

I hereby give notice that an ordinary meeting of the Civil Defence and Emergency Management Group Committee will be held on:

Date: Tuesday, 19 August 2014
Time: 10:00am
Meeting Room: Reception Lounge
Venue: Auckland Town Hall
301-305 Queen Street
Auckland

Civil Defence and Emergency Management Group Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	Cr Sharon Stewart, QSM
Deputy Chairperson	Cr Bill Cashmore
Members	Cr Alf Filipaina Cr Denise Krum Cr Calum Penrose Member David Taipari Cr Sir John Walker, KNZM, CBE Member Karen Wilson
Ex-officio	Cr George Wood, CNZM Mayor Len Brown, JP Deputy Mayor Penny Hulse

(Quorum 3 members)

Elaine Stephenson
Democracy Advisor

11 August 2014

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TERMS OF REFERENCE

The Civil Defence Emergency Management Group Committee will be responsible for:

- Being Auckland's strategic forum for civil defence and emergency management planning and policy;
- Establishing an emergency management structure for the Auckland region;
- Develop, approve, implement and monitor the Auckland Civil Defence Emergency Management Group Plan;
- Performing the statutory functions of a civil defence emergency management group;
- Representing Auckland in the development of national emergency management policy;
- Developing policy for, and monitoring, the Auckland Council's civil defence, emergency management and natural hazards functions; and
- Engaging with Local Boards on civil defence and emergency management issues.

The Civil Defence Emergency Management Group Committee will exercise the statutory powers outlined in the Civil Defence Emergency Management Act 2002 and the Auckland Civil Defence Emergency Management Group Plan.

The Civil Defence Emergency Management Group Committee is authorised to approve use of the established emergency funding facility provided for emergency management.

Relevant legislation includes but is not limited to:

Civil Defence Emergency Management Act 2002; and
Hazardous Substances and New Organisms Act 1996.

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1 Apologies

Apologies from Cr AM Filipaina and Deputy Mayor PA Hulse have been received.

2 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 Confirmation of Minutes

That the Civil Defence and Emergency Management Group Committee:

- a) confirm the ordinary minutes of its meeting, held on Tuesday, 17 June 2014, as a true and correct record.

4 Petitions

At the close of the agenda no requests to present petitions had been received.

5 Public Input

Standing Order 3.21 provides for Public Input. Applications to speak must be made to the Committee Secretary, in writing, no later than **two (2)** working days prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of **thirty (30) minutes** is allocated to the period for public input with **five (5)** minutes speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

6 Local Board Input

Standing Order 3.22 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to **five (5)** minutes during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give **two (2)** days notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 3.9.14 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.

7 Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the

public,-

- (i) The reason why the item is not on the agenda; and
- (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

8 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

Presentation on power outages by Vector

File No.: CP2014/17376

Purpose

1. To update the Civil Defence and Emergency Management Group Committee on the power outages during the recent storms in Auckland.

Executive summary

2. Vector will be presenting on the power outages in Auckland during the most recent storms to create a better understanding of the way they operate during a crisis. Les Parker, Group Manager Network Operations, will be presenting.

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the presentation on the power outages by Les Parker, Group Manager Network Operations, Vector.

Attachments

There are no attachments for this report.

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Critical engineering lifelines request to bus lane access

File No.: CP2014/17608

Purpose

1. Vector and other critical engineering lifelines is seeking use of bus lanes to respond during major storm events and / or when there is particularly heavy traffic congestion, such as during major events.

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) agree that the Civil Defence and Emergency Management Group recommend to Auckland Transport and the NZ Transport Agency that an agreement be formed with Vector and other critical engineering lifelines for use of bus lanes under agreed circumstances.

Comments

2. During storm events, critical engineering lifelines crews often experience delays in attending to repairs due to road congestion. The ability for the community to recover from such events is strongly linked to electricity restoration.

If an agreement is reached, critical engineering lifelines would carry out a risk assessment with their service providers and ensure appropriate procedures are in place to mitigate any risks in using bus lanes.

Vector advised that restoration times may be reduced by up to 20% during a major storm event where traffic congestion is occurring.

Consideration

Local board views and implications

3. Views not sought.

Māori impact statement

4. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

5. There are no implementation issues at this stage of the project.

Attachments

There are no attachments for this report.

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Community and CDEM Preparedness for Coastal Inundation Events

File No.: CP2014/17504

Purpose

1. To update the committee on the increased preparedness of communities and Civil Defence and Emergency Management (CDEM) in regard to future coastal inundation events.

Executive summary

2. While comprising only 2% of New Zealand's total land area, Auckland is home to approximately 3,100 km of coastline. This abundance of coast means that low lying properties and infrastructure are susceptible to periodic inundation from the sea. Council has been working with communities to reduce the risk from future events resulting in increased preparedness.

Risk Reduction

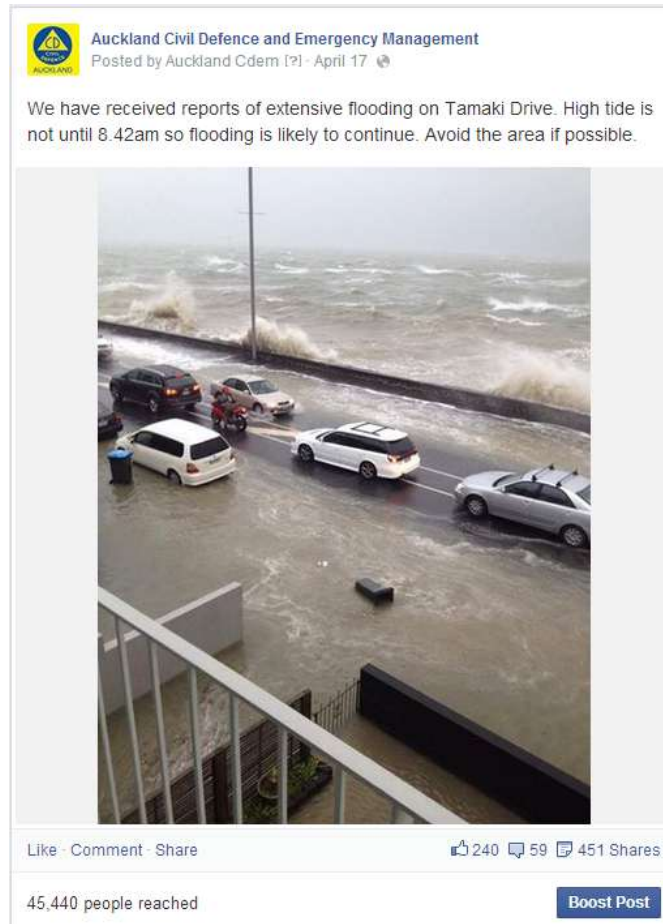
3. In September 2013, the National Institute of Water and Atmospheric Research (NIWA) completed a regional study which mapped coastal inundation extents over a number of return periods. This investigation identified the communities that are most susceptible to inundation and those that may be at higher risk in the future. It has been identified that just under 4,000 properties are at risk from 1:100 year events.
4. Using this information, the proposed Unitary plan has regional policies and controls that restrict activities in existing urban areas and seeks to avoid future development in at risk greenfield locations.

Community Engagement

5. All communities at risk of coastal inundation have Community Response Plans in place. These plans are being progressively updated with maps to identify high risk locations. Many of the coastal Community Response Groups have local parks and reserves and coastguard representation and consult closely with Council's coastal engineers when inundation events are likely.
6. Council supports the Auckland King Tide initiative which seeks to raise awareness of current king tide events to start the conversation about future risk to property and infrastructure. The latest event was held on 13 September to coincide with one of the highest forecast tides in 20 years.
7. Local Board hazard reports will include community specific information regarding coastal inundation maps and accounts of historical flooding. These reports are currently being written and will be launched to each board area once complete.
8. The Auckland CDEM Facebook and Twitter accounts have greatly improved community outreach. During the 17 April Tamaki Drive inundation event 45,440 individuals viewed the one Facebook post warning of flooding (see figure below).

Sandbagging

9. Recent events, such as the 17 April Tamaki Drive flooding, have shown that individuals within the community have resourced themselves with sandbags to be better prepared for future events.
10. If a property is regularly subject to flooding, or if there is potential for flooding, then it is the property owner/occupier's responsibility to take such precautions as may be necessary to protect themselves and their property. Such precautions may include the deployment of sandbags. Once the sandbags are no longer needed, they should be disposed of responsibly or stored for future re use.



Improved Observations

11. CDEM has access to a network of automatic weather stations on the mainland and located in strategic locations across the Hauraki Gulf. These stations provide real-time wind data that is used to verify that wind forecasts are correct.
12. Currently there are no real-time observations of sea level in the Hauraki Gulf to provide warning of large sea swells that could result in coastal inundation. Council will be deploying a wave buoy in coming months to capture these observations. A second site closer to Motutapu Island is also being considered.
13. CDEM is closely working with Auckland Transport on accessing the vast network of CCTV cameras that provide real time observations across the city. Further CCTV deployment in high risk coastal inundation areas is being considered through this partnership.

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the Community and Civil Defence and Emergency Management Preparedness for Coastal Inundation Events report.

Comments

14. No additional commentary.

Consideration

Local board views and implications

15. No implications.

Māori impact statement

16. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

17. None required.

Attachments

There are no attachments for this report.

Signatories

Author	Richard Woods - Manager Planning and Intelligence
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Civil Defence and Emergency Management Group Work Programme

File No.: CP2014/17512

Purpose

To present the Civil Defence and Emergency Management Group Committee work programme

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the Civil Defence and Emergency Management Group Committee work programme report.

Comments

Welfare and Recovery

1. Welfare Centre / Marae partnership project

Initial draft agreement sitting with Awataha and Manurewa Marae for their input and feedback.

2. Auckland Welfare Coordination Group (AWCG)

Civil Defence and Emergency Management (CDEM) Foundation welfare training delivered in June 2014 to agency teams who are deployed to Civil Defence Centres. Training includes:

- Overview of CDEM
- Considerations for activation and deployment
- Introduction to CIMS (Coordinated Incident Management System)
- The welfare environment
- Tabletop exercise.

This training will be available to AWCG agencies on an ongoing basis.

The Operational Standards Guidelines for (Civil Defence Centres) CDCs have been adopted by AWCG in draft form and will remain in draft format until after the Welfare exercise in October 2014.

3. **Build welfare response capability and capacity**

- Planning continues on the Welfare exercise set for 17/18 October 2014. This will include AWCG agencies, Auckland Council Employees (ACEs) and community volunteers. Principal focus – Operational Standards Guidelines for CDCs.
- Planning continues for Leadership training for key CDC staff will take place on 12/13 September with Australian Red Cross trainer assisting in delivery.
- Draft template with North Shore Ahlul Bayt (Muslim) community waiting feedback from their Committee.
- Supporting Adventist Development and Relief Agency (ADRA) in a two day exercise for their Pacific Emergency Response Team on 5-7 November. The exercise will focus on the North of the region, using a tsunami scenario. Initial planning is underway, and CDEM objectives in in the process of being decided. Salvation Army and Red Cross have been approached to participate at an operational level.
- Delivered 8 x ACES and Volunteer Training sessions: foundation training, core skills, Emergency Coordination Centre (ECC) training and CDC orientation.
- Provided feedback to MCDEM on the Draft Revised National Plan Recovery section.
- Working with Vector, District Health Boards and Ministry of Health regarding power outages and community facilities (e.g. aged care, rest homes, community homes) to understand those facilities which are vulnerable during power and gas outages, who is responsible for engaging with those communities and how we can work together to ensure rigorous business continuity planning.
- Agreement for mutual support signed with Auckland City Mission.
- Developed and implemented a WebEOC based registration/needs assessment system, in light of the decommissioning of the Red Cross registration forms.

4. **Build Recovery capability and capacity**

- Group Welfare Manager has been invited to Christchurch to meet with Mayor to discuss her experiences in Recovery. Will also meet with Professor of Law, Jeremy Finn who has been researching legal issue learnings from Christchurch and how these can be mitigated.
- Participated in the CDEM Recovery Management Workshop in Waikato in July 2014. This provided an update on the current review of the CDEM Act in relation to Recovery.

Planning and Intelligence

1. **Hazards Advice: For Tsunami, Flooding, Storm Surge, Volcano, Earthquake, Wildfire – Analyse conditions, understand impact, plot inundation/impact areas, inform CRPs, and develop warning systems**

- **Tsunami:** 237 tsunami evacuation maps have been completed and are available on the Auckland CDEM website. A video describing what the maps mean is also available. The new maps have been presented all affected Community Response Groups. In addition to ongoing consultation, targeted community engagement will now commence to discuss signage, evacuation routes and public alerting options. The Auckland Emergency Coordination Centre now has enhanced operational capability with the integration of an Auckland specific tsunami modelling tool. This tool provides real time modelling capability for distant source tsunami events.
- **Earthquake:** Council received reports from GNS Science detailing Auckland's seismic risk and the benefits of strengthening earthquake prone buildings. These reports are now publicly available on the Auckland Council website by searching "Earthquake."
- **RiskScape:** The RiskScape tool, developed by GNS Science and NIWA, is now set up in the Auckland ECC. This tool provides real time assessment of expected losses and

damages from hazard events. At present, the tool forecasts casualties and losses for earthquake events and is expected to assess flood and volcanic impacts in the near future.

- 2. Scientific Advisory Groups: To manage the formation and reconsolidation of Scientific Advisory Groups for the provision of specialist advice to inform all CDEM activities**
 - Consultation on the new NZ volcanic alerting framework has been undertaken with GNS Science. The new system became operational effective 1 July 2014.
 - Further meetings with key scientific agencies have been held.
- 3. Understanding and reporting on “Situational Awareness”: Review “Best Practice”, develop processes for gathering “Situational Information” during a Crisis or Emergency, and develop methods of reporting information to “Key Stakeholders”**
 - CDEM continues to work with key stakeholders to ensure that automated processes are established for efficient intelligence transfers are occurring during events.
 - Information sourced using the Signal Social Media Monitoring tool alerted staff to the extensive flooding on Tamaki Drive on 17 April. CCTV monitoring of high risk coastal areas has commenced in the ECC to improve situational awareness. A wave buoy is to be deployed into the Hauraki Gulf in coming months, to enhance real time visibility of swell development which may contribute to coastal inundation.
 - The use of Auckland CDEM Facebook and Twitter accounts has proved very successful for community outreach and improving regional situational awareness.
- 4. Evacuation Planning: Review best practice, develop mass evacuation plans for Auckland (including managing transport corridors)**
 - The Auckland Evacuation Plan was approved by the Coordinating Executive Group on 20 May 2014. The plan provides the framework for conducting evacuations in Auckland. The development of operational plans will commence this financial year.

Emergency Coordination Centre

- 1. Apply Learnings from Emergencies and Exercises**
 - ECC activated for storm event week of 10 June. High rainfall over two nights and a wind event caused widespread damage to property and power lines across Auckland. Great Barrier Island was significantly affected and recovery work is still on-going.
 - ECC activated for King Tide event on 16 June. Forecast winds suggested inundation would occur to properties on Tamaki Drive. Preventative work carried out and event used as a public relations exercise to emphasise need for local communities to take responsibility for sandbagging etc. No inundation occurred.
 - ECC activated week of 6 July for weather event. Monitoring of situation and liaison with stakeholders. No significant effect.
 - Debrief of all events carried out. Corrective Action Plan has captured key learnings and work programme is being progressed.
 - Senior Training and Development Advisor has started work.
 - Exercise being planned for November to complement ADRA International exercise being held in North Rodney.
 - Initial planning for Lifelines exercise to be held in first quarter of next year.
 - Meerkat Tsunami Siren control system consolidated to East Coast Road from Orewa and Elcoat Ave.
- 2. Strengthen Public Education Programmes**
 - 13 targeted presentations made during May – July to a total audience of 317.

- Total number of presentations made over the FY 13/14 was 89 presentations to a total audience of 7,287.
- Work on new printed (and eventually web based) material giving positive messaging well underway.
- Planning for storage and distribution centre with Property implemented.

3. Response and Recover from Crisis and Emergencies and Support CDEM Sector as Required

- Three significant activations since last Committee Meeting
 - Storm Event 10/11 June
 - King Tide 16 June
 - Weather event 6 July
- CDEM team participated in Police led exercise 'Operation Guardian'
- CDEM input into briefing of Operation Waterview, Police-led tunnel exercise.

4. Enlarged ECCs.

- Work continues on moving alternate ECC to Manukau.
- Investigation of mobile wireless internet using the WAN network around Auckland to run a mobile ECC.

Logistics

1. Volunteers:

- Delivery of 4 x foundational ECC courses (32 students, 100% pass rate), and 11 function workshops.
- Developing information session for Community Response Groups, to be piloted prior to the Adventist Development and Relief Agency (ADRA) exercise in November.
- Notification sent to all volunteers not engaged in training in past 12 months, to register for training to remain classified as active.

2. Key Emergency Suppliers:

- Process maps have been developed and their associated resource tracking forms and templates have been added to the logistics desk files.
- Population of the resource/supplier contact list, with categorisation and long term potential for GIS mapping is under way.

3. Public Alerting:

- Helicopter-mounted Speaker System - Working with Auckland Rescue Helicopter Trust (ARHT) and Airwork on installation, electrical design and operating procedures. Through Airwork council is working with the Defence Technology Agency (DTA) to assess the suitability of various components and measure performance.
- Resilience Funds projects progressing:
 - Enhance the capability of the current Alerting Platform, developed by the Auckland CDEM Group, and extend the capabilities to enable other CDEM Groups to benefit from the system. Project Execution Plan and governance structure approved. Development Plan adopted and timeframes for delivery agreed.
 - Develop new native apps (Android and Windows) to bring the equivalent functionality and capabilities of the Auckland CDEM iOS app to the New Zealand public. Requirements document approved. Supplier agreed. Development Plan drafted.

4. Civil Defence Radio Network

- All radio repeaters currently operational.
- Glorit repeater upgrade completed. Now has improved local coverage, Helensville now has VHF radio coverage.
- Bledisloe ECC remaining aerials need to be connected. Work held up by bad weather. Work now programmed for August.
- Recommendations on future radio equipment holdings completed.
- Recommended transition to digital systems with time frames completed.

Business Continuity and Crisis Management

1. Reduce the effects of disruptive events to Council operations through disciplined crisis and business continuity management.

- The Majority of the Auckland Council departmental business continuity plans have been updated as at the 1st July to reflect the current moves in physical location and changes in personnel.
- The emphasis is on building resilience in self-managing events, but with strong communication links to provide whole of Council approach should events escalate.

2. Manage the Crisis Management and Business Continuity Processes by having an up to date policy

- The Auckland Council Business Continuity Policy and Framework has been refreshed for the new financial year for closer adherence to international standards for risk management and business continuity.
- The Policy and Framework will be going before ELT for approval.

3. Manage the Crisis Management and Business Continuity Processes by support for departments with training and exercise

- The annual BCP exercise will take place in August. It will involve CBD based teams with a scenario that will test departmental business continuity plans and the response of the Council's Crisis Management Team. Adjudicators will be assigned to all participating teams with assessments given to the Manager Crisis and Business Continuity for evaluation and any corrective actions.
- Exercises to teams outside the CBD will be planned in conjunction with Council's Property Department.
- Support is given to all departments within the Auckland Council family (including CCOs) providing business continuity leadership, training and support.
- Crisis and business continuity support is available to all Council teams on a 24/7 basis.

Zones

1. Community Response Planning

- 50 Community Response Plans in place spanning 561,718 people, representing 40% of Auckland's population.
- The 2014/15 FY Business Plan has 14 new plans to be developed covering 600,000 people which will take the percentage to 75% of Auckland's population).
- Coastal plans are currently under review following the updates Tsunami modelling work.

2. Stakeholder Engagement. All Key Stakeholder Forum/relationships since last Committee Meeting

- ESCC (1)
- Emergency Management Committees (2)
- Hazardous Substance Technical Liaison Committee (HSTLC) (1)
- Local Board Liaison (7)
- Community Response Teams (7)
- Ground Safety Committee (Auckland International Airport Ltd)
- Neighbourhood Support (1)
- Papakura Stakeholders' Forum

3. Training and Development

- CIMS 4 training held in May – 16 attendees
- Next CIMS 4 programmed for 6/7 August
- Community Wellbeing to Community Response Groups (GRGs) (5)
- Radio Training to CRGs (2)
- ADRA/Community Response Plan/Group activation exercise planned for August is well underway. Involves Rodney based CRGs.

4. Operational Response

- Supported operational responses to recent events and are developing reporting tools for staff deployed out on the ground.

Consideration

Local board views and implications

2. Local Board views have not been sought.

Māori impact statement

3. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

4. There are no implementation issues at this stage of the project.

Attachments

There are no attachments for this report.

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Update on the Auckland Rural Fire work programme

File No.: CP2014/17352

Purpose

1. To update the Civil Defence and Emergency Management Group committee on the Auckland Rural Fire work programme

Executive summary

2. This report is a regular report that will keep the Civil Defence and Emergency Management Group Committee up to date on the Auckland Rural Fire work programme.

The report will be presented by Thomas Harre, Acting Principal Rural Fire Officer

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the update on the Auckland Rural Fire work programme.

Comments

1. Following the satisfactory result in the National Rural Fire Authority Performance Management Evaluation we are currently implementing a corrective action plan to improve on the result. Examples of this include:
 - a. A risk management plan for the region including mitigation techniques
 - b. Developing a forest levy to forest owners per hectare.
 - c. Developing a system to track current training competency for our volunteer rural fire fighters.
2. Outdoor fire safety bylaw is in the final stages of completion.
3. Assisted in an operational review of a neighbouring rural fire authority.
4. Delivered nine rural fire unit standard courses to volunteer rural fire forces totalling 93 participants.
5. Civil defence response teams responded to multiple storm-related emergencies during the June storms.

Consideration

Local board views and implications

3. Local Board views have not been sought.

Māori impact statement

4. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

5. There are no implementation issues.

Attachments

There are no attachments for this report.

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Update on the Harbour Master work programme

File No.: CP2014/17800

Purpose

1. To update the Civil Defence and Emergency Management Group committee on the Auckland Harbour Master work programme.

Executive summary

2. This report is a regular report that will keep the Civil Defence and Emergency Management Group Committee up to date on the Harbour Master work programme.

The report will be presented by Gregory Meikle, Maritime Pollution Response Coordinator.

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the update on the Harbour Master work programme.

Comments

There have been no significant marine oil spills however Harbourmaster staff were called to ten incidents in the last quarter of the year (April – June). Only six were hydrocarbon based and considered to be marine oil spills and were all less than 20 liters in volume. The source of four of these incidents was found, leaving two as unknown.

Other activities regarding marine oil spill response include:

- Maritime NZ has released the Draft 2014 National Marine Oil Spill Response Strategy for public consultation. Deadline for submissions closes 1700, Monday 25 August 2014
- Two Harbourmaster staff attended and completed the MNZ On-Scene Commanders course in June, Bruce Goff - revalidation as ROSC and Marc Davis - as new ROSC
- Gregory Meikle attended and completed an Australian Maritime Safety Authority Operations Manager course held at the Australian Emergency Management Institute. This course was provided by MNZ as part of the Oil Spill National Response Team training programme
- Two refresher/training courses were held for the Ports of Auckland Marine Teams
- Continuing audits of Tier 1 oil transfer sites and plan reviews
- Vessel bunkering and transfer figures for the last financial year.

Bunkering Summary Quarterly Returns: 2013-2014						
MONTH	HFO	IFO	AFO/AGO/MGO	SLUDGE	OTHER	TOTAL HC's
Jul-13	6,345,000	0	1,247,230	95,000	20,000	7,707,230
Aug-13	9,505,000	0	1,237,341	2,000	4,000	10,748,341
Sep-13	5,562,000	0	693,335	40,000	10,000	6,305,335
	1st Quarter Total:		24,760,906			
Oct-13	6,595,000	0	1,026,950	90,000	12,000	7,723,950
Nov-13	8,710,204	0	863,680	30,000	26,000	9,629,884
Dec-13	6,672,000	0	2,539,900	40,000	48,521	9,300,421
	2nd Quarter Total:		26,654,255			
Jan-14	10,135,000	54,000	1,631,750	25,000	74,876	11,920,626
Feb-14	14,182,000	1,838,000	2,688,650	0	75,100	18,783,750
Mar-14	14,034,000	0	3,115,205	25,000	137,336	17,311,541
	3rd Quarter Total:		48,015,917			
Apr-14	7,801,000	0	4,222,565	40,000	46,008	12,109,573
May-14	6,399,000	1,150,000	1,360,913	25,000	63,400	8,998,313
Jun-14	6,055,000	2,320,000	2,733,353	115,000	264,735	11,488,088
	4th Quarter Total:		32,595,974			
	Annual Total		132,027,052			

The information above relates only to mobile transfers (tank truck to vessel or bunker barge to vessel) and does not include recreational facilities at small wharves, jetties and marinas. It also does not include ships bunkering at Wynyard wharf via pipeline.

All amounts are quoted in litres.
HFO = Heavy Fuel Oil
IFO= Intermediate Fuel Oil
AGO/MGO= Diesel
Other= Lube Oil

Consideration

Local board views and implications

3. Local Board views have not been sought.

Māori impact statement

4. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

5. There are no implementation issues

Attachments

There are no attachments for this report.

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director

Update on Ministry of Civil Defence and Emergency Management's work programme

File No.: CP2014/17383

Purpose

1. To update the Civil Defence and Emergency Management Group Committee about the updated Ministry of Civil Defence and & Emergency Management's (MCDEM) work programme.

Executive summary

2. This report is a regular report that will keep the Civil Defence and Emergency Management Group Committee up to date on the MCDEM work programme.
3. The report will be presented by John Titmus of MCDEM.

Recommendation/s

That the Civil Defence and Emergency Management Group Committee:

- a) receive the update on the Ministry of Civil Defence and Emergency Management's work programme.

Consideration

Local board views and implications

4. Local Board views have not been sought.

Māori impact statement

5. The positions adopted in this report do not give rise to any issues for Māori.

Implementation

6. There are no implementation issues at this stage.

Attachments

No.	Title	Page
A	June work programme update	27

Signatories

Author	Hantie van der Stoep - PA to Clive Manley Civil Defence and Emergency Management Director
Authoriser	Clive Manley - Civil Defence and Emergency Management Director



16 July 2014

Chairs of Coordinating Executive Groups

MCDEM Work Programme Status Report – June 2014

This is the last report for FY 2013/14. As indicated in the last report and following on from budget announcements, the Ministry is finalising the Business Plan for FY 2014/15, which will be distributed to Groups shortly. The Business Plan will show priorities and the programmes and activities planned for the year. The Plan will be the basis for reporting the Ministry's progress to Groups during the year.

Summary of Progress

1. Transfer to Department of Prime Minister and Cabinet

The transfer of MCDEM to the Department of Prime Minister and Cabinet (DPMC) has been accomplished smoothly and from my perspective, support to CDEM Groups has been maintained. There remain some adjustments to be made to the arrangements for ICT support including to the NCMC, and recruiting is underway for the new policy and communications positions. We expect to have a full complement in place towards the end of August 2014. The Department of Internal Affairs will continue to provide the ICT support to the NCMC until a new arrangement is in place. As part of changes to that support a programme for refreshing the ICT hardware has commenced and an ability to remotely monitor systems' availability has been introduced.

2. Get Ready Week, September 21-27

The theme for Get Ready Week this year is "What would you do?" The week long programme will run for the period 21-27 September 2014. The purpose of Get Ready Week is to encourage people to plan for a range of scenarios in their communities where their normal routines are disrupted by an emergency.

The national advertising schedule for Get Ready Week has been confirmed. National advertising for the week will not start until Sunday 21 September to ensure the Get Ready messages are not lost in the election campaign advertising. MCDEM is working with CDEM Groups to provide supporting resources that can be used. These include posters, logos, email and website images and bulk discounts for ordering bags and reprints of publications nationally.

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3. New Zealand ShakeOut 2015

Initial planning for New Zealand ShakeOut 2015 has begun. The planning team will confirm a date for the national, which is to be conducted in September or October 2015. The drill will be run on similar lines to the highly successful 2012 ShakeOut and success this time will again require the support and involvement of Groups and other agencies.

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4. **Emergency Management Information System (EMIS)**

The Welfare Registration and Inquiry site has been implemented and training commenced in many parts of the country. In anticipation of replacing the Red Cross Registration system on 01 July, MCDEM created a training version of the new Registration and Inquiry site and also cleaned the production site.

The CDEM EMIS User Group convened on 26 and 27 June. The main topic on the table was site simplification and the group is currently working towards a draft simplified template for sign off.

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5. **Review of the National CDEM Plan and Guide**

The revised Plan has been released by the Minister for public consultation (for 40 working days) and tabled in the House (for 90 days). The consultation period commenced on 23 May 2014 and will close on 25 July 2014. CDEM Groups have been made aware of the public consultation process via email as well as via e-Bulletin articles.

Following the close of public consultation on 25 July, the Ministry will collate all submissions, and re-engage with agencies before developing any necessary amendments to agency arrangements in the revised Plan. These will be the final amendments to the revised Plan prior to it going to Cabinet for approval and being made as an Order in Council. We are aiming for the Plan to be made by December 2014 or January 2015.

The Ministry is now turning its attention to the review of the supporting Guide to the revised Plan (the Guide). New Guide sections have been developed to align with the revised Plan (that is currently out for consultation) and distributed to agencies with arrangements in the revised Plan for consideration and re-development. To ensure that the operational arrangements and addition information in support of the Plan is correct, current and robust, the Ministry plans to meet with all agencies from August. The intention is to issue the draft revised Guide for external consultation in December 2014 or January 2015.

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6. **Corrective Action Plan**

Work has continued on implementing the recommendations from the review of the Christchurch response and covered by the Corrective Action Plan (CAP). We expect the full CAP to be completed by the end of 2014. The next significant areas coming up will be the development of the cadre concept, the implementation of building management guidance including cordoning of sites, and progress with changes to the welfare arrangements (see below) and logistics management.

Contact: David Coetzee (04) 817 8580 david.coetzee@dpmc.govt.nz

7. **Review of Arrangements for Delivery of Welfare Services in Emergencies**

Implementation of identified actions in the *Review of Arrangements for Delivery of Welfare Services in Emergencies – Corrective Action Plan* continues with:

- The review of the Welfare in an Emergency Director's Guideline (DGL 11/10)

- Continued engagement with national welfare agencies and CDEM Groups on the arrangements for welfare services in the draft revised National CDEM Plan and the supporting Guide to the National CDEM Plan.

Recent/ongoing activities include:

- The official transition from the Red Cross Registration System (Red Cross Registration Forms and PRIDE database) to the CDEM EMIS Welfare Registration and Inquiry System on 01 July 2014; obsolete hard copy Red Cross Registration Forms and PRIDE software are to be securely destroyed
- Provision of a business card sized CDC Registration Card as a physical record for registrants to keep with them/take away from the CDC; the card was developed with input from CDEM Welfare personnel and the design allows for customisation by the CDEM Group/local authority
- Monthly workshops are being held with all national agencies listed under Welfare Services in the revised National CDEM Plan, working towards executing the arrangements in the Plan; two workshops were held in May and June with three more planned for 23 July, 20 August, 24 September.

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8. **Capability Development Programme**

Work is well underway on the development of the CDEM Controllers Development Programme through the contract agreed with Massey University and the Auckland University of Technology. The programme is on track for delivery. The first cohort will begin Stage One of the programme (enabling distance-learning) sometime in late September/early October, with the first Stage Two component (a residential course) being conducted in November 2014, probably in Wellington. Nomination processes have yet to be finalised and will be advised in due course. Demand is likely to exceed supply of spaces and some rationing is likely.

The CDEM Capability Development Strategy has started to be socialised across the sector through various media and delivery opportunities. Whilst some work is yet to occur in a number of areas, invested agencies are steering towards five common Key Result Areas for capability development in CDEM.

MCDEM are piloting a Learning Management System (LMS) that is hoped to be made available to the CDEM sector in due course.

Work is continuing on the development of courses as part of the Integrated Training Framework (ITF). Led by the Waikato CDEM Group, the EOC Foundation Course has been rolled out with some 300 attendees to date. The next phase, the EOC Intermediate Course, is currently under development. Training at a higher level, the EOC Advanced suite of courses, is in the concept phase.

MCDEM have also just begun developing a common foundation course for central government agencies that focusses on developing the basic skills and knowledge required for individuals to operate in national-level, single or multiagency, emergency coordination centre. In conjunction with the Ministry of Health, the first iteration of this course will be delivered in mid-August.

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9. **Publications - Review, Development and Consultation**

A number of the Ministry's publications are currently being reviewed or developed. These include:

- *Lifeline Utilities and CDEM: Director's Guideline* (review and amalgamation of DGL 3/02 and BPG 1/03). The document has been completed and was published on the MCDEM website on 25 June 2014. The Lifeline Utility Coordinator Manual is being revised and will be published as a supporting document by 31 July 2014.
- *Logistics: Director's Guideline*. A workshop with stakeholders was on 15 May 2014. Sector consultation on the draft document will occur in mid-2014.
- *CDEM Group Planning: Director's Guideline*. A survey seeking stakeholder feedback on this publication was issued in July 2013 and informed the development of the current draft. Sector consultation on the draft document will occur in mid-2014.
- *Recovery Management: Director's Guideline* (review and amalgamation of IS 5/05 Focus on Recovery and DGL 4/05 Recovery Management). A survey seeking stakeholder feedback on this publication was issued in February 2014 and is being used to inform the development of the current draft. A workshop with stakeholders is being held on 24 July (being hosted by the Waikato CDEM Group). Sector consultation will occur in late 2014 or early 2015.
- *Welfare in an Emergency: Director's Guideline*. A survey seeking stakeholder feedback on this publication was issued in February 2014, and is being used to inform the development of the current draft. Sector consultation on the draft document will occur in late 2014.

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10. **Review of the legislation for recovery from an emergency**

In May 2014, the Minister of Civil Defence agreed in principle to proposals to amend the CDEM Act to support the transition after an emergency from a focus on response to a focus on recovery. The proposals also seek to provide a stronger mandate and arrangements for recovery managers and planning. The proposals have been developed in what is the first stage of the review of the framework for recovery from emergencies of small to large (but not significant) scale.

A final set of policy proposals to amend the CDEM Act is now likely to be submitted to Cabinet by December 2014. The proposals require further refinement and development before being submitted to Cabinet. MCDEM will consult government agencies and CDEM Groups for their input as the proposals are firmed up and finalised.

A presentation on the review will be made at the recovery forum hosted by the Waikato CDEM Group.

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11. **MCDEM Website Redevelopment**

The rollout of the redeveloped MCDEM website, www.civildefence.govt.nz, has been delayed while security and penetration testing is completed. Group Managers, EMOs, PIM and ICT staff have been kept informed of progress to help them make preparations and to check linkages to Group websites so that changes to your Group's emergency status will be automatically flagged on the MCDEM website and the public directed to your website for detailed information about the emergency.

Contact: Vince Cholewa (04) 817 8560 vince.cholewa@dpmc.govt.nz

12. Public Alerting

Following the budget appropriation to MCDEM, work has commenced on the project to develop the business case for public alerting using telecommunication technologies. MCDEM will engage a contractor to consider the various options available and to build the business case. The government's agreement of the business case is expected to lead to a budget provision and the approval to select and implement a system. CDEM Groups will be informed of the operational requirements as they are developed.

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Conclusion

2013/14 has been another busy year for MCDEM although without the need to be involved deeply in the response to a number of significant emergencies. That suggests a pleasing improvement in capacity and capabilities in CDEM Groups, which while this observation might be based on intuition at present will be confirmed as the next round of Group assessments beginning after the successful pilot programme in the Waikato. I am pleased that the Ministry has been able to progress such a wide range of topics simultaneously in 2013/14. But at the same time I acknowledge that it also puts considerable pressure on your CDEM staff to consider issues and provide feedback. Looking forward, there is unlikely to be much relief as the work programme for the next year promises to be as full as the last.

Yours sincerely



John Hamilton
Director