



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Friday 3 December 2021, 9.00am

Via Teams meeting

Members

Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Guppy	Upper Hutt City Council
Mayor Gurunathan	Kāpiti Coast District 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

Friday 03 December 2021, 9.00am

Via Teams meeting

Public Business

No.	Item	Report	Page
1.	Welcome and Apologies		
2.	Public participation		
3.	Declaration of conflicts of interest		
4.	Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 20 August 2021	21.386	3
5.	Confirmation of the Public minutes of the Extraordinary Civil Defence Emergency Management Group meeting on 27 August 2021	21.399	7
6.	COVID-19 Update	Oral Report	
7.	Wellington Civil Defence Emergency Management Group Meeting Dates for 2022	21.515	10
8.	Wellington Region Emergency Management Office Quarterly Report (Quarter 1 – 1 July to 30 September 2020)	21.565	14
9.	Wellington Civil Defence Emergency Management Group Appointments – December 2021	21.567	40
10.	Two Bucket Marketing Campaign	Oral Report	
11.	Trifecta Legislation Review	Oral Report	
12.	Māori Integration Strategy	Oral Report	



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group Joint Committee meeting on 3 December 2021.

Report 21.386

Public minutes of the Civil Defence Emergency Management Group Joint Committee meeting on Friday 20 August 2021

All members participating remotely via Microsoft Teams at 9am.

Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry (from 9.02am)	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Foster (from 9.02am)	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Gurunathan (from 9.44am)	Kāpiti Coast District Council
Mayor Lang	Carterton District Council
Council Chair, Councillor Ponter (from 9.05am)	Greater Wellington Regional Council

All members participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum as per clause 25B of Schedule 7 to the Local Government Act 2002.

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee accepts the apology for lateness from Mayors Barry, Foster, Gurunathan and Councillor Ponter.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Civil Defence Emergency Management Group Joint Committee meeting on 25 June 2021 - Report 21.303

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group Joint Committee meeting on 25 June 2021 - Report 21.303.

The motion was **carried**.

The Committee Chair advised the Joint Committee that agenda items 9 – Project Portfolio Management Office update, and 10 – Adverse Weather Events and Living with Risk, were withdrawn from the agenda. The Committee Chair further advised that agenda item 5 – COVID-19 update: Boundaries and Checkpoints, Viking Bay and Vaccination Rollout would be expanded to include an update on the unfolding COVID-19 situation.

5 Update on progress of action items from previous Wellington Region Civil Defence Emergency Management Group meetings – Report 21.323

Jeremy Holmes, Regional Manager, spoke to the report.

Mayors Barry and Foster joined the meeting at 9.02am, during the above item.

6 COVID-19 update: Boundaries and Checkpoints, Viking Bay and Vaccination Rollout – Oral Report

Jeremy Holmes, Regional Manager, provided an update on the COVID-19 response and tabled a presentation.

Mr Holmes updated the Joint Committee on regional boundaries and checkpoints, and on an exercise held with Waka Kotahi NZ Transport Agency (Waka Kotahi). This exercise found an issue with the siting of the West Coast checkpoint at Manakau. There were no issues with the East Coast checkpoint (Mount Bruce) or the Southern Boundary (ferries and airport). The result from the exercise was a recommendation to revisit the siting of the Manakau checkpoint.

However, on 23 June 2021 a positive COVID-19 case was identified in Wellington. The Region moved to Alert Level 2 at 11.59pm for six days. The boundaries used were as per the previous Regional Plan (before any changes could be made) and there were issues with the checkpoint at Manakau.

The Department of Prime Minister and Cabinet (DPMC) included Waikawa Beach and Manakau within the Regional boundary. The Public Health Response Order (No 7) 2021 was published on that basis. For any future outbreaks it is likely that this regional boundary will be used if a regional boundary is required.

The Viking Bay ship arrived into New Zealand waters with COVID-19 cases. The ship's agent, Customs and Ministry of Health explored options to provide a health response. Wellington City Council (WCC) was asked to provide refuge. The Wellington Emergency Management Office (WREMO) worked with the National Emergency Management Agency (NEMA), WCC and others to receive the vessel. The ship arrived and 13 crew were moved

to Managed Isolation and Quarantine (MIQ). The Joint Committee discussed why the ship could not have berthed at Taranaki, with possible reasons being the proximity to hospitals, and appropriate facilities to use for MIQ. Mr Holmes advised the Joint Committee that all agencies needed to be involved from the beginning when dealing with similar situations in future as there were useful contributions from the relevant councils.

Mr Holmes advised the Joint Committee that WREMO is now sending out weekly updates on vaccination progress using DHB data. Mr Holmes also advised that the vaccination provides no guarantee against the Delta variant. It merely reduces the risk of hospitalisation and death.

Mr Holmes provided the Joint Committee with an update on the current outbreak situation. The Government was closely watching the New South Wales situation and learned that our response needed to be “faster, harder, longer and wider.”

National agencies advised that there are sufficient mechanisms in place at the national level to support any welfare requirements during this outbreak. NEMA is working to get the national welfare system from 2020 (Āwhina) available again if it should be required.

Councillor Ponter joined the meeting at 9.05am, during the above item.

7 Emergency Management Sector Strategy Workshop Update – Oral Report

Jeremy Holmes, Regional Manager, updated the Joint Committee on the Emergency Management Sector and tabled a presentation.

The National Emergency Management Agency (NEMA), which previously had 50 staff, has now grown to 100+ and is expected to grow to 150+ this financial year. This increase in staff is generating significantly more work as staff are now able to continue BAU work even during an emergency response.

Mr Holmes updated the Joint Committee on the Regulatory Framework (Trifecta) Review. The Civil Defence Emergency Management Act 2002 (the CDEM Act) and the National CDEM Plan Order and Guide will be reviewed this year. The CDEM Act is expected to be a repeal and replace process, rather than an amendment to the current Act. There will be a period of consultation, expected to be October/November 2021. The review is expected to align the framework with other legislation and place a stronger focus on iwi/Māori and a commitment to Te Tiriti o Waitangi.

8 Wellington Region Emergency Management Office Annual Report 2020/21 – Report 21.375

Jeremy Holmes, Regional Manager, spoke to the report.

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee approves the contents of the Wellington Region Emergency Management Office Annual Report (1 July 2020 - 30 June 2021).

The motion was **carried**.

Mayor Gurunathan joined the meeting at 9.44am, during the above item.

9 Civil Defence Emergency Management Group Appointments – Report 21.374

Jeremy Holmes, Regional Manager, spoke to the report.

Moved: Mayor Baker / Mayor Lang

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
 - a Ken Bailey as Alternate Controller (Porirua City Council)
 - b Olivia Dovey as Alternate Controller (Porirua City Council)
 - c Steve Perdia as Recovery Manager (Porirua City Council)
 - d Geoff Stuart as Alternate Controller (Hutt City Council)
 - e Damon Simmons as Alternate Controller (Hutt City Council)
 - f Tom Williams as Alternate Controller (Wellington City Council)
 - g Carolyn McKenzie as Alternate Controller (Combined areas of the district councils in the Wairarapa)
 - h Kate Conroy as Recovery Manager (Combined areas of the district councils in the Wairarapa)
 - i Glenn O'Connor as supplementary controller (Kapiti Coast District Council)
- 2 Approves the addition of the following statutory appointees:
 - a Anthony Robinson as Alternate Controller (Hutt City Council)
 - b Solitaire Robertson as Alternate Controller (Combined areas of the district councils in the Wairarapa)
 - c David Wilson as Recovery Manager (Combined areas of the district councils in the Wairarapa)

The motion was **carried**.

The public meeting closed at 9.47am.

Mayor A Baker

Chair

Date:



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group Joint Committee meeting on 3 December 2021

Report 21.399

Public minutes of the Extraordinary Civil Defence Emergency Management Group Joint Committee meeting on Friday 27 August 2021

All members participating remotely via Microsoft Teams at 9am.

Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry (from 9.03am)	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Foster (from 9.05am)	Wellington City Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Lang	Carterton District Council
Council Chair, Councillor Ponter	Greater Wellington Regional Council

All members participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum as per clause 25B of Schedule 7 to the Local Government Act 2002.

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Beijen

That the Joint Committee accepts the apology for absence from Mayor Guppy.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Civil Defence Emergency Management Group Appointments – 27 August 2021 – Report 21.398

Jeremy Holmes, Regional Manager, spoke to the report.

Moved: Mayor Baker / Mayor Patterson

That the That the Joint Committee:

- 1 Approves the addition of the following statutory appointees:
 - a Angela Kimmins as Alternate Controller (Porirua City Council)
 - b Lynne Fuller as Alternate Controller (Porirua City Council)
 - c Karen Stillwell as Alternate Controller (Upper Hutt City Council)

The motion was **carried**.

5 COVID-19 Update – Oral Report

Jeremy Holmes, Regional Manager, provided an update on the current COVID-19 situation in the Wellington Region.

Cases continue to increase nationally and regionally, however the increase is not exponential, ensuring that the health sector has capacity to manage the cases. There are a small number of cases expected in the coming days, mostly from MIQ and household contacts of known cases.

There are now 1400 contact tracers nationwide, with Wellington contact tracers able to support Auckland, as demand in Wellington decreases. The Wellington Region is able to increase capacity of contact tracing if required.

Vaccinations are now exceeding those planned.

Department of Prime Minister and Cabinet (DPMC) is considering two options for today's Alert Level announcement:

1. Auckland and Northland / Rest of New Zealand – possible
2. North Island / South Island – likely

A third option (Auckland, Northland and Wellington regions / rest of New Zealand) has been prepared, but is unlikely to proceed.

The North Island / South Island is the preferred option as it is easier to implement and control the movement of people between the islands, rather than at the regional boundaries. Boundaries are determined nationally, and are based on the Civil Defence Emergency Management Group boundaries. Regional Alert Level decisions are made at the national level by Cabinet.

Mayor Barry joined the meeting at 9.03am, during the above item.

Mayor Foster joined the meeting at 9.05am, during the above item.

The public meeting closed at 9.11am.

Mayor A Baker

Chair

Date:

**Civil Defence Emergency Management Group
3 December 2021
Report 21.515**



For Decision

**WELLINGTON CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING
DATES FOR 2022**

**Te take mō te pūrongo
Purpose**

1. To advise the Wellington Civil Defence Emergency Management Group (CDEM Group) of the Joint Committee meeting schedule for the 2022 calendar year.

**He tūtohu
Recommendations**

That the Joint Committee:

- 1 **Agrees** to the meeting schedule for the 2022 calendar year as follows:
 - a Tuesday 22 March, at 9am
 - b Tuesday 21 May, at 1pm
 - c Tuesday 20 September, at 9am
 - d Tuesday 6 December, at 9am
- 2 **Notes** that the venue for the meetings will be Taumata Kōrero – Council Chamber, Greater Wellington Regional Council, 100 Cuba Street, Te Aro, Wellington.
- 3 **Authorises** the Kaiwhakahaere Matua/Manager, Democratic Services, Greater Wellington, in consultation with the Committee Chair and Regional Manager, WREMO to amend the schedule as necessary.
- 4 **Notes** that more meetings may be scheduled, if required.
- 5 **Notes**, that as the Administering Authority, Greater Wellington will circulate the meeting schedule to members and key stakeholders.

**Te tāhū kōrero
Background**

2. The CDEM Group's Terms of Reference states that meetings will be held at such frequency as agreed, but at least twice per year.
3. The CDEM Group's practice is to hold four meetings per year, on a quarterly basis.
4. Over the course of 2020 and 2021, additional meetings have been held, to deal with COVID-19 related matters, on an emergency basis.

5. The CDEM Group meetings have traditionally been held on a Friday, alongside the Mayoral Forum.

Te tātaringa

Analysis

6. With the establishment of the Wellington Regional Leadership Committee (WRLC), the Chief Executive Group has proposed that the WRLC, Regional Transport Committee and CDEM Group meetings be aligned. The CDEM Group, Regional Transport Committee, and WRLC meetings have overlapping memberships (being the mayors of the Wellington Region's territorial authorities, and the Council Chair of Greater Wellington Regional Council). The alignment of the three committees reduces the number of days that the mayors and the Council Chair will need to attend meetings.
7. The WRLC has already adopted its schedule for 2022, as follows:
 - a 22 March 2022, at 1pm
 - b 31 May 2022, at 10am
 - c 26 July 2022, at 10am
 - d 20 September 2022, at 1pm
 - e 6 December 2022, at 1pm.
8. For 2022 the WRLC meetings follow the Regional Transport meetings on 22 March, 20 September and 6 December.
9. In consultation with the Regional Manager WREMO, officers are proposing that the CDEM Group's meeting schedule be:
 - a 22 March 2022, at 9am
 - b 31 May 2022, at 1pm
 - c 20 September 2022, at 9am
 - d 6 December 2022, at 9am.
10. As the Regional Transport Committee and WRLC meetings are held in Greater Wellington's Council Chamber, the CDEM Group meetings will need to be held at Greater Wellington as well.

Ngā hua ahumoni

Financial implications

11. There are no financial implications.

Ngā tikanga whakatau

Decision-making process

12. 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**

13. Officers considered the significance (as outlined in Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Greater Wellington Regional Council’s *Significance and Engagement Policy* and Greater Wellington’s *Decision-making Guidelines*. Officers recommend that the matters are of low significance given their administrative nature.

**Te whakatūtakitaki
Engagement**

14. External engagement was not considered necessary.

**Ngā tūāoma e whai ake nei
Next steps**

15. Greater Wellington officers will arrange for circulation of the adopted scheduled to members and key stakeholders.
16. Meetings will be publicly notified in *The Dominion Post*, *Wairarapa Times-Age* and published on Greater Wellington’s website. This is in accordance with the public notice requirements of the Local Government Official Information and Meetings Act 1987 and Greater Wellington Regional Council’s Standing Orders.

**Ngā kaiwaitohu
Signatories**

Writer	Lucas Stevenson – Kaitohutohu/Advisor, Democratic Services
Approvers	Alex Smith – Kaitohutohu Matua/Senior Advisor, Democratic Services Francis Ryan – Kaiwhakahaere Matua/Manager, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The CDEM Group's Terms of Reference states that meetings will be held at a frequency as agreed, but no fewer than two meetings per year.</p>
<p><i>Implications for Māori</i></p> <p>There are no implications for Māori.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>The meeting dates selected provide for the CDEM Group to review WREMO's quarterly and annual reports.</p>
<p><i>Internal consultation</i></p> <p>The Wellington Regional Leadership Committee secretariat and the Regional Manager, WREMO were consulted.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>There are no known risks or impacts.</p>

Civil Defence Emergency Management Group
3 December 2021
Report 21.565



For Decision

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE QUARTERLY REPORT (QUARTER 1 – 1 JULY TO 30 SEPTEMBER 2021)

Te take mō te pūrongo
Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) of progress against the draft Wellington Region Emergency Management Office (WREMO) Annual Business Plan 2020/21 (Annual Business Plan 2020/21).

He tūtohu
Recommendation

- 1 That the Joint Committee **approves** the Wellington Region Emergency Management Office's Quarter One Quarterly Report – 30 September 2021 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2021/22.

Te tāhū kōrero
Background

2. The WREMO Quarterly Report (Q1 - 1 July to 30 September 2021) ([Attachment 1](#)) provides information on achievements and progress against the activities set out in the Annual Business Plan 2021/22 work programme as well as additional areas of work identified by the WREMO leadership team.
3. The Coordinating Executive Group (CEG) and the CEG Sub Committee have endorsed the WREMO Quarterly Report (Q1 – 1 July to 30 September 2021), and recommend that the Joint Committee approve it.

Te tātaritanga
Analysis

Quarter One Quarterly Report

4. The WREMO Quarterly Report (Q1 – 1 July to 30 September 2021) ([Attachment 1](#)) provides a high-level snapshot of progress against the activities identified in the WREMO Annual Plan 2021/22 under the 4Rs of Reduction, Readiness, Response And Recovery.
5. Key findings from the report include:

- a Implementation of the Region's first fully virtual Emergency Coordination Centre (ECC) and Emergency Operations Centre (EOC) operations for the COVID-19 pandemic response, with more than 100 staff coordinating through SharePoint and Microsoft Teams;
 - b Deployment of 10 Wellington CDEM Group staff to support the West Coast flood response by fulling function manager roles, volunteer coordination, and key roles in Logistics, Welfare and Public Information Management;
 - c Delivery of online workshops for school emergency planning, with more than 30 representatives from schools and early childhood education centres.
6. Of the 91 Key Performance Indicators (KPIs) identified in the WREMO Annual Business Plan, 69 were in progress and one completed as at 30 September 2021, with 21 KPIs not started. Of those 'not started', most are tied to scheduled activities such as annual audits and plan development, which will take place later in the financial year.
 7. The budget is tracking well with a small underspend of \$34,000, due to the marketing and communications budget being allocated for use later in the year (for the annual campaign), and other projects commencing, but invoices not being paid.

Ngā hua ahumoni

Financial implications

8. There are no financial implications arising from the matter for decision.

Ngā tikanga whakatau

Decision-making process

9. The matter requiring decision in this report was considered by officers against the requirements of section 17 of the Civil Defence Emergency Management Act 2002 and 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 Greater Wellington Regional Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that this matter is of low significance, due to its administrative nature.

Te whakatūtakitaki

Engagement

11. Given the low significance of the matter for decision, no related engagement was required.

**Ngā āpitihanga
Attachment**

Number	Title
1	WREMO Quarterly Report (Q1 – 1 July to 30 September 2021)

**Ngā kaiwaitohu
Signatories**

Writer	Sam Ripley – Advisor, Business and Capability Development, WREMO
Approver	Jess Hare – Manager, Business and Capability Development, WREMO, Jeremy Holmes – Regional Manager, WREMO

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or Committee's terms of reference</i></p> <p>The Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan 2021/22, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.</p>
<p><i>Implications for Māori</i></p> <p>Engagement with Māori and Pasifika communities is a key workstream in WREMO's COVID-19 resurgence planning, identified as an organisational priority for 2021/22 in the draft Annual Business Plan 2021/22.</p>
<p><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></p> <p>WREMO Quarterly Report (Q1 – 1 July to 30 September 2021) details progress in the second quarter against the priorities identified in the draft Annual Business Plan 2021/22.</p>
<p><i>Internal consultation</i></p> <p>See paragraph 3.</p>
<p><i>Risks and impacts: legal / health and safety etc.</i></p> <p>There are no known risks.</p>



Wellington Region
Emergency Management Office

Quarterly Report



**1 July to
30 September 2021**

Q1



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Executive summary

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Overview

Emergency events have been a hallmark of the first quarter of 2021/22 for the Wellington CDEM Group. The South Coast sea swell event provided an introduction into the new financial year, closely followed by a deployment of response personnel to the West Coast flood response. Just as the dust settled on the post-event debrief, we mobilised again in response to the arrival of the COVID-19 Delta variant.

While not unexpected, these events have had a significant impact on WREMO's planned objectives and priorities this quarter. Not only that, but the ongoing threat of the Delta variant has meant that we need to reassess our priorities and redefine the way in which we deliver outcomes for our councils and communities.

Despite these events, and the uncertainty that they have brought with them, the WREMO team have still been able to find ways to deliver quality training to response partners, council staff and community audiences, and deliver outcomes that meet our highest priorities to ensure that we remain in the best possible place to respond. This was evidenced by the speed at which we were able to establish our first completely virtual ECC response for COVID-19. I am immensely proud of the team and what they have achieved this quarter. I also want to acknowledge the contribution of everybody who was part of the response across the Wellington CDEM Group.

I trust that you will find this short-format report to be informative about the work completed so far.

J Holmes

Jeremy Holmes
Regional Manager
Wellington Region CDEM Group

Wins

1

Win 1: Virtual ECC / EOCs

In a first for the Wellington Region's Emergency Coordination Centre and Emergency Operations Centres, the CDEM Group response to the COVID-19 Delta variant in August and September was coordinated virtually. More than 100 staff across the region were involved in the response, and the use of SharePoint online and Microsoft Teams in a virtual setting has left the CDEM Group well-placed to coordinate an effective response going forward, even if staff are not able to access a coordination centre.

2

Win 2: West Coast Response

In August the Wellington CDEM Group deployed a number of staff to assist with the West Coast flood response. Staff took on various key roles in the Emergency Coordination Centre including function manager roles, volunteer coordination, and key roles in Logistics, Welfare and Public Information Management. The assistance of Wellington Region staff was well-received by the local team, providing a great example of how regions can support each other in response.

3

Win 3: Online Schools Workshop

After the August and September COVID Delta outbreak the Community Resilience team worked hard to adapt the region's emergency planning workshop for schools and early childhood education for online delivery. Representatives from 30 primary and secondary schools across the region attended the first virtual workshop to work through some of the initial steps to update their emergency plans. This was another great example of how the WREMO team have changed their way of working to continue to deliver workshops in the new COVID world.



Risk matrix

Risk matrix as at 30 September 2021:

- 1

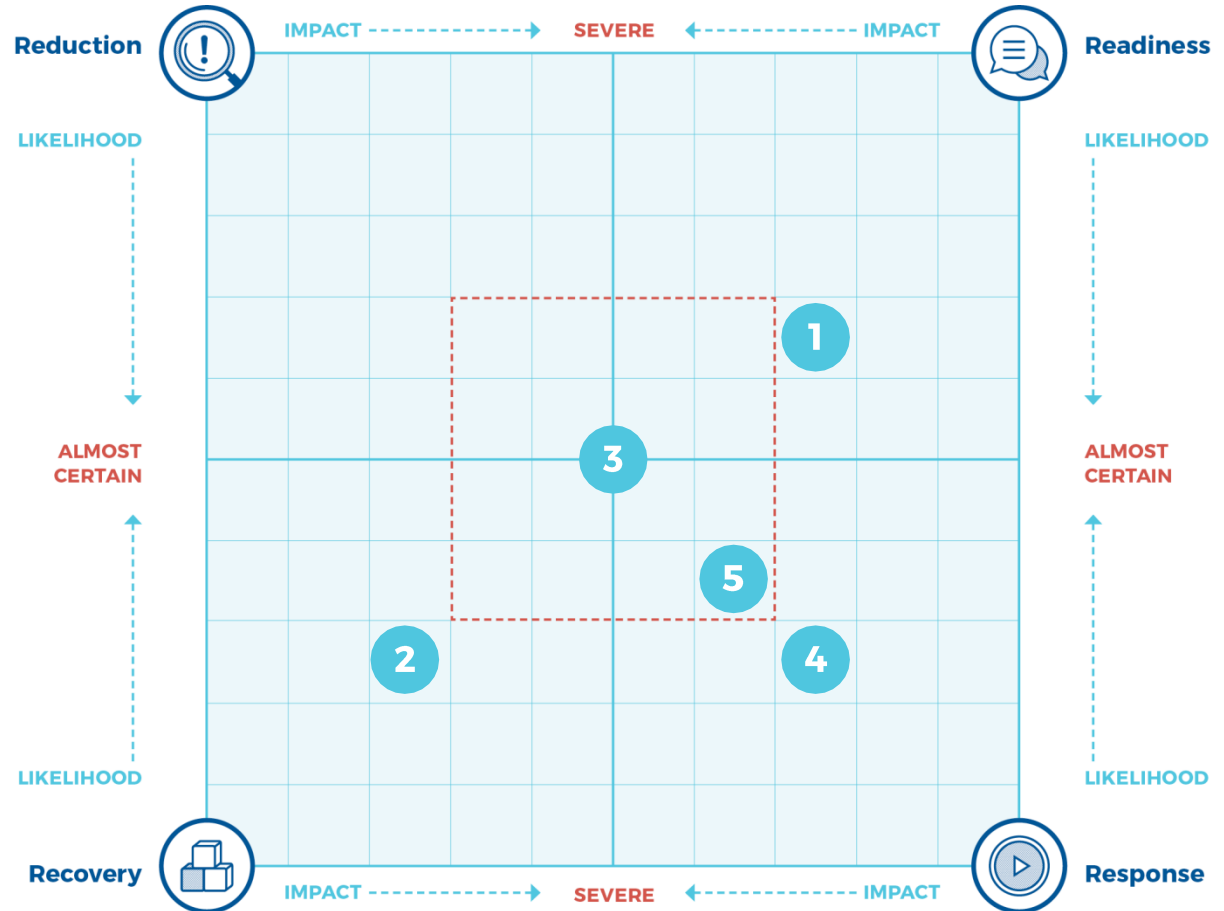
Waning community motivation for resilience initiatives
- 2

Recovery Framework (Developing)
- 3

Impact of NEMA and DPMC-led initiatives (2017/18 Emergency Management Sector Review and COVID-19 improvements)
- 4

Numbers of council staff attending EOC/ECC training
- 5

Health, safety and wellbeing of staff





Financial summary

WREMO Income Statement 30 September 2021	YTD as at 30 September 2021			Fullyear Budget \$(000)
	Actual \$(000)	Budget \$(000)	Variance \$(000)	
Rates & levies	343.1	317.91	25.2	1271.67
External revenue	679.7	653.71	26.0	2614.85
Council reimbursement on charges				-
Internal revenue	1.4		1.4	-
Total income	1024.20	971.62	52.60	3,886.52
Less:				
Personnel costs	804.3	842.25	38.0	3369.00
Materials, supplies and services	116.00	123.13	7.1	492.52
Travel and transport costs	2.0	20.00	18.0	80.00
Contractor and consultants	17.70	13.75	2.3	80.00
Internal charges	-	-	-	-
Total direct expenditure	951.8	1005.38	53.6	4021.52
Corporate overhead costs	38.3	27.5	(10.8))	110.0
Depreciation	17.9	17.47	(.4)	69.9
Loss (Gain) on sale of assets/investments				-
Total expenditure	1008.0	1050.35	42.4	4201.42
Operating surplus/(deficit)	16.2	(78.72)	94.90	(314.90)
Add back depreciation	41.90	17.47	6.95	69.9
Other non cash				-
Vehicles and other plant purchases				(60.00)
Net external investment movements				-
Net funding before debt and reserve movements	34.1	(61.3)	95.4	(305.00)
Debt additions / (decrease)				-
Council reimbursements				-
Reserve investments interest				-
Reserve investments transfer out		76.25		305.00
Net funding surplus (deficit)	34.10	15.0	95.4	-

Currently, the budget is tracking well with a small underspend of \$34k. This underspend is due to the marketing and communications budget being allocated for use later in the year (for the annual campaign), and other projects commencing, but invoices not being paid.

BALANCE OF RESERVE AS AT 30 JUNE 2021 \$327,000*

*Of this total, \$305,000 has been allocated for additional staff (Marketing and Communications Advisor and Senior Māori Integration Advisor (\$190k), deferred projects (\$115k).

Wellington Region Emergency Management Office Quarterly Report
Q1 - 1 July to 30 September 2021

Attachment to Report 21.565



KPI Summary

Reduction	7
Readiness	9
Response	18
Recovery	20




Reduction

KPI Summary

Progress



DELIVERABLE

Lead the development and implementation of the CDEM Group Plan, and report on progress against the strategic outcomes identified in the Plan.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Provide quarterly reports to the CEG Sub Committee, reporting on progress against the WREMO Annual Plan (2021-2022) activities.					1 / 4	HIGH
Develop the WREMO Annual Plan (2022-23) in alignment with council annual plan development timelines.						HIGH
Establish the Project Portfolio Management Office (PPMO) and provide an initial report to the CEG and Joint Committee to test the format and information requirements.						HIGH
Conduct the annual WREMO Regional Community Survey to identify trends and opportunities to increase resilience.						HIGH

DELIVERABLE

Coordinate the efforts of councils and other CDEM Group partners to align and enhance approaches to natural hazard risk reduction practices.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Lead the Emergency Levels of Service project to ensure hazard risks to Lifeline Utility services are reduced.						MEDIUM
Reconvene the Natural Hazard Steering Group to assess progress occurring pre-COVID-19 and determine actions for the future.						LOW




Reduction

KPI Summary

Progress



DELIVERABLE

Provide administrative support, guidance and advice to CDEM governance groups.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group (CEG), Sub-Committee and Regional Leadership Group (RLG) as required.	In progress					HIGH
Respond to relevant Local Government Official Information and Meetings Act (LGOIMA) requests in accordance with legislated time frames and procedures.	Not started					HIGH
Support Greater Wellington Regional Council (GWRC) Democratic Services with secretariat duties for the CDEM Joint Committee.	In progress					HIGH



Readiness

KPI Summary

Progress



Not started



In progress



Completed

DELIVERABLE

Lead the development and implementation of the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Develop and deliver professional development opportunities for the region's emergency management workforce in accordance with the Group Training and Exercise Plan 2021/22.						HIGH
Administer the Wellington Region's portion of the national CDEM training fund.						HIGH
Coordinate the Wellington Region's Response Teams to provide consistent training, deployment processes and legislative compliance.						HIGH
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.						MEDIUM
Support national level capability development advisory groups, programmes and initiatives.						LOW



Readiness

KPI Summary

Progress



DELIVERABLE

Lead the development and maintenance of equipment, systems and tools for WREMO, the ECC and EOCs.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.	In progress					HIGH
Implement online access to EOC and ECC systems to enable Bring Your Own Device (BYOD) use.	In progress					HIGH
Maintain IT security and platforms and explore opportunities for further development.	In progress					HIGH
Provide ICT guidance and advice to the EOCs/ECC using WREMO supported hardware and networks in preparation for an emergency.	In progress					HIGH
Maintain the regional radio network as an alternate communications system.	In progress					HIGH
Complete bi-monthly operational equipment and documentation checks and resolve issues as required.	In progress				7 / 42	HIGH
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure that they are up to date and fit for purpose.	Not started					HIGH
Develop and implement customised EOC and ECC intranet and ICT tools.	In progress					MEDIUM



Readiness

KPI Summary

Progress



DELIVERABLE

Lead and coordinate a consistent approach to Public Information Management (PIM) across the region.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Develop and refine Public Information Management (PIM) components of regional plans and processes.						HIGH
Hold 2 meetings annually for Public Information Managers in the Wellington CDEM Group to develop relationships and share information.					1 / 2	MEDIUM

DELIVERABLE

Lead and coordinate a consistent approach to Welfare across the region.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Chair 3 Wellington Region Welfare Coordination Group meetings to enhance individual and collective agency capability and planning.					5 / 3	HIGH
Work with Local Welfare Managers to understand Needs Assessment capability, identify gaps and achieve consistency across the region.						HIGH
Implement the CDEM Group Welfare Plan.						HIGH
Work with Local Welfare Managers to understand Emergency Assistance Centre (EAC) capability, identify gaps and achieve consistency across the region.						MEDIUM



Readiness

KPI Summary

Progress



DELIVERABLE

Lead and coordinate the development, implementation and review of CDEM Group operational response plans and processes.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Work with CDEM Group partners to identify and make improvements to the Wellington Region Earthquake Plan (WREP).	In progress					HIGH
Work with GWRC and territorial authorities to refine EOC and ECC flood response plans.	In progress					HIGH
Develop a Health, Safety and Wellbeing Plan to support WREMO staff both in preparation for and in response to an emergency.	In progress					HIGH
Refine the Wellington CDEM Group's operational processes and procedures.	In progress					HIGH
Work with CDEM Group partners to identify and make improvements to EOC and ECC tsunami response plans.	In progress					MEDIUM
Develop a CDEM Group Lessons Learned Framework.	Not started					MEDIUM



Readiness

KPI Summary

Progress



DELIVERABLE

Lead the development, implementation and review of CDEM Group and public alerting functions, including systems, tools, processes and personnel.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Conduct a notification system pilot to assess the suitability of the Alert Media CDEM Group alerting and notification tool.						HIGH
Manage and refine the Duty Officer system to ensure that a CDEM Group Duty Officer is available 24/7 to alert CDEM Group partners to an emergency.						HIGH
Conduct monthly Emergency Mobile Alert training to strengthen the Group's capability and capacity.						HIGH
Participate in the Red Cross Hazard App Working Group and implement any required changes to CDEM procedures.						MEDIUM
Develop Emergency Mobile Alert predefined messaging for tsunami and flood events.						MEDIUM

DELIVERABLE

Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Develop and maintain partnerships with iwi and marae to improve response capability.						HIGH
Establish a regional group to coordinate Community Resilience initiatives and share information across the region.						HIGH



Readiness

KPI Summary

Progress



DELIVERABLE

Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency. (continued)

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.	In progress					HIGH
Facilitate 15 local Emergency Services Coordination Committee (ESCC) meetings.	In progress				2 / 15	MEDIUM
Facilitate 3 Regional Inter-Agency Planning Committee (RIAPC) meetings.	Not started				0 / 3	MEDIUM
Arrange direct engagement opportunities with technical experts like GNS and MetService to share information, develop plans and strengthen coordination arrangements.	In progress					MEDIUM
Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.	In progress					MEDIUM

DELIVERABLE

Lead the development and delivery of community engagement initiatives for specific groups to increase preparedness.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Deliver 4 Business Continuity Planning workshops for businesses and organisations.	In progress				0 / 4	HIGH
Deliver 4 Emergency Planning workshops for Primary and Secondary schools.	In progress				2 / 4	HIGH



Readiness

KPI Summary

Progress



Not started



In progress



Completed

DELIVERABLE

Lead the development and delivery of community engagement initiatives for specific groups to increase preparedness. (continued)

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Produce a Quarterly Newsletter, sharing preparedness messaging and opportunities to engage for the community.					1 / 4	HIGH
Promote preparedness messaging and community connectedness through social media platforms.						HIGH
Partner with youth, agencies and organisations to deliver the Youth Leadership in Emergency Management programme across the region.						HIGH
Partner with local iwi, hapū, and Māori organisations to co-design preparedness messaging and initiatives for whānau.						HIGH
Partner with people with disabilities and organisations that support them to co-design inclusive and accessible preparedness messaging and initiatives.						HIGH
Lead and promote the Wellington Region's involvement in the Shakeout and Tsunami Hikoi campaign to increase CDEM Group partner and community awareness and participation.						HIGH
Provide supplementary marketing and communications for Tsunami Hikoi to increase awareness of the long or strong, get gone message.						HIGH
Deliver 42 Household Earthquake Planning sessions to community groups, workplaces and households.					19 / 42	MEDIUM
Promote preparedness messaging with the community at 7 regional or local events.					4 / 7	MEDIUM
Implement the Central Business District (CBD) Engagement Plan, with a focus on tertiary students and apartment dwellers.						MEDIUM



Readiness

KPI Summary

Progress



DELIVERABLE

Support community and CDEM Group partner initiatives to increase social connectedness and preparedness.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Investigate innovative and creative opportunities to promote hazard awareness and enable emergency reduction or readiness.						MEDIUM
Co-deliver 7 community initiatives with local council teams.					0 / 7	MEDIUM
Contribute to CDEM Group partner projects that improve hazard awareness and preparedness.						MEDIUM
Promote and attend community and CDEM Group partner initiatives.						LOW

DELIVERABLE

Establish and maintain communication channels to keep communities informed about hazards, impacts and preparedness actions.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.						HIGH
Develop and schedule radio and digital advertising that supports community resilience campaigns and general preparedness.						HIGH
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.						HIGH



Readiness

KPI Summary

Progress



DELIVERABLE

Establish and maintain communication channels to keep communities informed about hazards, impacts and preparedness actions.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Review existing social media capability and develop a strategy to grow engagement and maintain consistency across all WREMO social media platforms.						HIGH
Ensure that WREMO and Get Prepared website content is up-to-date.						MEDIUM

DELIVERABLE

Lead planning efforts for a timely and effective community response to an emergency.

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Deliver 28 Earthquake Drills and work with participants to make updates to the relevant Community Emergency Hub Guides.					7 / 28	HIGH
Carry out annual audits for 128 Community Emergency Hubs.					0 / 128	HIGH
Coordinate and deliver 12 Community Emergency Hub awareness activities.					2 / 12	MEDIUM



Response

KPI Summary

Progress



Not started



In progress



Completed

DELIVERABLE

Provide a 24/7 CDEM Group and public alerting function.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Use the CDEM Group Duty System to notify response partners about emergency events.	In progress					ORGANISATIONAL PRIORITY
Send Emergency Mobile Alerts to the public at the regional or local level for emergency events which reach the threshold for an alert.	Not started					ORGANISATIONAL PRIORITY

DELIVERABLE

Provide leadership, support and advice to councils, EOCs, the ECC and other CDEM Group partners in an emergency.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide professional emergency management staff to support any response to a CDEM emergency in our region.	In progress					ORGANISATIONAL PRIORITY
Provide the primary and alternate Regional Manager and Group Controller roles to the CDEM Group.	In progress					ORGANISATIONAL PRIORITY
Provide hazard advice on the potential regional impacts of a National Tsunami Advisory/Warning to supplement advice from the National Tsunami Expert Panel.	Not started					ORGANISATIONAL PRIORITY
Provide the primary Group Public Information Manager (PIM) to manage and coordinate regional PIM in a CDEM response.	In progress					ORGANISATIONAL PRIORITY
Provide the primary Group Welfare Manager to manage and coordinate Welfare in a CDEM response.	In progress					ORGANISATIONAL PRIORITY



Response

KPI Summary

Progress



DELIVERABLE

Provide leadership, support and advice to councils, EOCs, the ECC and other CDEM Group partners in an emergency. (continued)

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide guidance and advice to assist council ICT personnel with CDEM systems and tools in an emergency.						ORGANISATIONAL PRIORITY
Provide professional emergency management staff to support other CDEM Groups, NEMA and partner agencies in a response.						MEDIUM

DELIVERABLE

Manage WREMO staff health and wellbeing in a response.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Ensure that the Health, Safety and Wellbeing of WREMO staff is supported to sustain an effective response.						ORGANISATIONAL PRIORITY

DELIVERABLE

Lead the implementation of a CDEM Group Lessons Learned framework.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Facilitate an after action review process following a CDEM response.						ORGANISATIONAL PRIORITY



Recovery

KPI Summary

Progress



DELIVERABLE

Provide leadership, support and advice to councils and other CDEM Group partners in recovery.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide professional emergency management staff to support any recovery from a CDEM emergency in the Wellington Region.						ORGANISATIONAL PRIORITY
Provide the primary Recovery Manager role to the CDEM Group.						ORGANISATIONAL PRIORITY
Maintain the COVID-19 Dashboard and Community Sentiment Survey for as long as required.						HIGH

DELIVERABLE

Lead and coordinate recovery engagement opportunities to develop capability, share information and strengthen relationships.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop and deliver a Group Recovery Exercise.						HIGH
Establish Sector Groups for each Recovery environment.						HIGH
Host a forum for Recovery Managers to develop knowledge and capability.						MEDIUM
Produce two Recovery Newsletters for relevant stakeholders.						LOW



Recovery

KPI Summary

Progress



DELIVERABLE

Lead the development, implementation and review of regional recovery plans, resources and indicators.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Refine the Recovery Framework and develop operational documents and supporting templates.	In progress					HIGH
Support the development of a national set of recovery indicators.	In progress					MEDIUM
Conduct an environmental scan of strategic Recovery planning initiatives around the country.	Not started					LOW

Wellington Civil Defence Emergency Management Group
3 December 2021
Report 21.567



For decision

WELLINGTON CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
APPOINTMENTS DECEMBER 2021

Te take mō te pūrongo
Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) of a number of statutory appointments for the Wellington CDEM Group.

He tūtohu
Recommendation

That the Joint Committee:

- 1 **Approves** the removal of the following statutory appointees:
 - a Richard Harbord as Alternate Controller (CDEM Group)
 - b Mike Mendonca as Alternate Controller (Wellington City Council)
 - c Richard Harbord as Alternate Controller (Combined areas of the district councils in the Wairarapa)
 - d Nigel Corry as Alternate Recovery Manager (CDEM Group)
 - e David Wilson as Recovery Manager (Masterton District Council)
- 2 **Approves** the addition of the following statutory appointees:
 - a Matt Boggs as Alternate Controller (Hutt City Council)
 - b Grant Fletcher as Alternate Recovery Manager (CDEM Group)
 - c Scott Dray as Alternate Recovery Manager (CDEM Group)
 - d Ben Jessep as Recovery Manager (Masterton District Council)

Te tāhū kōrero
Background

2. Sections 26 and 29 of the CDEM Act 2002 require a CDEM Group to appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the:
 - a Group Controller for its area; and
 - b Group Recovery Manager for its area.

3. The CDEM Group is also required to appoint, either by name or by reference to the holder of an office, 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 respectively if there is a vacancy in office or an absence from duty for any reason.
4. Sections 27 and 30 of the CDEM Act 2002 also states that a CDEM Group may appoint one or more persons to be:
 - a A Local Controller; and
 - b A Local Recovery Manager.

Wellington Civil Defence Emergency Management Group appointments

5. The following key is used in the tables below:

Bold – New appointee

~~Strikethrough~~ - Removed appointee

Standard – Current appointee

Group Controllers and alternates

6. The following table proposes an updated list of statutory appointees for the Group Controllers (and alternates and supplementaries):

Area to which appointed	Appointee name and designation
CDEM Group	Mark Duncan (Group Controller) Jessica Hare (alternate) Jeremy Holmes (alternate) Dan Neely (alternate) Bruce Pepperell (alternate) Derek Baxter (alternate) Richard Harbord (alternate) Lester Piggott (alternate) Phil Becker (alternate)
Wellington City Council	Derek Baxter (primary) Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate) Mike Mendonca (alternate)
Porirua City Council	Jerry Wrenn (primary) Alison Wiley (alternate) Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (primary)

Area to which appointed	Appointee name and designation
	Steve Cody (alternate) Kevin Currie (alternate) Rian van Schalkwyk (alternate) Paul Busing (alternate) Scott Dray (supplementary)
Hutt City Council	Lester Piggott (primary) Craig Cottrill (alternate) Jay Houpapa (alternate) Anthony Robinson (alternate) Matt Boggs (alternate)
Upper Hutt City Council	Geoff Swainson (primary) Richard Harbord (alternate) Craig Cottrill (alternate) Liesel Jahnke (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	David Hopman (primary) Jonathan Hooker (alternate) Tim Langley (alternate) Richard Harbord (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate) Darryl McCurdy (supplementary)

Group and Local Recovery Managers and alternates

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

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City Council	Andrew Dalziel (alternate)

Area to which appointed	Appointee name and designation
Kāpiti Coast District Council	Natasha Tod (Recovery Manager) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager) Helen Oram (alternate)
Upper Hutt City Council	Liezel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Dave Gittings (Carterton) Nigel Carter (South Wairarapa) David Wilson (Masterton) Ben Jessep (Masterton)

Non statutory appointments

8. There is no change to the appointment to the Lifelines Utilities Co-ordination Manager and Group Welfare Manager.

Area to which appointed	Appointee name and designation
CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Jennifer Rizzi (Welfare Manager)

Ngā hua ahumoni

Financial implications

9. There are no financial implications arising from the decision. Any associated costs are covered by the respective councils according to their individual agreements.

Ngā tikanga whakatau

Decision-making process

10. The matters requiring decision in this report were considered by officers against the decision-making requirements of the CDEM Act 2002 (see paragraphs 2 to 4) and of Part 6 of the Local Government Act 2002.

Te hiranga

Significance

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

Te whakatūtakitaki
Engagement

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

Ngā tūāoma e whai ake nei
Next steps

13. No further external communication is required.

Ngā kaiwaitohu
Signatories

Writer	Sam Ripley – Emergency Management Advisor, Business and Development, WREMO
Approvers	Jess Hare – Manager, Business and Development, WREMO Jeremy Holmes – Regional Manager, WREMO

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or Committee's terms of reference</i></p> <p>The CDEM Group makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).</p>
<p><i>Implications for Māori</i></p> <p>There are no known implications for Māori.</p>
<p><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></p> <p>There are no known implications for Council's strategies, policies or plans.</p>
<p><i>Internal consultation</i></p> <p>All local authority chief executives were engaged and support the proposed appointees.</p>
<p><i>Risks and impacts: legal / health and safety etc.</i></p> <p>While there is no significant legal or health and safety risk, it is important that all Controllers, Recovery Managers and Group Welfare appointments are appropriately contracted to the council for which they hold the appointment. Each council is responsible for managing their own appointments and advises the CDEM Group of any changes to statutory appointments.</p>