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

### **1. Purpose**

To update the Co-ordinating Executive Group on the progress of the CDEM Group work programmes.

### **2. Background**

Five CDEM Group work programmes were listed in the CDEM Group Plan and were due for completion in the 2006/07 year.

Work on the five CDEM Group work programmes which are due to be completed in the 2007/08 year has now commenced.

This report updates progress on these projects.

### **3. Discussion**

Progress on five work programmes for the 2006/07 year and the five work programmes for the 2007/08 year are outlined below.

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 Recovery Plan**

##### **3.1.1 Aim**

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

##### **3.1.2 Progress**

Work is continuing on a draft CDEM Group Recovery Plan with the assistance of all local Authority CDEM Officers.

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

Resources have limited progress on this project. The CDEM Group Recovery Plan will be completed by June 2008.

*Project Leader:* Craig Hamilton, Emergency Management Officer, Greater Wellington Regional Council

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

### **3.2 Hazard information review**

#### **3.2.1 Aim**

To ensure that updated and relevant information about all hazards are available, current, accessible and communicated to all audiences in a way that enables informed decision making.

#### **3.2.2 Progress**

Several meetings and workshops have been planned for the next few months to address the hazard information review project.

Meetings have been held with the relevant role-players including the Institute of Geological Nuclear Sciences.

*Project Leader:* Iain Dawe, Hazards Analyst, Greater Wellington Regional Council

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

### **3.3 CDEM Group Reconnaissance Plan review and testing**

#### **3.3.1 Aim**

To review and test the Group Reconnaissance Plan.

#### **3.3.2 Progress**

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

During Exercise Capital Quake (14 and November 2006) it became apparent that several other organisations (e.g. Transit New Zealand) were also doing

reconnaissance work for the same areas that our Group Reconnaissance Plan covered. We are meeting with these organisations to work out exactly who will play what role to avoid duplication. The draft Plan will be amended accordingly.

We are also planning to take part in an exercise that will be run by Transit in late November to test these new arrangements and amendments to the group plan.

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

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

### **3.4 Debris disposal arrangements**

#### **3.4.1 Aim**

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

#### **3.4.2 Progress**

The programme is being carried out by the Institute of Geological and Nuclear Sciences (GNS). Emergency management staff and resource management planners have attended workshops.

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

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

### **3.5 Rural fire management alignment**

#### **3.5.1 Aim**

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

#### **3.5.2 Progress**

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

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

### **3.6 CDEM Group Public Education Strategy**

#### 3.6.1 Aim

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

#### 3.6.2 Progress

The draft National Public Education Strategy has been reviewed and a National Programme will be developed in the next few months. The Group Public Education Strategy will be aligned to both the National Strategy and the National Programme. We are currently consulting with local authorities to identify current initiatives and future directions of the Group. We have also completed the community preparedness survey 2007 which will be used as a pre-measure of the Group Public Education Strategy's effectiveness.

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

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

### **3.7 Audible warning systems review**

#### 3.7.1 Aim

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

#### 3.7.2 Progress

A National Working Group has been formed in April 2007. Our CDEM Group is represented by Adrian Glen from Wellington City Council.

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

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

### **3.8 Watercourse review and mitigation programme development**

#### 3.8.1 Aim

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

#### 3.8.2 Progress

This project has not been started yet.

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

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

### **3.9 Tsunami evacuation planning**

#### **3.9.1 Aim**

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

#### **3.9.2 Progress**

A working group has been formed comprising of members from Greater Wellington, Hutt City, Wellington City, Kapiti Coast and Wairarapa. This group is meeting on a monthly basis. A reference document has been prepared and is now being used for developing the Plan.

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

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

### **3.10 Audit of EOCs**

#### **3.10.1 Aim**

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

#### **3.10.2 Progress**

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

*Project Leaders:* David Coetzee, MCDEM development.

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

### 3.11 Disposal of sewage during a disaster

#### 3.11.1 Aim

The project was initially set up in 2005 by the Wellington Region CDEM Group to develop the strategy and specific arrangements around the disposal of sewage during and subsequent to a major disaster. Sanitation is one of the six critical needs identified by the CDEM Group.

A Steering Group featuring representatives from all the Group's territorial authorities, the CDEM Group Office and Regional Public Health was established. A Working Group drawn from the wider Steering Group met on a regular basis to work through the issues.

In August 2006 a report was presented to the CEG outlining the findings and recommendations of the Working Group for a proposed work programme, which was subsequently approved by the CEG.

The key elements of the work programme include the following:

- i. Clarify post-earthquake roles and responsibilities between Asset Managers, Emergency Managers and contractors (as applicable)  
*Output: A generic response plan indicating the types of key activities to be undertaken by the main players*
- ii. Develop the containerisation, collection and disposal strategy and logistics for mass assembly/ critical facilities (possibly using one specific facility as a pilot)  
*Output: Logistics plan covering each of the containerisation, collection and disposal elements*
- iii. Develop the information strategy and framework  
*Output: Information Strategy and content developed to the level of detail where printing of some elements can be undertaken (including a Fact Sheet)*

#### 3.11.2 Progress

An initial meeting in August identified the key contacts within the vulnerable communities for mass assembly to establish a working group to progress elements (ii) and (iii) of the work programme.

The Working Group consists of the Chair of Hotel Council for Wellington, and representatives from Capacity, Regional Public Health, Wellington Emergency Management Office, Greater Wellington Regional Council and Kestrel Group.

The focus will be based on the containment of sewage for mass assembly facilities such as:

- Hotels
- Apartments

- Hostels
- Hospitals
- Retirement homes/residential care facilities

The group is currently investigating past experiences from areas such as Kobe and Indonesia, to identify the best options available for containment. Once this has been agreed upon, the next strategy will be to focus on the education and it is currently proposed to run a series of presentations along with supporting material.

Discussions will be held with the relevant parties to agree on practical solutions for the collection and disposal of sewage, once an option for containment is identified.

*Project Leaders:* Sandra Pedersen, Kestrel Group.

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

#### 4. Ongoing CDEM Group activities

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

##### 4.1 Local hazard analysis

Wellington City Council	Following the detailed work on the realignment of the fault line hazard area in the District Plan and the amendment of the rules covering development in this area (District Plan Change 22, adopted 2004) ongoing consideration is being given to how other hazard issues might be addressed. Landslip and tsunami hazards are not dealt with at present. Currently, work is proceeding on the review of the earthworks rules which are relevant to the landslip hazard on steep hillsides in the city. The main driver for future work is likely to come from directives under the Regional Policy Statement (currently being prepared). 07/08 draft annual plan has funding for a Wellington City civil defence/tsunami warning system.
Hutt Valley	Local hazard analysis is ongoing and included in the Hutt City Council Standard Operating Procedures.
Kapiti Coast District Council	The KCDC EMO is fully involved with the current work on the Group tsunami evacuation plan being developed at present. The KCDC Tsunami evacuation plan will be modified to suit the Group plan once completed. KCDC is working with GWRC on flood mitigation issues on the north side of Otaki to develop a local residents warning and response procedure.
Porirua City Council	Work is being done for a local source tsunami and this will require collaboration with adjacent councils.  Ongoing maintenance work is the major focus of capacity

	<p>requirements.</p> <p>Several local response plans are being updated.</p> <p>Work proceeding on the local disaster recovery plan.</p>
Carterton District Council	<p>Local hazards analysis has been carried out by Wairarapa Engineering Lifelines Association (WELA).which is ongoing; the Group Plan has identified the hazards and ranked them</p>
Masterton District Council	<p>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.</p>
South Wairarapa District Council	<p>Hazard analysis for the District is in progress in line with the Group Plan. Coastal watch personnel have been identified and contact details handed out to all coastal residents.</p>
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. In addition, the "Hazard and Risk Analysis for the Wellington Region CDEM Group Plan" has recently been updated.</p> <p>A natural hazard research strategy for 2006/07 to 2010/11 was finalised in May 2006. This strategy is based on the above review of existing information along with future territorial authority projects, CDEM Group activities and current crown research institute research. The focus of the hazard research for the next five years is on:</p> <ul style="list-style-type: none"> <li>• updating some existing regional-scale data information (e.g. damage data for Wellington Fault earthquake scenario, earthquake hazard maps)</li> <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><b>It's Our Fault Project</b></p> <p>Greater Wellington is contributing to the recently started "It's our fault" project (IOF). The IOF project is an ongoing 5 year research programme. Through the hazards budget Greater Wellington has contributed money to conduct a related investigation on the Ohariu Fault. Recently, trenching work was carried out to look at past rupture events on the fault. The data collected from this work is currently being analysed and will contribute to the IOF project.</p>



	<p><b>Tararua Segment &amp; Wairarapa Study</b></p> <p>In conjunction with the Civil Defence and Emergency Management Group, Greater Wellington is looking to provide more funds for the IOF project. One aspect of this work is that it will provide better information about rupture histories in the Wairarapa and a plan is in place to collaborate with the Wairarapa Engineering Lifelines Association and GNS to produce a report on the effects to communities of a large earthquake in the Wairarapa. This will involve a specific study on the Taurua section of the Wellington fault that runs through the Wairarapa.</p> <p><b>Wellington Harbour Survey</b></p> <p>In conjunction with the Department of Conservation and NIWA, GW is a partner a survey of the Wellington Harbour seafloor. The project will involve a complete side scan sonar survey of the harbour to a resolution of less than one meter. This will provide detailed information on the bathymetry and sediments of the harbour seafloor. The survey will provide important data for examining coastal issues, such as sediment transport and erosion, storm surge and tsunami.</p> <p><b>Storm-surge modelling project</b></p> <p>The information collected in the Wellington Harbour survey will feed into a storm-surge and tsunami modelling project that will be operated over 2 years. Phase I of the project is set to commence this year and will involve modelling the effects of a 1:100 year storm-surge event on the Wellington coast. A GIS digital bathymetry and terrestrial elevation model will be developed and onto this extreme water levels and storm surge elevations will be modelled. Phase II of the project will look to extend this analysis to the entire Greater Wellington coastline - taking in Kapiti Coast, Porirua and populated areas of the Wairarapa coast. Depending on progress, phase II may commence in early 2008.</p>
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#### 4.2 Resource management plan reviews

Wellington City Council	The Wellington City Council is conducting a rolling review of the Operative District Plan and the work programme provides for no specific hazards work at least until 2009. The District Plan is due for a formal review under the RMA commencing in 2010. At this stage any directives under the Regional Policy Statement will have to be considered.
Hutt Valley	Resource management plan reviews are ongoing in consultation within Hutt City Council.
Kapiti Coast District Council	Resource management is under constant review as required by the LTCCP and GWRC.
Porirua City Council	The next review of the Porirua City District Plan is 2009. There will be a focus on hazards in this review and a series of hazard risk studies will feed into this review, such as storm-water flooding and

	slope stability which are showing higher risk from severe rain dump events that may be a factor of changing weather patterns.
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management. Hearings are presently being held
Carterton District Council	New Wairarapa District Plan just released reviewing Resource Management.
South Wairarapa District Council	The Combined District Plan submissions have now closed and hearings on submissions are being held in July/August. The three Councils will then release a final decision on the plan but this could be subject to appeal in the Environment Court.
Greater Wellington	<p>Greater Wellington and the is in the process of writing the second generation Regional Policy Statement (RPS). Regional Councils are required under the Resource Management Act to undertake this review every 10 years. The natural hazards section was evaluated in early 2006. Draft provisions were finished in early 2007 and the section is now to include the effects of climate change. The document was released for public consultation in July 2007 and currently these comments are being reviewed and an updated draft is being prepared. The aim is to have a provisional document ready for release in early 2008.</p> <p>The new policies deal with reducing the impacts of natural hazards and long-term climatic change on communities. A more directive risk reduction approach has been taken in this RPS and will require the GW and city and district councils to:</p> <ul style="list-style-type: none"> <li>▪ Manage development through District Plans to avoid high risk areas</li> <li>▪ Consider full range of natural hazards, impacts and consequences when considering resource consents</li> <li>▪ Minimise risks in low-moderate hazard areas</li> <li>▪ Consider the adverse impacts of hazard mitigation measures</li> <li>▪ It also outlines the need for education and research into natural hazards that affect our region.</li> </ul>

### 4.3 Business Continuity Plan development

Wellington City Council	Wellington City Council has business continuity plans in place for all business units and is currently testing both these plans and Council's IT disaster recovery at the business recovery location in Tawa. Council's overarching pandemic strategy and plan is with the management team for review and approval. Business units have incorporated any pandemic specific activities into their current business continuity plans.
Hutt Valley	Hutt City Council is enhancing its Business Continuity Plans. This information will soon be migrated to a web-based database and include pandemic planning tools.
Kapiti Coast District Council	KCDC used the pandemic exercise, Exercise Cruickshank, to test Council's BCP's. This was a success with only minor changes needed to some documents.
Porirua City Council	Business Continuity Plan development is focused on handling expected staff shortages during a pandemic. Crisis management plans are also being reviewed.
Carterton District Council	Carterton is at present writing a business continuity plan incorporating a possible pandemic influenza outbreak.
Masterton District Council	Business Continuance Plans (BCPs) including Standard Operating Procedures (SOPs) continue to be developed. Roading (urban/rural), Building Safety Evaluation BCPs are expected to be completed in the fourth quarter 2007. The pandemic BCP continues to be developed.
South Wairarapa District Council	Business Continuity Plan has been written and constantly reviewed. Pandemic plan to be incorporated into the BCP. Staff input is being encouraged.
Greater Wellington	Greater Wellington has developed a Pandemic Response Plan and enhanced its Business Continuity Planning to incorporate pandemic influenza. Areas of particular focus are coping with staff shortages, IT processes, and staff welfare issues.

### 4.4 LTCCP consultation with emergency management organisations

Wellington City Council	Each year Wellington City Council conducts a survey with key emergency partners to find out their satisfaction with our performance and planning. Respondents to last year's survey include: New Zealand Fire Service; Kapiti Coast District Council; New Zealand Police; National Rural Fire Authority; Porirua City Council; Masterton District Council; Capital and Coast DHB; Wellington Free Ambulance; and Helipro.
Hutt Valley	Hutt City Council works with NZ Police and NZ Fire Service in a

	consultative process in LTCCP planning.
Kapiti Coast District Council	CDEM issues and solutions have been included in the LTCCP. KCDC has constructed a dedicated EOC as part of this plan which has recently been opened.
Porirua City Council	LTCCP involvement with local emergency services has been through the city Emergency Services Coordinating Committee.
Carterton District Council	CDEM issues have now been included in Carterton's LTCCP which has now been adopted.
Masterton District Council	As part of the LTCCP process, key emergency management agencies and stake holders were consulted.
South Wairarapa District Council	LTCCP Plan incorporated involvement with key stakeholders, agencies and public consultation. The SWDC annual plan for 2007/2008 has been approved
Greater Wellington	Greater Wellington worked with emergency management agencies and key stakeholders as part of the LTCCP planning process.

#### 4.5 Asset management planning

Wellington City Council	Wellington City Council engaged MWH New Zealand Ltd to conduct an external peer review of all its' AMPs over three years. The review found that all plans are close to "advanced Status" as defined by the National Asset Management Steering Group
Hutt Valley	The Emergency Management team works with Council units responsible for asset management regarding new developments and enhancements to existing plant and equipment.
Kapiti Coast District Council	This work is being undertaken by the Assets Management Engineer who co-ordinates all asset management with the appropriate departments of Council. Flood management is a key with the current focus on the many open drains throughout the district linking to the minor waterways.
Porirua City Council	Ongoing asset management planning focus on updating water emergency distribution capacity, and developing capacity for emergency arrangements for sewage collection / disposal during a major earthquake.
Carterton District Council	Asset Management Plans have been developed and adopted; these are working documents.
Carterton District Council	This is being undertaken in conjunction with LTCCP.
South Wairarapa District Council	Asset Management Plans have been developed for roading, water, sewerage and stormwater. Documents updated annually
Greater Wellington	Greater Wellington takes a risk minimisation approach and has funded a series of seismic strengthening and damage minimisation works over the last few years.  Two major projects designed to reduce the risk of earthquake

	<p>damage have been completed. A new section of trunk main was installed at Haywards to replace a section that was particularly vulnerable to earthquake damage. A new pumping station was constructed at Karori because the existing one located immediately downstream of the Lower Karori Dam was very close to the Wellington fault and was vulnerable to damage from fault movement and/or failure of the dam.</p> <p>New projects include:</p> <ul style="list-style-type: none"> <li>• a review of the seismic strength of the lake intake towers at Te Marua</li> <li>• relocation of the Randwick pumping station to a more secure site at Gracefield due to high flood and seismic vulnerability</li> <li>• making a financial contribution to the strengthening of the Silverstream Badge being carried out by UHCC. The impact of the water main on flood levels upstream will be examined in detail before a definite commitment to this work is made</li> <li>• an emergency connection to the Upper Hutt reticulation network has been completed and another at Pukerua Bay is to be constructed.</li> </ul>
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#### 4.6 Public training

Wellington City Council	<p>WCC actively promotes public awareness and preparedness through presentations and hazard assessments for businesses, community groups, schools, and early childhood centres.</p> <p>Initiatives in 2007/08 include:</p> <p>Increasing the number of secondary schools involved in the rescue training programme.</p> <p>Providing a programme for Years 5, 6 7 and 8 students that emphasises preparedness and introduces the teachers and students to rescue training, reconnaissance and radio communications.</p> <p>Providing professional development for staff in schools and early childhood centres regarding their roles and responsibilities in an emergency.</p> <p>A project focussing on the ethnic communities.</p> <p>Table top and practical exercises for businesses.</p>
Hutt Valley	<p>There is a constant demand for services within community - resources are under pressure from current demand.</p>
Kapiti Coast District Council	<p>KCDC is actively pursuing public awareness with a full time CDEM Officer to manage this activity. The general public and schools are targeted. KCDC works closely with other Group officers and has considerable input into this activity. KCDC has developed the</p>

	<p>"Tom, Dick and Harry" radio advert programme which has attracted considerable positive comment from the wider community. KCDC has expanding its "Green Plumber" programme to include a similar "Seismic Restraints" programme initiative. This programme involves the free (installation only) of basic seismic restraints for the householder.</p>
Porirua City Council	<p>Public training continues with an increasing focus on members of 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	<p>Ongoing talks to groups Promotional materials to schools i.e. Are You Prepared booklets and What's the Plan Stan. Public awareness through radio 7 newspaper advertising and articles.</p>
Masterton District Council	<p>Public education and awareness is a continuing programme. We receive many requests from various agencies including schools, community groups, learning institutions etc. for CDEM preparedness presentations. Public awareness is not just limited to presentations but includes hazard signage eg.tsunami.</p>
South Wairarapa District Council	<p>School and public education awareness programmes ongoing. Working with the Ministry and Ngati Kahungunu on a project to support marae with CDEM planning for their marae and community. All training ongoing</p>
Greater Wellington	<p>A degree of public training continues with requests from schools, conference organisers and business groups requesting speakers on emergency management topics.</p> <p>Printed material such as the household emergency plan, hazard fact sheets, Are you Prepared? booklets, household emergency plans and the like are distributed to a wide variety of groups. The CDEM Group website is promoted at every opportunity to encourage the public to learn about their hazards and emergency preparedness on-line.</p> <p>A great deal of planning has been done for Disaster Awareness Week (8-14 October 2007) with a new resources developed in an attempts to persuade more members of the public to be prepared. These new resources such as the scenario cards will be used in future campaigns and for general public awareness.</p> <p>A National Public Education Reference Group led by the Ministry of Civil Defence and Emergency Management aims to strengthen and align public education campaigns across New Zealand. Greater Wellington Group EMO's are part of this process and will link into the Group's CDEM Public Education group and the development of</p>

	the Group Public Education Strategy.
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#### 4.7 Formal agreements prepared as necessary for response and recovery

Wellington City Council	MOUs in place with local Helicopter company for actions necessary in a response phase. MOUs in place with other regional TAs and the NZ Fire Service for rural fire response.
Hutt Valley	Formal agreements are prepared as necessary for response and recovery - and implemented where necessary with Rural Fire and the NZ Fire Service.
Kapiti Coast District Council	Current activity includes an MOU with Helipro for aircraft support in a tsunami event and an MOU with local hire firms for generators for key installations in emergencies.
Porirua City Council	Local pre-event agreements have been updated. The Work & Income pre-event agreement is being updated. Local pre-event agreement with Victim Support being established. Opportunity being taken for piloting Red Cross into local communities support activities using Porirua City as a pilot.
Carterton District Council	MOU with Masterton & South Wairarapa District Councils in joint response to a Pandemic. MOU with all Greater Wellington regions local authorities for sharing of radio channels.
Masterton District Council	The Emergency Management Office has, and is continuing, to enter pre event arrangements with agencies that have a role and responsibility during the Response and Recovery phases.
South Wairarapa District Council	Resource Management list for the District constantly reviewed. MOU with local service station in progress.
Greater Wellington	Formal agreements are in place with other CDEM Groups, communications providers and fuel companies.

#### 4.8 Hazardous substances industry advocacy

Wellington City Council	Wellington City Council has two hazardous substances officers who work in Building Consents & Licensing Services. The officers administer the hazardous substances contract Council has with the Dept of Labour (OSH). They inspect and monitor premises using/storing hazardous substances as part of their manufacturing processes. They attend any hazardous substances emergency when requested by emergency services and report on such incidents to the Dept of Labour. They assist the public from time to time in the disposal of hazardous materials.
Hutt Valley	The Emergency Management team liaises with NZ Fire Service and attends the Hazardous Substances Technical Liaison Committee meetings.

Kapiti Coast District Council	This field is primarily covered by the activities of the Emergency Services Co-ordinating Committee and direct liaison with GWRC. As a result of recent events and discussions KCDC is having a HAZNO response trailer constructed and suitably equipped.
Porirua City Council	Local liaison continues with the local OSH worksites contractor. The schedule of high risk hazardous substances sites that will require pro-active inspection in a major earthquake will be updated.
Carterton District Council	Civil Defence liaises with the New Zealand Fire Service through the Wairarapa Emergency Management Co-ordinating Committee and in house with the Hazardous Substances Officer.
Masterton District Council	Hazard Substances Technological Liaison Committee is an adjunct to the Wairarapa Emergency Management Co-ordinating Committee. Issues that arise are addressed as required.
South Wairarapa District Council	LPG evacuation area plans has been completed and circulated to service stations. Fire Service and OSH remain key agencies. The Council has access to a Carterton Hazardous Substance Officer.
Greater Wellington	Work has been done on the transportation and storage of petroleum products. Greater Wellington is also an active member of the Hazardous Substances Technical Liaison Committee.  Greater Wellington is currently working with the Logistics Executive of the New Zealand Police to look at New Zealand's chemical, biological, radiological and explosive capability assessments.

#### 4.9 Volunteer training

Wellington City Council	The training programme for Civil Defence Centres for 2007/8 has begun. The programme is based on 12 sessions that can accommodate up to 25 of the Civil Defence Centre Managers / Trainers. Train-the-Trainer packages for each topic are nearing completion (to the point of working drafts). A library of training material is being established.  A 15 week elective program at Wellington East Girls College has been completed. As a result of this the collage is forming its own rescue team.
Hutt Valley	The Emergency Management team is committed to ongoing training within Council and to external volunteers, however, resources are under pressure from demand
Kapiti Coast District Council	Training of Civil Defence Welfare Centre volunteers and CD Response Staff (council employees) is conducted on a regular basis throughout the year.
Porirua City Council	Minimal volunteer training and contact continues with civil defence centre and welfare teams due to resource shortage. The EOC teams require rebuilding after loss of several trained staff.
Carterton District Council	Maintaining volunteer street and road wardens.



Masterton District Council	Volunteer Training continues to engage those who wish to gain CDEM NZQA qualifications within the RAPID programme through LGITO. Those who do not wish to have qualifications will still receive training in Response and Recovery phases.
South Wairarapa District Council	An exercise was held in the Greytown District that upskilled volunteer staff. Local Fire Service personnel and Red Cross participated
Greater Wellington	We now have a permanent member of staff with a key focus on training and implementing the Recruitment, Training and Retention strategy for emergency management volunteers.  The GEOC has undergone an upgrade in technology, with independent computer and telephone systems now installed.  Volunteers are currently trained on a modular basis in areas such as communications and desk functions.

#### 4.10 Professional development programmes

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

Wellington City Council	Professional development programmes and courses are attended by Wellington City Council CDEM staff and group appointees where appropriate. A formal major emergency exercise is carried out each year to test personnel and EOC operations
Hutt Valley	Professional development programmes and courses are attended by Hutt City Council CDEM staff where appropriate.
Kapiti Coast District Council	<ul style="list-style-type: none"> <li>i) CDEM officers are encouraged to attend both training courses and conferences as part of a regular professional development programme and attend and support all local and Group exercises. These officers are also required to have the CIMS unit standards.</li> <li>ii) Other council officers with key CD roles are required to attend CIMS training and Local Controller training as it becomes available. The council appointed Recovery Manager is also attending CIMS and other training opportunities.</li> </ul>
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	Professional development of Controller and CDEMO at Controller's and Recovery Managers Course.
Masterton District Council	Emergency Management personnel continue to receive training as part of a continuing EOC enhancement process.  Controller training (personal development) is a 'living' programme.

	To support the controllers by enhancing their skills, a training package is urgently required to be developed and implemented for the next three years and will require the support of the CEG. On a positive note, the recent two day group controller/recovery training was a good start to accomplishing the objective but needs continuing commitment.
South Wairarapa District Council	Ongoing
Greater Wellington	<p>Professional development continues through the attendance of seminars, conferences and training courses, along with participation in various work programmes and exercises.</p> <p>All Emergency Management staff have attended the CIMS 4 course. The Group Office was involved in designing and developing a Controllers and Recovery Managers Course for both Local and Group Controllers and Recovery Managers that was held in Masterton in August 2007.</p> <p>The Ministry of Civil Defence and Emergency Management 'RAPID' programme continues to be made available to emergency management staff and volunteers to enhance professional development opportunities.</p>

## 5. Recommendations

*That CEG:*

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

Report prepared by:

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