

National Exercise Programme Governance Group Minutes

8 September 2010
MCDEM, 22 The Terrace, Wellington

Attendance	David Coetzee	Chair (MCDEM)
	Jo Guard	Secretariat (MCDEM)
	Graeme MacDonald	Northland CDEM Group
	Nichola Costley	West Coast CDEM Group
	John Foley	Marlborough CDEM Group
	Clinton Naude	Bay of Plenty CDEM Group
	Evan Lloyd	Manawatu-Wanganui CDEM Group
	Rian van Schalkwyk	Wellington CDEM Group
	Scott McNaughton	Otago CDEM Group
	Rana Solomon	Chatham Islands CDEM Group
	Nigel Simpson	Hawkes Bay CDEM Group
Apologies	David Neil	Auckland CDEM Group
	Ainsley Alexander	Waikato CDEM Group
	Bob Upton/Jon Mitchell	Canterbury CDEM Group
	Roger Ball	Nelson Tasman CDEM Group
	Mike Langford	Taranaki CDEM Group
	Richard Steele	Gisborne CDEM Group
	Neil Cruickshank	Southland CDEM Group
	Dave Brunsdon	National Engineering Lifelines Committee (NELC)
	Peter Cameron	MCDEM
	Keith Evans	MCDEM

Welcome The Chair opened the meeting and welcomed the attending representatives.

It was acknowledged that attendance was down substantially this year due to the Canterbury Earthquake event earlier in the week (4 September 2010). Several attendees were involved in response activities and one attendee was not able to attend because of a flight cancellation due to fog.

Review of previous minutes The minutes of the previous meeting (held on 25 August 2009) were accepted.

Topic	Action Point Description	Complete
NEP Report	<ul style="list-style-type: none"> ○ Jo to design a template to contain aim, objectives, scenario, lessons identified and corrective actions and make available to NEP GG members. 	Yes
	<ul style="list-style-type: none"> ○ Jo to correct the mistake page 8 of the NEP Report relating to the tier level for the Taranaki exercise should read tier 2 not tier 3). 	Yes

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Review of previous minutes, continued

Topic	Action Point Description	Complete
Exercise Pacific Wave 2010	<ul style="list-style-type: none"> ○ David Coetzee to confirm in writing to CEOs etc of Groups, NZ Police, NZ Fire Service, Defence, Health and Lifelines the confirmed exercise details. 	No (the exercise was postponed)
	<ul style="list-style-type: none"> ○ MCDEM will call for nominations to the writing and steering groups through the official process for selection. 	No (the exercise was postponed)
Rugby World Cup 2011	<ul style="list-style-type: none"> ○ Groups to engage with Emergency Services Coordinating Committee (ESCC) meetings to find out more about local and group level planning for these exercises. 	Yes – to varying degrees
	<ul style="list-style-type: none"> ○ Ben Stallworthy to forward a report on Commonwealth Games preparation to Jo Guard. 	No
Other	<ul style="list-style-type: none"> ○ David to speak to GNS about Exercise ShakeOut for 2012 ○ MCDEM to create a list of scenarios of national significance and circulate them to the CDEM Groups – CDEM Groups will be required to indicate which event/year they will be able to lead an exercise and this will be noted in the 10 year exercise schedule. 	Yes No
Set and review 10 year exercise schedule	<ul style="list-style-type: none"> ○ NEP Governance Group members to provide Tier 2, 3 and 4 exercise information to Jo Guard to load onto the exercise schedule contained on the MCDEM website. 	Yes
	<ul style="list-style-type: none"> ○ Greg Wilson (BOP) is asked to discuss with Hawkes Bay and Gisbone the exercise scheduled for March 2011. ○ CDEM Groups to forward tools and templates or exercise documentation for past exercises to Jo Guard to be placed onto the MCDEM website to aid others when writing exercise documentation. 	Yes Have received very few and would like more!
CDEM Exercises Director's Guideline Update	<ul style="list-style-type: none"> ○ Jo Guard has tabled this with MCDEM already but will now formally make a case for it as there seems to be strong interest amongst the Governance Group for a course or series of courses. 	Yes – 3 courses run in June and July 2010

NEP Report

- Jo Guard tabled the NEP Annual Report for 2009/10.
 - Short summaries of previous exercises were provided:
 - Ex Phoenix VI – Rian van Schalkwyk (Wellington)
 - Ex BayVac – Nigel Simpson (Hawkes Bay)
 - Ex Ru Whenua – Nichola Costley (West Coast)
 - Ex Cloudy Bay – John Foley (Marlborough)
 - Ex Pandora – report written by James Thompson (Canterbury)
 - It was agreed that future NEP Annual Reports will include a section for corrective actions and common themes/trends. This section will be added to the final report after the Governance Group has met to discuss these aspects. **Action Point: Jo Guard to add a section to the NEP Annual Report for corrective actions and common themes/trends. Jo Guard also to add a standing agenda item to discuss corrective actions and common themes/trends.**
 - A common theme identified in several of the above reports has been the need for a good level of engagement from other agencies (especially emergency services) to ensure the success of CDEM exercises. Several CDEM Groups have had some trouble in getting buy-in from these agencies in the planning phase of the exercise and this has impacted on the success of the exercise.
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Upcoming exercises

- Bay of Plenty – 2011
 - Police and Fire are not keen to engage in the 2011 Tier 3 exercise (due to Rugby World Cup)
 - There is concern that going from a Tier 4 (Ex Tangaroa) to a Tier 3 in a short space of time will not leave enough time to work on corrective actions.
 - Bay of Plenty CDEM Group would like to amend this to a Tier 2 exercise instead and will have a focus on EMIS.
 - **Action Point: Jo Guard to amend schedule to reflect this.**
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Rugby World Cup preparations

- Marlborough has not been engaged by Police
 - West Coast has not been engaged by Police
 - Hawkes Bay has two games and three teams so is low key
 - Otago has some involvement/good engagement
 - Northland has a reasonable level of engagement – there will be cruise ships in the area which is an area of concern. Traffic management plans are progressing well
 - Chathams – has no involvement
 - Wellington – A planning committee has been formed. The Emergency Services Coordinating Committee and InterAgency Liaison Committee has this as a standing agenda item
 - Manawatu Wanganui is on the fringes of planning
 - Bay of Plenty – there have been discussions with Police – but generally on the fringes of planning
 - National – Jo Guard is on the exercise planning team for Exercise Guardian and Resolution exercises. There is some difficulty in convincing Police that CDEM has a role to play in CT exercises and real events. She has escalated this to the Watch Group (David Coetzee) and ODESC (John Hamilton) levels for further action.
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Update on Exercise Capital Quake and Ruaumoko Reviews

Corrective actions from these two exercises have been incorporated into the Exercise Tangaroa Planning. As a result 66 corrective actions (of 125) from these two exercises, the South Island Snow event and the North Island Floods will be evaluated in the exercise.

Exercise Tangaroa Update

It was decided to go ahead with Exercise Tangaroa despite the Canterbury earthquake.

There will be a Group Controllers Teleconference on 26 October 2010 at 1000 hours. Evan raised the fact that there will be a 'new' council meeting on this day so their Controller may not be able to attend.

Exercise Pacific Wave Update

David attended the Steering Committee of the Pacific Tsunami Warning System (PTWS) from 17-20 August 2010 in Honolulu, Hawaii. The PTWS decided to postpone Exercise Pacific Wave to November 2011. A multi-scenario approach will be used (3-4 scenarios to cater for all areas in the Pacific) to allow all 31 member countries to participate.

MCDEM will be involved in planning the exercise. This will not dictate New Zealand's level of participation. The NEP GG agreed that Exercise Pacific Wave participation should follow the Exercise Tangaroa model, where CDEM Groups and agencies have the ability to decide their own levels of participation in the exercise.

The exercise will be included in the National Exercise Programme and those CDEM Groups present agreed a regional source scenario would be preferable. It was also discussed that some 'action' for the West Coast of New Zealand would be preferable. **Action Point: Jo to put this on the exercise schedule.**

Exercise Shakeout 2012

Exercise planning will start early next year. Jo suggests a number of CDEM Group representatives join her to begin scoping out the exercise before she pulls together a planning team. This was accepted by the representatives present. **Action Point: Jo to get GNS Science and a small group of CDEM Group representatives to do an initial scoping paper for the exercise.** More information will follow to Groups on a selection process for this early next year.

It was agreed that the exercise will involve extensive public education and in order to create a great deal of awareness about the exercise and general preparedness issues, the exercise should be held in October over Get Ready Week. The actual exercise day could be on the Wednesday.

Action Point: All CDEM Groups to diarise the second week of October 2012 for a combined Get Ready Week/Exercise Shakeout.

EMIS update

EMIS testing is being conducted at the moment. So far there are no show stoppers!

Requests for Tier 3 exercise funding

There were no requests for Tier 3 exercise funding.

Set and review 10 year exercise schedule

The Governance Group reviewed the 10 year exercise schedule:

<p>Exercise schedule</p>	<p>Action Point: Jo to reflect the following on the schedule the following:</p> <ul style="list-style-type: none"> ○ The 2011 Bay Of Plenty Tier 3 exercise to be downgraded to a Tier 2. ○ The 2011 Wellington Tier 3 exercise to be downgraded to a Tier 2 and the date to be amended – Action Point: Rian to provide a new date ○ It is recommended that all CDEM Groups contribute to the Exercise ShakeOut in 2012 rather than continue with their respective Tier 2 exercises. ○ MCDEM to lock in dates for the Tier 4 exercises and advise CDEM Groups so they can plan around this. ○ Jo to approach Maritime New Zealand to establish when Cruise Ship and Oil Spill exercises are run and to note these on the schedule. Health and Lifelines to also be approached for the same reasons. <p>It was agreed that after 2012 we will revert back to national Tier 4 exercises being held every 4 years and every second year the Tier 4 exercise will be simulated (eg. DESC simulation).</p> <p>Exercises will continue to be loaded onto the MCDEM website:</p> <p>Note: link to exercise page on MCDEM website: http://www.civildefence.govt.nz/memwebsite.NSF/wpg_UR/For-the-CDEM-Sector-CDEM-Exercises-Index?OpenDocument</p> <p>Action point: NEP Governance Group members to provide Tier 2, 3 and 4 exercise information to Jo Guard to load onto the exercise schedule contained on the MCDEM website.</p> <p>Format should be as follows: Date: Financial Year: Exercise Name: Exercise Theme: Tier: Lead Agency: Participating Agencies: Details:</p>
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**Review of
NEP Charter**

Very few changes to the NEP Charter were made but the following have been accepted by the NEP Governance Group.

Reference	Change to be made
	The version number and date will be modified to include the 2010 review date.
Page 2	The 2010 review date has been added
Appendix 1	Participants to the NEP Governance Group have been updated (as there have been a couple of changes to membership in the last year).

**General
Business**

There was no general business.

Next meeting

All members are happy to continue to meet in August of next year. A date will be set closer to the time.

**Meeting
closed**

The meeting closed at 2.55pm.

Appendix 1: Tasks to be actioned

Action Points The following table outlines the tasks required to be actioned before the next meeting.

Rugby World Cup 2011	Ben Stallworthy to forward a report on Commonwealth Games preparation to Jo Guard.
Other	<ul style="list-style-type: none"> ○ David to speak to GNS about Exercise ShakeOut for 2012 ○ MCDEM to create a list of scenarios of national significance and circulate them to the CDEM Groups – CDEM Groups will be required to indicate which event/year they will be able to lead an exercise and this will be noted in the 10 year exercise schedule.
NEP Report	Jo Guard to add a section to the NEP Annual Report for corrective actions and common trends. Jo Guard to add a standing agenda item to discuss corrective actions and common theme/trends.
Exercise ShakeOut 2012	<ul style="list-style-type: none"> ○ Jo to get GNS Science and a small group of CDEM Group representatives to do an initial scoping paper for the exercise. ○ All CDEM Groups to diarise the second week of October 2012 for a combined Get Ready Week/Exercise Shakeout.
Set and review 10 year exercise schedule	<p>Jo to reflect on the schedule the following:</p> <ul style="list-style-type: none"> ○ The 2011 Bay Of Plenty Tier 3 exercise to be downgraded to a Tier 2. ○ The 2011 Wellington Tier 3 exercise to be downgraded to a Tier 2 and the date to be amended –Rian to provide a new date ○ Include Exercise Pacific Wave on the schedule ○ It is recommended that all CDEM Groups contribute to the Exercise ShakeOut in 2012 rather than continue with their respective Tier 2 exercises. ○ MCDEM to lock in dates for the Tier 4 exercises and advise CDEM Groups so they can plan around this. ○ Jo to approach Maritime New Zealand to establish when Cruise Ship and Oil Spill exercises are run and to note these on the schedule. Health and Lifelines to also be approached for the same reasons. ○ NEP Governance Group members to provide Tier 2, 3 and 4 exercise information to Jo Guard to load onto the exercise schedule contained on the MCDEM website.