



CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project titles	1. Mass Evacuation Plan 2. Public Education and Awareness
Date of application	28 th February 2011
Details on application	
Lead territorial authority	Group Emergency Management Office (coordinated on behalf of all the territorial authorities that comprise the Waikato CDEM Group)
CDEM Group	Waikato
Other TAs or Groups supporting the proposal	Hauraki District Council Hamilton City Council Environment Waikato Thames Coromandel District Council Matamata Piako District Council Taupo District Council Waipa District Council Waikato District Council Otorohanga District Council Waitomo District Council South Waikato District Council Also currently seeking support from the Auckland, Bay of Plenty, Taranaki, Hawkes Bay, Manawatu-Wanganui and possibly Gisborne groups as potentially requiring mass evacuee support.
Project description	
Executive summary <i>[200 words maximum description.]</i>	
<p>The Waikato CDEM Group participated in Exercise Ruaumoko in 2008 and Exercise Tangaroa in October 2010. Both exercise assessments carried out on behalf of the Group identified that the Waikato CDEM Groups major threat would be from both a medium to large scale mass evacuation internally and a receipt of evacuees from external surrounding CDEM Group areas, particularly Auckland and BOP.</p> <p>As part of the MCDEM Monitoring and Evaluation report the CDEM Group was identified as having little or NO public education capability. This was highlighted in a 2010 survey carried out by Environment Waikato indentifying only 8% of the Waikato region where fully prepared for an emergency event.</p> <p>The projects proposed and as outlined in this application form are in response to the recommendations arising from further discussion and direction from the Coordinating Executive Group (CEG).</p> <p>The key projects the Waikato CDEM Group are seeking resilience funding support for are as follows:</p> <ol style="list-style-type: none"> 1. Mass Evacuation and Receipt of evacuees Plan (cross-Group to include Inter group consultation) 2. Public Education and Awareness Project (Cross – Group). <p>These projects will greatly enhance the Waikato CDEM Groups response capability during a medium to large scale event. It will also enhance and build on CDEM Group response coordinative relationships, improving the CDEM Group's capability, and provide a plan that will benefit and can be used by all Group</p>	

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members. It will also produce better Inter-Group preparedness in response to emergencies which require cross Group support and coordination. Finally and more importantly increasing community preparedness, awareness and resilience for the regions communities as well as the in-flow of tourists during the rugby world cup will have longer lasting benefits.

Problem/opportunity [200 words maximum description.]

1. Mass Evacuation and Receipt of Evacuees Plan

- Exercise Ruauumoko in 2008 identified the threat of a Mass evacuation and receipt of evacuees to the Waikato as a result of a volcanic eruption in Auckland. In 2010, receipt of evacuees was also highlighted as a problem from a tsunami with the Exercise Tangaroa scenario. Both Group reviews of the exercises have now identified mass evacuation as a significant issue for the region critically highlighting a need for a cohesive plan to be created. Initial findings have identified:
 - The Tangaroa review recommended that: “the CEG task the WAG with the production of a comprehensive mass evacuation plan for the CDEM Group”
 - The CEG has accepted a report recommendation from the WAG to set up a Mass Evacuation working party in line with the previous Pandemic working party that produced the regions pandemic plan. CEG has appointed;
 - A working party Chair (Te Rehia Papesch – Regional Commissioner for MSD and WAG chair) and
 - a CEG representative (Sharon Robinson – South Waikato CEG Rep)
 - The issue lies with the Waikato’s location adjacent to or near Auckland, Bay of Plenty, Hawkes Bay, Gisborne, Manawatu & Wanganui and Taranaki CDEM Groups. Each area has a hazard or shares a hazard that could see a large exodus of evacuees into the Waikato to reach safety or transiting through. There is an expectation on the Waikato to be responsible for both the welfare and coordination of its own internal mass evacuations and this is compounded by the receipt of evacuees from outside the region.
 - The size of the emergencies dictate the level of response but the Waikato could be dealing with internal and external evacuees up to 100, 000 for a medium event and up to in excess of 650,000 for a large scale event
 - Two issues arise from this;
 - Firstly it has been identified that in order to resource the production of a professional plan, an external project writer would need to be employed.
 - Secondly there is not sufficient budget within the 2011/12 Group budget for undertaking a project of this size and scope.
 - Finally In the words of John Hamilton – “The public has high expectations of the standard of performance of those involved within the CDEM sector in NZ” and this would be no less required if an exercise Tangaroa or Ruauumoko scenario were to eventuate.

2. Public Education and Awareness

- Currently, there is no standardised format for public awareness and education within the Waikato region due to:
 - different EOA hazards
 - limited resources (additional funding would integrate the process coordinated by the GEMO)
 - a regained new community of interest, with Auckland Council Boundary changes and tourism awareness would assist a better response to emergencies
- It has been estimated that an extra 60,000 tourists will pass through the Waikato region due to the Rugby world cup providing a unique opportunity to promote CDEM.

Alignment with identified goals and objectives [200 words maximum description.]

1. Mass Evacuation & Receipt of Evacuees Plan

- National Strategy Goal 3
 - To enhance NZ’s capability to manage civil defence emergencies by:
 - Enhancing CDEM Group’s ability to prepare for and respond to civil defence emergencies
 - Addressing the consequences of Hazards
- Waikato CDEM Group Plan (1GP) Goal 3

- Provide effective and efficient response and recovery capability
 - Local response and recovery capabilities are enhanced
- The guide to the National CDEM Plan 2006
 - Section 12 Welfare – 12.8 Operational arrangements, sub section 12.8.1 CDEM Group Welfare functions:
 - In order to respond to and aid recovery from an emergency as required under the CDEM Act (sections 4, 17 and 49), each CDEM Group must plan for delivery of welfare services in its CDEM Group plan, its supporting documentation and through the plans of welfare sector partner agencies.

2. Public Education and Awareness

- National Strategy Goal 1
 - To increase community awareness, understanding, preparedness and participation in civil defence emergency management
- Waikato CDEM Group Plan (1GP) Goal 1
 - To increase community resilience in CDEM

Dissemination of benefits to sector *[200 words maximum description.]*

1. Mass Evacuation & Receipt of Evacuees Plan

- An agreed coordinated plan across all agencies and affected CDEM Groups coordinated by one entity – the GECC (rather than by each agency)
- standardised response agreed and delivered across the Group and its members
- standardised and coordinated response between affected Groups
- it will enhance relationships between the GEMO and EOAs and supporting agencies including emergency services, welfare and lifelines
- duplication of effort will be avoided

2. Public Education and Awareness

- Raised profile of Hazards within the Region
- Better ability for community awareness and preparedness
- Acceptable awareness for tourism during world cup period
- the public will become familiar with one version rather than multiple versions
- Costs will be minimised due to better coordination.

Project design

Project manager


- 1. Mass Evacuation & Receipt of Evacuees
 - **Project Group (Management and Direction)**
 - Te Rehia Papesch – Working Party Chair
 - Sharon Robinson – CEG appointed reporting representative
 - GEMO – Waikato CDEM Group
 - Ainsley Alexander - EMO
 - Irving Young – Welfare Manager
 - Group Controller – To be confirmed
 - Project Writer/plan coordinator
 - To be confirmed
 - Tane Woodley – Technical advisor when required
 - Suzanne Vowles – REMA (Advisory)

	<ul style="list-style-type: none"> 2. Public Education and Awareness <ul style="list-style-type: none"> • Wendy Valois – CDEM Group Public Education coordinator
Other project members	<ul style="list-style-type: none"> 1. Mass Evacuation & Receipt of Evacuees <ul style="list-style-type: none"> • Focus Group (Expertise and Advice) <ul style="list-style-type: none"> ○ EOA Managers & Local Controllers <ul style="list-style-type: none"> ▪ WVEOA ▪ TVEOA ▪ SEOA <ul style="list-style-type: none"> • Taupo • South Waikato ○ Emergency Services ○ Environment Waikato <ul style="list-style-type: none"> ▪ Land Transport Sub Group ○ Lifelines <ul style="list-style-type: none"> ▪ Current CDEM Group project manager TBC ○ Other CDEM Groups <ul style="list-style-type: none"> ▪ Auckland ▪ Taranaki ▪ Manawatu & Wanganui ▪ Hawkes Bay ▪ Gisborne ▪ BOP 2. Public Education and Awareness <ul style="list-style-type: none"> • EOA Managers • Readiness & Response sub group • GEMO
External providers/contractors	<p>Yet to be identified.</p> <p>Noting that the Mass Evacuation plan will require a project writer as well as external publishing (re: "booklet").</p> <p>The public education project will require external publishing providers.</p>

Deliverables		
Milestone	Date for completion	Cost
<u>Mass Evacuation & Receipt of Evacuees Plan</u> <ul style="list-style-type: none"> • Pre Project work coordinated by GEMO as follows: <ul style="list-style-type: none"> a. Confirm individuals for working party b. Identify Project writer (Agree project time and budget) c. Draft terms of ref and goals drawn up d. Prepare workshops • Project workshops x 7 coordinated by the GEMO as follows: 	July 2011	In-Kind

<ul style="list-style-type: none"> a. Project Group agree Terms of Ref and Goals for Focus Group b. Focus Group Project work and writing (Identify a scenario to work off) c. Project writer produce a draft document plan and scenario document d. CEG reports (In line with proposed calendar meetings) e. Joint Committee reports (In line with proposed calendar meetings) <ul style="list-style-type: none"> • Consultation and Writing <ul style="list-style-type: none"> a. CEG and Joint committee workshops <ul style="list-style-type: none"> • Final Sign off and Production of plan <ul style="list-style-type: none"> a. Groups and Agencies b. CEG c. Joint Committee d. Production of hard copy document <ul style="list-style-type: none"> • Plan distribution 	<p>December 2011</p> <p>April 2012</p> <p>June 2012</p> <p>July 2012</p>	<p>Groups In Kind \$40,000 (Project writer costs contracted)</p> <p>In-kind for Groups and agencies \$35,000(Project writer costs contracted)</p> <p>In Kind for Groups and Agencies \$10,000 (Project writer costs contracted) \$15,000 (Production costs contracted)</p> <p>In Kind</p>
TOTAL = \$100,000		
<p><u>Public Education & Awareness</u></p> <ul style="list-style-type: none"> • Tourism and EOA Managers are scoped to target areas <ul style="list-style-type: none"> a. External advice from MCDEM , Hawkes bay and Wellington(best practice) b. Develop agreed template • Proposal developed, including confirmed delivery mechanism (e.g. external service provider) • Report to CEG Readiness and Response Subgroup on proposed template and educational roll out plan • Report to CEG and refine proposal/programme as required • Implementation (including preparation and production of resource material + Tourism workshops) <ul style="list-style-type: none"> a. Distribution to be linked through 	<p>March 2011</p> <p>May 2011</p> <p>June 2011</p> <p>May/June 2011</p> <p>July 2011</p>	<p>In-kind</p> <p>In-kind</p> <p>In-kind</p> <p>In-Kind</p> <p>In-Kind</p> <p>\$20,000.00 (Production of resources – Contracted &</p>

<p>already existing systems</p> <ul style="list-style-type: none"> i. Hotel & Accommodation providers ii. Tourism & I-site establishments iii. Local Government rate deliveries 		distribution)
TOTAL = \$20,000		
GRAND TOTAL \$120,000		
Identified risks		
Risk	Suggested management	
<u>Mass Evacuation & Receipt of Evacuees Plan</u>	<u>Mass Evacuation & Receipt of Evacuees Plan</u>	
Not fully supported by CDEM political & executive decision makers/agencies/practitioners	<ul style="list-style-type: none"> • Develop clear goals, vision and objectives to ensure understanding of outcomes sought • CEG members to collectively agree on direction • CEG appointed Chair and Champion of working party • Involvement of key agencies from commencement of project • Ensure open communication 	
Lack of ability/expertise/resource to deliver project	<ul style="list-style-type: none"> • Engagement of external technical advisors and service provider with relevant knowledge and experience in the 'scenario' project delivery 	
<u>Public Education and Awareness</u>	<u>Public Education and Awareness</u>	
Not supported by CDEM agencies/decision makers	<ul style="list-style-type: none"> • CEG members to collectively agree on direction Develop clear goals, vision and objectives to ensure understanding of outcomes sought • Clear direction/task and authority for appropriate project manager • Involvement of key agencies from commencement of project • Ensure open communication 	
Lack of ability/resource to deliver programme	<ul style="list-style-type: none"> • Engagement of external service provider with relevant knowledge and experience 	
Funding request and use		
CDEM Resilience fund contribution	<ol style="list-style-type: none"> 1. Mass Evacuation & Receipt of Evacuees Plan <ul style="list-style-type: none"> • \$85,000 (Project Writer) • \$15,000 (Production) 2. Public Education and Awareness <ul style="list-style-type: none"> • \$20,000 (Production) <p>TOTAL \$120,000</p>	
Territorial authority contribution	<ol style="list-style-type: none"> 1. Mass Evacuation & Receipt of evacuees Plan <ul style="list-style-type: none"> • In-kind labour as required 2. Public Education and Awareness <ul style="list-style-type: none"> • In-kind labour as required 	

Other sources of funding	Nil
Application confirmation	
Approval of Chief Executive	Langley David Cavers
CDEM Group comment	
Comment	<p>The CDEM Group has not formally considered this application. The Waikato CDEM Group CEG delegated the task of commenting on applications from members to a working party. This working party has reviewed this application and have no further comment:</p> <p>Mass Evacuation Working Party Chair Comment: Please accept that this is only a broad outline of where we expect the monies to be expended. However we will ensure that effective and efficient use of funds is maintained and that no unnecessary expenditure of funds occurs. All accountability and transparency standards will apply. Te Rehia Papesch Appointed Working Party Chair Waikato Regional Commissioner MSD</p>
Approval of Coordinating Executive Group Chair	<p>I confirm I have sighted this application and have approved it being forwarded to MCDEM for consideration:</p>  <p>Langley David Cavers CEG Chair</p>

