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

## **CDEM Group work programme progress report**

### **1. Purpose**

To update the Civil Defence Emergency Management (CDEM) Group on the progress of the CDEM Group work programmes.

### **2. Background**

Seven CDEM Group work programmes are listed in the CDEM Group Plan to be completed in the 2005/2006 year.

This report updates progress on these projects.

### **3. Discussion**

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

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

#### **3.1 CDEM Group Public Information and Media Management Plan**

##### **3.1.1 Aim**

To ensure that the Group has robust methods and relationships for providing information to the public and to the media in the lead up to, and following a major emergency event.

##### **3.1.2 Progress**

The third draft of the CDEM Group Public Information and Media Management Plan has been written. This draft was distributed to the wider liaison group for consultation at the end of April 2006.

During May 2006, the draft Plan was sent to the other CDEM Groups in New Zealand for a peer review. The feedback received was good. The draft Plan

has been completed and will be tabled at the next meeting of the CEG in October 2006.

*Project Leader:* Natalie Quirke, Greater Wellington Regional Council

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

*Project Advisors:* Jo Guard, Emergency Management Officer, Greater Wellington Regional Council  
Andrew Cutler, Strategic Communications Manager, Greater Wellington Regional Council

### **3.2 CDEM Group Welfare Management Plan**

#### **3.2.1 Aim**

To develop a plan for catering for welfare requirements during a major emergency event. This project has strong links to the Group Recovery Plan project scheduled for the 2006/2007 financial year.

#### **3.2.2 Progress**

The final draft plan was taken to the Wellington Region Welfare Advisory Group (WAG) meeting for consultation on 21 March 2006. The WAG made a few minor amendments and then approved/adopted the plan at this meeting. The Welfare Plan will be taken to the next CEG meeting to be approved.

A Welfare Manager for the Group will be required, but is yet to be appointed. A paper will be presented to the CEG on this subject at the next CEG meeting in October 2006.

*Project Leader:* Jo Guard, Greater Wellington Regional Council

The Working Group is made up of representatives from the following Territorial Authorities and agencies:

Carterton District Council	Housing New Zealand Corporation
Hutt City Council	Child Youth and Family Services
Kapiti Coast District Council	Capital & Coast District Health Board
Masterton District Council	Hutt Valley District Health Board
Porirua City Council	Wairarapa District Health Board
South Wairarapa District Council	Regional Public Health
Upper Hutt City Council	Ministry of Education
Wellington City Council	Inland Revenue
Greater Wellington Regional Council	The Salvation Army
Wellington Region Civil Defence Emergency Management Group	NZ Red Cross

Ministry of Social Development (MSD)	Victim Support Work and Income
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### **3.3 Review of Standard Operating Procedures**

#### **3.3.1 Aim**

To review Territorial Authorities' standard operating procedures to ensure they are in line with the CDEM Group Plan.

#### **3.3.2 Progress**

All Territorial Authorities have updated their Standard Operating Procedures. The Group Office has received copies of Standard Operating Procedures from all Councils.

Following Exercise Phoenix IV in November 2005, the Group Office elected to further update its Standard Operating Procedures. This work was completed before 30 June 2006.

### **3.4 Clarification of CDEM Group role in Public Health Hazards**

#### **3.4.1 Aim**

To ensure that the Group understands exactly what role the CDEM Group will play in public health hazards and to identify what is expected of the Group in these types of emergency events.

#### **3.4.2 Progress**

The current 'Avian Flu Pandemic' planning has coincided nicely with this work programme. The Group Office is using this example to clarify the CDEM role in public health hazards generally.

There has been much debate over the role that Civil Defence will have in such an event. However, it is now clear that CDEM Groups (through their Group Emergency Operations Centres) will provide support in managing such an event. The health authorities will be the lead agency for any public health hazard.

When such an event requires civil defence emergency management input (e.g. welfare arrangements, logistics support, media management, etc.) the Group EOC will work alongside the health sector to provide the required services through its own mechanisms.

Extensive work has been undertaken at Territorial Authority and Group level on this issue over the last six months. Some examples of the planning that has taken place are listed below:

- The Inter-Agency Liaison Committee (comprising members from Police, Fire, Health, Defence and the CDEM Group Office) met in October and

November 2005 to share information and ensure a consistent approach to pandemic planning.

- The Group has been involved (as an observer) in Hutt Valley District Health Board's 'Operation Spandex' pandemic influenza tabletop exercise.
- Jo Guard represented the CDEM Group at the Ministry of Civil Defence and Emergency Management's Pandemic Influenza workshop in November 2005. Subsequent to this workshop, she volunteered to be on the working group to develop a New Zealand Local Authority and CDEM Group Pandemic Planning Guide. This Guide was distributed in conjunction with Local Government New Zealand and the Ministry of Civil Defence and Emergency Management in late April 2006. This Guide will be a very important planning tool for Councils to use in preparing for a pandemic.
- Pandemic Planning is now a standing agenda item on the Emergency Management Officers' meetings held every six weeks. Information is actively shared across the Territorial Authorities via the Group Office in between meetings.
- Pandemic Planning is being raised at each Emergency Services Co-ordinating Committee so relationships are being strengthened at the local level across the agencies.
- A Health Co-ordinating Executive Group (CEG) was established at the CEG meeting on 3 April 2006. The meetings are chaired by Health, and involve the Chief Executives from the District Health Boards, and representatives from Regional Public Health, all Territorial Authorities, the CDEM Group Office (including the Group Controller and Emergency Management Officer). The first meetings of the Health CEG were held on 3 May 2006 and 7 June 2006 respectively.

*Project Leader:* Jo Guard, Greater Wellington Regional Council

### **3.5 Lifelines communications system implementation**

#### **3.5.1 Aim**

To implement a communications system to be used by lifelines in emergency events.

#### **3.5.2 Background**

Increasing demand for data transmission during the management of emergencies has made it evident that new technology needs to be applied as soon as possible to cope with this requirement. Most of the role-players in emergency management have good communication systems but they are not interoperable (cannot talk to each other).

In 2003, Greater Wellington Regional Council commissioned Consultel, a communications consultancy, to carry out an emergency communications

system review to identify a suitable emergency communications system for the Region. The recommended option was the iP-Star 400 satellite system. The initial launch of the satellite was planned to take place in June 2004 but for various reasons the launch was delayed until September 2005.

In the months leading up to the launch of the iP-Star satellite Greater Wellington was negotiating with several service providers in setting the right parameters and deciding on locations and specific hardware (satellite dishes, modems, etc.).

During these negotiations, they discovered that the operating costs for the recommended iP-Star 400 satellite system would be too costly. Greater Wellington then started to investigate other non-satellite systems (mainly wireless broadband) but they also turned out to be too expensive.

During the same time the Wellington and Auckland Lifeline Engineering Groups carried out a combined study on emergency communications to be used between utility services and local and Group EOCs during emergencies. Their study recommended that utility services provide at least three means of communication of which at least one to be satellite based.

### 3.5.3 Progress

The Lifeline Utility services have accepted the recommendations based on the premises that it needs to be fully compatible with the CDEM system. This would make the Lifelines system inter-operable with the regional system. Greater Wellington and the Group Office agrees.

Lifeline utility services have indicated that they are now waiting for CDEM to get a system up and running before they will make arrangements to link into it.

The Ministry of Civil Defence Emergency Management is presently also carrying out a study on emergency communications. This study may impact on this work programme.

Further work will be required to complete this work programme.

*Project Leader:* Dave Brunson, Kestrel Group

## 3.6 Development of a joint agency training and exercise schedule

### 3.6.1 Aim

To establish and maintain a schedule of training and exercise dates for distribution throughout the CDEM Group partners/agencies.

### 3.6.2 Progress

An interim system has been used to advise partners/agencies of training and exercise dates during the year.

The Ministry of Civil Defence and Emergency Management is now putting together a national training register that the Group Office can feed training information into. In addition, the Ministry has also developed a national exercise calendar.

The Fire Service was responsible for developing a joint agency training and exercise schedule, but this will also now be incorporated into the national training register.

The training register and exercise calendar will satisfy the requirements of this work programme.

### 3.6.3 Joint Exercises

The Department of Prime Minister and Cabinet has approved a number of major civil defence emergency management exercises that took place during the first part of this year.

The Wellington Region CDEM Group participated in the following exercises:

<p><b>Exercise Hard Rock</b> 3 and 4 May 2006 National Oil spill exercise (Tier 3).</p>	<p>The Greater Wellington Harbours department was leading this exercise.</p> <p>The Group activated the Group Emergency Operations Centre (as the 'Incident Command Centre' for oil spill management). Council emergency management and volunteer staff were deployed to assist/manage in the areas of planning and intelligence, logistics, operations, media and communications.</p>
<p><b>Exercise Guardian</b> 9 and 10 May 2006 National Terrorist Exercise</p>	<p>Initial information on the exercise scenario and objectives was classified.</p> <p>However, this tabletop exercise was aiming to build knowledge and skill capacity within the New Zealand Police and other agencies (including CDEM Groups) who would be involved in responding to terrorist emergencies by practicing the crisis management arrangements of the National Counter Terrorism Plan.</p> <p>The Group Emergency Operations Centre (Group EOC) was activated under the control of the Group Controller.</p> <p>A practical terrorist exercise stretching over several days is planned to take place in the first half of 2007.</p>

<p><b>Exercise Pacific Wave</b></p> <p>17 May</p> <p>International Tsunami exercise</p>	<p>Twenty-nine countries participated in this exercise.</p> <p>The exercise scenario was based on a single distant source tsunami. The nature, scale and consequences was not known until an epicentre was stated on the day and scientific analysis/advice was received.</p> <p>More than thirty different organisations in New Zealand participated in this exercise, including all the CDEM Groups. Each CDEM Group received the appropriate warning, activated its Group Emergency Operations Centre, interacted with the National Crisis Management Centre, considered/assessed all information available, decided on activating local warning systems, and considered and decided on local response actions (local emergency operations centres and tsunami response plans activation).</p> <p>Note: A National Tsunami report was released in December 2005 which revealed the Wellington Region as having the second highest risk (just behind Gisborne) to tsunami in New Zealand.</p> <p>The Hazard and Risk Analysis for the CDEM Group Plan done in December 2003 ranked a locally generated tsunami as 6<sup>th</sup> and a distant source tsunami as 13<sup>th</sup> on the Plan's list of hazards.</p> <p>This exercise again provided the Group with the opportunity to test its capabilities and capacities under a more severe scenario.</p>
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### **3.7 CDEM Group Reconnaissance Plan developed and tested**

#### **3.7.1 Aim**

To develop and test a Group Reconnaissance Plan.

#### **3.7.2 Progress**

A substantial amount of work has been carried out on this work programme.

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

Regional reconnaissance focuses on assets and locations of regional significance and is not replacing local reconnaissance. Examples of facilities that are part of the reconnaissance plan are those essential for water supply, access, urban search and rescue, lifelines restoration, medical treatment and emergency response. The information gathered during regional reconnaissance will be distributed to the Territorial Authorities, National Crisis Management Centre and lifelines organisations. The draft plan covers both aerial and ground based reconnaissance.

The draft plan defines reconnaissance routes and specific sites of interest. For each of these sites a description of what to look for during reconnaissance is developed. For example, when a road is being assessed the things to look for may be physical damage (e.g. cracking/slumping), blockages (e.g. slips over the road), or whether people are trapped and in need of rescue. Part of the plan makes provision for the transfer of key emergency personnel within the region because transport is likely to be by air and use the same resources required for reconnaissance. In addition, reconnaissance can be carried out on these routes while transferring personnel.

The Group still needs to do some work on:

- Documenting pre-event information about the reconnaissance sites (especially aerial photography of specific sites, maps, what to look for, a matrix suitable to carry in an aircraft while flying the route, etc.)
- Establishing reconnaissance protocols that will link with Transit's reconnaissance plan and Territorial Authority plans.
- Establishing protocols for the use of field staff for regional inputs (e.g. Greater Wellington parks field staff, staff coming into an Emergency Operations Centre (EOC)).
- Making arrangements with aircraft providers.
- Making arrangements (including flight routes) for the transport of key personnel within the region while reconnaissance is carried out on these flights.
- *Project Leaders:* Rian van Schalkwyk, Greater Wellington Regional Council and Marshall Hyland, Porirua City Council

## **4. Other work programmes**

### **4.1 Sewage Disposal**

#### **4.1.1 Aim**

The CEG requested that a Sewage Disposal Plan be scoped and developed for the region. This project is not outlined in the Work Programmes named in the Plan, but is being carried out in the 2005/2006 financial year.

#### **4.1.2 Progress**

This project has been set up in two stages, as follows:

- Stage 1 – Identifying all the planning issues associated with the disposal of sewage during a disaster, and mapping out the actual disposal process. This includes establishing the specific preparatory measures that territorial authorities (wastewater asset managers and emergency managers) will need to implement prior to an event.
- Stage 2 – focusing on the key messages (pre-event and post-event) to be communicated to the community via stakeholder organisations.

The project is nearing the end of Stage 1, and the working group should be able to complete the second stage before the end of this calendar year as planned. The Stage 1 working group comprises a mix of wastewater asset managers, emergency managers, Greater Wellington environmental management personnel, Health Protection Officers and a waste management contractor, and has met on three occasions.

The problem is being looked at under the sequential stages of (i) household/facility collection and initial storage, (ii) collection from households/ facilities and (iii) disposal by Territorial Authorities/contractors. Discussions to date have highlighted the complexity of this issue, and the importance of integrating disaster sewage planning with the associated issue of the removal and disposal of spoiled food from domestic and commercial premises.

*Project Leader:* Dave Brundson, Kestrel Group

*Project Team:* Derek Theobald, South Wairarapa District Council  
Graeme Burnett, Masterton District Council  
Don McGuire, Kapiti Coast District Council  
Nwe Nwe Nyo, Upper Hutt City Council  
Maria Archer, Wellington City Council  
Rian van Schalkwyk, Greater Wellington Regional Council  
Jo Guard, Greater Wellington Regional Council  
Steven Bokkenink, Regional Public Health  
Chris Edmonds, Regional Public Health

## 5. Ongoing CDEM Group activities

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

Note: No information was supplied from Carterton District Council as the part-time Emergency Management Officer was fully engaged in other duties during the preparation of this report.

### 5.1 Local hazard analysis

Wellington City Council	Nothing to report.
Hutt City Council	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Upper Hutt City Council	The scope of local hazards has been expanded to include pandemic events.
Kapiti Coast District Council	A tsunami response plan for the coastal areas of the District has been developed in consultation with the Emergency Services and Council Operations
Porirua City Council	Local hazards have been identified along with response capabilities.
Carterton District Council	No information supplied.
Masterton District Council	The Group Plan has identified the hazards and ranked these hazards within the Wellington Region. A workshop on the 19 July 2005 reviewed these hazards in relation to each of the Territorial Authorities within the Wairarapa. These hazards have been ranked as they pertain to each of the Wairarapa Territorial Authorities.
South Wairarapa District Council	A local hazard analysis has been done for all three towns/rural areas in the South Wairarapa district and is being constantly updated.
Greater Wellington	<p>Greater Wellington has reviewed both regional and local hazard information as part of the 2005 State of the Environment Report and the current Regional Policy Statement review processes. (This review is scheduled in the work program for 06/07 but needed to be done beforehand as part of these processes.) We are now developing a Hazard research strategy for 2006/07 to 2010/11 (note: this only covers natural hazards).</p> <p>Greater Wellington generally holds good regional-scale information, obtained over the last 15 years. The focus for the next five years will be on:</p> <ul style="list-style-type: none"> <li>• updating some existing regional-scale data information (e.g.</li> </ul>

	<p>damage data for Wellington Fault earthquake scenario, earthquake hazard maps)</p> <ul style="list-style-type: none"> <li>• obtaining new regional-scale information (e.g. tsunami modelling, research into the potential for and consequences of subduction zone earthquakes)</li> <li>• obtaining quantitative risk data (e.g. who and what is at risk from certain scenarios - coastal erosion, tsunami, etc)</li> <li>• cost-sharing with Territorial Authorities on local hazard projects (e.g. landslide research, active fault mapping).</li> </ul> <p>There is a definite need for better liaison between Greater Wellington and Territorial Authorities in determining hazard research priorities, especially under the new CDEM arrangements. Development of the Greater Wellington hazard research strategy will involve discussion with both emergency management officers and planners at Territorial Authorities, along with lifelines groups, which will take place over the next three months. The Greater Wellington hazard research strategy will be finalised by June 2006.</p> <p>While local hazard analysis is primarily the responsibility of the Territorial Authorities, local hazard projects should also be determined in liaison with Greater Wellington and it is possible that some projects will be jointly funded by Greater Wellington and Territorial Authorities.</p>
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## 5.2 Resource management plan reviews

Wellington City Council	Nothing to report.
Hutt City Council	Resource management plan reviews are ongoing in consultation within Hutt City Council.
Upper Hutt City Council	Upper Hutt City Council plans to review this when they overhaul their Standard Operating Procedures.
Kapiti Coast District Council	Nothing to report.
Porirua City Council	The next review of the Porirua City District Plan is 2009. There will be a focus on hazards in this review and a series of hazard risk studies will feed into this review, such as storm-water flooding and slope stability which are showing higher risk from severe rain dump events that may be a factor of changing weather patterns
Carterton District Council	No information supplied.
Masterton	Reviews of Resource Management Plans will be incorporated with

District Council	the development of the Wairarapa District Plan currently under way.
South Wairarapa District Council	A combined District Plan is being developed with Carterton and Masterton and will be going out for consultation in approximately six weeks time.
Greater Wellington	Greater Wellington is in the process of the 10 yearly review of the Regional Policy Statement (RPS) required under the Resource Management Act (RMA).  Greater Wellington contributed by putting in more directive reduction policies into the RPS (note: this only covers natural hazards).

### 5.3 Business Continuity Plan development

Wellington City Council	Wellington City Council has in place an active Business Continuity Plan procedure, which incorporates all business units throughout the council. Business unit plans are reviewed and monitored annually by an independent contractor to ensure best practice is put into place.
Hutt City Council	Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Upper Hutt City Council	The pandemic plan has been approved by Council, and is transportable to any infectious disease scenario (and to a large degree many other scenarios that would affect council operations). Upper Hutt City Council is waiting on Central Government guidelines to complete details.
Kapiti Coast District Council	A Pandemic Business Continuity Plan was developed for Council and approved on 30 April 2006.
Porirua City Council	Business Continuity Plan development is focused on handling expected staff shortages during a pandemic. Crisis management plans are also being reviewed.
Carterton District Council	No information supplied.
Masterton District Council	Business Continuance Plans continue to be developed, 'Roading and Transportation', and the 'Pandemic Threat' are currently under development. Post Earthquake Building Inspection has been completed.
South Wairarapa District Council	The IT department are making vast improvements in Council communications back-up. Other departments are starting to work on continuity actions.

Greater Wellington	Greater Wellington is enhancing its Business Continuity Plan to include planning for pandemic influenza. Areas of particular focus are coping with staff shortages, IT processes, and staff welfare issues.
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#### 5.4 LTCCP consultation with emergency management organisations

Wellington City Council	Nothing to report.
Hutt City Council	Hutt City Council works with NZ Police and NZ Fire Service in a consultative process in LTCCP planning.
Upper Hutt City Council	As part of the LTCCP process, all affected parties and key stake holders were consulted. There is only one LTCCP project which is currently under review.
Kapiti Coast District Council	Nothing to report
Porirua City Council	LTCCP involvement with local emergency services has been through the city Emergency Services Coordinating Committee.
Carterton District Council	No information supplied.
Masterton District Council	This process is on target and has tended to dominate much of the planning process in recent months.
South Wairarapa District Council	Consultation under way with all three Community Boards (Greytown, Featherston and Martinborough).
Greater Wellington	Greater Wellington works with emergency management agencies and key stakeholders as part of the LTCCP planning process.

#### 5.5 Asset management planning

Wellington City Council	This is being undertaken by the Asset Management department working with the relevant business units within Council such as infrastructure, and water and drainage.
Hutt City Council	The Emergency Management team works with Hutt City Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Upper Hutt City Council	Upper Hutt City Council have a programme in place where asset management is continually under review.
Kapiti Coast District Council	This is being conducted in accordance with internal Council planning.

Porirua City Council	The asset management planning focus is on updating water emergency distribution plans, and though a regional task team developing capacity for emergency arrangements for sewage collection / disposal after a major earthquake.
Carterton District Council	No information supplied.
Masterton District Council	Asset Management Planning is incorporated within the LTCCP programme currently under development.
South Wairarapa District Council	Nothing to report.
Greater Wellington	<p>Greater Wellington takes a risk minimisation approach and has funded a series of seismic strengthening and damage minimisation works over the last few years.</p> <p>Two major projects currently nearing completion are designed to reduce the risk of earthquake damage.</p> <p>A new section of trunk main is being installed at Haywards to replace a section that is particularly vulnerable to earthquake damage. Forecasted cost \$2.6M.</p> <p>A new pumping station is being constructed at Karori because the existing one located immediately downstream of the Lower Karori Dam is very close to the Wellington fault and is vulnerable to damage from fault movement and/or failure of the dam. Forecasted cost \$2.8M.</p>

## 5.6 Public training

Wellington City Council	<p>The Wellington Emergency Management Office (WEMO) has an active programme in place that targets businesses and schools to promote preparedness and hazard awareness in Wellington city. This is backed up with presentations to community groups and stalls at local community events along with providing a Community Emergency Response Training (CERT) evening within different suburbs.</p> <p>Publications are distributed within the city in numerous ways. Several organisations (both Government and private) have approached WEMO to present and facilitate workshops on preparedness and event scenarios.</p>
Hutt City Council	There is a constant demand for services within community - resources are under pressure from current demand.
Upper Hutt City Council	Upper Hutt City Council do not have a formal public training programme at this stage but work on a "on demand" system.
Kapiti Coast District Council	Kapiti Coast District Council is concentrating on Civil Defence Emergency Management awareness with local schools.
Porirua City	Public training continues with an increasing focus on members of

Council	<p>households increasing their capacity to look after themselves and neighbours during a major emergency (per pandemic preparations).</p> <p>An online emergency communities programme is being developed with Online Communities Trust. This has a lot of potential to penetrate directly into households with risk and readiness information and serve as a platform for increased neighbour and Civil Defence Centre support from residents.</p>
Carterton District Council	No information supplied.
Masterton District Council	An ongoing public awareness and education training programme(s) continues.
South Wairarapa District Council	<p>A primary school education programme has been started and is 60% complete. Its main focus is:</p> <ul style="list-style-type: none"> <li>• What is civil defence emergency management?</li> <li>• What is the purpose of civil defence?</li> <li>• How does civil defence work?</li> <li>• Local emergency events that could occur</li> <li>• What to do if an emergency is declared</li> <li>• How to prepare for an emergency</li> <li>• Displays have also been prepared at the three town libraries (Greytown, Featherston and Martinborough) along with a display on civil defence communications in Greater Wellington's caravan.</li> </ul>
Greater Wellington	<p>A degree of public training continues with requests from schools, conference organisers and business groups requesting speakers on emergency management topics. Resources are under pressure from demand.</p> <p>Printed material such as the hazard fact sheets, Are you Prepared? booklets, household emergency plans and the like are distributed to a wide variety of groups. The CDEM Group website is promoted at every opportunity to encourage the public to learn about their hazards and emergency preparedness on-line.</p>

## 5.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council	Nothing to report.
Hutt City Council	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.

Upper Hutt City Council	Formal agreements are prepared as necessary for response and recovery. Under response, Upper Hutt City Council has an agreement with Police and Fire whereby emergency management will provide co-ordination and leadership at major events. The Council also has agreements with the NZ Fire service that cover rural fire operations.
Kapiti Coast District Council	None entered into for this period.
Porirua City Council	Local pre-event agreements are being updated and the new paramedic classes at the polytechnic have been engaged with first day arrangements during the major earthquake.  The CYFS agreement is being updated.  When the paid Fire Service staff based at Porirua Station finish their USAR Cat 1A training a workshop with local emergency services and local contractors will update assembly and USAR management during the major earthquake.
Carterton District Council	No information supplied.
Masterton District Council	The Emergency Management Office has, and is continuing, to enter pre event arrangements with agencies that have a role and responsibility during the Response and Recovery phases.
South Wairarapa District Council	Nothing to report.
Greater Wellington	Formal agreements are in place with other CDEM Groups, communications providers and fuel companies.

## 5.8 Hazardous substances industry advocacy

Wellington City Council	This role is performed by a designated department within Wellington City Council. Up-skilling currently takes place when there are changes to the HAZNO Act.
Hutt City Council	The Emergency Management team liaises with NZ Fire Service and attends the Hazardous Substances Technical Liaison Committee meetings.
Upper Hutt City Council	Upper Hutt City Council's hazardous substances operation has been contracted to Hutt City Council.
Kapiti Coast District Council	This work is ongoing, particularly in the Rural Fire field. This is also incorporated into the local Emergency Services Co-ordinating Committee where any issues are addressed.
Porirua City Council	Local liaison continues with the local OSH worksites contractor. Shortly, the schedule of high risk hazardous substances sites that will require inspection in a major earthquake will be updated.

Carterton District Council	No information supplied.
Masterton District Council	Hazard Substances Technological Liaison Committee is an adjunct to the Emergency Services Co-ordinating Committee. Issues that arise will be addressed as required.
South Wairarapa District Council	Nothing to report.
Greater Wellington	Work has been done on the transportation and storage of petroleum products. Greater Wellington is also an active member of the Hazardous Substances Technical Liaison Committee.

## 5.9 Volunteer training

Wellington City Council	<p>Volunteer training recommenced in February, with a training calendar distributed to the volunteers, which includes induction courses, civil defence and welfare training throughout the year.</p> <p>To date each course has been successfully received with good attendance by the volunteers. Training is based on trainer the trainer, and this is now encouraging each civil defence centre to actively train their own volunteers.</p>
Hutt City Council	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand
Upper Hutt City Council	<p>Upper Hutt City Council has no formal volunteer training programme for emergency management at this stage. They work on a system where they concentrate their efforts on one key area at a time, (currently the key area is welfare).</p> <p>UHCC have an active NZQA unit-based training programme for volunteer rural fire fighters.</p>
Kapiti Coast District Council	Training of Civil Defence Welfare Centre volunteers in the four major communities is conducted regularly and is ongoing.
Porirua City Council	Volunteer training continues with civil defence centre and welfare teams and a bid has been made for funding a training contractor.
Carterton District Council	No information supplied.
Masterton District Council	Volunteer Training continues to engage those who wish to gain CDEM NZQA qualifications within the RAPID programme through LGITO. Those who do not wish to have qualifications will still have received training in Response and Recovery phases.
South Wairarapa District Council	South Wairarapa District Council has started using the Rapid Training Programme. A meeting with the volunteers is planned for the near future to introduce them to the modules.

Greater Wellington	<p>The Emergency Management team has drafted a Recruitment, Training and Retention strategy for emergency management volunteers. This document outlines a formal training structure for the remainder of the 2005/2006 financial year and beyond.</p> <p>The Ministry of Civil Defence and Emergency Management 'RAPID' programme was made available to all emergency management volunteers and staff.</p> <p>Training has commenced and the volunteers will be exposed to a number of exercises throughout the year to consolidate learning outcomes.</p>
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## 5.10 Professional development programmes

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

Wellington City Council	This is part of Wellington City Council's performance appraisal reviews, done on a yearly basis and is encouraged by Senior Management.
Hutt City Council	Professional development programmes and courses are attended by Hutt City Council CDEM staff where appropriate.
Upper Hutt City Council	Upper Hutt City Council has an active professional development programme with the alternate controller who has completed the CIMS 4 module.
Kapiti Coast District Council	Ongoing EOC and Civil Defence Post staff training conducted in accordance with Council staff training programme. A major local exercise was conducted on 8 March 2006
Porirua City Council	Professional development continues mostly through technical knowledge updating through seminars and networking with consultants involved with emergency management work.
Carterton District Council	No information supplied.
Masterton District Council	Specialist staff continues to receive training.
South Wairarapa District Council	No information supplied.

Greater Wellington	<p>Professional development continues through the attendance of seminars and conferences and training courses, along with participation in various work programmes and exercises.</p> <p>Group Controllers and alternates attended a Controllers workshop in October 2005. The Group Recovery Managers attended a Recovery Manager's workshop in late 2005.</p> <p>The Ministry of Civil Defence and Emergency Management 'RAPID' programme was made available to emergency management staff and volunteers to enhance professional development opportunities.</p>
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## 6. Recommendation

*It is recommended that the CDEM Group:*

1. ***Receive the report; and***
2. ***Note the contents.***

Report prepared by:

**Dr Roger Blakeley**  
Chairperson, Co-ordinating Executive Group