



25 November 2015

Chairs of Coordinating Executive Groups

MCDEM Work Programme Update: October/November 2015

There has been a lot of activity in the last few months including both exercises and real events. These have provided a great opportunity to test and validate our arrangements and identify areas that need to be strengthened. At MCDEM, we have a culture of ensuring our systems and processes meet requirements and as a result of recent experiences are looking to enhance and refine some of these systems and processes. We'll be able to provide more information on this at the CEG Chairs meeting next month.

We've all had a busy time promoting and carrying out our national earthquake drill as part of New Zealand Shakeout. The collective effort made by CDEM Groups was exceptional and the resulting interest New Zealanders showcased was fantastic. Thank you all for your participation in this effort!

The review of the Plan and Guide, incorporating the majority of recommendations from the Christchurch earthquake response review, have now been completed and will both come into force on 1 December. The review has resulted in a more robust, comprehensive and well understood set of arrangements for CDEM across the 4R's. One of the most notable areas of enhancement includes welfare services. CDEM Groups and MCDEM will provide leadership for welfare services coordination from 1 December and I believe the arrangements we have put in place will result in a significant advancement to the way welfare services are coordinated and delivered to affected communities. A revised guideline has recently been published for CDEM Groups and all agencies involved in the delivery of welfare services to assist us all with lifting our game in this important area.

A number of other reviews have also commenced recently, most notably the review of the National CDEM Strategy. A lot of advancements and gains have been made since the development of our last Strategy in 2007 and we now have a very real opportunity to develop a new strategy to effect a significant 'step-up' and evolution in our approach to risk and resilience in New Zealand. CDEM Groups involvement in this review will be critically important and we intend to embark on a programme of engagement to achieve this.

The Ministry is looking forward to opportunities for engagement with you and particularly at the upcoming CEG Chairs meeting on 15 December. Unfortunately I will not be able to host you all in person as I'm undergoing unplanned surgery in early December. The MCDEM Leadership Team will be facilitating the discussion sessions on the day. However, I look forward to engaging with you all at the National Emergency Management Conference I mentioned in my last letter. The conference is planned for 1-3 June 2016 and will include a formal evening event on 01 June as well as a specific CEG Chairs-only session.

Summary of Progress

1. New Zealand ShakeOut 2015

New Zealand ShakeOut was a resounding success, with over 1.366 million people taking part in the drill at 9.15am on 15 October.

Congratulations to Wellington Regional Management Office for having over 40 percent of the Wellington region signed up. Hawke's Bay and Bay of Plenty had the next highest percentage of sign ups at 31 percent. And well done to all CDEM Groups for pulling out all the stops to promote ShakeOut in your region.

Over 681,000 students and teachers from schools across the country took part. Almost 112,00 preschoolers and 128,880 tertiary staff and students.

In the business sector, over 85,000 Government agency employees, 33,000 local authority employees and 161,739 people from businesses took part.

Our advertising campaign engaged the hearts and minds of the nation. The level of media activity on the day, both social and traditional, was proof that New Zealanders were talking about earthquake preparedness in a big way.

We are eternally grateful to Sir Peter Jackson and Sir Richard Taylor, Jeremy Borland, the team from What Now, Jeremy Corbett, master chefs Kasey and Karena, and Taika Waititi for donating their time and talent to front our ShakeOut videos, which were seen over 3.77 million times.

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2. Emergency Management Information System (EMIS)

The User Group met in October to work through requirements for an upgraded version of the system. These have now been documented by the service provider to enable project and resource planning, as well as defining finer detail with the support of the user group. The Governance Group also discussed this at its meeting on 20 November, and agreed that the upgrade to SharePoint 2013 should now be pursued as the highest system priority.

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3. Developing the new National CDEM Strategy

We are shortly starting development on the new National CDEM Strategy (required by the CDEM Act 2002 by the end of 2017). The Ministry intends the new strategy to effect a significant 'step-up' and evolution in our approach to risk and resilience in New Zealand. International best practice suggests the step-up we desire is to progressively move the emphasis from managing disasters to managing risk, and to practice a holistic, whole-of-society approach to long-term community and national resilience.

Such a strategy could fulfil the requirement for a new strategy under the CDEM Act, but offer a much broader 'call to action' aimed at whole-of-society participation and ownership of risk and resilience. All of these concepts as well as the detail of the strategy are to be discussed over the course of 2016, for a late 2017 publication date. The Ministry and wider Department

of the Prime Minister and Cabinet are keen to run a highly collaborative and participatory process to develop the new Strategy. More information and communications will be coming later in the year, or early next year about how you can get involved.

Project Timeline:

Phase 1	Timing	Primary Activity	Secondary Activity
1. Project start-up	July 2015-Dec 2015	Project/engagement planning	Socialisation
2. Development	Jan 2016-Dec 2016	Engagement/development	Writing/developing content
3. Consultation	Jan 2017-June 2017	Formal consultation	Development of secondary supporting products
4. Signoff	July 2017-Dec 2017	Cabinet signoff	
5. Rollout	Jan 2018-June 2018	Publication and rollout	Socialisation/engagement

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4. Review of the National CDEM Plan and Guide

The new National CDEM Plan Order 2015 is now available on the Government’s legislation website (www.legislation.govt.nz) and comes into force on 1 December 2015.

The review of the supporting Guide to the National CDEM Plan (the Guide) has also been completed. The revised Guide was issued for external consultation from 17 July to 11 September 2015. Submissions were processed and further refinements agreed with relevant agencies with roles and responsibilities in the Guide. The finalised Guide is now being readied to be published on the MCDEM website prior to it coming into force on 1 December 2015.

Both the revised Plan and Guide will come into effect at the same time on 1 December 2015.

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5. 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 following activities:

- A review of all welfare arrangements is being carried out in the statutory framework including the Coordinated Incident Management System, the National CDEM Plan, the Guide to the National CDEM Plan and the Welfare in an Emergency Director’s Guideline (DGL 11/10). The CIMS Manual and National CDEM Plan reviews are now complete. The outcome of these reviews is a significant elevation of Welfare. CIMS now recognises Welfare as one of the seven CIMS functions and this places a requirement on all agencies to consider and plan for welfare arrangements for

response. The Welfare Services arrangements in the new National CDEM Plan have been significantly amended to provide greater clarification of roles and responsibilities for welfare services, including CDEM Groups.

- On 5 November, I had the pleasure of announcing the publication of the Welfare in an Emergency Director's Guideline (DGL 11/15), which is now available on the MCDEM website from 30 October 2015. The guideline is the culmination of more than two years collaborative work by multiple welfare services agencies and CDEM Groups across New Zealand. Development of the guideline was led by the Ministry with significant input from CDEM welfare subject matter experts, non-government organisations, and government other agencies.
- MCDEM is continuing to engage and meet with national welfare agencies and CDEM Groups to continue to develop the arrangements for welfare services working towards 1 December 2015 when the Plan and Guide come into force and the overall responsibility for welfare services coordination transfers from the Ministry of Social Development to MCDEM (nationally) and CDEM Groups (regionally/locally).

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6. Capability Development Programme

Seventy six participants of Cohorts 14/1, 15/1, 15/2 and 15/3 of the *CDEM Controllers Development Programme* are undertaking the individualised post-course continued development phase. After successful completion of this last phase, participants will be accredited as CDEM Controllers.

MCDEM are continuing with work to procure and configure a fit-for-purpose Learning Management System (LMS) that is aimed to be made available to the CDEM sector in mid-2016. A LMS is a software application which helps automate the management, tracking and reporting of training programmes and provides a platform for content delivery, training materials and evaluation tools. An older LMS version is currently being used for the CDEM Controllers Development Programme.

Work is continuing on the development of courses as part of the Integrated Training Framework (ITF). Led by the Waikato CDEM Group, the Coordination Centre Foundation Course has had some 1200 attendees to date. Some of the content of this course is being converted to be made available online. The next phase, the Coordination Centre Intermediate Course, is currently being finalised and has been piloted. Training at a higher level, the Coordination Centre Advanced suite of courses, has entered the design and development stage with Logistics nearly complete and the Welfare function being started.

The Skills Organisation, the new Industry Training Organisation (ITO) for CDEM, is continuing to work through transition arrangements from EMQUAL and have commenced engagement with MCDEM and CDEM training providers. Under the ITO's umbrella, a Governance Group to administer the Emergency Management (EM) Adult and Continuing Education (ACE) Fund for volunteer training has also been formed, which includes representatives from MCDEM and CDEM Groups.

The inaugural meeting of the CDEM Capability Development Advisory Group was held on 23 November. The aim of this group is to share learning opportunities and ideas, identify and prioritise sector-wide capability development needs and come together to provide 'one voice' regarding CDEM capability development.

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7. Publications - Review, Development and Consultation

The Ministry regularly develops or reviews publications. Since the last CEG Chairs letter the following publications have recently been completed and published on the MCDEM website:

- *Welfare Services in an Emergency: Director's Guideline [DGL 11/15]*

The following publications are still currently under development:

- *Guide to the National CDEM Plan*: This document is being reviewed to incorporate the new National CDEM Plan (2015) and was issued for external consultation from 17 July to 11 September 2015. The Guide has been finalised and is being readied for publishing on the MCDEM website prior to it coming into force on 1 December 2015.
- *Response Planning: Director's Guideline*: This guideline has been finalised and is being prepared for publication on the Ministry's website shortly.
- *Tsunami Evacuation Zones: Director's Guideline [DGL 08/08]*: This guideline is being reviewed to incorporate updated science and experience following a number of tsunami events since the time it was first published. The revised guideline was issued for external consultation from 29 September to 18 November. Submissions will now be considered and any necessary further amendments made.

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8. Review of the legislation for recovery from an emergency

The Civil Defence Emergency Management Amendment Bill was introduced to Parliament on 11 November 2015, and is now available to view on the Parliament website at this link: http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66619_1/civil-defence-emergency-management-amendment-bill

The Bill incorporates proposed amendments to the CDEM Act, to strengthen its provisions for recovery management and the transition from response to recovery.

The Bill has not yet got a date for a First Reading in Parliament; only after this can it be referred to Select Committee and a call for public submissions made. We will keep CDEM Groups informed on timeframes.

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9. Public Alerting

The Detailed Business Case is now being finalised following feedback from the Steering Group. Meanwhile options about the way forward are being discussed with the Minister.

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10. Resilience Fund

Good support was received from CDEM Groups for the proposed model of MCDEM management of large scale projects. A number of Groups commented on the good return on investment they have been able to achieve with the Fund and requested that provision be made to be able to balance 'think big' projects with appropriate local initiatives. We are currently awaiting final feedback from a few of the Groups before returning to the Minister seeking endorsement of a change in the appropriation and a sector supported review of the guidance for allocating the Fund.

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11. CEG Chair's and Controller's Forum

The combined Controller's and CEG Chair's Forum is scheduled for 15 December. The day is structured with a 'closed door' session with CEG Chair's and your CDEM Group Managers to address a number of strategic matters before topics of wider interest can be discussed with the collective audience. Please provide your nominations for this Forum through to my EA Erin Taylor at erin.taylor@dpmc.govt.nz

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Yours sincerely



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