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Enquiries: Lee Hazelwood

13 June 2012

John Hamilton  
Director of Civil Defence & Emergency Management  
MCDEM  
Level 9  
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PO Box 5010  
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New Zealand

Dear John

## **CDEM Resilience Fund Project - Waikato CDEM Group Evacuation Plan**

In line with the Director Guidelines for the Resilience fund projects the Waikato CDEM Group is requesting to reclaim the monies already incurred as part of the project for the financial year ending 30 June 2012. Bank Account Details : *National Bank – 06 0317 0096442 00*

**Achievements of the project included comprehensive consultation** with the **Project Focus Group** that included representatives from TLAs, Emergency Services, WAG, Lifelines Utilities and Neighbouring CDEM Groups. This ensured that the plan represented all agencies and was accepted by all.

**The Waikato Civil Defence Emergency Management Group Plan 2011-2015** identified in the Broad Five Year CDEM Group Programme to Develop a Mass Evacuation Plan within the Development Phase (years1-3), the Plan was completed within the first year of the Development Phase. The next phase within the Development Phase will be to develop local operational plans for TLAs and Agencies.

The Plan lays the foundation for TLAs and agencies to write their own operational plans and Incident Action Plan's. During the consultation phase it was recommended by the Neighbouring CDEM Groups that this Plan should be used as the foundation to write a North Island Evacuation Plan.

**Lessons learned** from writing the Mass Evacuation Plan were that consultation was critical in the success of the Plan, agencies having a say in how they see the plan and how it will be useful for them. Including JC, CEG, Controllers and the WAG from the early stages resulted in no surprises when the final plan was presented for approval by the CEG on 24 May 2012 and adopted by the JC on 11 June 2012.

Resources and budget allocated to the project were well managed, the project stayed within budget. (Table 1)

Table 1

Project Financial Breakdown – Waikato CDEM Group Evacuation Plan		
	Description of Activity	Fee
1.	<ul style="list-style-type: none"><li>• Project Manager<ul style="list-style-type: none"><li>○ Consultation</li><li>○ Writing draft</li><li>○ Workshops</li></ul></li></ul>	\$ 75 000
2.	<ul style="list-style-type: none"><li>• Project Writer<ul style="list-style-type: none"><li>○ Writing plan</li><li>○ Workshops</li></ul></li></ul>	\$ 22 373
3.	<ul style="list-style-type: none"><li>• Additional cost<ul style="list-style-type: none"><li>○ Travel</li><li>○ Catering</li><li>○ Printing</li></ul></li></ul>	\$ 2 627
	<ul style="list-style-type: none"><li>• <b>TOTAL</b></li></ul>	<b>\$ 100 000</b>

Yours faithfully



Langley Cavers  
Coordinating Executive Group Chair  
Waikato CDEM