

**Report**            **05.187**  
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**Committee**        **CDEM Group**  
**Author**            **Roger Blakeley, Chairperson, CEG**

## **CDEM Group Plan: approval**

### **1. Purpose**

To ask the CDEM Group to approve the Wellington Region Civil Defence Emergency Management Group Plan (CDEM Group Plan).

### **2. Background**

Section 54 of the Civil Defence Emergency Management Act 2002 requires the CDEM Group to prepare and approve a CDEM Plan within two years of the formation of the Group, that is, by 15 May 2005.

The Proposed Plan was publicly notified on 1 December 2004 with submissions to be received by 28 January 2005.

The Hearing Committee was appointed by the CDEM Group on 25 November 2004 to hear and decide on submissions on the Group Plan. Membership of the Committee comprised Mayor Wayne Guppy, Chairperson CDEM Group (Chairperson), Ian Buchanan, Chairperson, Greater Wellington Regional Council, and Roger Blakeley, Chairperson CEG.

### **3. Submissions**

A total of 14 submissions were formally received, plus one informal submission. The officers of the CDEM Group Office prepared a written response to all points raised in each submission and also prepared their own submission.

Unfortunately, the Proposed Plan contained a number of layout and content errors – a result of the design and formatting part of the publication process. Much of the CDEM Group Office submission dealt with those issues.

Two submitters, Ministry of Civil Defence and Emergency Management, and the Group Emergency Management Office indicated that they wished to be heard.

#### **4. Hearing Committee**

The Hearing Committee sat on 14 February 2005. *The minutes of that meeting are attached.*

The Committee accepted the officers' recommendations on the submissions and directed officers to send formal responses to all submitters about decisions made. This has been done.

The changes required by the submission and hearing process have now been incorporated into the CDEM Group Plan.

#### **5. Ministerial Review**

Before approving the CDEM Group Plan, the CDEM Group must send a copy of the Proposed Plan to the Minister for his comments, allowing 20 working days for this to happen (s.49(1) CDEM Act 2002). The Proposed Plan was sent to the Minister on 16 March 2005.

The Minister's reply was received on 18 April 2005. In his reply the Minister congratulated the Wellington Region CDEM Group on its work. He confirmed that our Proposed CDEM Group Plan complies with, and meets, the expectations of the CDEM Act 2002, and the supporting director's guidelines. The Minister also stated that our CDEM Group Plan is very well presented and clearly written.

#### **6. 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.

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

The Memoranda of Understanding have now been finalised with the other CDEM Groups and have been incorporated in the CDEM Group Plan.

#### **7. CDEM Group Appointments**

At its meeting in August 2004, the CEG appointed a subcommittee to process applications for the appointment of a Group Controller and Alternate(s).

Position descriptions and person specifications for the following appointments were approved by the CEG at that meeting:

- CDEM Group Controller and Alternate (s)
- Local Controllers
- Group Recovery Manager and Alternate
- CDEM Group Lifelines Co-ordinator and Alternate

Following in-depth interviews with applicants for the position of Group Controller, and by approving the nominations received for Local Controllers, CDEM Group Recovery Manager and Alternate and CDEM Group Lifelines Co-ordinator and Alternate, the CEG at its meeting of 18 March 2005 approved the following appointments for the CDEM Group Plan. These names have now been included in the CDEM Group Plan:

<b>Group Controller</b>	Wayne Hastie
<b>Alternate Group Controllers</b>	Colin Wright (1 <sup>st</sup> alternate) John Allard (2 <sup>nd</sup> alternate) Rian van Schalkwyk (3 <sup>rd</sup> alternate)

<b>Group Recovery Manager</b>	Jane Bradbury
<b>Alternate Group Recovery Manager</b>	Barry Leonard
<b>Lifelines Co-ordinators</b>	David Brunson Debbie Cunningham (Alternate)

<b>Territorial Authority</b>	<b>Local Controllers</b>	<b>Local Recovery Managers</b>
Wellington City	Karen Wallace Andrew Dalziel (alternate)	Wendy Walker*
Porirua City	Roger Blakeley Mike Chapman (alternate)	Sue Veart
Kapiti District	Kevin Jefferies Rob Williams (alternate)	Tom Finnimore
Hutt City	Paul Nickalls Stuart Duncan (alternate)	David Kelly
Upper Hutt City	Max Pedersen Jenny Bentley (alternate)	Lachlan Wallach
South Wairarapa District	Derek Theobald*	Griff Page
Carterton District	Elaine Brazendale Milan Hautler (alternate)	Milan Hautler
Masterton District	Kevin Tunnell Jonathan Hooker (1 <sup>st</sup> alternate) Luther Toloa (2 <sup>nd</sup> alternate) Roger Gardner (3 <sup>rd</sup> alternate)	George Butcher

\* These names have been added after the CEG meeting on 18 March 2005.

## 8. Local CDEM Operating Procedures

Local Civil Defence Plans and the regional Civil Defence Plan will cease to be operative when the CDEM Group Plan becomes operative.

This CDEM Group Plan (section 8 – Local Procedures) refers to local authorities having standard operating procedures in place. It notes that these will need to be reviewed for content and consistency. The review is part of the CDEM Group Plan work programme.

The local authorities in the Region have worked together to develop a standard format for operating procedures and all the operating procedures of the city and district councils, as well as the Group Emergency Operations Centre, have been reviewed and will be in place when the CDEM Group Plan becomes operative.

These operating procedures form a very important link between local authorities operations and the CDEM Group Plan.

## 9. Conclusion

The new CDEM Group Plan signals a new era for emergency management in the Wellington Region. Local authorities, emergency services and other emergency management agencies now have a formalised way of working cooperatively to achieve a shared vision.

## 10. Recommendations

*That the CDEM Group:*

1. **Receive** the report
2. **Note** the decisions of the Hearing Committee.
3. **Note** the appointments that have been included in the Group Plan.
4. **Approve** the Wellington Region Civil Defence Emergency Management Group Plan to become operative immediately.

Report prepared by:

**Roger Blakeley**  
Chairperson, CEG

**Attachment 1:** Minutes of CDEM Group Hearings Committee

**Attachment 2:** Copy of the draft CDEM Group Plan