greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 17 December 2019, 11.30am
Council Chamber, Upper Hutt City Council

Members

Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Guppy	Upper Hutt City Council
Mayor Foster	Wellington City Council
Mayor Lang	Carterton District Council
Mayor Patterson	Masterton District Council
Councillor Ponter	Greater Wellington Regional Council

Recommendations in reports are not to be construed as Council policy until adopted by Council

Civil Defence Emergency Management Group Committee (CDEM Group)

Tuesday 17 December 2019 at 11.30am
Council Chamber, Upper Hutt City Council

Public Business

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3.	Public participation		
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Civil Defence and Emergency Management Group
17 December 2019
Report 19.500

greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

For Decision

PROCESS FOR THE APPOINTMENT OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP'S CHAIRPERSON AND DEPUTY CHAIRPERSON

Te take mō te pūrongo
Purpose

1. To advise the Wellington Civil Defence and Emergency Management Group (the CDEM Group) on the procedure and options to appoint its Chairperson and Deputy Chairperson.

He tūtohu
Recommendations

That the Wellington Civil Defence and Emergency Management Group:

1 **Notes** that the Wellington Civil Defence and Emergency Management Group's (the CDEM Group) practice is for the terms of the Chairperson and Deputy Chairperson to cease at each triennial local government election, and to appoint a new Chairperson and Deputy Chairperson at the first meeting of the new triennium.

2 **Agrees** to appoint a new Chairperson and Deputy Chairperson.

3 **Adopts**, pursuant to pursuant to Schedule 7 to the Local Government Act 2002, *either*:

a Appointment by statutory voting system A (paragraph 6) *or*

b Appointment by statutory voting system B (paragraph 7).

4 **Agrees** that any voting round that requires a resolution by 'lot' to exclude any person/s will use the procedure where the candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e. elected or not excluded from the next round).

5 **Adopts** the voting system and procedure outlined in recommendations 3 and 4 for the appointment of both the Chairperson and Deputy Chairperson.

Te tāhū kōrero
Background

Appointment of Chairperson and Deputy Chairperson

2. Clause 15 of the CDEM Group's Terms of Reference provides that:

    a Following the October 2004 elections, the Chairperson and Deputy Chairperson will hold office for a term of three years or such lesser period as may be determined by the CDEM Group

    b If three quarters of the representatives of the members present agree the CDEM Group may appoint a new Chairperson or Deputy Chairperson at any time.

3. The CDEM Group's practice has been that the terms of the Chairperson and Deputy Chairperson cease at each triennial local government election, and that voting on appointments for both these positions occur at the first meeting of the next triennium.

Procedure for appointments

4. The CDEM Group is a joint committee appointed under sections 30 and 30A of the Local Government Act 2002 (the LGA). As such, the procedure for appointing the Chairperson and Deputy Chairperson is provided under clause 25 of Schedule 7 to the LGA, unless it is varied by agreement with the local authorities or public bodies that appoint members to the committee[1]. The CDEM Groups' Terms of Reference do not contain such a variation.

5. Under clause 25, the CDEM Group must choose one of two statutory voting systems:

    A Appointment by the majority of members present and voting, or

    B Appointment by receiving a greater number of votes than any other candidate.

Characteristics of appointment by majority (Voting system A)

6. The characteristics of this voting system are:

    a The person who is appointed receives the votes of a majority of the CDEM Group members present and voting

    b There is a first round of voting for all candidates

    c If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded

    d If no candidate is successful in the second round there is a third, and so on. Each time the candidate with the fewest votes in the previous round is excluded

    e If, in any round, two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot

    f Rounds of voting will only be required where there are more than two candidates.

[1] Section 30A(6)(c)(i) if the LGA.

Characteristics of appointment by greatest number of votes (Voting system B)

7. The characteristics of this voting system are:

   a A person is appointed if they receive more votes than any other candidate

   b There is only one round of voting

   c If two or more candidates tie for the most votes, the tie is resolved by lot.

Determining by 'lot' where there is a tie

8. Both voting systems A and B require a resolution by 'lot' if two or more candidates receive an equal number of votes and no one else is elected. The most common procedure is for the names of the candidates with the same number of votes to be placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e. elected or not excluded from the next round). It is recommended that this process be used in the event that there is a tie between candidates.

Ngā kōwhiringa
Options

9. The CDEM Group must choose one of the two voting systems described above to appoint the Chairperson and Deputy Chairperson. The CDEM Group is entitled to adopt different systems for the appointment of the Chairperson and Deputy Chairperson. However, for reasons of ease and practicality, it is recommended that the CDEM Group adopt the same procedure for the appointment of both positions.

Option One – Voting system A - Appointment by the majority of members

Advantages	**Disadvantages**
The winning candidate is appointed by a majority of members.	There may be multiple rounds of voting.

10. Voting system A is recommended if the CDEM Group wants to guarantee that the winning candidate receives the votes of a majority of its members.

Option Two – Voting system B – Appointment by the greatest number of votes

Advantages	**Disadvantages**
There is only one round of voting.	The winning candidate may not have the majority support of the CDEM Group members.

Ngā hua ahumoni
Financial implications

11. There are no financial implications from these appointments, as each member of the CDEM Group is remunerated by their respective councils.

Te huritao ki te huringa o te āhuarangi
Consideration of climate change

12. The matters requiring decision in this report were considered by officers in accordance with the process set out in Greater Wellington's *Climate Change Consideration Guide*.

Mitigation and adaptation assessments

13. The matters addressed in this report are of a procedural nature, and there is no need to conduct climate change assessments.

Ngā tikanga whakatau
Decision-making process

14. The processes for appointing the CDEM Group's Chairperson and Deputy Chairperson are prescribed by section 15 of the Civil Defence Emergency Management Act 2002; sections 30 and 30A of, and clause 25 of Schedule 7 to, the Local Government Act 2002; and the CDEM Group's Terms of Reference. Those processes are set out in paragraphs 2 to 8.

Ngā tūāoma e whai ake nei
Next steps

15. Once the voting system is decided, the Manager, Democratic Services will call for nominations for the position of the CDEM Group's Chairperson. Once appointed, the newly elected Chairperson shall take the chair for the rest of the meeting.

16. The newly appointed Chairperson will then call for nominations for the office of Deputy Chairperson.

Ngā kaiwaitohu
Signatories

Writer	Lucas Stevenson – Kaitohutohu/Advisor, Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua/Manager, Democratic Services Tracy Plane – Kaiwhakahaere Matua Rautaki/Acting General Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
Fit with Council's roles or Committee's terms of reference The appointment process is consistent with the CDEM Group's Terms of Reference.
Implications for Māori There are no known implications for mana whenua.
Contribution to Annual Plan / Long Term Plan / Other key strategies and policies There are no implications for Council's/Greater Wellington's strategies, policies and plans.
Internal consultation There was no internal consultation, as this is a prescribed process with no impacts for other business groups.
Risks and impacts: legal / health and safety etc. There are no risks.

Please note these minutes remain unconfirmed until the meeting of the Civil Defence and Emergency Management Group meeting on 17 December 2019.

Report 19.377
23/08/2019
File: CCAB-21-314

Minutes of the Civil Defence and Emergency Management Group meeting held in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt, on Friday, 23 August 2019 at 9.00am.

Present

Mayor Wallace (Chair)	(Hutt City Council)
Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan (from 9.39am)	(Kāpiti Coast District Council)
Councillor Laidlaw (from 9.05am)	(Greater Wellington Regional Council)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Mayor Patterson	(Masterton District Council)
Mayor Tana (from 9.04am)	(Porirua City Council)

1 **Apologies**

Moved *(Mayor Wallace/ Mayor Napier)*

That the CDEM Group accepts the apologies for lateness from Mayors Gurunathan and Tana.

The motion was **CARRIED**.

2 **Public Participation**

There was no public participation.

3 **Confirmation of the minutes of 21 June 2019**

Moved *(Mayor Wallace/ Mayor Booth)*

That the CDEM Group confirms the minutes of the meeting of 21 June 2019, Report 19.282.

The motion was **CARRIED**.

Noted: Mayor Tana arrived at the meeting at 9.04am, during the above item.

4 **Community Survey Results**

Brief

Jess Hare, Manager, Business and Capability Development, Wellington Regional Emergency Management Office (WREMO), spoke to the Committee.

Ms Hare presented the Community survey results from the survey that was conducted in June 2019. The online survey asked 500 randomly selected adult residents of the Wellington Region about emergency preparedness and awareness. Sample quotas were used to ensure the sample is a close demographic match to that of the Wellington Region's population – age, gender, area, ethnicity, with a booster sample of Māori included. This is the first annual survey, which will be used a baseline for future surveys.

On preparedness, almost a quarter (23.4%) of respondents considered themselves prepared for an emergency with supplies lasting for seven days, with those aged 55 plus more likely to say yes for each category.

The majority of respondents (56%) indicated that they change their emergency water once a year, compared to 41% of Māori , with 34.4% of Māori changing their water more frequently (monthly).

While the majority of those surveyed knew the names of at least some of their neighbours, 17.5% indicated they did not know the names of their neighbours. Of these, those aged between 18 and 24 years old were over-represented.

The majority of respondents (51%) identified the two-bucket approach for emergency toilets using a composting system (dirt and leaves). 17% identified that there were no toilet options available in their property.

The purpose of emergency hubs was identified by 69.3% of respondents, with 43% of respondents correctly being able to identify where their nearest Community Emergency Hub is located.

Most knew how to turn off their electricity and water (81.5% and 74.1% respectively), but a lesser number (48.1%) knew how to turn off their gas.

Most (89.5%) of the respondents knew to Drop, Cover and Hold immediately when feeling an earthquake. The Committee discussed that this could be a flow on effect from information being delivered in schools, with children bringing this information home and sharing it with their families.

While 50% of respondents correctly identified the earthquake as the warning of a possible tsunami, the percentage was significantly lower in Māori respondents (29%). 60% of Māori indicated they expected to receive warning through sirens. These

responses were identified by the Committee as an area of concern and something that needed to be worked on.

Most respondents (63%) knew where a safe evacuation place was from their home, but just under half (47%) knew where a safe evacuation place is near their work. 51% had an emergency plan to reconnect with everyone in their household, compared to 35.4% knowing if their place of employment/study has a business continuity plan.

The source of information which 80% of respondents identified as being their main source in an emergency was radio. This was followed by news websites (e.g. Stuff, Newshub), television and Facebook. However, more Māori identified Facebook (53.8%) and Television (46.2%) to find information. The Committee was pleased that 24% of respondents identified the WREMO website, but wanted to drive this to be more prominent. They also discussed that radio can be problematic, as most shows are broadcast out of Auckland and do not have a local focus.

Most were aware of emergency alerts (80%) with 47.4% receiving them (60% for Māori).

Noted: Councillor Laidlaw arrived at 9.05am during the above item.

Noted: Mayor Guppy left the meeting at 9.10am and returned at 9.13am.

5 **Elected Officials Training Ideas**

Discussion

Jeremy Holmes, Regional Manager, Wellington Civil Defence Emergency Management Group, spoke to the Committee.

Mr Holmes explained that the purpose of this item was to present content and delivery options for Elected Officials in emergency management training. The intention of the training is to strengthen elected members' understanding of, and ability to contribute to, emergency management across the 4Rs (Reduction, Readiness, Response and Recovery).

Following the training Elected Members will have a greater understanding of:

- Emergency management across the 4Rs
- Their roles and responsibilities across the 4Rs
- Media management, acting as spokespeople and strategic communications in an emergency
- States of emergency and CDEM legislation
- Links between the official and community response at the local level.

The training will be consistent across the Region, and will be a holistic introduction to the 4Rs, particularly in the community space. It will be modular and have a scalable pathway, with a combination of contact and non-contact options.

The contact proposal is aimed at being a maximum of 4 hours, broken down into one hour modules, focussing on:

- Reduction, planning and preparing
- Community response model workshop
- Official response model workshop
- Recovery framework workshop

Mr Holmes then took the Committee through an activity that had been designed as part of the training package.

Mr Holmes explained that it was WREMO's preference that workshops be combined, with multiple councils attending, as this contributes to learning and shared experiences.

The Committee provided feedback. They advised that the 4 hours was a good start, but requested that regular refreshers be provided (6 monthly).

The Committee also advised that the training needed to be clear, particularly to new Councillors, what their responsibilities are and that people will be looking to them for information and reassurance.

Noted: Mayor Gurunathan arrived at 9.39am during this item.

6 **WREMO Annual Report**

Jeremy Holmes, Regional Manager, Wellington Civil Defence Emergency Management Group, spoke to the report.

Mr Holmes said it had been another busy year for WREMO, with WREMO staff: providing support to Hutt City Council during two industrial fires in Seaview in July; deploying alongside other council and emergency service staff in February to the fires in Pigeon Valley, Nelson; providing situational awareness in the aftermath of the March Christchurch Mosque Shootings and information on the way in which people in the region could access the range of national services that were offered; providing support to Wellington City Council with a marae fire in Island Bay in June; and providing support to a number of councils in the Wairarapa after a landslide which also occurred in June.

All this was done in addition to the business as usual work that WREMO did across the 4R's as it transitioned from WREMO 1.0 to WREMO 2.0 to deliver the 'step change' that was required after the Kaikoura Earthquake.

The Group Plan for the Wellington CDEM Group was developed, and approved by the Minister, covering the period 2019-2024.

As part of the Iwi Engagement Plan, WREMO was able to confirm the appointment of 2 of the 3 iwi representatives for CEG.

The Earthquake Planning Guide was translated and is now available in 16 languages (including Te Reo), to help Culturally and Linguistically Diverse (CALD) communities around the region have access to this important preparedness information.

Mr Holmes raised the risk of the number of people attending training. There was an average 80% attendance rate at Upper Hutt City Council, and an average 60% across the other councils. Wellington City and Greater Wellington Regional councils had lower attendance rates.

The Committee provided feedback, and congratulated WREMO on its delivery of really good training.

Mayor Patterson thanked WREMO for the support during the landslide.

Mayor Napier said that the Hikurangi Subduction Zone information session was amazing and had a good turn out from the public.

Report: 19.372 File: CCAB-21-309

Moved *(Mayor Wallace/ Mayor Tana)*

That the CDEM Group:

1. *Receives the report*

2. *Notes the content of the report; and*

3. *Approves the report as an accurate record of the activities that occurred over the 2018/2019 year.*

The motion was **CARRIED**.

7 **CDEM Group Appointments**

Jeremy Holmes, Regional Manager, Wellington Civil Defence Emergency Management Group, spoke to the report.

Updated report recommendations were tabled.

Report: 19.373 File: CCAB-21-311

Moved *(Mayor Wallace/ Mayor Napier)*

That the CDEM Group:

1. *Receives the report.*

2. *Notes the content of the report.*

3. *Approves the following changes to the controller appointments:*

a. *Adding Mike Evans (Porirua City), Derek Baxter (Wellington City), Adrian Glen (Kāpiti District, supplementary), Richard Harbord (Wairarapa, alternate)*

b. *Change Kane McCollum (Wellington City) from alternate to supplementary*

c. *Removal of Rian van Schalkwyk (Group Supplementary Controller), Glen O'Connor (Kāpiti District, alternate), and Murray Johnston (Wairarapa, alternate).*

The motion was **CARRIED.**

The Chair, Mayor Wallace, thanked retiring members Mayor Booth and Councillor Laidlaw for their service and commitment to the CDEM Group over the last triennium.

The Chair also thanked the other members for the last three years. He acknowledged that there had been a number of major issues for the region to manage over that time and that everyone had acted professionally.

He also acknowledged Mayor Patterson, as Deputy Chair, and the link this brought to the Wairarapa.

Next meeting: 6 December 2019

The meeting closed at 9.58am.

Chair, Wellington Civil Defence Emergency Management Group.

Date:

Civil Defence and Emergency Management Group
17 December 2019
Report 19.537

For Decision

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE QUARTERLY REPORT - 1 JULY – 30 SEPTEMBER 2019

Te take mō te pūrongo
Purpose

1. To inform the Civil Defence Emergency Management Group Joint Committee (the Joint Committee) of the Wellington Region Emergency Management Office's (WREMO) achievements and progress against the activities scheduled in the 2019/20 Annual Plan.

He tūtohu
Recommendations

That the Joint Committee:

1 Provides feedback on the new format

2 Approves the report as an accurate record of those activities occurring in the first quarter of 2019/20.

Te tāhū kōrero
Background

2. The WREMO Quarterly Report provides information on achievements and progress against the activities set out in the 2019/20 Annual Plan work programme and additional areas of work identified by the WREMO leadership team.

Quarterly Report

3. The Quarterly Report provides the results of the Community Resilience and Recovery, Operational Readiness and Response, and Business and Capability Development Teams across each of the 4Rs (Reduction, Readiness, Response and Recovery) as well as an executive overview by the Regional Manager.

Ngā hua ahumoni
Financial implications

4. There no financial implications arising from the matters for decision.

Ngā tikanga whakatau
Decision-making process

5. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

Te hiranga
Significance

6. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that the matters are of low significance.

Te whakatūtakitaki
Engagement

7. Given the low significance of the matters no related engagement was required.

Ngā tūāoma e whai ake nei
Next steps

8. No further action is required.

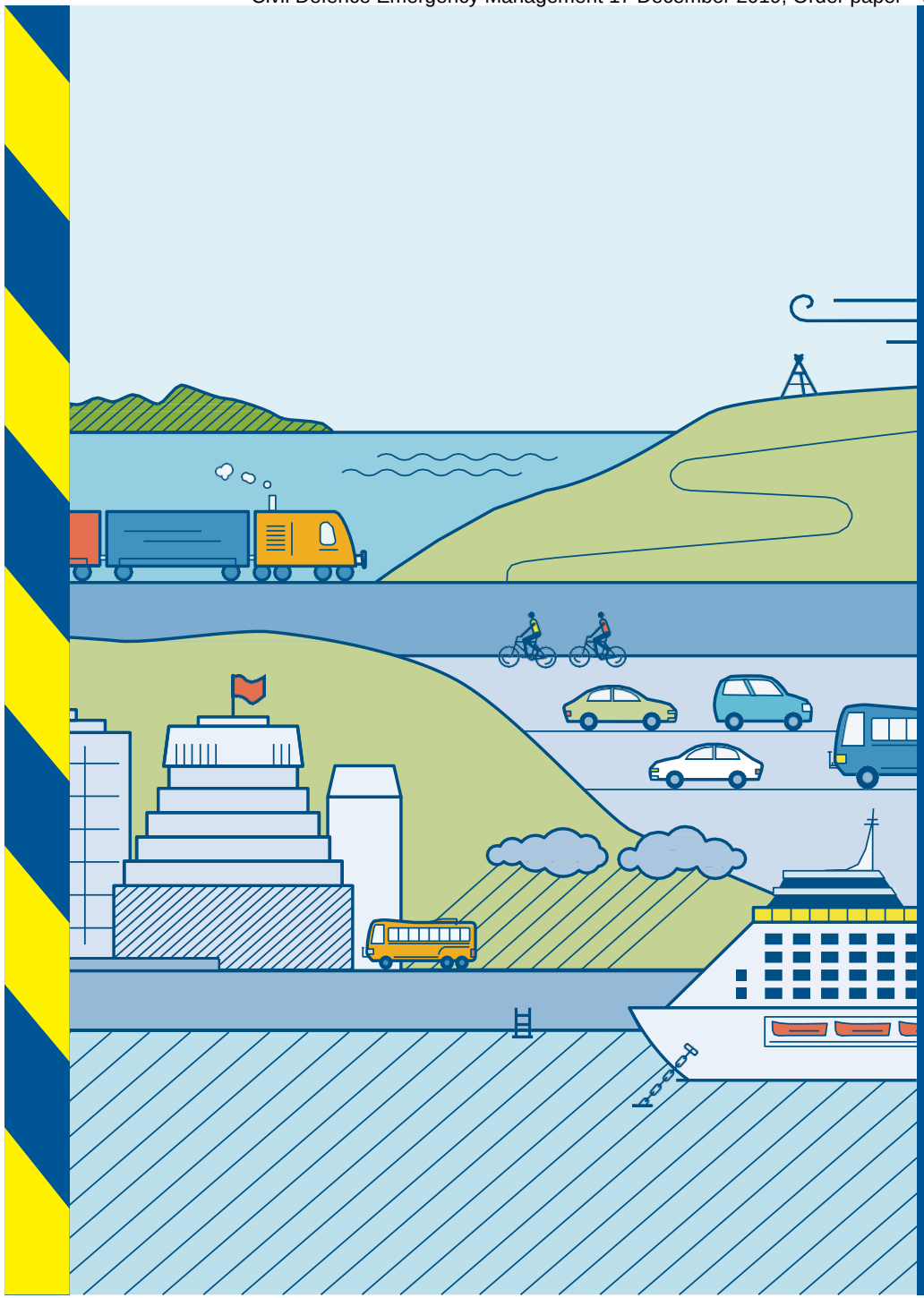
Ngā āpitihanga
Attachment

Number	Title
1	Wellington Region Emergency Management Office's Quarterly Report (1 July to 30 September 2019)

Ngā kaiwaitohu
Signatories

Writer	Jess Hare – Manager, Business and Capability Development
Approver	Jeremy Holmes – Regional Manager

He whakarāpopoto i ngā huritaonga **Summary of considerations**
Fit with Council's roles or Committee's terms of reference Section 16 of the Joint Committee's Terms of Reference provides for reporting to that body.
Implications for Māori There are no known implications for Māori.
Contribution to Annual Plan / Long term Plan / Other key strategies and policies The WREMO Quarterly Report measures the progress towards the completion of 2019/20 Annual Plan work programme and additional areas of work identified by the WREMO leadership team.
Internal consultation Both the Co-ordinating Executive Group (CEG) Sub Committee and the CEG have approved the report as an accurate record of those activities occurring in the first quarter of 2019/20.
Risks and impacts: legal / health and safety etc. There are no known risks.



Attachment 1 to Report 19.537

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE

Wellington Region
Emergency Management Office

Quarterly Report

1 July 2019 to 30 September 2019

Q1

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Executive summary

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Overview

This report provides information on the work completed by the Wellington Regional Emergency Management Office (WREMO) over the first quarter of the 2019/2020 financial year. It covers another busy period for WREMO and the wider CDEM Group as it shifts from development to implementation of the new Group Plan 2019-24, which was approved by the Group Joint Committee on 21 June 2019.

To more accurately reflect WREMO's role of leading and coordinating the effective delivery of CDEM services across the 4R's (Reduction, Readiness, Response and Recovery) for the Wellington region, and the desired shift in focus from outputs to outcomes, all reporting will now be now be grouped under each of the 4R's and have a clear link to relevant outcomes. This is in addition to the of the sort of information that has been provided in previous reports (less EOC/ECC training numbers, the format of which is being re-worked for inclusion next quarter). This form of reporting is consistent with what is intended for reporting on the new Group Plan.

As a result of the above, the look and feel of this report is quite different to what has been provided previously. Over time we expect the content and layout to be refined as WREMO staff get accustomed to the new reporting format and we consider feedback from those who read it.

We trust that readers will find the new content and layout useful.

J Holmes

Jeremy Holmes
Regional Manager
Wellington Region CDEM Group

Wins

1

Win 1: School Emergency Planning Workshops
In conjunction with the Ministry of Education, a successful round of School Emergency Planning workshops were completed this quarter. Follow-up and lessons learned from the workshops will be shared with schools that were unable to attend.

2

Win 2: Increased Website Hits
The Get Prepared website has seen a 23% increase in users compared with Quarter 1 last year, The most popular page was the information about Community Emergency Hubs. This follows the campaign run in May and June 2019 promoting Community Emergency Hubs and the current campaign on Business Continuity Planning.

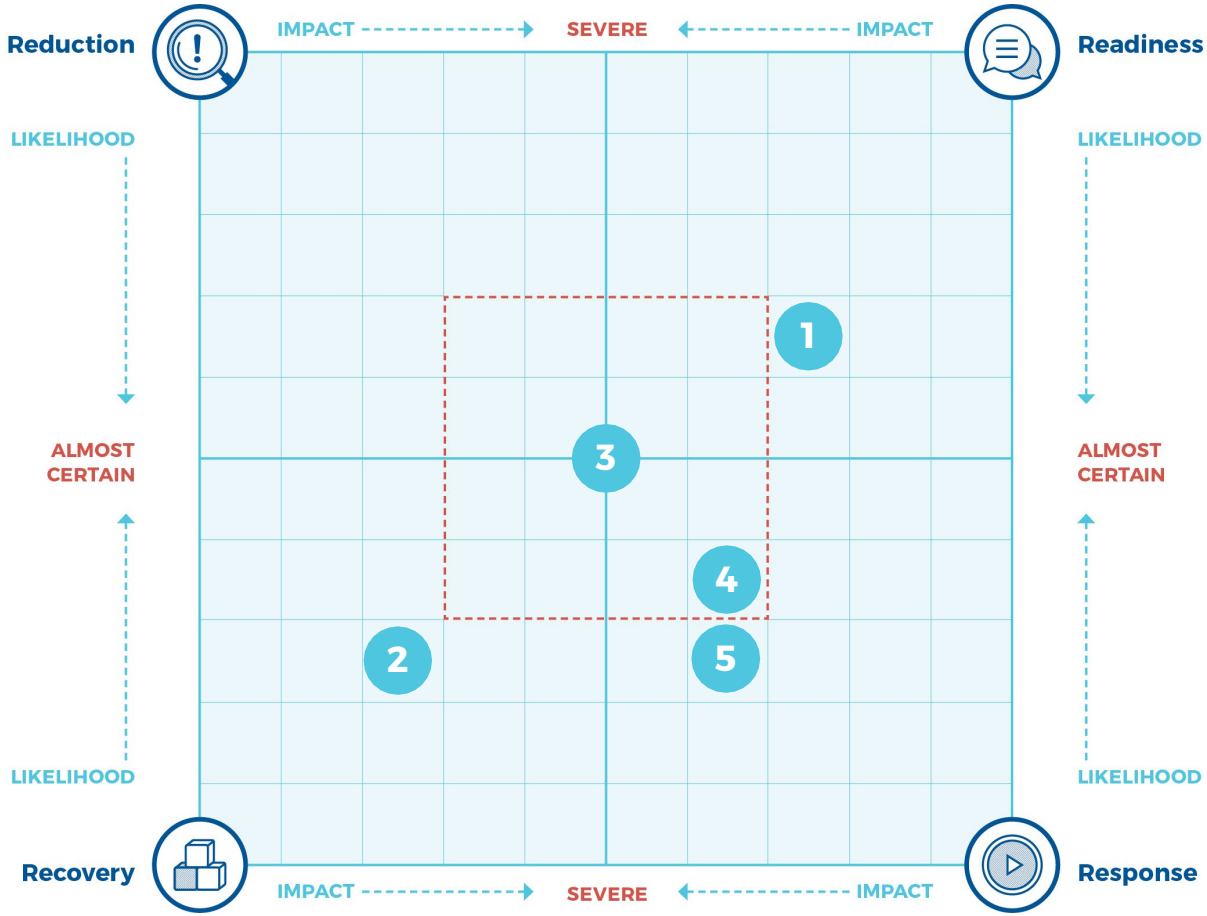
3

Win 3: New EOC for the Wairarapa
In September, the Wairarapa EOC was relocated to the Kiwi Room in Waiata House from the old Masterton District Council building. On 24 September, a trial activation was run to test the ICT systems, equipment, and infrastructure in the new space. The new space worked out very well and the move has improved the capability to respond to events in the Wairarapa.

Risk matrix

Risk matrix as at 30 September 2019

1. Waning community motivation for resilience initiatives
2. Recovery Framework (Developing)
3. Impact of MCDEM and DPMC-led initiatives (EMSR)
4. Numbers of council staff attending EOC/ECC training
5. Health, safety and wellbeing of staff



Financial summary

WREMO Income Statement 30 September 2019	YTD as at 30 September 2019 Actual $(000)	Budget $(000)	Variance $(000)	Full year Budget $(000)
Rates & levies	314	306	8	1,222.29
External revenue	628	628	-	2,513.31
Investment revenue	-	-	-	-
Internal revenue	-	-	-	-
Total income	**942**	**934**	**8**	**3,735.60**
less:				
Personnel costs	677	730	52	2,918.49
Materials, supplies and services	84	126	42	502.11
Travel and transport costs	17	20	3	80.00
Contractor and consultants	1	6	5	25.00
Internal charges	6	6	0	25.00
Total direct expenditure	**786**	**888**	**102**	**3550.60**
Corporate overhead costs	25	25	-	100.00
Depreciation	-	-	-	-
Loss(Gain) on sale of assets/investments	-	-	-	(50.00)
Total expenditure	**811**	**913**	**102**	**3,600.60**
Operating surplus/(deficit)	**131**	**21**	**110**	**135.00**
Add back depreciation	-	-	-	-
Other non cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	135.00
Net external investment movements	-	-	-	-
Net funding before debt and reserve movements	**131**	**21**	**110**	**-**
Debt additions / (decrease)	-	-	-	-
Council reimbursements	-	-	-	-
Reserve investments interest	-	-	-	-
Reserve investments transfer out	-	-	-	-
Net funding surplus (deficit)	**131**	**21**	**110**	**-**

Overall the budget is tracking well for the first quarter.

There is an underspend in personnel and materials due to the timing of projects and salary reviews commencing at the beginning of September.

Personnel costs also include professional development costs, which tend to occur later in the financial year.

BALANCE OF RESERVE AS AT 30 SEPTEMBER 2019
$65,000*

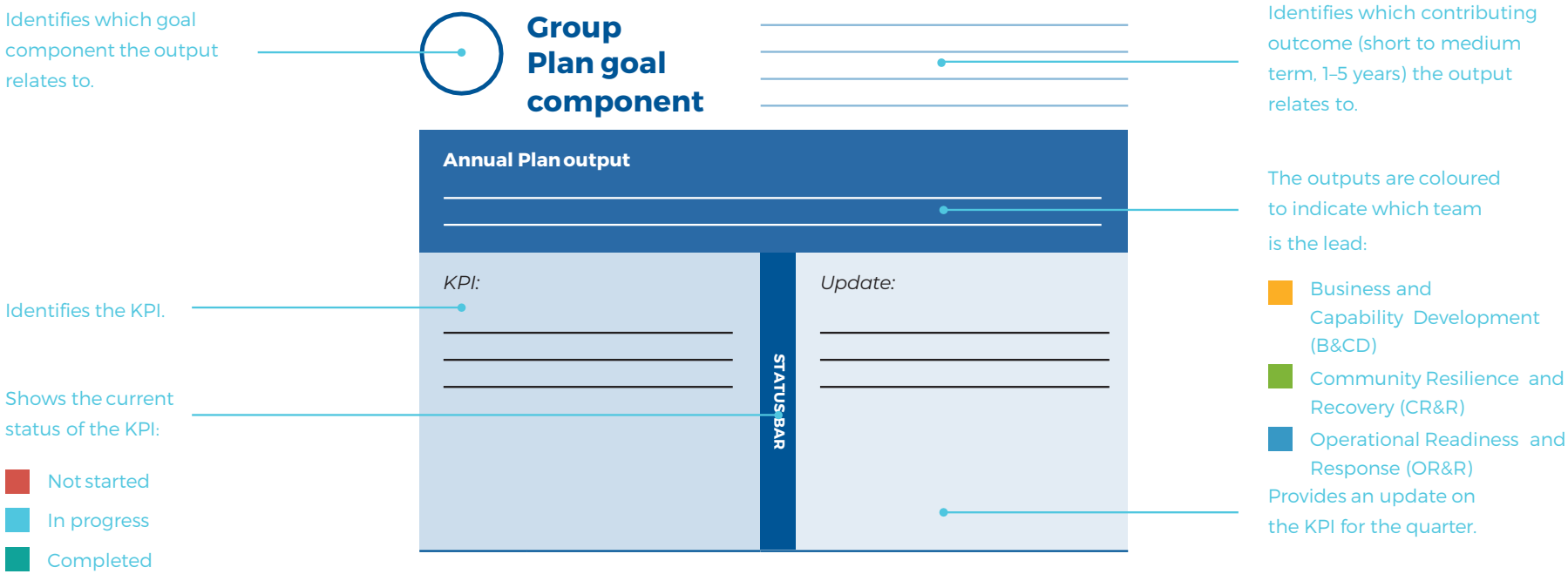
* Once 2019/20 allocations have been transferred

Outputs

Reduction **8**
Readiness **13**
Response **59**
Recovery **64**

How to interpret the Quarterly Report

The following tables in this report show how the WREMO Annual Plan directly aligns with the Wellington Region CDEM Group Plan and how each of WREMO's teams are contributing to the achievement of the outcomes identified in the Group Plan.



Reduction

Ready

Hazard specific objectives and policy statements are commonly applied across the region.

Natural hazard policy (CR&R) Lead the National Hazards Steering Group to develop a coordinated approach to natural hazard policy and planning across the region.		
KPI: Chair the Natural Hazards Steering Group.	STATUS: IN PROGRESS	The Natural Hazards Steering Group did not meet this quarter.
KPI: Common policies and objectives are developed by the Natural Hazards Steering Group for hazards.	STATUS: IN PROGRESS	Feedback was provided to Porirua City Council on their proposed Natural Hazards and Coastal Hazards chapter for their District Plans.

Capable

People consider hazards and risks when choosing to rent, buy, or build a home.

People consider hazards and risks when choosing to lease/ construct a facility.

Hazard information (CR&R)

Ensure up-to-date hazard information is readily available to the public and is included in all community resilience programmes.

KPI:

Hazards information and associated reduction actions are included in the following: plan and prepare classes, workshops and general preparedness materials.

STATUS: IN PROGRESS

Up-to-date hazard information is readily available to the public through the WREMO website, and Plan and Prepare Classes.

Capable

Advocate and support existing development to be more resilient to the impacts of natural hazards.

Flood awareness (CR&R)

Lead Workstream One (Flood Awareness) of the GWRC Flood Risk Management Programme

KPI:

Updated flood hazard information is included in materials developed as part of the Flood Risk Management Programme.

STATUS: NOT STARTED

No work has been done by WREMO in this quarter. Waiting for GWRC to employ project managers for the programme.

Capable

People consider hazards and risks when choosing to rent, buy, or build a home.

People consider hazards and risks when choosing to lease/ construct a facility.

Marketing and Communications Strategy (B&CD)

Implement the Marketing and Communications Strategy to support both WREMO and the Group reduction activities.

KPI: A campaign based on flood awareness and actions to take is developed and delivered across the region.	STATUS: NOT STARTED	Awaiting GWRC's appointment of Flood Risk Management Programme project managers.
KPI: A one-stop-shop for all hazard information is developed with flood risk management as a pilot by 30 June 2020.	STATUS: NOT STARTED	Awaiting GWRC's appointment of Flood Risk Management project managers.

Capable

Buildings are able to withstand hazards and are safe to occupy post-event according to their level of importance.

Buildings are occupiable if infrastructure services fail (such as potable water storage, grey water usage, passive heating/cooling) according to their level of importance.

New ECC (B&CD)

The option for a new ECC is formalised and progressed with partners.

KPI: Memorandum of Understanding (MOU) is signed between Massey University, Greater Wellington and WREMO agreeing to work together on the potential Massey University site by 30 June 2020.	STATUS: IN PROGRESS	Currently working with Massey University to progress the development of a detailed Business Case for the site.

EVENT **ASEAN FUNcilitation workshop**

WHEN 23 September 2019

WHERE Wellington EOC

ABOUT

WREMO hosted an ASEAN (Association of Southeast Asian Nations) delegation for a FUNcilitation workshop.

As the workshop coincided with Mental Health Awareness Week, the session started with a laughter yoga session - a creative team-building exercise.

These FUNcilitation workshops are extremely popular as they teach participants different ways to engage communities through different facilitation techniques..

Readiness

Capable

Develop and practice emergency plans, including planning for animals (e.g. where members of the household would meet if an event happens during work or school hours).

Plan and Prepare classes (CR&R)

Develop tailored Plan and Prepare classes to meet the needs of specific groups within our communities.

KPI: Tailored Plan and Prepare classes are developed for disabilities, youth, Māori, central city, and business and community service organisations.	STATUS: IN PROGRESS	A tailored Plan and Prepare Class for central city residents has been developed and delivered. WREMO is engaging with other sectors to develop further tailored classes.

Capable

Develop and practice emergency plans, including planning for animals (e.g. where members of the household would meet if an event happens during work or school hours).

Community groups (CR&R)

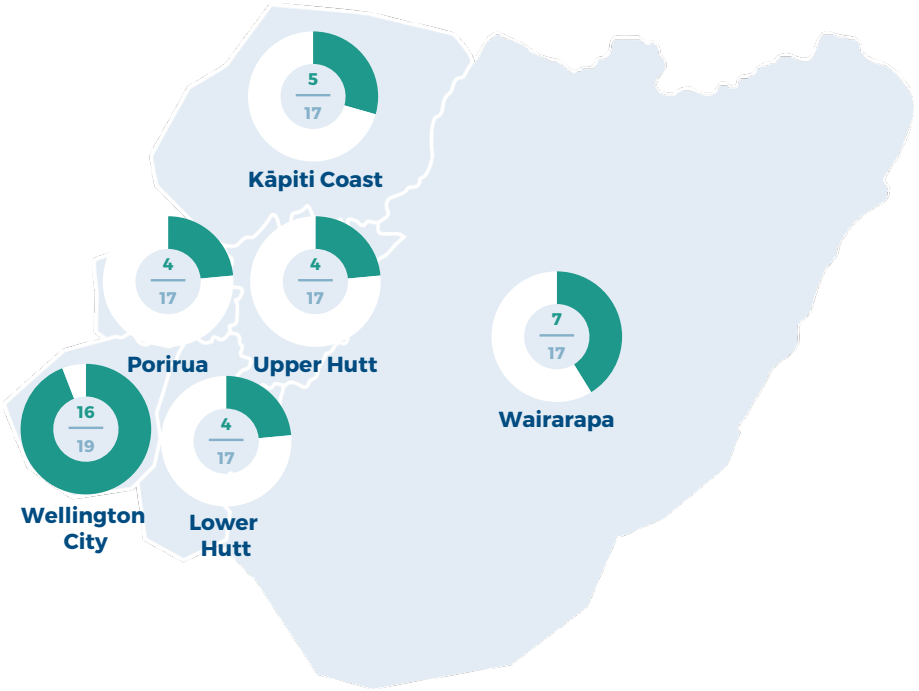
Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions.

KPI:

104 Plan and Prepare classes are delivered across the region to the general public, disabilities, youth, Māori, central city and business and community service organisations.

40 Plan and Prepare classes were delivered across the region this quarter. These classes continue to see high levels of attendance.

Two classes for advocacy organisations (Deaf Aotearoa and Arthritis New Zealand) were streamed online to a wider audience than could attend in person,. The feedback from these online courses has been extremely positive.



EVENT **Plan and Prepare class**

WHEN 7 September 2019

WHERE Whitby Breakfast Men's Group

ABOUT

WREMO looks for ways to engage with community leaders through its events.

A Plan and Prepare class was run for the Whitby Breakfast Men's Group, a group who are highly engaged in their community.

Capable

Develop and practice emergency plans, including planning for animals (e.g. where members of the household would meet if an event happens during work or school hours)..

Community groups (CR&R)

Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions

KPI: 7 School workshops are delivered across the region.	In conjunction with the Ministry of Education, a successful round of Schools' Emergency Planning workshops were run this quarter. The majority of those that are attended were from the primary school sector. Follow-up and lessons learned from the workshops will be shared with the schools that were unable to attend through the WREMO schools' bulletin.	 **Workshops**
KPI: 7 Early Childhood Education (ECE) workshops are delivered across the region.	Early planning is underway for the Early Childhood Education workshops for delivery in May/June 2020.	 **Workshops**
KPI: 8 Business Continuity Planning workshops are delivered across the region with an emphasis on Wellington CBD.	The focus this quarter has been on updating the workshop content to align with the new Business Continuity Planning Guide., The first workshop using this new content was run in September and was extremely successful, with positive feedback from participants.	 **Workshops**

EVENT **Business Continuity Planning Launch**

WHEN 27 September 2019

WHERE Wellington EOC

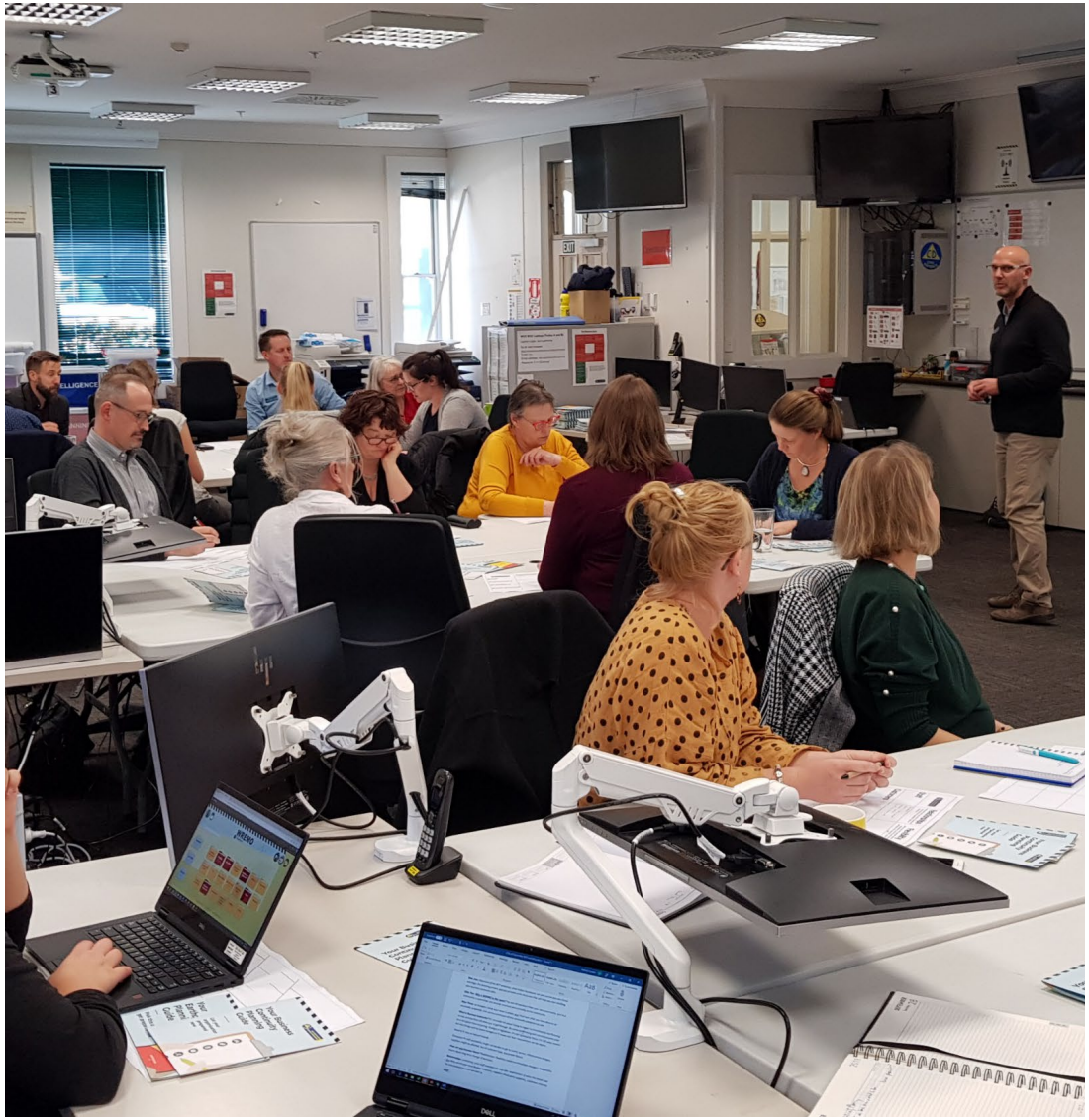
ABOUT

WREMO's new Business Continuity Planning resources were launched at the first of this year's workshops. The launch event was supported by the Wellington City Chamber of Commerce and Wellington City Council.

30 representatives from a range of businesses and organisations across Wellington City attended and gave positive feedback.

The new resources include a guide and template plan which have been designed to step small and medium-sized businesses through basic continuity planning to create a simple plan.

All of the resources are available at GetPrepared.nz/businesses



Capable

Enable and improve social connectedness.

Community groups (CR&R)

Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions.

KPI: 2 newsletters are distributed to schools electronically promoting preparedness, engagement opportunities and Hub awareness.	The first schools' email bulletin was sent out in August. It focused on promoting the schools' emergency planning workshops, ShakeOut and Community Emergency Hubs. These newsletters are a great way to stay in contact with the schools around the region and provide them with up to date information. This newsletter was sent to 205 contacts at schools across the region. It had a 56.1% open rate and 6.3% link click rate*.	 **Newsletters**
KPI: 4 quarterly email newsletters to are disseminated to members of the community who have signed up to receive newsletter updates.	The first quarterly community email newsletter was sent out in September with a new name 'GetPrepared.nz' and branded header image to align with the website for increased brand recognition. The newsletter encouraged readers to sign up for ShakeOut and to include preparedness actions, such as storing emergency water, into their spring cleaning. This newsletter was sent to 995 individuals across the region. It had a 45.7% open rate and 8.1% link click rate*.	 **Newsletters**

*The industry average open rate for email marketing is 25.7% and the link click rate is 3.7%.

Capable

Develop and practice emergency plans, including planning for animals (e.g. where members of the household would meet if an event happens during work or school hours).

Community groups (CR&R)

Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions.

KPI:

A three-year CBD Engagement Plan is developed and commenced.

STATUS: IN PROGRESS

Work has begun on the CBD Engagement Plan.

Capable

Develop and practice emergency plans, including planning for animals (e.g. where members of the household would meet if an event happens during work or school hours).

Preparedness information (CR&R)

Review and develop preparedness information in a variety of formats that is accessible to our communities.

KPI:

The Hub Guide template is reviewed for currency and required updates identified and made to master template.

STATUS:NOT STARTED

This work is scheduled for Quarter 2.

EVENT **Houghton Bay Earthquake Drill**

WHEN September 2019

WHERE Houghton Valley School

ABOUT

Houghton Bay residents practiced their community's response to a major earthquake at their local community emergency hub. The scenario introduced residents to what they could expect at their community emergency hub following a major earthquake.

This exercise provided the Houghton Bay residents and school community the opportunity to learn more about the Hub and how they can respond effectively together.

Capable

Have access to a minimum of seven days of food, water and sanitation supplies stored in the household, and refreshed periodically.
Emergency preparedness items, such as 'Grab'n'Go' bags, emergency water tanks and emergency toilets are available for use in relevant places (work/school, car, at home).

Community groups (CR&R)

Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions.

KPI:

WREMO staff attended 9 public events across the region to provide preparedness information and advice to the public.

Members of WREMO's Community Resilience team attended five significant regional events this quarter, including the Upper Hutt City Council Staff Expo, the Wellington Business Network Event and the Otaki Community Expo.

Events

EVENT **Pimp my Bog**

WHEN 21 July 2019

WHERE Paraparaumu, Kāpiti Coast

ABOUT

In collaboration with Kāpiti Coast District Council, WREMO ran a community workshop on sanitation and toileting in emergencies.

The workshop was followed by a competition to see who could build and name the greatest indoor toilet in 60 minutes, The winner was awarded the coveted title of "best bog" and took home their creation.

This workshop was a fun way to engage the community to consider post-event sanitation and the simple equipment that can be used. The promotion of the event gained a lot of attention on Facebook.

Capable

Enable and improve social connectedness.

Community groups (CR&R)

Engage with various community groups through the delivery of classes, workshops and other face-to-face interactions.

KPI: Councils are encouraged to roll out the Blue Lines with support from WREMO using the implementation process and helping communities understand the concept.	STATUS: IN PROGRESS	Some progress has been made in Porirua and Wellington cities. Progress is dependent upon council timeframes and work programmes.
KPI: A sustainable solution is developed to enable the ongoing promotion and management of the Long Walk Home event.	STATUS: IN PROGRESS	An event management company has been selected to review and improve the current event management plan.

Capable

Enable and improve social connectedness.

Preparedness information (CR&R)

Review and develop preparedness information in a variety of formats that is accessible to our communities.

KPI: Apartment and tourism specific web content is developed and is 'live' on the getprepared.nz website.	STATUS: IN PROGRESS	Significant progress has been made with the Apartment FAQ sheet this quarter. Consultation has started on the development of some tourism specific preparedness messaging and resources.
KPI: The schools database is migrated to be managed in-house, with added functionality and capacity for use.	STATUS: IN PROGRESS	Work has begun on moving this database to the WREMO SharePoint system.

Capable

Enable and improve social connectedness.

Preparedness information (CR&R)

Review and develop preparedness information in a variety of formats that is accessible to our communities.

KPI: 3 short preparedness videos are developed and available on the getprepared.nz website.	Initial scope and project planning has begun. These videos are scheduled to be filmed in Quarter 4.	0/3 **Videos**

Capable

Emergency preparedness items, such as 'Grab'n'Go' bags, emergency water tanks and emergency toilets are available for use in relevant places (work/school, car, at home).

Emergency toilets (CR&R)

Investigate and implement a partnership arrangement for the provision of an emergency toilet for purchase in our communities.

KPI: An emergency toilet product is investigated and the formal partnership process is commenced with the preferred supplier.	STATUS: IN PROGRESS	Work has begun on the tendering process,

Capable

Enable and improve social connectedness.

Marketing and Communications Strategy (B&CD)

Implement the Marketing and Communications Strategy to support both WREMO and Group readiness activities.

KPI: Monthly radio advertisements are developed and implemented that support community resilience campaigns and general preparedness.	STATUS: IN PROGRESS	A radio advertisement to promote Business Continuity Planning has been developed and is on-air across the region.
KPI: A review of the WREMO brand is completed with recommendations presented to the Leadership Team for consideration.	STATUS: NOT STARTED	Work on this KPI is scheduled to begin in Quarter 3 once the national direction on the Civil Defence title is known.

EVENT **WREMO websites**

WHEN Quarter 1

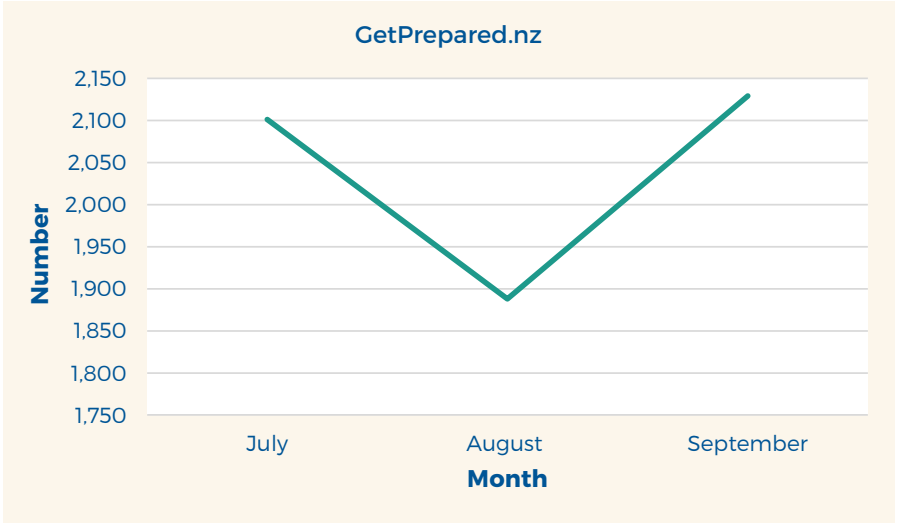
WHERE Online

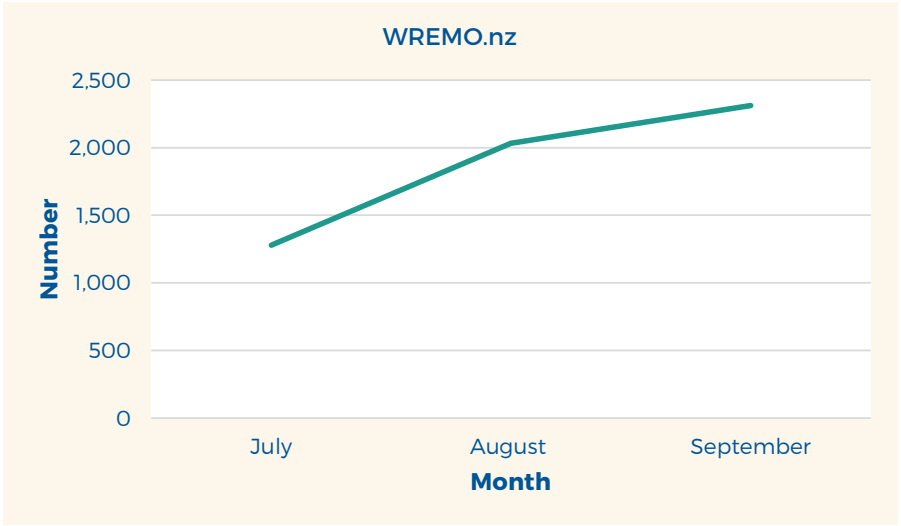
ABOUT

WREMO has two websites – GetPrepared.nz which focused on preparedness information and community engagement, and WREMO.nz which hosts corporate, hazard and emergency response information.

For the Get Prepared website we have seen a 23% increase in users when compared with Quarter 1 last year, The most popular page was the information about Community Emergency Hubs. This follows the campaign run in May and June 2019 promoting Community Emergency Hubs and the current campaign on Business Continuity Planning.

On WREMO.nz the Tsunami Evacuation Maps continue to be the most popular page.





Capable

Enable and improve social connectedness.

Marketing and Communications Strategy (B&CD)

Implement the Marketing and Communications Strategy to support both WREMO and Group readiness activities.

KPI: A Capability Development Marketing and Communications Plan is developed and approved for implementation from 1 January 2020.	STATUS: IN PROGRESS	A draft of the plan is under development.

Capable

Develop robust Business Continuity Plans (BCP) that are understood and practised across the organisation.

ICT support (B&CD)

Provide ICT support to WREMO business functions, staff, ECC and EOCs as required.

KPI: Help desk tickets are completed in accordance with the Service Level Agreement (SLA) Equipment upgrades and maintenance is completed as per schedule.	STATUS: IN PROGRESS	137 help desk tickets were completed in the quarter, with 93% completed in accordance with the SLA. A schedule for equipment upgrades has been developed for 2020 implementation.
KPI: Monthly operational equipment checks are completed across the region with any issues recorded for resolution.	STATUS: IN PROGRESS	A formal process for managing the operational checks is being developed.

Capable

Develop robust Business Continuity Plans (BCP) that are understood and practised across the organisation.

Remote management (B&CD)

Improve remote management of EOC/ECC computers by utilising the Active Directory System.

KPI: Technical requirements are developed and tested for implementation and transition to Active Directory System.	STATUS: NOT STARTED	Work is scheduled to begin in Quarter 2.
KPI: All EOC/ECC computers are connected to WREMO's Active Directory.	STATUS: NOT STARTED	Work will begin when the requirements (above) have been developed

Capable

Develop robust Business Continuity Plans (BCP) that are understood and practised across the organisation.

Project Portfolio Management Office (B&CD)

Establish the Project Portfolio Management Office (PPMO).

KPI: Terms of Reference is developed for the PPMO.	STATUS: NOT STARTED	Work is scheduled to begin in Quarter 2.
KPI: The reporting systems, tools and processes are developed for the PPMO.	STATUS: NOT STARTED	Work is scheduled to begin in Quarter 2.

Capable

Develop robust Business Continuity Plans (BCP) that are understood and practised across the organisation.

Strategic documents (B&CD)

Develop and maintain the Group and WREMO's strategic documents.

KPI: Develop the WREMO Annual Plan (2020–21).	STATUS: NOT STARTED	The development of the Annual Plan (2020-21) is expected to begin in Quarter 3.

Capable

Develop robust Business Continuity Plans (BCP) that are understood and practised across the organisation.

Strategic documents (B&CD)

Develop and maintain the Group and WREMO's strategic documents.

KPI:

Quarterly reports are provided to the CEG Sub Committee reporting on WREMO's progress against the WREMO Annual Plan (2019–2020) activities.

A new template for reporting has been developed and is being presented to the CEG Subcommittee for feedback.

Reports

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: 4x Regional Inter-Agency Planning Committee (RIAPC) meetings are held focusing on enabling an integrated collective response framework across the region.	The first RIAPC meeting was held on 26 September. The meeting included brief backs on local Emergency Service Coordination Committee (ESCC) outputs for this quarter and a tabletop training exercise which used a regional terrorism scenario.	 **Meetings**

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

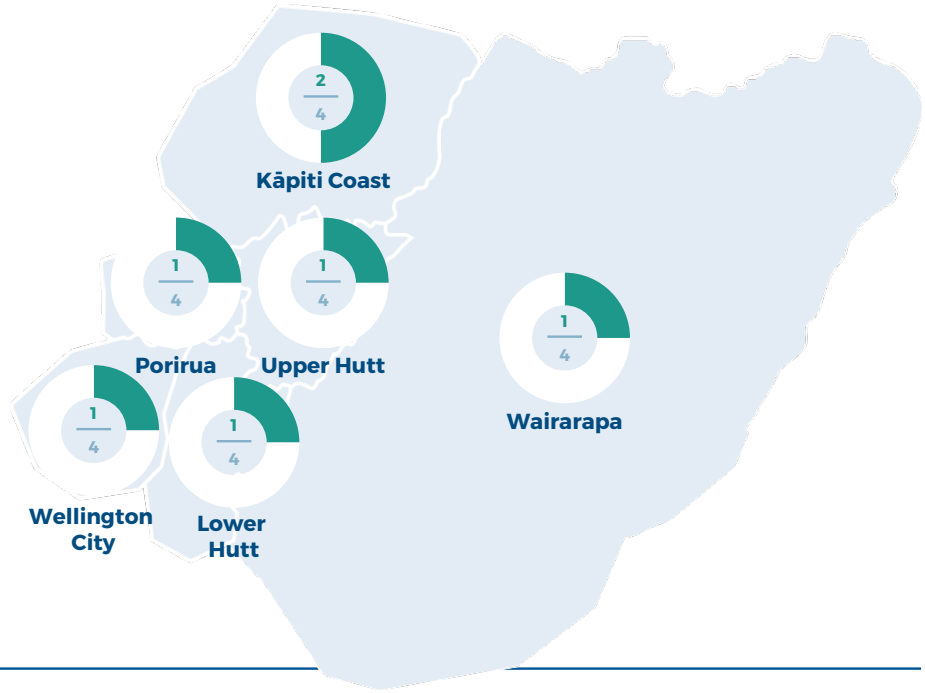
CDEM Group stakeholders

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI:

4x Emergency Services Coordination Committee (ESCC) meetings are held in each of the five ESCC designated areas i.e. Wellington City, Porirua City, Kāpiti Coast, Hutt Valley and the Wairarapa.

Eight ESCC meetings were held this quarter.



Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: Attendance at response partner forums to enhance coordination and interoperability.	STATUS: IN PROGRESS	WREMO staff attend these as appropriate.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: Engagement with Lifeline Utilities organisations to enable regional resilience in readiness and response coordination.	STATUS: IN PROGRESS	In September, WREMO, the relevant councils and Wellington Water met regarding the Community Infrastructure Resilience Project. The Project has now shifted from procurement to operationalisation.

EVENT **Flood Response Process**

WHEN 23 July 2019

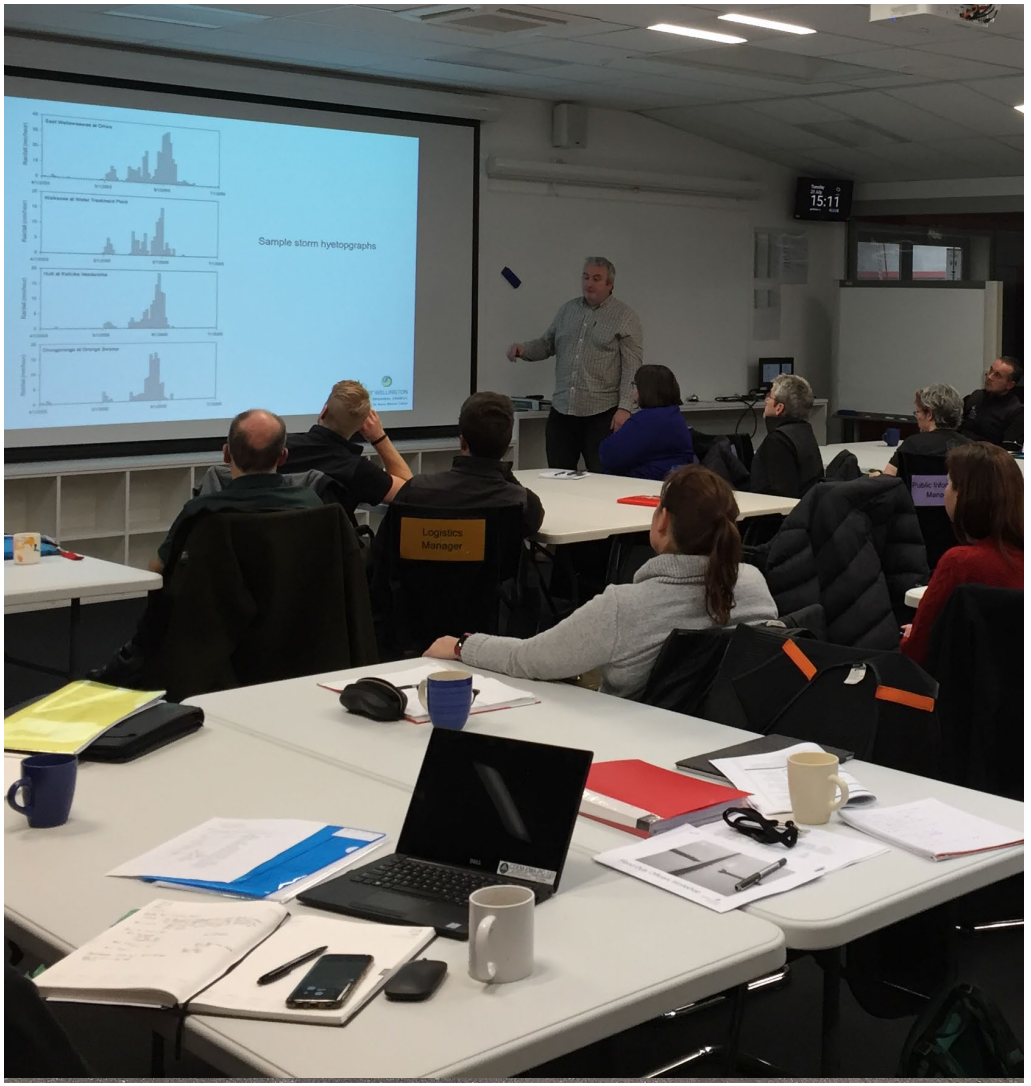
WHERE Porirua EOC

ABOUT

A shared information session was held for WREMO staff and the flood managers and hydrology duty teams from Greater Wellington Regional Council (GWRC).

This session provided an opportunity to learn about the flood protection management in the region. It also provided insight into the current work programme of the flood team.

It also enabled the GWRC teams to gain a better understanding of the WREMO Duty Officer system.



Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: Information sharing sessions/ workshops are run with Emergency Management stakeholders to enable a better understanding of the capacity and capability of response partners across the Wellington Region.	STATUS: IN PROGRESS	An information sharing session between WREMO and GWRC Hydrology and Flood Protection about Flood Management was held in July. In August, members of WREMO's Operational Readiness and Response team meet with NZ Defence Force's Local Emergency Response Group. In September, a meeting was held with the Primary Controllers in the region with a focus on the training in 2019 and 2020.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: Wellington Region Response Teams are coordinated to provide consistent training, deployment processes and legislated compliance.	STATUS: IN PROGRESS	All Response Teams now meet quarterly to plan joint training courses and exercises. The Response Teams have access to the CDEM Training Fund to support their training requirements.
KPI: A MOU between Response Teams, tasking agencies and the primary funders is signed and implemented	STATUS: IN PRO	The draft MOU has been agreed and is ready to be signed by all parties. A supporting audit process for teams is in development.

Capable

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

CDEM Group stakeholders

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: 3x Controller Huddles have been delivered to provide a forum to build capability, share information and strengthen relationships.	Planning is underway for the first Controller Huddle which is being held in November.	0/3 **Controller Huddles**

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

CDEM Group stakeholders (OR&R)

Improve the coordination, integration and interoperability of Wellington CDEM Group stakeholders.

KPI: Participate in the GWRC Flood Risk Management Programme to ensure the reduction, readiness and response requirements of the Group are included.	STATUS: IN PROGRESS	An initial information sharing meeting between GWRC and WREMO was held in July.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Regional welfare (OR&R)

Enhance regional welfare advocacy, coordination and planning.

KPI: A Welfare Needs Assessment system and process is developed for use in any event, regardless of type or scale.	STATUS: IN PROGRESS	The National Needs Assessment Project is progressing. The development of a data management system to track, refer and coordinate welfare needs is currently underway. The intent is for the region to adopt this national framework once it is rolled out.
KPI: A volunteer framework for Emergency Assistance Centres (EAC) across the Wellington Region is investigated and developed with a partner agency(s).	STATUS: IN PROGRESS	Discussions are being held with partner agencies to identify and train their volunteers as part of the EAC volunteer framework.

EVENT

Emergency Assistance Centre (EAC) Training 2019

WHEN

21 August 2019

WHERE

Hutt Valley

ABOUT

In August, the third module of the new Emergency Assistance Centre (EAC) training programme was delivered to selected personnel from councils and volunteer groups, including the New Zealand Red Cross and Citizens Advice Bureau.

Feedback from the session was that that participants felt more confident and praise was received for the three bite-sized modules and hands-on approach to training.

This EAC training package will be rolled out around the region.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Regional welfare (OR&R) Enhance regional welfare advocacy, coordination and planning.		
KPI: The Regional Welfare Work Programme is developed and agreed by welfare stakeholders.	STATUS: IN PROGRESS	The development of the Regional Welfare Work Programme continues.
KPI: Local and regional welfare planning and activities are supported through guidance and relationship enhancement.	STATUS: IN PROGRESS	A Wellington Region Welfare Manager meeting was held in August. Planning has begun for a Wellington Region Welfare Forum to be held in October.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Regional welfare (OR&R) Enhance regional welfare advocacy, coordination and planning.		
KPI: CDEM Welfare is advocated for as part of agency planning, exercising and events.	STATUS: IN PROGRESS	WREMO continues to advocate for welfare with our partner agencies.
KPI: Chair 4x Wellington Region Welfare Coordination Group meetings to enhance individual and collective agency capability and planning.	STATUS: IN PROGRESS	A Wellington Region Welfare Coordination Group meeting was held in August.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Regional welfare (OR&R) Enhance regional welfare advocacy, coordination and planning.		
KPI: Post-event and/or scenario meetings have been held to build regional welfare capability, confidence and understanding are completed.	STATUS: NOT STARTED	None held this quarter.
KPI: The EAC best practice guide is completed by 31 December 2019.	STATUS: IN PROGRESS	Progress continues in development of the EAC guide. In September, WREMO met with the Hawkes Bay CDEM Group to review and align the guidance material being produced by the two groups.

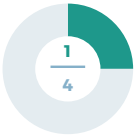
Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Duty Officer systems and processes (OR&R) Manage the WREMO Duty Officer systems and processes.		
KPI: Duty Officer induction/ refresher training is delivered at least once per year.	STATUS: IN PROGRESS	Duty Officer induction training was conducted for new WREMO staff in July.

Capable

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

Duty Officer systems and processes Manage the WREMO Duty Officer systems and processes.		
KPI: The Duty Officer systems and processes are reviewed every 6 months to ensure they are up-to-date and accurate.	The Duty Officer systems and were reviewed prior to the July training.	 **Reviews**
KPI: WREMO Duty Officer activation procedures are tested every three months.	The WREMO Duty Officer activation procedure was tested in September.	 **System Tested**

Capable

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

ECC and EOCs have the capability to respond effectively in an emergency (OR&R)

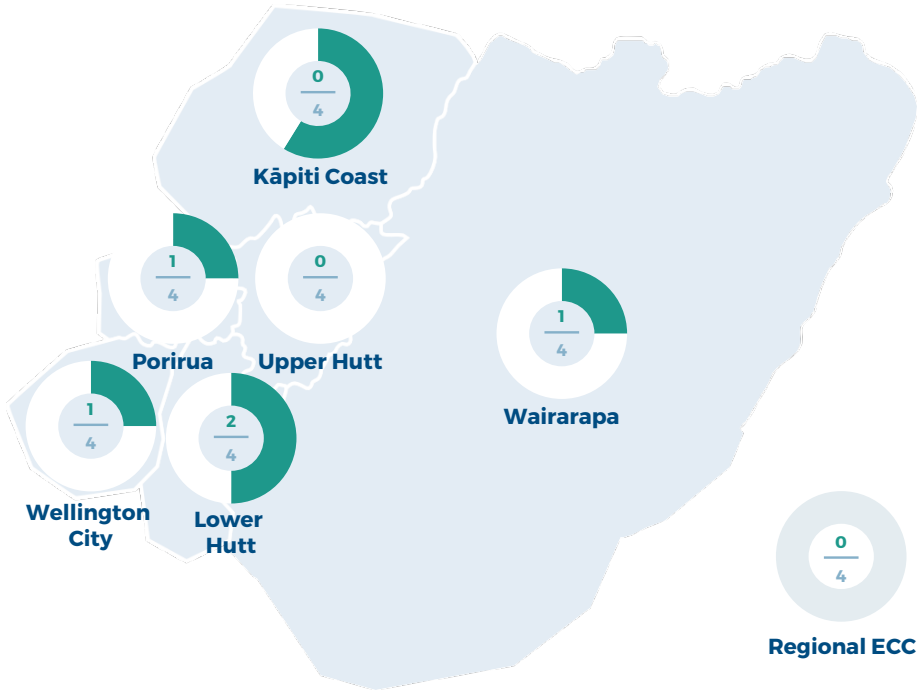
ECC and EOCs across the Wellington Region are functional and have the capability to respond effectively in an emergency.

KPI:

ECC and EOCs activation notification process is tested every three months.

ECC/EOCs that have established notification mechanism were tested this quarter.

Whispr, an application utilised by the Ministry for Civil Defence & Emergency Management and several other CDEM groups, is being reviewed as a potential notification mechanism for use across the region.



EVENT **Trial activation of the new EOC**

WHEN 24 September 2019

WHERE **Wairarapa EOC**

ABOUT

In September, the Wairarapa EOC was relocated to the Kiwi Room in Waiata House from the old Masterton District Council building.

On 24 September, a trial activation was run to test the ICT systems, equipment, and infrastructure in the new space. The new space worked out very well and the move has improved the capability to respond to events in the Wairarapa.

Capable

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

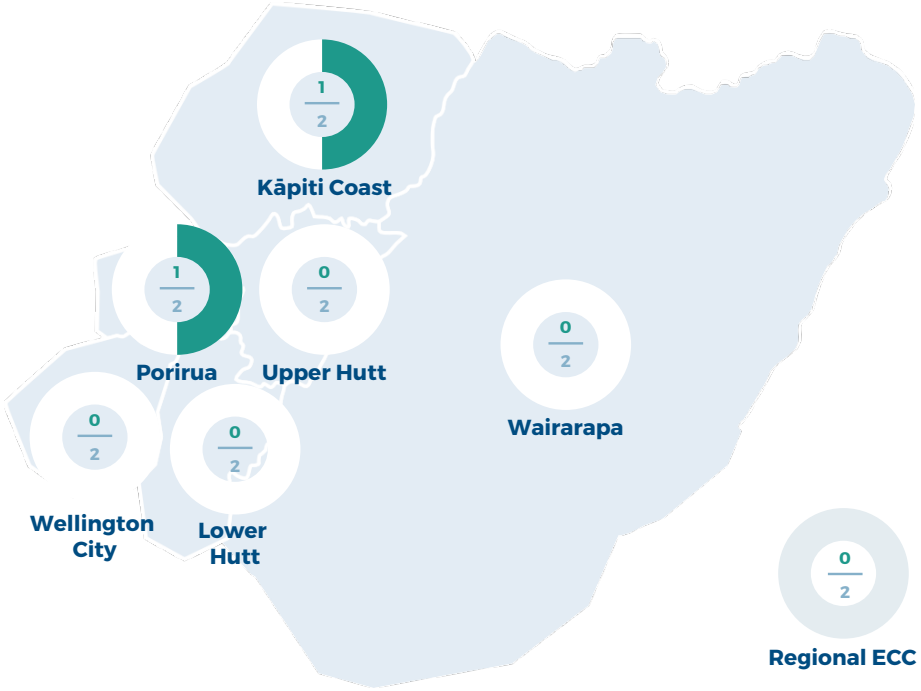
ECC and EOCs have the capability to respond effectively in an emergency (OR&R)

ECC and EOCs across the Wellington Region are functional and have the capability to respond effectively in an emergency.

KPI:

A six monthly audit of all ECC and EOC operational documentation and resources is conducted to ensure they are up-to-date and accurate.

The bi-annual audit programme has begun. The remaining ECC/EOCs are scheduled to be audited next quarter.



Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

ECC and EOCs have the capability to respond effectively in an emergency (OR&R)

ECC and EOCs across the Wellington Region are functional and have the capability to respond effectively in an emergency.

KPI: Councils are supported with the roll out of the national Emergency Management Information System replacement	STATUS: IN PROGRESS	The Ministry for Civil Defence & Emergency Management delivered a roadshow on the national Emergency Management Information System (EMIS) to Wellington Region CDEM Group members in September.
KPI: A robust notification process for alerting WREMO staff in response is investigated, with consideration of the viability for use as a region wide notification system.	STATUS: IN PROGRESS	A trial of the Whispr application is being designed for WREMO staff notifications.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Operational capability gaps (OR&R)

Address operational capability gaps through the development and enhancement of plans and systems.

KPI: A Regional Response Framework is developed that clearly articulates the operational doctrine for the region.	STATUS: IN PROGRESS	The Wellington CDEM Group Response Concept of Operations has been updated during the quarter.
KPI: The Wellington Region Earthquake Plan (WREP) is updated to ensure currency.	STATUS: IN PROGRESS	No updates were required this quarter.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Operational capability gaps (OR&R)

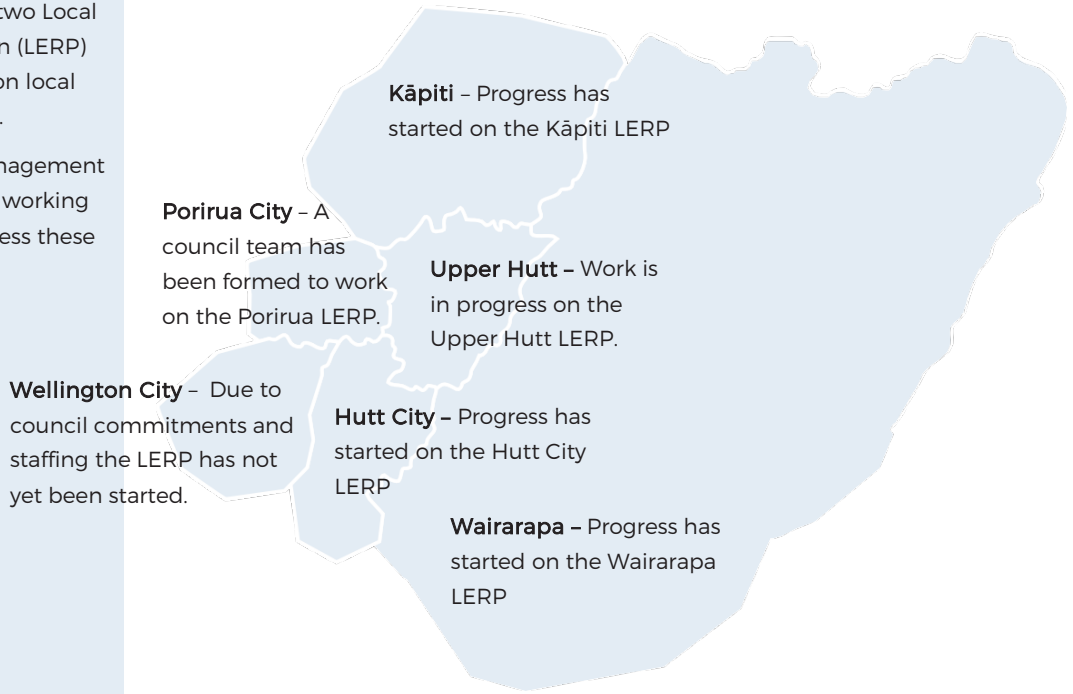
Address operational capability gaps through the development and enhancement of plans and systems.

KPI:

The development of six local territorial authority Local Earthquake Response Plans is facilitated.

The CEG sub-committee members have been provided with two Local Earthquake Response Plan (LERP) templates and guidance on local information requirements.

WREMO's Emergency Management Advisors for each area are working with the councils to progress these plans.



Capable

Identify vulnerabilities in infrastructure and have robust and tested emergency plans that align with those of key stakeholders and community plans.

Operational capability gaps (OR&R)
Address operational capability gaps through the development and enhancement of plans and systems.

KPI: Wellington CDEM Group operational readiness plans, Standard Operating Procedures and processes are developed and amended.	STATUS: IN PROGRESS	The development of a Doctrine Handbook for ECC/EOC operational processes and procedures is ongoing.
KPI: Work with the Wellington Lifelines Group (WeLG), the Wairarapa Engineering Lifelines Association (WELA) and individual lifelines partners to enhance response capability.	STATUS: IN PROGRESS	In August and September, the Lifelines Project Manager and WREMO staff met owners of Priority Fuel Stations about the Regional Fuel Plan and their role in an emergency event.

Capable

Have a clear understanding of the expectations of their response requirements and the capability of their assets (e.g. the ability to supply potable water to all communities from day eight onwards after a major emergency).

Radio Network Upgrade project (OR&R)
Progress the Wellington Region CDEM Group Radio Network Upgrade project.

KPI: The Request for Proposal (RFP) process is completed and a preferred supplier is identified.	STATUS: IN PROGRESS	Working with GWRC's legal team, an initial scope for this project is being developed.

EVENT **Staff visit a water treatment plant**

WHEN 22 July 2019

WHERE Te Marua Water Treatment Plant

ABOUT WREMO staff visited the Ta Marua Water Treatment Plant in Upper Hutt to gain an understanding into the region's water treatment and distribution network.

Capable

Teams identified in the Capability Development (Skilled People) Strategy are able to progress and grow their respective levels of capability. People strive to progress along the developmental pathways and are also recognised for their contribution.

Group Training and Exercises Plan (B&CD)
Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:

Capability Development initiatives for the Wellington Region CDEM Group teams (WREMO staff, ECC/EOC staff, Controllers, welfare support staff, and partner agencies, council ELT and elected officials) are developed and delivered in accordance with the training schedule.

STATUS: IN PROGRESS

EOC/ECC staff training was delivered in July, August and September. ITF Logistics and ITF PIM courses were run this quarter.

WREMO staff have had the opportunity to attend three training sessions, including the new Emergency Management Information System (EMIS) roadshow.

The third EAC training module was developed and delivered.

Work on a package for elected officials is underway.

Planning has begun for the end of year EOC/ECC exercise and associated Controller Huddle.

Capable

Organisations have the required levels of capability to respond effectively and efficiently.

Group Training and Exercises Plan (B&CD)
Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:

A handbook is developed to support EOC/ECC staff in training and a response.

STATUS: IN PROGRESS

Content for the handbook for EOC/ECC staff has been developed as a part of the 2019 training.

EVENT **New CE Attends EOC Training**

WHEN 13 August 2019

WHERE Hutt City EOC

ABOUT Jo Millar, the new Chief Executive of Hutt City Council attended the EOC training in August. She spent time talking to the different teams to gain an overview of their roles. She worked closely with the PIM team around her role as council spokesperson and the messaging that would be communicated in a pandemic response.

Capable

A timely and effective response to an emergency, enhanced by previously established relationships, skills, experience and understanding, is delivered by the Wellington Region CDEM Group.

Group Training and Exercises Plan (B&CD)
Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:	STATUS: IN PROGRESS	
A Wellington Region CDEM Group Capability Report will be completed and is distributed by 28 February 2020.		A centralised record of training attendance has been developed and refined to support the delivery of this report.

Capable

A collective and integrated approach to the development of skilled people is rolled out across the region.

Group Training and Exercises Plan (B&CD)
Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:	STATUS: IN PROGRESS	
The Group Learning Management System (takatū) incorporates enhancements implemented at the national level.		WREMO has been working closely with the Ministry of Civil Defence & Emergency Management (MCDEM) to provide input and ideas on how takatū can be used to enhance the Group's learning progress and reporting.

EVENT **ITF Intermediate Completion**

WHEN 17 September 2019

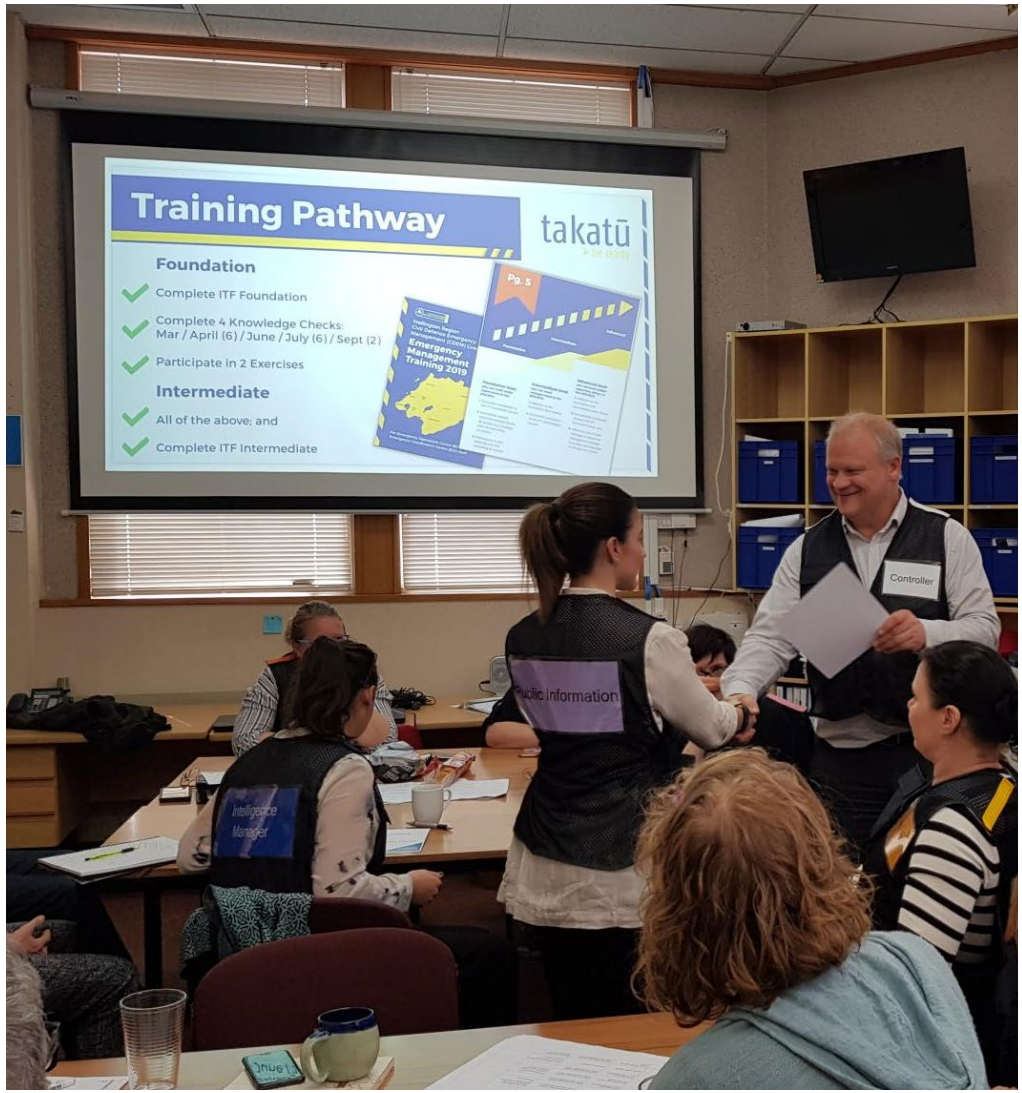
WHERE Masterton EOC

ABOUT

Several Wairarapa EOC desk managers completed the ITF Intermediate course in Masterton in July.

At the conclusion of September's training, the Local Controller handed out certificates in recognition of the extra work done by these staff.

Certificates for staff who have completed their ITF Intermediate and Advanced courses have been provided to attendees from all councils.



Capable

Consistent delivery at a national, regional and local level is achieved, ongoing improvement in the region's levels of capability and capacity is confirmed, and ongoing strategic direction and initiatives are informed by credible monitoring and evaluation processes.

Group Training and Exercises Plan (B&CD)

Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:

National level capability development advisory groups, programmes and initiatives are supported.

STATUS: IN PROGRESS

WREMO staff are part of the National Capability Development Advisory Group and the National Exercise Programme Planning and Governance Group.

This quarter, the focus of these groups has been planning for the National Tier 4 Alpine Fault Exercise, which is scheduled for 2020.

Capable

Organisations are able to support a significant emergency response over a sustained period, while also fulfilling other relevant legislative requirements.

Group Training and Exercises Plan (B&CD)

Implement the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI:

The Wellington Region CDEM training fund is administered to enable training for volunteers across the region.

STATUS: IN PROGRESS

This fund has enabled a range of training opportunities to be offered to the region's Response Teams this quarter.

Connected

Communities are aware of and contribute to local Community Response Planning.

Community Response Planning (CR&R) Conduct Community Response Planning to raise the awareness of Hubs and participation in Hub exercises.		
KPI: 16 new communities have completed the Community Response Planning process across the region	The Community Resilience team is concentrating on delivering Community Response Plans (CRPs) for communities that have not been through a CRP process previously.	 **Community Response Plans**
KPI: 21 Community Response Hub exercises are conducted across the region.	Three Community Response exercises were completed this quarter. Planning and scheduling are underway for further exercises.	 **Hub Exercises**
KPI: 21 Hub awareness events are completed across the region.	The focus this quarter has been on developing the material for Hub awareness events scheduled for the summer months.	 **Awareness Events**

Connected

Communities are aware of and contribute to local Community Response Planning.

Communities know where their Community Emergency Hubs are located and participate in Hub exercises.

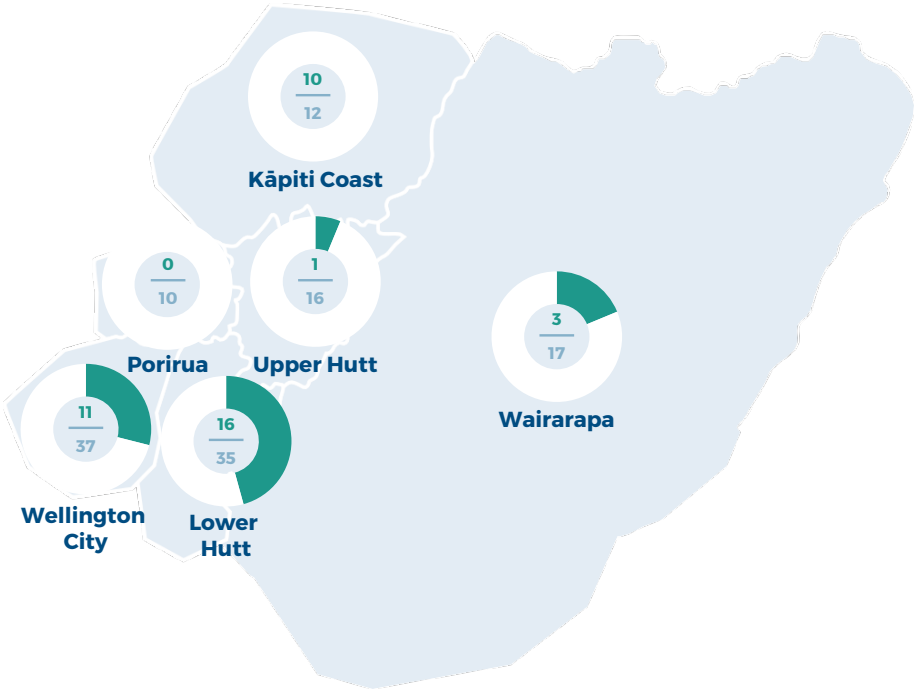
Community Response Planning

Conduct Community Response Planning to raise the awareness of Hubs and participation in Hub exercises.

KPI:

127 Hubs across the region are audited to ensure they are able to function in an emergency.

31 Hub audits were completed this quarter.



Connected

Are aware and contribute to local Community Response Planning.

Know where their Community Emergency Hubs are located and participate in Hub exercises.

Community Response Planning (CR&R) Conduct Community Response Planning to raise the awareness of Hubs and participation in Hub exercises.		
KPI: An annual email newsletter is distributed to Community Emergency Hub key holders and owners to raise awareness of their role and confirm commitment.	STATUS: NOT STARTED	Scheduled for Quarter 4, once all the 2019-20 Hub audits have been completed,
KPI: A process for the communication of information between Hubs and EOCs is developed.	STATUS: IN PROGRESS	A project team has been established and a project scope developed.

Connected

Iwi are recognised for the capability they bring to emergency management and integrated into planning for response and recovery.

Marae Engagement Plan

Implement the Marae Engagement Plan.

KPI:

Relationships are developed with at least 12 Marae to enhance their resilience and the level of support they can provide to their communities in an emergency.

The focus of this quarter has been the delivery of Plan and Prepare classes with Wairarapa Marae.

Planning for a Hutt Valley Hui scheduled to take place next quarter is well underway.

Marae Engaged

Response

Capable

Receive Emergency Management alerts in a timely fashion and know what actions to take after receiving alert.

ECC and EOCs have the capability to respond effectively in an emergency (OR&R)

ECC and EOCs across the Wellington Region are functional and have the capability to respond effectively in an emergency.

KPI: Regional ECC and local EOCs after action review process is facilitated following any activations.	STATUS: IN PROGRESS	No after-action reviews were required this quarter.
KPI: A Corrective Actions Register is adopted as a way of incorporating lessons learnt into future response processes.	STATUS: NOT STARTED	No corrective actions were registered this quarter.

Capable

Quickly establish EOCs and an ECC to coordinate response efforts effectively within and across councils, and with partner agencies and communities.

ECC and EOCs have the capability to respond effectively in an emergency (OR&R)

ECC and EOCs across the Wellington Region are functional and have the capability to respond effectively in an emergency.

KPI: Response Managers are provided to EOCs/ECC during an activation.	STATUS: IN PROGRESS	Response Managers have been identified for every EOC and the ECC.

Capable

Liaise with the ECC to ensure timely and accurate information is provided on infrastructure impacts and their ability to restore to emergency levels of service within agreed timeframes.

Strategic and operational marketing (B&CD)

Provide strategic and operational marketing and communications advice and support, for WREMO and the Group ECC.

KPI: Media coordination, management and support is provided to the Regional Manager and the ECC in an emergency as required.	STATUS: IN PROGRESS	None required this quarter.

Capable

Liaise with the ECC to ensure timely and accurate information is provided on infrastructure impacts and their ability to restore to emergency levels of service within agreed timeframes.

ICT support (B&CD)

Provide ICT support to WREMO business functions, staff, ECC and EOCs as required.

KPI: High level ICT support is provided to the EOCs/ECC who use WREMO supported hardware and networks in an emergency.	STATUS: IN PROGRESS	Work on Active Directories, which is currently underway, will improve the ICT support we can provide in an emergency.

Capable

Quickly establish EOCs and an ECC to coordinate response efforts effectively within and across councils, and with partner agencies and communities

Organisational administrative functions (B&CD)

Provide organisational administrative functions for both WREMO and the Group.

KPI: Staff rostering, health and wellbeing is managed appropriately in an emergency.	STATUS: IN PROGRESS	No emergencies this quarter. Work has started on the development of Health and Wellbeing in an Emergency policy.

Capable

Quickly establish EOCs and an ECC to coordinate response efforts effectively within and across councils, and with partner agencies and communities.

Network Attached Storage (B&CD)

Ensure Network Attached Storage is available across the region and easily accessible to EOC and ECC staff.

KPI: Network Attached Storage is installed across the region with data syncing to WREMO SharePoint for the network to assist users with connection and trouble shooting.	STATUS: IN PROGRESS	Testing of the solution is currently underway.
KPI: Documentation for the Network Attached Storage is developed to assist users with connection and trouble shooting.	STATUS: NOT STARTED	Documentation for this project will be developed as part of the installation.

Capable

Quickly establish EOCs and an ECC to coordinate response efforts effectively within and across councils, and with partner agencies and communities

Just-in-time training (B&CD)

Staff are able to attend just-in-time training to provide surge capacity for utilisation in an event.

KPI: Just-in-time training is delivered to staff as required.	STATUS: NOT STARTED	No just-in-time training was required this quarter.

Recovery

Capable

A common set of resources are adopted and applied in recovery planning and operation.

Resources and tools (CR&R)

Develop a set of resources and tools for Recovery Managers.

KPI: A resource library is established and accessible.	STATUS: IN PROGRESS	The scope for this resource library has been developed and an initial set of materials aggregated.

Capable

Pre-event Recovery Governance Framework is established between central government and the Group that guides cooperation and decision-making during recovery.

Strategic Recovery Framework (CR&R)

Develop the region's Strategic Recovery Framework and resources to enhance the region's ability to recover effectively after an event.

KPI: The Recovery Governance Framework is completed and approved by the Joint Committee by 30 June 2020.	STATUS: IN PROGRESS	Further work on the draft Recovery Governance Framework has been scoped.

Capable

Capability Development Strategy initiatives are implemented for Recovery Managers and other strategic recovery partners that build knowledge, skills and personal attributes required for recovery leadership and management.

Resources and tools Develop a set of resources and tools for Recovery Managers.		
KPI: 3 Recovery exercises are delivered to councils and recovery partners.	A scope has been developed and planning for the Recovery exercises is underway.	0/3 **Recovery exercises**
KPI: 2 Recovery Roundups have been delivered to provide a forum to build capability, share information and strengthen relationships.	A scope has been developed and planning for the Recovery Roundups is underway.	0/2 **Recovery roundups**

Capable

Capability Development Strategy initiatives are implemented for Recovery Managers and other strategic recovery partners that build knowledge, skills and personal attributes required for recovery leadership and management.

Capability Development (Skilled People) Strategy (B&CD)
Lead the implementation of the Capability Development (Skilled People) Strategy.

KPI:	STATUS: IN PROGRESS	
Support the development of a Recovery exercise and Recovery Roundup.		Initial support with scoping a Recovery exercise has been provided by B&CD to the Recovery Coordinator.

Capable

The Regional Recovery Framework establishes a recovery vision, concept of operations and roles and responsibilities to coordinate recovery efforts.

Strategic Recovery Framework (CR&R)
Develop the region's Strategic Recovery Framework and resources to enhance the region's ability to recover effectively after an event.

KPI:	STATUS: NOT STARTED	
The Strategic Recovery Framework is further enhanced with the development of the Recovery Support Services section.		Work on this section of the strategy has not yet begun.

Capable

Implement the Group Recovery Framework and Local Recovery Plan to ensure recovery efforts are coordinated and aligned.

Strategic Recovery Framework (CR&R)

Develop the region's Strategic Recovery Framework and resources to enhance the region's ability to recover effectively after an event.

KPI: 2 recovery newsletters are sent out to partners to communicate updates and ideas.	The first recovery newsletter is scheduled for Quarter 2.	0/2 **Newsletters**

Capable

Temporary Housing Plan is developed to guide housing programmes during recovery.

Strategic Recovery Framework (CR&R)

Develop the region's Strategic Recovery Framework and resources to enhance the region's ability to recover effectively after an event.

KPI:

Version 3 of the Temporary Housing Study is completed including actionable guidance for councils.

STATUS: IN PROGRESS

Scoping of the requirements for version 3 is underway.

Civil Defence and Emergency Management Group
17 December 2019
Report 19.536

For Decision

CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS 2019

Te take mō te pūrongo
Purpose

1. To propose to the Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) a number of appointments to the CDEM Group.

He tūtohu
Recommendations

That the Joint Committee **approves** the following changes to the statutory appointments:

a Removal of Toni Thompson, Baz Kaufmann, Michelle Riwai and Simon Fleisher as Alternate Controllers for the Wellington City Council

b Removal of Mike Ryan as Alternate Controller for Upper Hutt City Council

c Appointment of Brent Kibblewhite as Recovery Manager for Hutt City Council

d Appointment of Vibhuti Chopra as Alternate Controller for Upper Hutt City Council

e Appointment of Mike Mendonca as Alternate Controller for Wellington City Council.

Te tāhū kōrero
Background

2. The CDEM Act 2002 (sections 26, 27, 29 and 30) requires a CDEM Group to appoint, either by name or reference to the holder of an office a suitably qualified and experienced person to be the:

   a Group Controller for its area

   b Group Recovery Manager for its area

3. The CDEM Group is also required to appoint at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller and the Group Recovery Manager if they are absent from duty for any reason.

4. The Act also states that a CDEM Group may appoint one or more persons to be:

   a A Local Controller

   b A Local Recovery Manager.

Civil Defence Emergency Management Group appointments

5. The following key is used in the tables in paragraphs 6 and 7 - **new appointee** and ~~removed appointee~~.

Group Controllers and alternates

6. The following table provides an updated list of statutory appointees for the Group Controller (and alternates) as follows:

Group / Council	Appointees
CDEM Group	David Russell (Group Controller) Alistair Allan (Alternate) Davor Bejakovich (Alternate) Bruce Pepperell (Alternate) Jeremy Holmes (Alternate) Adrian Glen (Supplementary) Dan Neely (Supplementary)
Wellington City	Derek Baxter (Primary) David Chick (Alternate) Barbara McKerrow (Alternate) Phil Becker (Alternate) Sarah Murray (Alternate) Stephen McArthur (Alternate) Deborah Howse (Alternate) Moana Mackey (Alternate) **Mike Mendonca (Alternate)** ~~Toni Thompson~~ ~~Baz Kaufmann~~ ~~Michelle Riwai~~ ~~Simon Fleisher~~ Adrian Glen (Supplementary) Kane McCollum (Supplementary)
Porirua City	Jerry Wrenn (Primary) Brian Anderson (Alternate) Scott Martin (Alternate) Andrew Dalziel (Alternate)

Group / Council	Appointees
	Trevor Farmer (Alternate) Bruce Pepperell (Alternate) Mike Evans (Alternate)
Kapiti District	James Jefferson (Primary) Janice McDougall (Alternate) Wayne Maxwell (Alternate) Bruce Johnston (Alternate) Kevin Currie (Alternate) Glen O'Connor (Alternate) Rian van Schalkwyk (Alternate) Adrian Glen (Supplementary) Scott Dray (Supplementary)
Hutt City	Lester Piggott (Primary) Geoff Stuart (Alternate) Craig Cottrill (Alternate) Damon Simons (Alternate) Simon Fleisher (Alternate)
Upper Hutt City	Geoff Swainson (Primary) Richard Harbord (Alternate) Mike Ryan (Alternate) Jonnette Adams (Alternate) Craig Cottrill (Alternate) **Vibhuti Chopra (Alternate)** Jessica Hare (Supplementary)
Wairarapa	David Hopman (Primary) Jonathan Hooker (Alternate) Mark Allingham (Alternate) Carolyn McKenzie (Alternate) Richard Harbord (Alternate) Darryl McCurdy (Supplementary)

Group Recovery Managers

7. The following table proposes an updated list of statutory appointees for the Group Recovery Managers:

Group / Council	Appointees
CDEM Group	Dan Neely (Recovery Manager) Nigel Corry (Alternate) Luke Troy (Alternate)
Wellington City	Mike Mendonca (Recovery Manager) Paul Andrews (Alternate)

Group / Council	Appointees
	Danny McComb (Alternate)
Porirua City	Mike Evans (Recovery Manager)
Kapiti Coast District	Natasha Tod (Recovery Manager)
Hutt City	**Brent Kibblewhite (Recovery Manager)** Geoff Stuart (Alternate) Matt Reid (Alternate)
Upper Hutt City	Liezel Jahnke (Recovery Manager) Geoff Swainson (Alternate) Jonnette Adams (Alternate)
Wairarapa	Tania Madden (Masterton) Dave Gittings (Carterton) Jennie Mitchell (South Wairarapa)

Ngā hua ahumoni
Financial implications

8. Any associated costs are covered by the respective councils according to their individual agreements.

Ngā tikanga whakatau
Decision-making process

9. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

Te hiranga
Significance

10. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that the matters are of low significance.

Te whakatūtakitaki
Engagement

11. Due to the low significance of these decisions, no engagement on these matters was undertaken.

Ngā tūāoma e whai ake nei
Next steps

12. No further external communication is required.

Ngā kaiwaitohu
Signatory

Writer	Jeremy Holmes – Regional Manager

He whakarāpopoto i ngā huritaonga **Summary of considerations**
Fit with Council's roles or Committee's terms of reference The CDEM Act 2002 prescribes the process for these appointments and removals (see paragraph 2).
Implications for Māori There are no known implications for Māori
Contribution to Annual Plan / Long term Plan / Other key strategies and policies There are no known implications for Council's strategies, policies or plans
Internal consultation All Wellington Region local authority chief executives were engaged and support the proposed appointees.
Risks and impacts: legal / health and safety etc. There is no significant legal or health and safety risks.