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

### 1. Purpose

To provide the CEG with an update on the progress of the work programmes as set out in the CDEM Group Plan.

### 2. Background

The CDEM Group office continues to work on the following four work programmes:

- A review of the CDEM Group Plan
- A communications' review
- GIS in emergency management
- External supply of resources

Progress with these is reported below.

The CDEM Group Plan also lists 10 ongoing CDEM Group activities. An update of progress with these 10 activities is included in this report. They are reported on by each territorial authority.

### 3. Progress

#### 3.1 Second generation CDEM Group Plan development

##### 3.1.1 Aim

To enable the effective and efficient management of significant hazards and risks for which a coordinated approach will be required. The CDEM Group Plan will set a strategic direction, providing CDEM Group objectives and a framework for continuous improvement to the management of emergencies.

The Plan is a statutory plan required under section 48 of the *Civil Defence Emergency Management Act 2002*.

### 3.1.2 Progress

Because of requests from local authority Chief Executive Officers to look at the feasibility of shared services, this plan is now on hold until a decision is made on the way forward for CDEM in the Wellington Region.

In addition to this, the Group office (with support from MCDEM) will be running an integrated planning workshop, to identify the current gaps and barriers that are inhibiting integrated planning between local authorities and other relevant legislation.

*Project leader:* Jessica Hare, CDEM Group Office

*Project sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

## 3.2 Communications review

### 3.2.1 Aim

#### (1) **VHF radio equipment**

During 1995, 22 VHF radio units were purchased and supplied to response agencies throughout the Region. The equipment is aging and needs to be replaced to ensure its effectiveness in an event.

#### (2) **Mt Climie site security**

Over the past five years security at the Mt Climie repeater site has become an issue. Equipment has been tampered with and the building has been vandalised. Site security and the *Mt Climie User Protocols* will be reviewed.

#### (3) **Data transfer**

Sending data during a large-scale event is crucial in this digital age. Technologies have come a long way in recent years and data transfer via satellite is more reliable and affordable. This review will address the options and costs of satellite data transfer systems.

### 3.2.2 Progress

#### (1) **VHF radio equipment**

All current costs and options have been assessed but may be affected by the MCDEM communications project, the Public Protection and Disaster Relief (PPDR) initiative and/or any digital communications networks adopted by the Emergency Services. Once a full understanding of these influences (mid-2010) is gained, a draft report will be finalised and released to the CDEM sector for consultation.

#### (2) **Mt Climie site security**

A committee has been convened to manage the site. The committee has agreed on the draft Mt Climie Protocols, which have been released for consultation. For further information, see the Mt Climie Protocol report.

#### (3) **Data transfer**

Data transfer techniques and options have been investigated.

We have received demonstrations of the two key data transfer systems available in New Zealand and have equipment and plan prices. It is our belief that satellite technology is the best option to transfer data during an emergency.

IPStar satellite data transfer equipment has already been purchased by Wellington City, Hutt Valley and Porirua Emergency Management Offices (EMO). This technology has been tested in daily and emergency situations, and proved effective.

The Ministry of Civil Defence Emergency Management (MCDEM) has an alternate communications project under way and has gone to the market with a Request for Proposal. Their options are currently satellite or microwave technology.

The Communications Review will be completed by 30 June 2010 and recommendations will be tabled at the following CEG meeting.

*Project Leader:* Chris Killeen, CDEM Group Office

### **3.3 External supply of resources**

#### **3.3.1 Aim**

The aim of the *External Supply of Resources Plan* is to review existing processes, procedures and arrangements for getting critical resources into the Region following a disastrous event. This plan will help to align all the agencies involved with external supply of resources, map and preconceive possible delivery locations and document how other regions in New Zealand can help this region in a large-scale event.

#### **3.3.2 Progress**

Since the last update to CEG (5 October 2009), the following work has been carried out:

- (1) External Supply procedures and mapping were tested during *Exercise Phoenix VI*. Issues have been compiled and will be included in the final plan.
- (2) Maps of potential landing areas within Wellington Harbour have been completed and are attached as **Attachment 1**.
- (3) The external supply process has been developed and is attached as **Attachment 2**.
- (4) Staging areas of territorial authorities have been collated and will be plotted on GIS maps.
- (5) The MCDEM has initiated a National Logistics Project, which is expected to have many implications on the *External Supply of Resources Plan*. A comprehensive understanding of external supply will not be deliverable until the completion the logistics project (early 2011).

Until then, the *External Supply of Resources Plan* will be completed for the Wellington Region by June 30 2010

*Project Leader:* Chris Killeen, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### **3.4 GIS in Emergency Management**

#### **3.4.1 Background**

A guide for GIS in Emergency Management was developed by a National GIS Group in 2007. It provided recommendations on using GIS during readiness and response.

This project aims to ensure that the readiness section of this report is implemented at the group level to ensure the Group Emergency Operations Centre (GEOC) has some GIS capability during response.

The project has been approached in two phases:

- Phase 1 - Stocktake of what data sets we have, where they are located and how they can be used in an emergency management context. This will focus primarily on data sets held on GWRC systems. However, territorial authorities and other agencies will be engaged during this process.
- Phase 2 - Developing a CDEM GIS template to incorporate the data sets recommended in the aforementioned report and any additional data sets identified during phase 1.

#### **3.4.2 Progress**

In accordance with section 3.4.2 of CDEM Group Report 09.672, *Exercise Phoenix VI* was used as a basis to *test the CDEM GIS template in the Group Emergency Operations Centre (GEOC)*.

In relation to GIS, the objectives were to test:

- The usability of the CDEM GIS template
- The usability of new data sets
- To test the system of projecting completed GIS maps whilst inputting data using one computer terminal

#### **3.4.3 Qualitative assessment**

All objectives were measured by qualitative assessment through the observations of the members of the Planning and Intelligence desk, the GIS operator and the Emergency Management Advisor. These have been collated and summarised below:

- The initial set-up of the terminal for GIS use was quick and effective.
- GIS operated from the GWRC network. Therefore, the GIS operator did not have electronic access to the information being fed into the information management system located on the Emergency Management network.

This prevented easy data transfer into GIS and required valuable GIS operator time to manually find and process the information.

- A GIS licence needed to be available on the GWRC network in order for it to work. This is not always guaranteed under the current GIS licensing system. *Note: For the purposes of testing and following discussions with the GIS officer, arrangements were made to ensure that a licence was available during the exercise.*
- One GIS operator was utilised for the exercise. The result was that they were unable to effectively support all functions of the Planning and Intelligence section, as well as the other areas of the GEOC. It is anticipated that the demand on GIS for forward planning and situation mapping will increase as an event escalates and more information becomes available.
- The GIS operator was effective in displaying completed maps and creating/updated datasets using the dual data projector/monitor system.
- The full suite of data sets was not utilised. However, those data sets that were added value to the GIS operation.
- The GIS template contains powerful information that would be beneficial in forward planning.
- GIS was underutilised by the GEOC because of a lack of understanding of GIS capability, not being incorporated into the information flow, the focus of each GEOC desk on their own role and responsibilities, and not understanding the requirements of GIS operators.
- GIS data set transfer from other response agencies, including territorial authorities, was not tested.

#### 3.4.4 Recommended activities to consolidate lessons learnt

The Emergency Management Information System being developed by MCDEM will contain a mapping component. It is unclear how this will influence GIS mapping in the GEOC. However, based on the qualitative assessment, the following recommendations are made:

- (1) The CDEM GIS template and the CDEM GIS file system are located and able to work on the same network as the information management system used in the GEOC.
- (2) A GIS licence is accessible at all times for use during emergency response.
- (3) The GIS operation is expanded to enable sufficient support to be given to the Situation Unit and the Planning Unit functions of Planning and Intelligence, as well as the other desks in the GEOC.
- (4) The CDEM file system and template are adopted by the GEOC.
- (5) The CDEM GIS template is tested in future exercises, incorporating the transfer of datasets from other agencies into the GEOC.

- (6) Where practical and applicable, all current and future Group plans, activities and work programmes are linked into GIS once recommendations (1) and (2) have been implemented.

*Project Leader:* Craig Hamilton, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### **3.5 CDEM support for fuel supply during response**

#### **3.5.1 Background**

A co-ordinated approach to supporting the fuel sector during emergency response is being developed by CDEM and fuel representatives.

CDEM fuel contingency planning has been driven at a national level for the last five years with limited success. The MCDEM has re-engaged the fuel sector to progress this and overcome some of the barriers that have stalled previous work.

The focus has been on a co-ordinated planning approach, whereby national, regional and local CDEM advisors from the Wellington Region have been working together with fuel sector representatives. This approach also reflects the national interests of the oil companies and the need for detailed arrangements for resupply and distribution to emergency response agencies and local communities.

#### **3.5.2 Progress**

A draft *National Fuel Contingency Plan* was released for consultation in November 2009. To facilitate feedback and promote discussion between national, regional and local emergency management, a workshop was organised for regional emergency management officers to clarify the levels of planning at each level, and address some of the issues around the complexities of fuel contingency arrangements.

The *National Fuel Contingency Plan* is yet to be finalised. Once finalised, this will provide national arrangements for supporting the fuel sector and a framework for CDEM groups to develop their fuel response plans. Regional and local planning will build on this, whilst recognising the unique hazard-scape of the Wellington Region.

*Project Leader:* Craig Hamilton, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

## **4. Ongoing CDEM Group activities**

No update was provided by either Wellington City or Carterton District Councils.

## 4.1 Local hazard analysis

<p><b>Hutt Valley Emergency Management Office (HVEMO)</b></p> <p>Hazard identification and management is ongoing. The Standard Operating Procedures document has just been completed with updated information from GNS Science and Opus studies.</p> <p>The priority road network project data has been forwarded to this office for assessment. Unfortunately this project did not cover Upper Hutt.</p> <p>Tsunami Evacuation Modelling progressing with working groups that include Police, Fire and Infrastructure at this stage. Community engagement to follow.</p>
<p><b>Kapiti Coast District Council (KCDC)</b></p> <p>KCDC is making the final adjustments to its tsunami plan (<i>Plan Manaia</i>) based on the latest mapping data received from GWRC. The public awareness programme will follow on his year, with "at risk" zones receiving information by mail drop encouraging them to plan for the possibility of a tsunami from local source.</p> <p>A lifelines initiative is also planned to reassess response and recovery priorities for the different hazards identified in the district to be developed into a formal plan.</p>
<p><b>Porirua City Council (PCC)</b></p> <p>Future hazards identified into the Porirua Development Framework Document.</p> <p>Tsunami Evacuation planning is ongoing with consultation with emergency services and other groups. There is an emphasis on safe areas.</p> <p>Harbour bathymetric survey has been completed and tidal information is being developed a report on future actions is being worked on</p>
<p><b>Masterton District Council (MDC)</b></p> <p>Tsunami awareness and evacuation route signage is currently being installed along the Masterton District coast. Tsunami standard operating procedures are currently being reviewed along with relevant information for home owners. The final stage of this project will be the installation of two tsunami Information boards (map, evacuation routes, general info) at Castlepoint and Riversdale Beach programmed for later this year.</p>
<p><b>South Wairarapa District Council (SWDC)</b></p> <p>Signage for tsunami evacuation project now being installed. Escape routes being identified and coastal watch personnel being identified. Standard operating procedures being written up for these people and meeting to be arranged. Permission being sought from landowners for evacuation areas on private land. Project 80 percent completed.</p>

## 4.2 Resource management plan reviews

<p><b>PCC</b></p> <p>Sediment fill of the harbour area is an issue under current planning</p>
<p><b>MDC</b></p> <p>Proposed Wairarapa Combined District Plan. All appeals have been resolved, except for two, and are proceeding to the Environment Court.</p>
<p><b>SWDC</b></p> <p>Some aspects of the Proposed Wairarapa Combined District Plan are under mediation and may proceed to the Environment Court. Mostly completed, with one outstanding. Once operative, will be launching into plan changes.</p>
<p><b>HVEMO</b></p> <p>Earthquake prone building project continues. District Plan updates being advertised regarding land use around river and new building code requirements.</p>

### 4.3 Business Continuity Plan (BCP) development

#### HVEMO

Hutt City Council (HCC) implemented its Crisis Management Plan and is enhancing its Service Continuity Plans for each Division. Test being undertaken in March 2010

Upper Hutt City Council (UHCC) is following suit and working on a similar format.

#### KCDC

KCDC's BCPs were reviewed as a part of the swine flu pandemic response through the middle part of this year.

#### PCC

Business continuity is now an active PCC issue, with bottom up planning being developed that will work toward an overarching crisis plan.

#### SWDC

BCPs have been reviewed. Meeting with roading engineers regarding road closures.

### 4.4 LTCCP consultation with emergency management organisations

#### HVEMO

HVEMO has input into both HCC and UHCC LTCCP process.

#### PCC

CDEM training has been incorporated into the new LTCCP. This will involve various external agencies. Funding has been confirmed and training courses will begin in December 2009.

#### SWDC

Funding for CDEM training of staff and volunteers has been incorporated in the LTCCP for this year. Preparing for 2010/11 year.

### 4.5 Asset management planning

#### PCC

Asset management profiles are being developed and logged with the asset management team

Civil Defence Centre radios are being reprogrammed and updated with a battery backup capability. Aerials are being serviced or replaced.

#### KCDC

A lifelines committee being assembled this year will as part of its role be looking at asset management planning.

#### HVEMO

Ongoing enhancements being made to both EOCs following activations and exercises.

### 4.6 Public training

#### KCDC

Emphasis is being placed on ensuring local preschools and like groups are properly prepared with emergency plans. This work included talking with both staff and parents with the emphasis on family planning and child collection.

#### GWRC

The development of the Tsunami Evacuation Zone maps has been placed on the GWRC website for public consumption.



<p><b>HVEMO</b></p> <p>The HVEMO delivers training both in-house and external to volunteers who are active in core activities and provides access for spontaneous volunteers on an ongoing basis.</p> <p>As the initial and foremost user of Readynet, HVEMO has built a strong network for implementation of readiness and response within HCC and UHCC.</p>
<p><b>PCC</b></p> <p>"Readynet" is continually being promoted to ensure common emergency plans and regular updates. A program is being prepared for a registration drive before June 2010.</p> <p>We are working with Partners Porirua to promote year 7 and 8 school students involvement in CDEM activities.</p> <p>PCC Community Development Unit and the youth are being worked to encourage wider community understanding and support in the welfare area.</p>
<p><b>MDC</b></p> <p>Disaster Awareness Week was very successful in 2009 and a similar campaign is programmed for 2010.</p> <p>Public education has also included tsunami awareness and response.</p>
<p><b>SWDC</b></p> <p>Household emergency planning information has been delivered to all rural area and urban sector to follow shortly. Training for tsunami and general evacuation procedures are in progress for appointed coastal watch personnel.</p>

**4.7 Formal agreements prepared as necessary for response and recovery**

<p><b>PCC</b></p> <p>Continue to foster the longstanding relationships with emergency services and ancillary professional volunteer groups.</p> <p>BCP planning is being profiled for work with the local chamber of commerce.</p>
<p><b>HVEMO</b></p> <p>Ongoing relationships with emergency services with agreements in place for critical issues.</p>
<p><b>SWDC</b></p> <p>Because of the number of general public available to be recruited as volunteers, informal talks are being undertaken with groups such as Lions.</p>

**4.8 Hazardous substances industry advocacy**

<p><b>HVEMO</b></p> <p>The HVEMO is working with the Department of Labour for all agencies that have hazardous substances on their premises to be registered with Readynet.</p>
<p><b>SWDC</b></p> <p>Signage for tsunami evacuation project now being installed. Escape routes being identified and coastal watch personnel being identified. Standard operating procedures being written up for these people and meeting to be arranged. Permission being sought from landowners for evacuation areas on private land. Project 80 percent completed.</p>
<p><b>PCC</b></p> <p>This is carried out by our Environmental Health Team and the PRFO</p>

## 4.9 Volunteer training

<p><b>GWRC</b></p> <p>Chris Killeen (Group Trainer) has developed a training programme for the next two years. The programme includes internal scenario based training and external presentations from agencies in the wider CDEM sector (e.g., Fire, Police, Health Boards, etc.). The programme was designed based on feedback from <i>Exercise Phoenix VI</i> (last November) and its aim is to provide volunteer staff with a better understanding of the wider sector and a holistic view of GEOC procedures and outputs.</p>
<p><b>HVEMO</b></p> <p>As detailed in section 4.6.</p>
<p><b>PCC</b></p> <p>CDEM training to NZQA standards has commenced, training is in Core Skills, Cordons, Welfare Basic, Welfare Supervisors and CIMS4. Fifty people have been trained to date, with another 50 before June 2010.</p> <p>The NZQA level CDEM training includes community volunteers. We are working with New Zealand Red Cross to develop a local response team.</p>
<p><b>KCDC</b></p> <p>The final CD Welfare Centre required by the KCDC CD Welfare Plan has been established in the Te Horo area, which completes this development work for the District. All Welfare Centre volunteers are being targeted, with extra training this year in preparation for the annual CD exercise, which will be welfare based.</p>
<p><b>SWDC</b></p> <p>Combined exercise held with Red Cross at Martinborough Welfare Centre incorporated training and general public participation.</p>

## 4.10 Professional development programmes

<p><b>HVEMO</b></p> <p>HVEMO staff are leading the development of training programmes for Planning and Intelligence and Logistics for the Group (this also incorporates Rural Fire).</p> <p>Relevant in-house and external training providers, as well as attendance at relevant seminars and conferences, are used for enhancing the professionalism of staff.</p>
<p><b>KCDC</b></p> <p>Emergency Management staff continue to attend the various training conferences and workshops available through the industry as budgets allow.</p> <p>Emphasis will continue on CIMS training for both professionals and volunteers</p>
<p><b>PCC</b></p> <p>CIMS4 training attended by 16 staff, 5 police officers and other community groups.</p> <p>Group appointees need to make more time to attend structured specific training.</p>
<p><b>MDC</b></p> <p>EOC staff participate in Group controller training and key staff receive specialist training where required.</p>
<p><b>SWDC</b></p> <p>More staff are to attend CIMS level 2 course with staff already completed this course to attend level 4</p>

## **5. Recommendations**

*That the Co-ordinating Executive Group:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

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