

**Report**            **04.641**  
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**Committee**        **CDEM Group**  
**Author**            **Roger Blakeley, Chairperson, CEG**

## **Preparing Proposed CDEM Group Plan**

### **1. Purpose**

To ask the Group:

- to approve the Proposed CDEM Group Plan; and
- to approve the public consultation process for the proposed CDEM Group Plan.

### **2. Background**

The Civil Defence Emergency Management Act 2002 (the Act) requires Civil Defence Emergency Management Groups to develop, approve, implement, and monitor a civil defence emergency management group plan for their areas.

The Group Plan must be publicly notified and submissions called for. Plans must be formally approved by the CDEM Group within two years of the formation of the Group.

A copy of the draft Proposed CDEM Group Plan is included as a separate document.

### **3. Plan Preparation**

#### **3.1 Endorsement to date**

The CEG on 22 March 2004 and the CDEM Group on 22 April 2004 endorsed Parts 1-3 of the draft Proposed Group Plan (Introduction, The Wellington Region and Strategic Direction). Parts 4-6 (Operational Framework, Administrative Arrangements, Monitoring and Review) were endorsed by CEG and CDEM Group on 23 August 2004 and 30 September 2004 respectively. At its last meeting on 8 November 2004, the CEG discussed the final draft Proposed Plan and endorsed, in particular, the delegations of authority, group appointments and work programme.

### **3.2 Feedback from organisations**

On 24 August 2004 all organisations with a role and responsibility in emergency management in the Wellington Region were formally invited to provide feedback on the draft Plan. Organisations were asked to check their respective roles and responsibilities listed in the Plan and also to comment on other aspects of the Plan. Twenty-seven organisations responded with written comments. Nearly all the amendments requested were very minor and have now been incorporated in the final draft of the Proposed CDEM Group Plan.

Unfortunately, comments from the Ministry for Civil Defence and Emergency Management were not received until 4 November 2004 - too late to be incorporated into the draft Proposed CDEM Group Plan received by the CEG. The comments were substantial. The CEG agreed that we would do our best to incorporate the Ministry's comments before the Plan went out for public submissions. We have now met twice with Ministry officials and have clarified some of the points they raised. Appropriate changes have been made to the Proposed Plan.

Undoubtedly there will be further issues raised during the public submission process and we, ourselves, may wish to propose changes and improvements. These can all be incorporated into the final Plan.

### **3.3 Co-operation with other CDEM Groups**

In order to enhance our response and recovery capability, the CDEM Group Plan includes mutual support agreements with other CDEM Groups through Memoranda of Understanding.

On 24 August 2004 a formal invitation was extended to the CDEM Groups of Manawatu-Wanganui, Hawkes Bay, Marlborough, and Auckland to consider and accept a Memorandum of Understanding with the Wellington Region CDEM Group.

The Hawkes Bay CDEM Group approved the Memorandum of Understanding on 10 September 2004.

Manawatu-Wanganui, Marlborough and Auckland CDEM Groups have since indicated that they have no problem in accepting the proposed Memorandum of Understanding, but have regretfully advised that their CDEM Groups will only be meeting to consider this CDEM Group meeting.

The accepted (and signed) Memoranda of Understanding will form part of the CDEM Group Plan.

It is suggested that the Chairperson of the Wellington Region CDEM Group be delegated the authority to sign the Memoranda of Understanding on behalf of the CDEM Group as and when they are received from the other Groups. These Memoranda can then be included before the Proposed Plan goes through the final approval process.

### **3.4 CDEM Group appointments**

The Wellington Region Civil Defence Emergency Management Group has made provision in its Group Plan (Part 5) for the following appointments:

1. CDEM Group Controller and Alternate
2. Local Controllers – two for each Local Emergency Operations Centre area
3. Group Recovery Manager and Alternate
4. Local Recovery Managers – one for each Local Emergency Operations Centre
5. Group Lifelines Co-ordinator and Alternate

At the meeting of the CEG on 23 August 2004, a sub-committee was appointed to process applications for these positions and make recommendations to the next meeting of CEG. CEG approved the position description and person specification for the appointments of Group Controller and alternate, Local Controllers, Group Recovery Manager and Alternate and Lifelines Co-ordinators. Territorial authorities were requested to forward nominations for Local Controllers to GEMO and GEMO was requested to advertise the positions of Group Controller and Alternate. GEMO was also requested to forward nominations for Group Recovery Manager and Lifelines Co-ordinators to the sub-committee.

Unfortunately, not all the appointments have yet been made. The draft Proposed Plan does include names of persons where they are available; the remaining names will be included in the final Plan.

### **3.5 Delegation of Authority**

At its last meeting (30 September 2004), the CDEM Group approved the Chairperson of the CDEM Group as a person authorised to declare a state of local emergency for the Group area or any district or ward within the area. It also appointed each representative of the Group as a person authorised to declare a state of local emergency for the Group area in the absence of the Chairperson of the CDEM Group – in a priority order. These delegations have now been included in the Proposed of the Group Plan.

We have been trying to clarify the legislation regarding declarations. The wording in the draft Proposed Plan is our best interpretation of the Act. It may be that this section changes following the public submission process and when we receive further advice from the Ministry. We may seek legal advice. This is an important section and there is no room for error.

### **3.6 CDEM Group Work Programme for July 2005 to June 2006**

The Plan includes a five-year work programme with CDEM Group member organisations having various responsibilities for specific pieces of work.

It is intended that the work programme be revisited annually so that progress, relevance and affordability of work can be assessed.

The Ministry did raise some comments about the work programme and we have made some changes. For example, the preparation of the CDEM Group Public Information and Media Management Plan, the Welfare Plan and the Recovery Plan, have been moved forward.

## **4. Consultation Process**

### **4.1 Legislative requirements**

Section 52 of the Act states:

- (1) *Before making a civil defence emergency management group plan, a Civil Defence Emergency Management Group must -*
- (a) *give public notice, and any specific notice that the Group considers appropriate, of the proposal to make a plan; and*
  - (b) *specify in every notice given under paragraph (a) a period within which persons interested in the proposal may make submissions on the proposal to –*
    - (i) *the Group; or*
    - (ii) *a subgroup or committee of the Group; and*
  - (c) *ensure that any person who makes written submissions on the proposal within the period specified in the notice given under paragraph (a) is given reasonable opportunity to be heard by the body to which the submissions are made; and*
  - (d) *make all written submissions on the proposal available to the public unless there is some good reason in law why it should not do so; and*
  - (e) *ensure that the final decision in relation to the proposal is made at a meeting of the CDEM Group.*

The key players in the Wellington Region have been closely involved in the CDEM Group Plan preparation process from the start. More than eighty organisations in the Wellington Region with civil defence emergency management roles and responsibilities attended several workshops, presentations and interactive discussions (about 30 in all) relating to the preparation of the CDEM Group Plan. These workshops were specifically designed to work through the different phases of the Group Plan, mainly

concentrating on the strategic, operational and administrative aspects of the Plan.

The organisations comprised government departments, territorial authorities, emergency services (police, fire, health, ambulance), lifeline utility services (electricity, water, roads, rail, ports, telecommunications, etc.), contractors, community groups, etc.

Therefore, it is considered that the normal public submission process is adequate for consultation. There is not any need to take a proactive approach with key stakeholders, as they have already taken part in the preparation of the Plan.

The only exception is tangata whenua. It is therefore suggested that a formal approach be made to Ara Tahi, Greater Wellington's inter-iwi representative group.

#### **4.2 Committee to hear and decide on submissions**

It will be necessary to appoint a committee to hear and decide on submissions on the Group Plan. It is suggested that the CDEM Group decide on the membership of this Committee.

#### **4.3 Timeline for preparing an operative CDEM Group Plan**

The table below outlines the process and timeframe for preparing an operative CDEM Group Plan:

<b>TASK</b>	<b>WHO</b>	<b>BY WHEN</b>
1. Approval of Proposed CDEM Group Plan	CDEM Group	25 November 2004
2. Consultation Process: <ul style="list-style-type: none"> <li>• Proposed Plan notified and submissions called for</li> <li>• Closing date for Submissions</li> <li>• Hearings and decision-making</li> </ul>	GEMO  Sub-committee of CDEM Group	1 December 2004  28 January 2005  4 – 18 February 2005
3. CDEM Group Plan finalised	GEMO	25 February 2005
4. Approval of final plan	CEG	14 March 2005
5. Ministerial review	Ministry for CDEM	16 April 2005
6. Formal approval of final plan	CDEM Group	5 May 2005
7. Plan ready for publication	GEMO	6 May 2005
8. CDEM Group Plan becomes operative	GEMO	13 May 2005

## 5. Recommendation

*That the CDEM Group:*

1. ***approves*** the Proposed CDEM Group Plan for public notification;
2. ***authorises*** the Chairperson of the CDEM Group to sign Memoranda of Understanding when received;
3. ***determines*** the membership of the Hearings Committee to hear and decide on submissions on the Group Plan;
4. ***agrees*** to make a formal approach to Ara Tahi about the Proposed Group Plan;
5. ***approves*** the proposed timeline for consultation and completion of the Group Plan.

Report prepared by:

**Roger Blakeley**  
Chairperson  
CEG

Attachment: draft Proposed CDEM Group Plan