 2017 and April 2018. Approximately 90 staff from across the councils have attended. This course has been well received by those who have attended and ensures that staff identified to work within a coordination centre have a basic understanding of the key processes that take place during a response. This course is the pre-requisite to the ITF Advanced (role/function specific) course which are beginning to come available and will be rolled out in Hawke's Bay during the next 18 months.
7. Two of the newly developed Civil Defence Centre (CDC) Course (Developed by the Group office for the Group) have been delivered. This training is aimed at both staff and

volunteers who may potentially establish and work in a CDC during a response. These courses were delivered in facilities that have been identified as potential CDC's in Hastings and Napier and were attended by 30 staff and volunteers from across the districts. A third course is planned for later this year.

8. The Group has not run an exercise since mid-2017 and will not undertake any exercising until late 2018 when the new facility upgrade has been completed. This will enable us to test our activation and perform staff inductions to the new facility at the same time. A larger all or Group exercise will be planned for early 2019 to test the method of operations and basic procedures, including action planning, status reporting and public information management.
9. The Group office has just reviewed the training management software for managing training paths, ITM members and course nominations and has decided to move to Integrated Training Management (ITM) which is a web based New Zealand product used by a number of other Groups. This software will allow us to track training attendance

New Method of Operations Implementation

10. Work has continued on the implementation of the new method of operations structure, however progress has been slowed though a key staff member being on parental leave and a need to await the commissioning of the renovated GECC before developing the systems and processes that will support this.
11. The implementation has also been informed by recent events such as the Eskdale floods. Attached is a draft table which defines levels of response with associated roles and responsibilities in the response (**Attachment 1**). This will be incorporated into initial response plans and SOP's to be developed.
12. Progress is being made with Hastings, Napier and the Hawke's Bay Regional Councils on identifying the 45 staff who will be trained and utilised both in a council incident management team and in a Group activation at the GECC.
13. The ongoing support of all councils in implementing this change including the identification of appropriate staff to fill CIMS function role is needed.

Hastings Emergency Management Facility Alterations

14. As discussed at the last CEG meeting, the Hastings Emergency Coordination Centre (ECC) will undergo an upgrade to its building resilience to Importance Level (IL) Four. This will involve the complete retrofit and strengthening of the building's foundations, structural, and internal components. The project is being funded and managed by the Hastings District Council.
15. The building consent application, physical works procurement, and contractor appointment is scheduled to occur throughout April and May. The physical work is scheduled to begin in the latter part of June 2018, and should be completed prior to the end of the calendar year.
16. Whilst the work is being conducted, the Hawke's Bay Civil Defence Emergency Management (HBCDEM) Group ECC and Group Office will be temporarily located in Heretaunga House (across the road) in Hastings. This temporary ECC will allow HBCDEM to retain the capability of responding to a small-medium sized event. The physical constraints of the temporary facility will dictate a full response to likely have less than 30 staff activated.
17. The move of radio capability into the temporary facility is still being investigated by HDC IT but will likely be scaled to support a small-medium sized event. Other communication tools (internet and telephony) will be maintained at a high level of resilience. Exact location and access information will be provided to each TLA and Partner agency so that operational level staff know what to do if the facility is activated.
18. The new facility has undergone consultation with HBCDEM Group and will allow the group to effectively meet mandated obligations in response. The most up-to-date layout is attached as **Attachment 2**.

Group Initial Response Planning

19. The second draft of the HBCDEM Group Initial Action Plan has been sent out to all partner agencies for comment, with a view to the final plan being completed in early June. This plan includes a set of emergency levels designed to assist in determining the response required and facilitate the implementation of the Group method of operations.
20. Fire and Emergency New Zealand have completed a rapid reconnaissance plan as the organisation who will lead this process in an emergency. This plan includes how the process will be coordinated, the agencies that will be involved and the tool that will be used. A web based form has been created in ARC GIS online to enable this process and reconnaissance data can be collected in real time and displayed live in the GECC.
21. Work has begun on developing a sub-response plan for earthquakes as part of the Group initial response plan. A workshop will be held later in the year with all interested parties to ensure that the plan contains all the information required to respond effectively to an earthquake event within the region.

Group Office Restructure and Implementation

22. As discussed at the last CEG the Group office commenced a review of its structure late last year. The process was completed in March 2018 with the agreement of the local government CEs and approval of the HBRC CE as the employer of the Group office staff.
23. The most up to date structure is attached as **Attachment 3**. This confirms the development of a function based structure with staff allocated to individual local authorities and the creation of an Operational Readiness and Community Engagement Team.
24. Two vacancies being the Team Leader Community Resilience and Emergency Management Advisor (Processes and Technology) have been advertised. The new position of Emergency Management Advisor (Public Information Management & Education) will be advertised in late June upon confirmation of the funding as part of the HBRC Long Term Plan (LTP) process.
25. The implementation of this structure will take a couple of months as vacancies are filled, existing projects are re-allocated as appropriate and staff work programmes under the new job descriptions are confirmed.
26. Overall this has been a positive process with staff having significant input and supporting the changes made.

Group Funding Review

27. As part of the local authorities LTP processes, the Councils have proposed to effectively bring together CDEM funding from individual councils into one rate targeted to individual properties and administered by the HBRC.
28. This has been discussed at previous CEG meetings. By way of an update the proposal was included in the five LTPs as proposed. The proposed new target rate will be at \$33.04 per property across about 70,000 properties.
29. At this stage the proposed funding changes do not appear to be controversial and from comments made at LTP meetings, most people can identify with the rationale and the fact that as a community they are not paying any more for civil defence than they are at the moment.
30. As part of the funding review some savings were found and these are being used to increase the capability of the Group in event public information management and public education.

Recommendation

That the Civil Defence Emergency Management Coordinating Executives Group receives and notes the **“Group Manager’s General Update”** staff report.

Authored and Approved by:

Ian Macdonald

GROUP MANAGER/CONTROLLER

Attachment/s

- [↓1](#) Level of Emergency
- [↓2](#) Facility Floorplan
- [↓3](#) Group Office Structure

Emergency Level	State of Emergency Status	Single or Multi-Agency Response	Level of CDEM Activation	Explanation	Lead Agency (as relevant)	Role of Lead Agency	Role of Support Agencies	Example Impacts
1	NO DECLARATION	Single Agency response	CDEM Monitoring	Events are managed by the incident controller of the relevant lead agency with on-site coordination	Police, Fire and Emergency New Zealand, HB DHB, Territorial Authorities, Lifeline utility provider	<ul style="list-style-type: none"> Manage incident Advise other agencies of incident status 	<ul style="list-style-type: none"> Monitor event for any potential support requirements 	<ul style="list-style-type: none"> Minimal threat to life or property Minor disruption to a lifeline service
2	NO DECLARATION	Single or Multi-agency response	CDEM Support	Events are managed by the incident controller of the relevant lead agency with local on-site coordination	Police, Fire and Emergency New Zealand, HB DHB, Territorial Authorities, Lifeline utility provider	<ul style="list-style-type: none"> Manage incident Advise other agencies of incident status and support requirements 	<ul style="list-style-type: none"> Support response as requested 	<ul style="list-style-type: none"> Potential threat to life and / or property Minor disruption to a lifeline service Minor welfare impacts Potential local economic impact
3	DECLARATION POSSIBLE	Multi-agency response	CDEM Coordination	Hazard Events that involve multiple agencies and require coordination across multiple local incident points. Response will be coordinated by the HB CDEM Group from the GECC. These events may require a local or ward declaration. National monitoring may occur	Police, Fire and Emergency New Zealand, HB DHB, HB CDEM Group	<ul style="list-style-type: none"> Activate personnel and coordinate the multi-agency response from the coordination centre Set response priorities and objectives Develop Group Action Plan Provide situational awareness to all agencies Provide support and resources to agencies as requested Report and escalate to NCMC if required 	<ul style="list-style-type: none"> Activate personnel and coordinate responsibilities under Group Action Plan Provide status reports on actions carried out to coordination centre Advise support and resource requirements to coordination centre Provide liaison to coordination centre 	<ul style="list-style-type: none"> Threat to life and / or property One or more areas impacted Short-term isolation of some communities (less than 3 days) Short-term disruption to lifeline services (less than 3 days) Local economic impact
4	DECLARATION LIKELY	Multi-agency response	CDEM Coordination / Direction	A multi-agency emergency with more significant consequences than in level 3; co-ordination is required between multiple agencies and / or local areas; CDEM Group-level co-ordination / direction is required; the actual or potential need for a declaration of a state of local emergency by a CDEM Group requires consideration; national monitoring will occur and national support is available.	HB CDEM Group	<ul style="list-style-type: none"> Coordinate the national response Develop National Action Plan Provide situational awareness to all agencies at a national level Provide support and resources to Groups as requested 	<ul style="list-style-type: none"> Provide status reports to the GECC for inclusion in regional situation report Carry out activities as outlined in the National and Group Action Plan Advise support and resource requirements to the NCMC via GECC or National HQ (Dependent upon agency) 	<ul style="list-style-type: none"> Significant threat or impact on life and property Multiple local areas / entire region impacted Medium-term isolation of communities (3-10 days) Medium to long-term disruption to multiple lifeline services (3-10 days) Significant local / regional economic impact
5	DECLARATION	Multi-agency response	CDEM Direction	A state of national emergency exists or the civil defence emergency is of national significance; at this level, co-ordination by the National Controller will be required.	Ministry of Civil Defence and Emergency Management (MCDEM)	<ul style="list-style-type: none"> Coordinate the national response Develop National Action Plan Provide situational awareness to all agencies at a national level Provide support and resources to Groups as requested 	<ul style="list-style-type: none"> Provide status reports to the GECC for inclusion in regional situation report Carry out activities as outlined in the National and Group Action Plan Advise support and resource requirements to the NCMC via GECC or National HQ (Dependent upon agency) 	<ul style="list-style-type: none"> Major threat or impact on life and property Major impacts across entire region Long-term isolation of communities Long-term disruption or loss of lifeline services Major regional and national economic impact



CDEM OCCUPANCY (tables)

CDEM 1	22
CDEM 2	10
CDEM 3	6
CDEM 4	6
TOTAL	44



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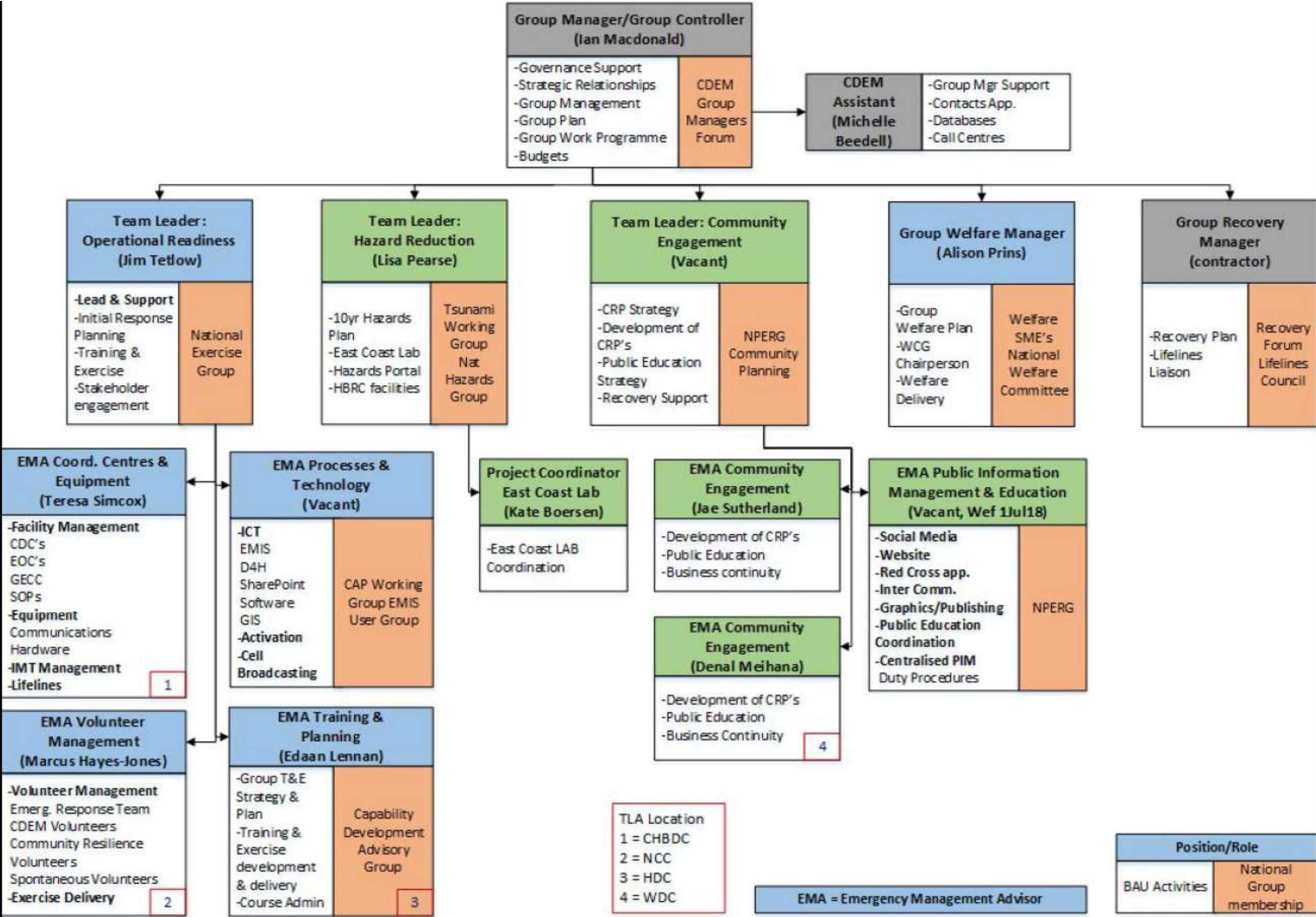
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OPTION 9B - ECC/EOC RESPONSE MODE

DISASTER RECOVERY CENTRE
for HASTINGS DISTRICT COUNCIL
at LYNDON ROAD, HASTINGS

Item 16

Attachment 2



Item 16

Attachment 3



CDEM COORDINATING EXECUTIVES GROUP

Monday 30 April 2018

SUBJECT: DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA

Introduction

1. This document has been prepared to assist the CDEM Coordinating Executives Group members to note any Minor Items to be discussed, as determined earlier in the Agenda.

ITEM	TOPIC	MEMBER/STAFF
1.		
2.		
3.		