



If calling please ask for: Democratic Services

19 August 2019

Civil Defence Emergency Management Group

Order Paper for meeting to be held in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt on

Friday, 23 August 2019 at 9.00am

Membership of Group

Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Mayor Patterson	(Masterton District Council)
Mayor Tana	(Porirua City Council)
Mayor Wallace	(Hutt City Council)

Civil Defence Emergency Management Group (CDEM Group)

Meeting to be held on Friday, 23 August 2019, at 09.00am in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt

Public Business

			Page No
1.	Welcome and Apologies		
2.	Public Participation		
3.	Confirmation of the Minutes (21 June 2019)	Report 19.282	3
4.	Community Survey Results	Brief	
5.	Elected Officials Training Ideas	Discussion	
6.	WREMO Annual Report	Report 19.372	9
7.	CDEM Group Appointments	Report 19.373	110

Next meeting: 6 December 2019



Please note these minutes remain unconfirmed until the meeting of the Civil Defence and Emergency Management Group meeting on 23 August 2019.

Report 19.282

21/06/2019

File: CCAB-21-290

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, 21 June 2019 at 9.05am

Present

Mayor Wallace (Chair)	(Hutt City Council)
Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Mayor Lester	(Wellington City Council)
Mayor Tana (from 9.12am)	(Porirua City Council)

Also present

Councillor Barbara Donaldson	(Greater Wellington Regional Council)
Deputy Mayor Brian Jephson	(South Wairarapa District Council)

1 Apologies

Moved (Mayor Wallace/ Mayor Guppy)

That the CDEM Group accepts the apologies for absence from Councillor Laidlaw, Mayor Napier and Mayor Patterson and for lateness from Mayor Tana.

The motion was **CARRIED**.

2 **Public Participation**

There was no public participation.

3 **Presentation of Long Service Medal – Director of the Ministry of Civil Defence and Emergency Management (MCDEM)**

Mayor Wallace opened proceedings by reading out the citation for the 20 year Long-Service Medal for Rian van Schalkwyk.

Over the past 21 years that Rian has worked for CDEM he has held a number of positions and has been involved in a number of emergency events, such as the 2016 Kaikoura earthquake and ex-Tropical Cyclone Gita. Rian has also deployed overseas with the United Nations Disaster Assessment and Coordination (UNDAC), going to Palestine in 2001 and the Cook Islands in 2010. He is due to retire from Greater Wellington Regional Council (GWRC) at the end of July.

Mayor Wallace then called upon the Director of MCDEM, Sarah Stuart-Black, to award the Long-Service Medal to Rian.

Sarah Stuart-Black acknowledged the direct impact that Rian has had on CDEM and the dedication and commitment that it has taken, noting it would not have been possible without the support of his family.

In reply, Rian thanked GWRC saying it had been a privilege working for GWRC. He acknowledged that he had worked under all of the chief executives of GWRC and it was an honour to work for such a professional organisation.

Rian gave thanks to Councillor Laidlaw and Mayor Guppy. He also thanked MCDEM and the trust shown in him.

Rian spoke about his involvement in UNDAC, particularly the practice evacuation of Russian helicopters in Iceland.

He acknowledged Mayor Lester and Wellington City Council (WCC) and their relationship working together after the 2016 Kaikoura Earthquake.

Lastly, he thanked WREMO colleagues and wished everyone good luck.

4 **Training**

Brief

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

Jeremy discussed the Christchurch Mosque attacks, the coordination and implications of the response. He advised that at the last meeting of Group Managers the Department of the Prime Minister and Cabinet (DPMC) had advised that, as a result of DPMC's review into the response, planned

Emergency Management System Reform (EMSR) changes to CDEM legislation would now be delayed.

Jeremy then ran some scenario-based training for the Committee. The purpose of the training was for the Wellington CDEM Group members to be aware of the potential changes to CDEM legislation, re-familiarise themselves with the content of the State of Emergency Checklist, and practice applying the Checklist to a recent regional scenario.

5 Confirmation of the minutes of 14 December 2018

Report: 19.155

File: CCAB-21-290

Moved

(Mayor Wallace/ Mayor Guppy)

That the CDEM Group confirms the minutes of the meeting of 12 April 2019, Report 19.155.

The motion was **CARRIED**.

6 Wellington Region CDEM Group Plan (2019-2024) Approval

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

Jeremy said the Wellington Region CDEM Group Plan (2019-2024) was now at the final stage. It had gone to the Minister of Civil Defence and Emergency Management for formal review. The Minister had confirmed that he was satisfied that the Plan met the requirements of Section 49(2) of the CDEM Act 2002. The Minister noted that feedback from MCDEM had been incorporated into the Plan and that the Group had consulted on the Plan with the relevant agencies and communities in the Wellington Region. He encouraged the Group to ensure that any Group documents referenced in the Plan are completed and implemented as soon as practicable. He also noted that the work the Group does is fundamental to building a resilient New Zealand.

Report: 19.262

File: CCAB-21-296

Moved

(Mayor Wallace/ Mayor Guppy)

That the CDEM Group:

- 1. Receives the report*
- 2. Notes the content of the Wellington Region CDEM Group Plan; and*
- 3. Approves the Wellington Region CDEM Group Plan 2019-2024 for implementation from 1 July 2019.*

The motion was **CARRIED**.

7 Iwi Engagement Update

Brief

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

He said the Group was still working to appoint three iwi representatives for the Coordinating Executive Group (CEG):

- the West Coast (Otaki to Porirua)
- East Coast (Wairarapa)
- Central (Wellington, Hutt Valley)

This is so that iwi can provide input into the CDEM Group governance and planning, help the Group consult with iwi on emergency management planning (particularly the Group Plan), as well as identify what role marae could have in emergency responses and what (if any) infrastructure upgrades and training is required to enable those marae to respond effectively. So far two representatives have been appointed (East Coast and Central). There is a meeting with Kāpiti iwi on 23 July to try to identify a suitable representative for the West Coast.

In May, Group Managers met with MCDEM and Te Puni Kōkiri (TPK) regarding national programme to improve the resilience of marae. TPK will fund infrastructure upgrades through their Oranga Marae Programme. MCDEM will fund marae volunteer training through ACE or Resilience Funding. A national framework will be developed by July/August.

The planned next steps are:

- The Group's iwi representatives are to complete their plans for the next financial year.
- The plans will be based on the following phases:
 - Ongoing development of relationships with iwi and marae (while national funding framework is being developed) (July – September)
 - Socialisation of new national funding framework with marae, initial marae assessments and fund prioritisation (October – December)
 - Facilitation of marae applications to national funding sources and development of protocols for marae that have been identified (January 2020 – June)
- In addition, the following is also planned:
 - Operational induction of iwi representatives (July 2019)

- Development of draft Iwi Liaison protocol for EOC/ECC in accordance with new national direction (CIMS 3.0) and recent lessons from Canterbury and Nelson Tasman events.

8 **Quarterly Report**

Report: 19.263

File: CCAB-21-299

Jeremy Holmes, Regional Manager, Wellington Civil Defence Emergency Management Group, spoke to the report. He noted the impact of the recent Nelson Tasman fires and the Christchurch mosque shootings, bringing iwi into the CDEM space and the opportunities this will bring to national resilience. He also noted the ongoing risk around the number of people attending training. This is something that the Group needs to maintain visibility of and keep on top of, to ensure there are consistent numbers in training.

Moved

(Mayor Wallace/ Mayor Booth)

That the CDEM Group:

1. *Receives the report*
2. *Notes the contents of the report*
3. *Approves the report as an accurate record of the activities that occurred during the third quarter of the 2018/2019 year.*

The motion was **CARRIED**.

9 **CDEM Group Appointments**

Report: 19.263

File: CCAB-21-299

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

Moved

(Mayor Tana/ Mayor Guppy)

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 Jonette Adams, Craig Cotterill and Liezel Jahnke (Upper Hutt City Council) and Andrew Dalziel (Porirua City Council)*

The motion was **CARRIED**.

Next meeting: 23 August 2019

The meeting closed at 10.18am.

Chair, Wellington Civil Defence Emergency Management Group.

Date:

Report 19.372
Date 14 August 2019
File
Committee Joint Committee
Author Jeremy Holmes, Regional Manager

WREMO Annual Report: 1 July 2018 – 30 June 2019

1. Purpose

To inform the Joint Committee of WREMO's achievements and progress against the activities scheduled in the 2018/19 Annual Plan.

2. Background

The WREMO Annual Report incorporates the Annual Plan work programme and additional areas of work identified by the WREMO leadership team.

All WREMO reports to the CEG Sub Committee, CEG and the Joint Committee are against the activities as set out in the WREMO Annual Plan.

3. Annual Report

The report provides the results of the Community Resilience and Recovery, Operational Readiness and Response, and Business and Capability Development Teams as well as an executive summary by the Regional Manager.

4. Communication

No further external communication is required.

5. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

5.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

5.2 Engagement

Due to its procedural nature, no engagement on this matter has been undertaken.

6. Recommendations

That the Joint Committee:

1. **Receives** the report;
2. **Notes** the contents of the report; and
3. **Approves** the report as an accurate record of the activities that occurred over the 2018/2019 year.

Report prepared by:

Jeremy Holmes
Regional Manager

**WELLINGTON REGION
EMERGENCY MANAGEMENT OFFICE**

Annual Report

1 July 2018 – 30 June 2019



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SUMMARY

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Executive Summary

Overview

This report provides information on the work completed by WREMO over the 2018/19 financial year. It covers another busy year for the Wellington region with WREMO staff involved in a number of emergency events during the year:

- Providing support to Hutt City Council during two industrial fires in Seaview in July,
- Deploying staff to Nelson in February to assist with the Pigeon Valley Fire, alongside other council staff, Response Team members and members of the emergency services. (WREMO staff also coordinated the movement of council staff and Response Team members to and from Nelson during this period).
- Providing situational awareness of what was going on, and the way in which people in the region could access the range of national services that were offered, after the Christchurch Mosque Shootings in March;
- Providing support to Wellington City Council during a marae fire in Island Bay in June; and
- Providing coordination services to a number of councils and other government agencies after a landslide in the Wairapa, also in June.

All of this has been in addition to the other work that has been done by WREMO staff across the 4R's of comprehensive emergency management (reduction, readiness, response and recovery) during the year to help the region increase its level of resilience and meet its obligations under the CDEM Act 2002 and subsequent amendments - more details of which are available in this report.

Most notably, however, the past twelve months has been characterised by WREMO's evolution from WREMO 1.0 to WREMO 2.0 after the previous year's approval of additional funding to help deliver the required 'step change' in performance after the 2016 Kaikōura Earthquake. It has also seen the development of the next Group Plan for the Wellington CDEM Group to cover the period 2019-2024. Overseen by the previous CEG Chair, Tony Stallinger, the Group now has a new CEG Chair, Peter Kelly.



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New CEG Chair

In May a morning tea was held to thank Tony Stallinger for his work as the outgoing Chair of the Coordinating Executive Group (CEG) and welcome Peter Kelly to the role.

Executive Summary

Wins

1. CDEM Group Plan

On 21 June the Group's Joint Committee approved the region's third Group Plan to cover the next five years (2019-24). The culmination of nearly two years' work, the Group Plan is the result of:

- a review of the region's CDEM function after the Kaikōura Earthquake in 2016,
- the development of a draft Group Resilience Framework and draft Group Plan,
- a lengthy period of consultation with partners and stakeholders (including the general public), and
- a period of Ministerial review.

Over the coming year WREMO will shift the focus of the Group to implementation of what is outlined in the new Plan.

2. Iwi Engagement

In accordance with what was outlined in the Government's response to the findings of the 2017 Ministerial review of CDEM (*Better Responses to Natural Disasters and Other Emergencies in New Zealand*), the CEG now has two iwi representatives on it providing input into Group governance and planning, as well as support in identifying marae that wish to have a more active role in emergency management. This is a significant step forward for the region given the lessons from Kaikōura and other events around the country where iwi and marae have played a significant role helping support their communities in their time of need.

Executive Summary

Developments

More notable activities occurring during the year have included:

Capability Development (Skilled People)

- Creation of a dedicated team of two capability development staff to lead and coordinate the effective delivery of CDEM training across the region. Over the past year this team has developed a five year strategy and two year training and exercise plan to significantly improve the quality of training that is being delivered. Although still in its first year, the team is already receiving excellent feedback on the content of the training and the way in which it is being delivered. Over time it is expected to make a significant difference to the capability of capacity of trained CDEM staff in the region.

Marketing and Communications

- The appointment of a dedicated marketing and communications advisor, who re-roles and the Group PIM in a response, to bring marketing and communications in house. Although this appointment, also, is still in its first year, we are already seeing a significant improvement in the quality and range of marketing and communications products being produced to help WREMO perform its responsibilities. This improvement is having a positive impact on partner and stakeholder engagement, including a noticeable increase in enquiries by members of the public about emergency management matters.

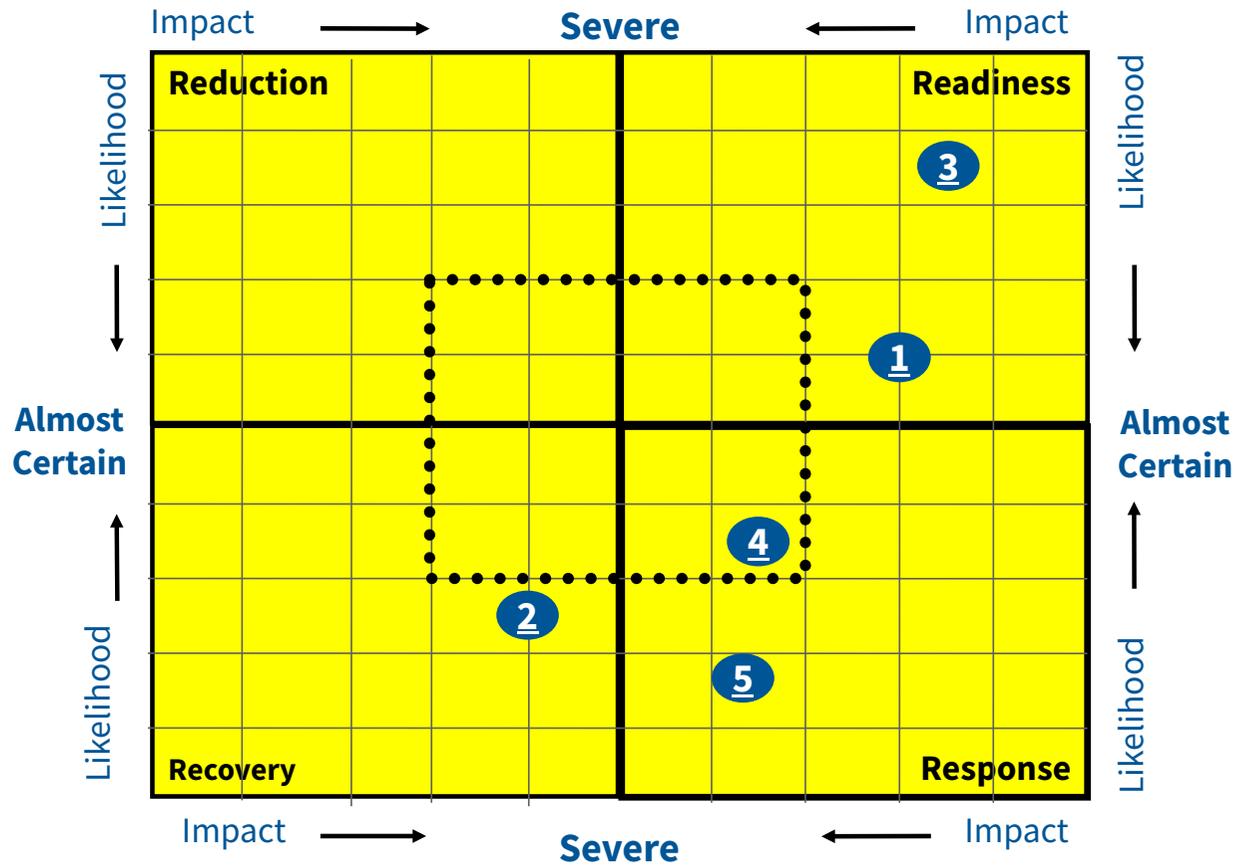
Earthquake Response Plans

- In accordance with the direction given after the Kaikōura Earthquake, the Wellington CDEM Group now has the Wellington Regional Earthquake Plan (WREP) and work has started on the development of Local Earthquake Response Plans (LERP) to complement the WREP at the local level. Work has also started on investigating a range of options for the building of a fit-for-purpose ECC to ensure that the region is indeed able to manage a large scale event in the capital as and when it should occur in the future.

Executive Summary

Risk Matrix as at 30 June 2019

1. Waning community motivation for resilience building initiatives
2. Recovery Framework (Developing)
3. Implementation of MCDEM initiatives
4. Numbers of council staff attending EOC/ECC training
5. Health and Safety



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Executive Summary

Risk explanation and treatment

1. As time elapses since our last significant emergency in the region (November 2016), public interest in resilience building initiatives continues to wane. However, ongoing publicity around community preparedness successes and other initiatives do appear to be keeping some forward momentum.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a recovery framework that is tailored for the Wellington Region. Work on this is well underway, as well as incorporating lessons from the November 2016 series of events. The aim is to have a robust framework that aligns at a national, regional, and local level. High level content has been developed and included in the latest Group Plan (2019-24). More detailed content has been developed in the Group Recovery Framework, which is due to go out for consultation shortly.
3. Central Government policies and initiatives often take a top down approach, with little consideration being given to regions who have to interpret and implement the policies concerned. In March 2018 it was agreed that CDEM Group Managers would meet with MCDEM on a quarterly basis to adopt a more collaborative approach to the national work programme than has existed previously. The first of these meetings occurred in July 2018. Although some good progress has been made in this space over the past year, it is going to take some time to change old behaviours and adapt to the new way of operating. The planned creation of the new National Emergency Management Agency (NEMA) to replace MCDEM in the coming year is also expected to have an impact.
4. This risk reflects the fluctuating numbers of council staff attending EOC/ECC training. Although the total numbers attending training for the past year have generally been satisfactory - with most councils averaging around 60% attendance or higher - some councils appear to be consistently struggling to achieve such a level. This risk has regularly been highlighted to council executives, noting council obligations under the CDEM Act 2002 and the WREMO founding agreement which requires councils to make staff available for EOC/ECC training and operations. The November 2016 series of events also highlights the importance of councils being able to activate and maintain sufficient numbers of staff to respond to emergencies as and when the need arises.
5. Health and Safety is constantly being assessed by WREMO and council staff in accordance with mandated requirements, with appropriate mitigations being put in place as and when any issues of concern are identified.

Financial Summary

As at 30 June 2019

WREMO Income Statement	30 June 2019	Full Year
	Actual \$000	Budget \$000
Rates & Levies	1,198	1,198
Government Grants & Subsidies	-	-
External Revenue	2,464	2,464
Investment Revenue	2	2
Internal Revenue	-	-
TOTAL INCOME	3,664.4	3664.4
less:		
Personnel Costs	2,772	2,739
Materials,Supplies & Services	751	639
Travel & Transport Costs	77	80
Contractor & Consultants	50	75
Internal Charges	25	25
Total Direct Expenditure	3,675	3557.36
Financial Costs	-	-
Bad Debts	-	-
Corporate Overhead Costs	100	100
Depreciation	68	41
Loss(Gain) on Sale of Assets / Investments	-	-
TOTAL EXPENDITURE	3,843	3698.5
OPERATING SURPLUS/(DEFICIT)	(179)	(34)
Add Back Depreciation	68	41
Other Non Cash	-	-
Vehicles and other plant purchases	(22)	(45)
Net External Investment Movements	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(133)	(38)
Debt Additions / (decrease)	-	-
COUNCIL reimbursements	117	-
Reserve Investments Interest	(2)	(2)
Reserve Investments Transfer Out	18	40
NET FUNDING SURPLUS (DEFICIT)	-	(0)

The year has seen WREMO's spend track very close to budget. Areas where there has been a significant spend include graphic design for a number of written products, the Community Emergency Hub campaign and scheduled ICT equipment upgrades.

Overall, the budget this year has been well managed with the WREMO reserve currently sitting at \$61,000 once the 2018/19 allocations have been made.

**Balance of reserve as at
30 June 2019
\$61,000***

*Once 2018/2019 allocations have been transferred

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Community Resilience & Recovery

Regional Update

Community Resilience & Recovery

National Earthquake Drill - In October the annual national earthquake drill 'ShakeOut' occurred. All households, schools and businesses in the region were encouraged to practise their Drop, Cover and Hold for up to one minute and their tsunami hīkoi (walkout) for those in coastal areas. The event was a great success, with the Wellington Region continuing to record some of the highest participation rates in the country (31% of the region's residents).

Long Walk Home (Kāpiti and Hutt Valley) - In November WREMO partnered with the Kāpiti Lions and Hutt Valley Rotary clubs for the Kāpiti and Hutt Valley Long Walk Home events. Over 155 people registered for the two events with WREMO staff leading by example with their walking shoes on, along with members of FENZ and other agencies. The Kāpiti Long Walk Home also featured on TVNZ One News, providing great publicity for future events.

Iwi Engagement Plan - In February, WREMO staff hosted a hui with council iwi liaison staff, local welfare staff and local authority emergency management staff to identify how we can best engage with iwi and marae. From this hui, an engagement plan for iwi and marae was developed. Implementation of the plan has now started with iwi representatives now sitting on CEG.

Neighbours Day Aotearoa 2019 - During March staff hosted and attended many Neighbours Day events across the region to increase community connectedness. This included community BBQs, neighbourhood gatherings and Community Emergency Hub exercises.

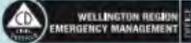
Community Emergency Hubs – In May the Community Emergency Hub campaign was launched across the region involving the distribution of printed material and online promotion throughout the region. The campaign has had a significant impact on the region, increasing Hub awareness and attendance at Hub events.

Recovery Workshops – Between November and May over 200 people, representing more than 130 different organisations, attended five recovery workshops to identify key priorities following an earthquake. These insights have contributed to the development of the Wellington Region CDEM Recovery Framework which is due to go out for consultation shortly.

Te Reo edition

Tō aratohu whakamahere mō te rūwhenua

Kia rite koe ...





I NĀIANEI TONU

1. Rēhita mō ngā whakatūpato, ka whai i a WREMO

Tikina ake te Pumanaawa

Me tikiake te taupānga New Zealand Red Cross Hazards Application. Me matua whakarite kei te kā te General Notifications kia āhei a WREMO ki te whakapā atu ki a koe i te wā o tētahi mate whawhatitā kaioaraa. Ka tukuna atu e WREMO he whakatūpato mēnā he mōrearea haumarū ā-whaiaro anāke. Whakatikaina ērā atu momo karere kia whiwhi ai koe i tāu e hiahia ana. Me maumahara, ko te rohe o Te Whanganui a Tara tēnei. Tērā pea kihai koe e hiahia ana kia whakamōhiotia ai mō ngā tūpato hau katoa.

Ka tonoa ana he whakatūpato ki a koe
Whāia nga tohutohu e tohaina ana i nga pārongo i runga pae pāpāho pāpori, tuku kupu tuhi ki ō hōa, whānau ranei.

Anei ngā rauemi āwhina mō te noho haumarū:

-  paetukutuku mate whawhatitā o WREMO.
Toro atu ki: www.WREMO.nz
-  Whārangī pukamata o WREMO
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-  **WHAKARONGO** ki Radio New Zealand me ngā teihana o tōu rohe

KUA RERI MĀTOU 

kua tukuna atu ō mātou ingoa mō ngā whakatūpato ngākatūpato kārerā

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Earthquake Planning Guide Translations

WREMO’s Earthquake Planning Guide is now available in the following languages:

- Amharic (Ethiopian)
- Arabic
- Burmese
- Chinese (Simplified)
- Chinese (Traditional)
- Farsi – Dari
- English
- Hindi
- Khmer
- Korean
- Russian
- Samoan
- Somali
- Spanish
- Tamil
- Te Reo
- Vietnamese

Following the distribution of the English version of the Earthquake Planning Guide to all households in the region in June 2018, the Guide has now been translated into sixteen languages to help Culturally and Linguistically Diverse (CALD) communities around the region have equal access to this important preparedness information.



Launch of the Earthquake Planning Guide translations

Hon. Kris Fafoi, Minister of Civil Defence & Emergency Management, and volunteer community-based translators pose with their translations of the Earthquake Planning Guide.

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ShakeOut and Tsunami Hīkoi

The annual national earthquake drill 'ShakeOut' took place at 9.30am on 18 October.

All households, schools and businesses were encouraged to practise their Drop, Cover and Hold for up to one minute and their tsunami hīkoi (walkout) for those in coastal areas.

WREMO supported the event by raising awareness and encouraging schools and businesses to participate.

A special emphasis was placed on schools and early childhood centres that had not participated in the 2017 event.

Photo: Students from Island Bay School practise their tsunami evacuation as part of the 2018 ShakeOut and Tsunami Hīkoi



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Long Walk Home

Participants start their Long Walk Home from Wellington to Kāpiti in November.

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Business Continuity Planning workshops in the Pacific Islands

Over the past year, WREMO staff have visited the Fiji, Tonga, Samoa and Vanuatu to deliver Business Continuity Planning (BCP) workshops for small and medium size businesses.

Funded by USAID (the United States Agency for International Development) and the Pacific Island Chamber of Commerce, the 'Get Ready Project' has enabled locally-based training facilitators to attend the WREMO workshops to enable them to roll out a similar business continuity training to local businesses in the islands.

Photo: Locally-based training facilitators at a Business Continuity Planning 'train the trainer' session in Vanuatu.



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Community Resilience & Recovery

Natural Hazards Steering Group



Chair the Natural Hazards Steering Group to raise awareness of natural hazards and identify possible mitigations

Implement the Community Resilience Strategy



Develop and distribute an annual newsletter to Community Emergency Hub key holders and owners



Develop and distribute an annual newsletter to Early Childhood Centres and schools



Develop and communicate an Apartment and Tenant Emergency Preparedness Tip Sheet



Develop an Iwi Engagement Plan



Not yet started



On Going or underway



Completed

Natural Hazards Regional Planning Group

The purpose of the group is to oversee the implementation of the regional Natural Hazard Management Strategy.

Over the past year, the following work has been done:

- the development of policy and objective statements for seismic and flooding for use in district plans;
- agreement between GWRC and Wellington Water around consistent sea level rise figures for numerical modelling; and
- the development of common district plan chapters for natural hazards and coastal environments.

SUMMARY

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Community Resilience - KPIs

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Plan and Prepare Workshops (3 hours)



Focus moved to 1 hour P&P classes in last quarter

Plan and Prepare Classes (1 hour)



KPI EXCEEDED

Business Continuity Workshops



KPI EXCEEDED

Public Event Attendance



KPI EXCEEDED

Community Response Plans



Eight additional plans are currently underway

School Leadership Engagement



Newsletters



Development and distribution of quarterly newsletters

ShakeOut 2018



Early childhood education centres and schools are encouraged to participate in ShakeOut

Hub Audits



SUMMARY
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Community Resilience - KPIs

Plan and Prepare workshops and classes – Twenty-two three-hour workshops were run in the first three quarters of the year. However, turn out proved to be lower than anticipated with the community more interested in the shorter, one-hour classes. As a result, in the last quarter, additional one-hour classes were offered, with a total of ninety-six being run for the year.

Business Continuity Planning (BCP) workshops – Due to demand, additional BCP workshops were offered around the region in the final quarter, bringing the total number for the year to 16. Now into its third year of delivery, the BCP programme remains one of WREMO's most popular workshops.

Public events – Sixteen community events, such as fairs, were attended in the last year. These events are a great way of engaging with members of the public and providing information on emergency preparedness.

Community Response Plans (CRP) – The year focused on developing new plans in communities that have not yet engaged with the CRP process. The planning meetings provided these communities with the opportunity to meet and discuss how their community can support each other during and after an emergency. A number of plans are currently underway with the associated Hub exercises scheduled for July and August.

School Leadership Engagement – This was a new initiative to engage with school leadership. This first year highlighted the challenge of being able to schedule meetings with school Boards of Trustees. Working with the Ministry for Education, a schools workshop has now been developed and will be trialled in the 2019/20 year.

Shakeout – This year's focus was on encouraging schools and businesses to participate in the 2018 Shakeout. The event was a great success, with the Wellington region continuing to record some of the highest participation rates in the country (31% of the resident population).

Community Emergency Hubs – There are currently 127 pre-identified Hubs. All were audited, including the location and suitability of the venues, in the past year. All audit results have been recorded in a new app developed by the WREMO ICT team.



Understanding the Hikurangi Subduction Zone

In May two public talks were held in partnership with East Coast LAB, GNS Science and NIWA to raise awareness of the threat posed by the Hikurangi Subduction Zone. The talks were held in Wellington and the Wairarapa with over 100 people attending each event.



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Community Resilience & Recovery

 Not yet started  On Going or underway  Completed

Develop the Strategic Regional Recovery Framework

-  Develop the concept of operations for a shared regional approach to recovery management including roles and responsibilities, processes and key principles
-  Create a set of resources and tools for Recovery Managers to use in an emergency event
-  Identify the key partners in each of the five recovery environments from local government, community sector, private sector and central government
-  Capture recognised capabilities from partner organisations
-  Identify and prioritise “must do” and “should do” activities in the short, medium and long-term recovery phases for each environment
-  Establish areas of potential support and collaboration between the environments and partners in those environments
-  Advocate for future investments and strategic planning in resilience across the five recovery environments
-  Develop a draft Recovery Governance Framework to enable structured conversations between central government and the Wellington Group in advance of a large-scale emergency event
-  Conduct the second phase of the Temporary Housing Study to identify how open spaces can be used throughout the different phases of recovery to enable residents to remain as close to their properties as possible after a large-scale emergency event

SUMMARY

COMMUNITY
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Partnership in the Recovery Environments

Between November and May representatives from local and central government, iwi, the community and private sector organisations participated in five workshops covering the Cultural, Built, Social, Natural, and Economic Environments.

Over 200 people, representing more than 130 different organisations, identified key priorities following a major disaster such as an earthquake. These valuable ideas and insights have helped inform the development of our regional recovery framework.

Feedback from attendees indicated they gained valuable insights into the actions needed to improve their preparedness for both pre- and post-disaster operations.

Photo: Land use planners discuss priorities for recovery planning after a major earthquake



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
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DEVELOPMENT

Operational Readiness & Response

Regional Update

Operational Readiness & Response

Operational Events

The most significant operational event during the year was the February deployment of 18 staff from WREMO, Wellington City Council and regional Response Teams to Nelson to support the Pigeon Valley Fire response.

In March WREMO helped the region maintain situational awareness during the Christchurch Mosque Shootings, in particular around the ways in which people in the region could access the range of national services that were being offered.

Support was also provided to local councils in response to the following events during the year:

- two industrial fires in Seaview (July).
- fire and evacuations in Island Bay (June); and
- a landslide in the Wairarapa (June).

Photo: A WREMO staff member performing the role of Logistics Manager in the Nelson Tasman EOC.



SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Response Teams

In February, WREMO coordinated the deployment of Response Team volunteers to Nelson's Pigeon Valley Fire.

A Memorandum Of Understanding (MOU) between the region's six response teams, councils and emergency services is currently being developed.

Photo: Volunteers from the Wellington region's Response Teams perform cordon management tasks with Police, FENZ and Defence Force staff.



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

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Operational Readiness & Response

Stakeholder engagement

Over the past year there have been a number of opportunities to share information and collaborate with stakeholders including:

- **CDEM Finance workshop** for EOC, ECC and WREMO staff.
- **Community Infrastructure Resilience Project workshop** with Wellington Water.
- **Rapid Relief Workshop** looking at welfare response capabilities during a catastrophic event.
- **Flood Warning Review** workshops with the Greater Wellington Regional Council to improve regional flood warnings.
- **Exercise Reretahi** where we provided support to FENZ.
- **Meetings with key lifeline utility organisations** including CentrePort, Wellington International Airport, and Kapiti Coast Airport.
- **Visits** to such key sites as Meridian Energy, Kordia Network Centre, the Maritime Operations Centre and the GNS Natural Hazards Monitoring Centre at Avalon, Z Seaview Terminal, Transpower, Spark Featherston Street Exchange and Nautilus Barges.

Photo: WREMO staff and lifelines representatives visiting Spark New Zealand to learn more about New Zealand's telephone and mobile systems.



SUMMARY

COMMUNITY RESILIENCE
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Finance Workshop

Led by MCDEM, the May workshop provided guidance on making financial claims under the CDEM Act. It was well attended by finance and logistics staff, Controllers and Response Managers from around the region.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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BUSINESS & CAPABILITY DEVELOPMENT

Hikurangi Response Framework

In June, representatives from five CDEM Groups attended a workshop on the Hikurangi Subduction Zone.

The information gathered in the workshop will contribute to the development of the Hikurangi Response Framework.

The Framework will identify how the five CDEM Groups will work together in the event that such a rupture should occur.



SUMMARY

COMMUNITY RESILIENCE
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Operational Readiness & Response

Capable Systems

Local Earthquake Response Plans - The region's six Local Earthquake Response Plans (LERP) continue to be developed by local councils to support the Wellington Region Earthquake Plan (WREP). A template is being developed to ensure the format of the individual plans is consistent. The intention is to have all the drafts completed by December 2019.

EOC/ECC Handbook – A new handbook is being developed to provide guidance to EOC/ECC staff on how to respond to an emergency. It provides the principles, processes and procedures to use when responding to an emergency, including the competencies required for each of the Coordinated Incident Management System (CIMS) desk functions.

Review of Operational Readiness Systems - Work continues on reviewing the plans, standard operating procedures, forms and processes used by the Wellington Region CDEM Group. The review includes archiving information which is no longer required, identifying where shortfalls exist, and developing components to fill the gaps.

Operative Equipment & Infrastructure

This year the review of the Wellington Region CDEM Group radio network was undertaken. The report recommended that all of the Group's local radio networks be upgraded to a centrally managed, fully digital platform.

In May, CEG approved the commencement of the Request for Proposals (RFP) process to confirm costs and begin engagement with potential suppliers.



Wairarapa Rivers and Flood Management

Members of the Operational Readiness and Response Team meeting with GWRC Flood Management staff to better understand Wairarapa rivers and the flood protection measures in place.

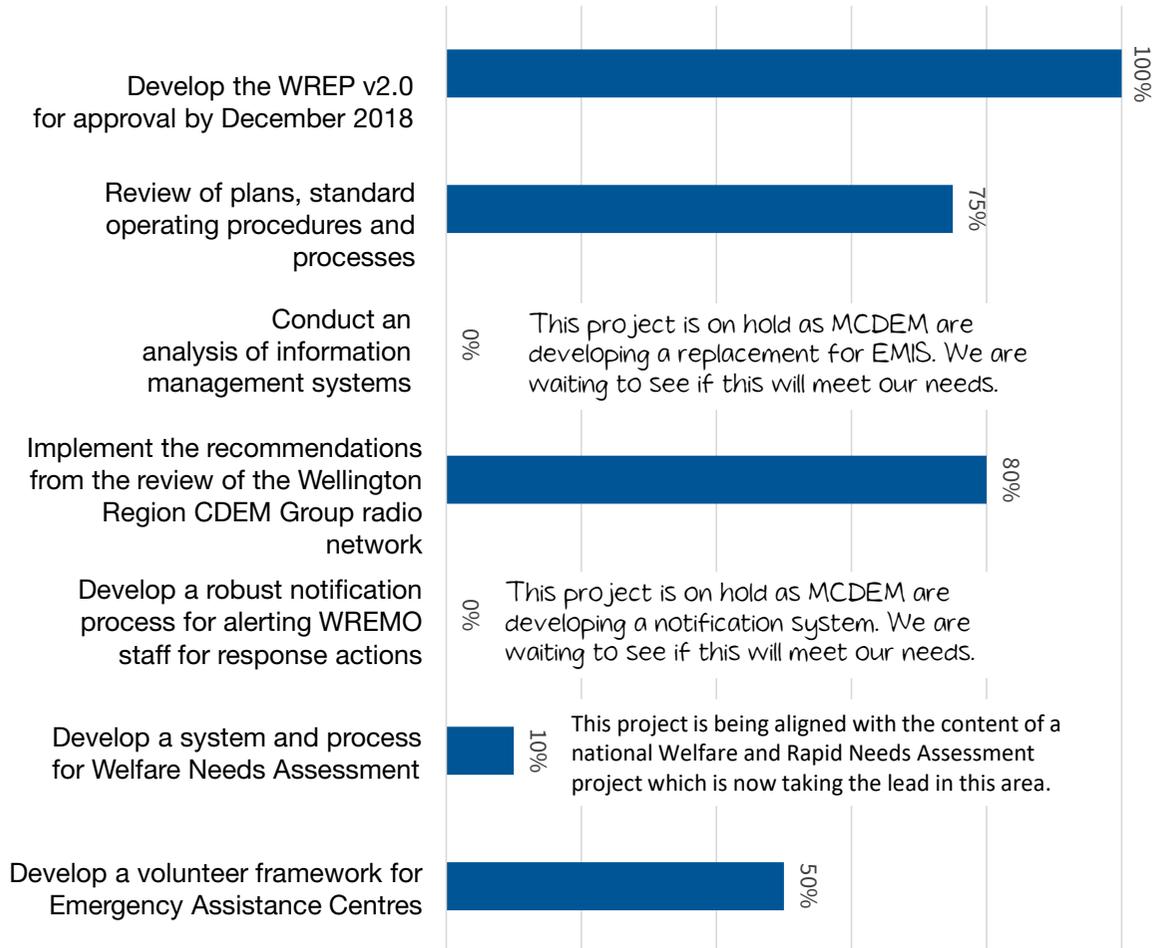
SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

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Operational Readiness and Response



Manage the WREMO Duty Officer systems and processes

WREMO provides a 24/7 duty system for the Wellington Region CDEM Group.

In the last quarter, two large earthquakes in the Pacific have generated messages through the national warning system. These warnings have provided an opportunity for WREMO to practise staff notifications and acknowledgement processes.

Duty Officer Activation Tests



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Operational Readiness & Response

Develop, contribute and enhance plans and systems to address gaps in capability

-  Facilitate the regional ECC and local EOC After Action Review (AAR) process following any activation of the ECC or EOCs
-  Develop and amend Wellington Region CDEM Group operational readiness plans, SOPs and processes to ensure CDEM operators can take the appropriate response actions
-  Support councils with continued development of a capable emergency management information system that supports an effective and timely response

Photo: Controllers review the stages of the pandemic lifecycle at the Ministry of Health's National Health Coordination Centre (NHCC)

 Not yet started  On Going or underway  Completed



Operational Readiness & Response

Improve the coordination, integration and interoperability across the Wellington Region CDEM Group stakeholders



Review the Terms of Reference of the Regional Inter-Agency Liaison Planning Committee (RIAPC) and local Emergency Services Coordination Committees (ESCCs) to create a more integrated collective response framework across Wellington Region CDEM Group members



Participate in appropriate response agency forums to enhance stakeholder coordination and interoperability



Work with the Wellington Lifelines Group (WeLG), the Wairarapa Engineering Lifelines Association (WELA) and individual lifelines agencies to improve resilience, including readiness and response coordination



Conduct information sharing sessions/workshops with emergency management stakeholders to better understand capacity and capability of response agencies across the Wellington Region



Not yet started



On Going or underway



Completed

Regional Inter-Agency Planning Committee & Emergency Services Coordination Committees

In August a more integrated response coordination framework for the region was approved by CEG with the approval of a new Terms of Reference for the Regional Inter-Agency Planning Committee (RIAPC) and the local Emergency Services Coordination Committees (ESCCs).

Since this approval, regular ESCC meetings have been held in Kāpiti, Porirua, Wellington, Wairarapa and the Hutt Valley focussing on integrated, collaborative planning across agencies. Regular updates on progress made have been provided to the RIAPC.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

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Operational Readiness & Response - Welfare

Enhance regional welfare advocacy, coordination and planning

Welfare Plans – The review and update of the Wellington Region CDEM Group Welfare Plan is largely complete with final consultation now underway. Many local Welfare Plans are being developed by councils and should be finalised in late 2019.

Welfare meetings – The Group and Local Welfare Managers regularly met during the year. These meetings provided the opportunity to:

- meet new staff and strengthen relationships across councils
- discuss Welfare-related topics, including lessons learned from events, undertaking gap analysis and identifying and opportunities for improvement
- review and provide feedback on the proposed content of the welfare section of CIMS 3.0
- discuss and plan for a connected, ready and effective Welfare group

EAC staff and volunteers have been identified and trained across the region. Staff from councils and support agencies such as the New Zealand Red Cross and Citizens Advice Bureau have attended this year's training sessions. This has provided an opportunity to develop consistency across the region and increase capability and capacity.

Photo: The Group Welfare Coordinator presenting at an EAC training session



Emergency Assistance Centre (EAC) training

Staff from Hutt City Council, Upper Hutt City Council, Citizens Advice Bureau and Walter Nash Centre participating in the second module of the Emergency Assistance Centre (EAC) training.



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Operational Readiness & Response - Welfare

Chair and drive the Wellington Region's Welfare Coordination Group

The Welfare Coordination Group (WCG) brings together the agencies responsible for providing the region's welfare services. This year, the group met five times to carry out regional planning and implement lessons learned from events, such as the Christchurch shooting tragedy. Work has been carried out across each of the following welfare sub-functions:

Registration and Needs Assessment

Regional planning and discussions continued throughout the year, while waiting for National Needs Assessment Project to be completed. In preparation, a prototype Survey123 Registration and Rapid Needs Assessment survey was created, allowing staff to familiarise themselves with the platform being proposed nationally.

Inquiry

NZ Red Cross has shared information about its Restoring Family Links platform as an alternative option to enable those affected by an event to connect with their friends and family.

Care and Protection for Children and Young People

A sub-function group is being established.

Financial Assistance

A new representative for this sub-function has been appointed and has been inducted.

Psychosocial Support

DHBs have progressed planning for Psychosocial Support in response and recovery. The group has created two documents including; a 2019-2024 plan for partner agencies and stakeholders in the sector, and a practical handbook/guide for DHB psychosocial coordinators to use in any event. The handbook contains templates, localised contact lists and other resources.

Household Goods and Services

Key support agencies available within the region are being identified to establish a sub-function group.

Shelter and Accommodation

Scalable accommodation plans are being developed for each of the country's 16 CDEM Groups.

Animal Welfare

Developing a regional animal welfare plan using an approach that is consistent across all CDEM Groups.

Operational Readiness & Response - Welfare

Welfare arrangements across the Wellington Region

	WCC	HCC	UHCC	PCC	KCDC	WAIR	REG
Local Welfare Manager	Completed	Completed	Completed	Completed	Completed	Completed	Completed
Local Welfare Manager Alternates	Completed	Completed	Completed	Completed	In progress	Completed	Completed
Local Welfare Committee/Rural Advisory Group meetings	In progress	Joint Hutt Valley Local Welfare Committee		In progress	In progress	In progress	Completed
Connected to welfare agencies	In progress	In progress	In progress	In progress	In progress	In progress	In progress
EACs identified	Completed	Completed	In progress	Completed	In progress	Completed	N/A
EAC staff identified	Completed	Completed	In progress	Completed	Completed	In progress	N/A
EAC training run	In progress	In progress	In progress	In progress	In progress	In progress	In progress
Registration/Needs Assessment forms ready (electronic & hard copy)	Completed	Completed	Not started	Completed	In progress	In progress	N/A
Local Welfare Plan	In progress	Completed	Not started	In progress	In progress	In progress	In progress
Attending and contributing to Regional/joint planning sessions	In progress	Completed	In progress	In progress	In progress	Completed	Completed

This table highlights progress and gaps within welfare arrangements and planning across the Wellington Region.

KEY: Completed
 In progress Not started

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
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Operational Readiness & Response

Enhance regional welfare advocacy, coordination and planning

- ✔ Develop a system and process (based on national guidance) for Welfare Needs Assessment in the Wellington Region CDEM Group that can be used for any event, regardless of type or scale
- ✔ Develop a volunteer framework for Emergency Assistance Centres across the Wellington region
- ✔ Manage the Regional Welfare Work Programme including direction for local level planning activities
- ✔ Support local welfare planning and activities through guidance and relationship enhancement
- ✔ Advocate for CDEM Welfare as part of agency planning and exercising activities
- ✔ Chair and drive the Wellington Region Welfare Coordination Group to enhance individual and collective capability and planning
- ✔ Engage with welfare services agencies to enable regional readiness and effective response coordination
- ✔ Lead table top scenarios and discussions to build regional welfare capability, confidence and understanding

✔ Not yet started ✔ On Going or underway ✔ Completed

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
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Geographic Areas

**Community Resilience &
Operational Readiness Updates**



Emergency Coordination Centre (ECC)

Personnel



The number of staff made available to operate the ECC

Activation Notification Procedure



Working with GWRC see if a council system can be adapted for staff notifications

Operational Equipment Check



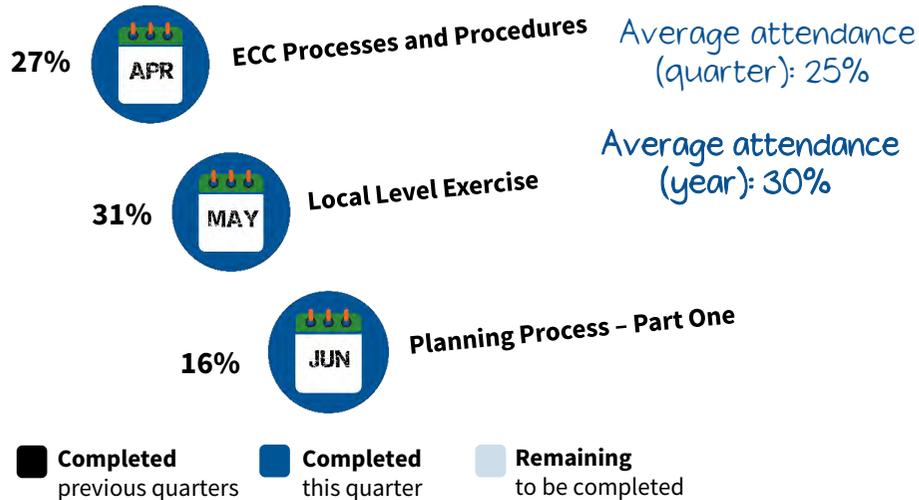
Complete monthly ECC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all ECC operational equipment

Regular Training Sessions for ECC Staff



- Eight ECC staff completed the ITF Intermediate course.
- A new Business Continuity & Emergency Manager has been appointed at GWRC and WREMO will be closely working with them to ensure the ECC is able to operate effectively in an emergency.
- Regular audits have provided the opportunity to test all equipment and ensure that suitable technical instructions are available.
- In June, a mains electrical socket was installed at the Royal Society Building (the Regional ECC building). This allows the building to be powered by the Wellington EOC generator ensuring it is usable even if power is disrupted during an emergency.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT



ECC earthquake training exercise

The November exercise provided an opportunity to practise establishing and operating the ECC in the Royal Society of New Zealand building.

SUMMARY

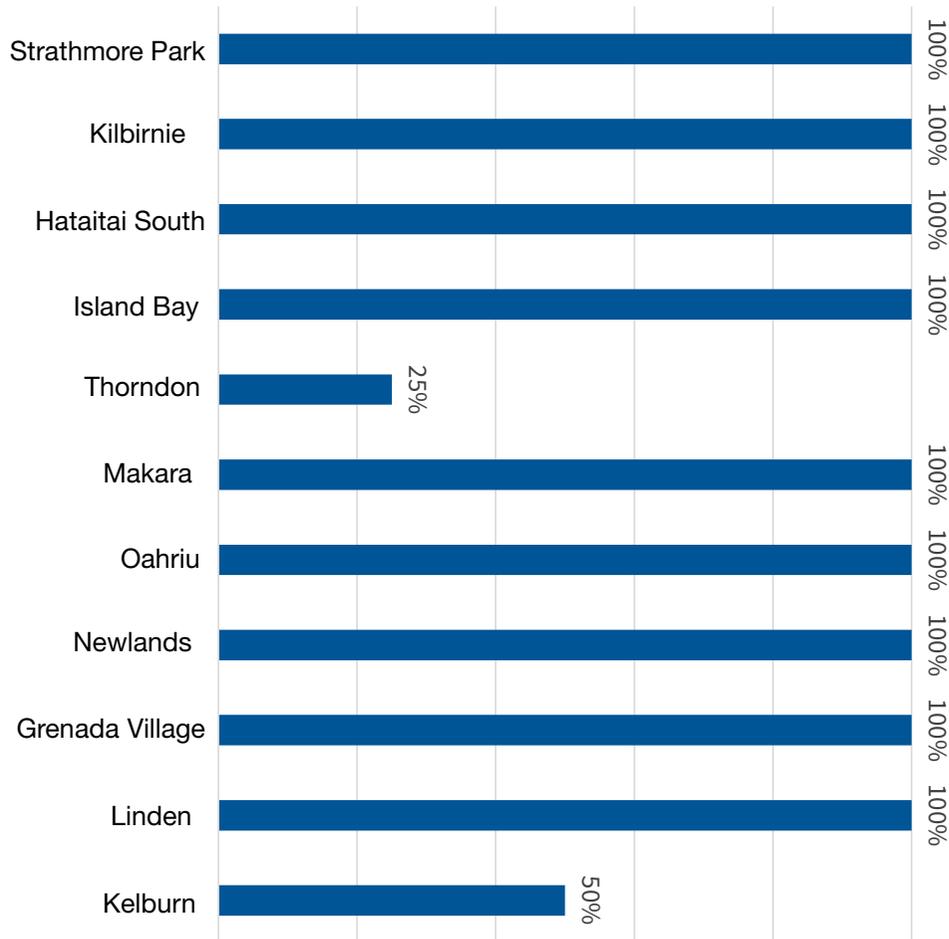
COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & COMMUNITY DEVELOPMENT

Wellington City

Community Response Plans and Reviews



Plan and Prepare Workshops (3 hours)



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
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Wellington City Community

Community Emergency Hubs – This year the primary focus has been on raising awareness of Community Emergency Hubs by hosting information evenings and Hub exercises. The Hub events provide an opportunity for community members to learn more about the Hub concept and to familiarise themselves with the Hub kit and facilities.

Emergency planning with education providers – This year work has been with school and early childhood education facilities to review and practise their emergency procedures.

Plan and Prepare classes – Over the past year a large number of classes were delivered to various groups. Examples include staff from embassies, Citizen Advice Bureau volunteer staff, NZ Police, Housing New Zealand tenants, and government departments. Tailored classes were held for groups where English is a second language, such as the Fijian-Indian Senior Citizens Association and the Indonesian Community Association.

Photo: Participants in the Learning from Earthquakes Travel Programme prepare for a tsunami hikoi



SUMMARY

COMMUNITY RESILIENCE
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Business Continuity Planning Workshop

WREMO staff facilitating a Business Continuity Planning workshop at Thorndon.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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BUSINESS & CAPABILITY DEVELOPMENT

Kilbirnie Mosque now Community Emergency Hub

Kilbirnie Mosque is now a recognised Community Emergency Hub where neighbours and others may gather in the event of a tsunami, earthquake or other natural disaster.

The mosque has been guided through the process by Ana Faatoia, a WREMO Community Resilience Advisor and WREMO Community Emergency Response Team (WREMO-CERT) member. WREMO officials and staff will be on hand to help.

reached out to our neighbours and the local community, and accreditation as a Community Emergency Hub is a natural extension of this," says IMAN president Tahir Nawaz.

"In the event of a disaster, we hope people will view the mosque as a sanctuary where they can gather to plan their next moves." Signs have been put up at each end of the mosque so passers-by will become aware of its new status.

A plastic bin placed in the mosque by WREMO contains essential items, including a battery-powered radio and writing materials.

In the event of a disaster, those invited, will be invited, will be invited, will be invited, on dates



Kilbirnie Community Emergency Hub

During the year the creation of a new Hub in Kilbirnie was celebrated in the local news. Staff promoted the hub concept to members of the local community at a recent open day.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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ShakeOut and Tsunami Hikoī Showcase

As part of 'Get Ready' Week (the build up to ShakeOut), a series of videos were created to help others learn about Drop, Cover and Hold and the importance of coastal communities regularly practising a full tsunami evacuation drill.

Island Bay School demonstrated their full drill (ShakeOut and tsunami hikoī) to the LEARNZ team, who provide an online learning platform for primary and intermediate schools across the country.



SUMMARY

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Community Response Planning

Community Response Planning at Makara

SUMMARY

COMMUNITY RESILIENCE
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BUSINESS & CAPABILITY
DEVELOPMENT

Wellington City

Personnel



The number of staff made available to operate the EOC.

Activation Notification Procedure



WCC is working to revamp its activation notification procedure

Operational Equipment Check



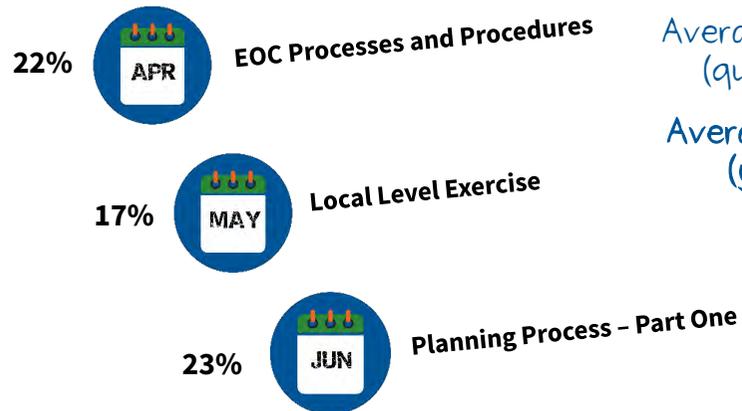
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 21%
 Average attendance (year): 27%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Fourteen Wellington EOC staff completed the ITF Intermediate Course.
- Twenty-three staff completed Module One of EAC training.
- A template has been developed for the Wellington City's Local Earthquake Response Plan in preparation for area specific content.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
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Fire at Tapu Te Ranga Marae

On 9 June the Tapu Te Ranga Marae at Island Bay was destroyed by fire. A number of people living or staying at the marae and neighbouring households were evacuated.

The WREMO Duty Officer and local Emergency Management Advisor provided basic public messaging support, shared council information and provided coordination assistance as required.

Wellington Region Emergency Management Office (WREMOnz)
Published by Another Foto [?] · 9 June at 11:07

— AROHA NUI —

Update on behalf of Wellington City Council: Island Bay Fire

Early hours of this morning, Wellington City Council Welfare team were notified by NZ Police of a significant fire at Tapu Te Ranga Marae. A request for support of resident's and visitors to the area was met with council opening an Emergency Assistance Centre (EAC).

There were 59 individuals requiring assistance, who had been evacuated either from the marae or neighbouring houses. The EAC located ...

See more

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



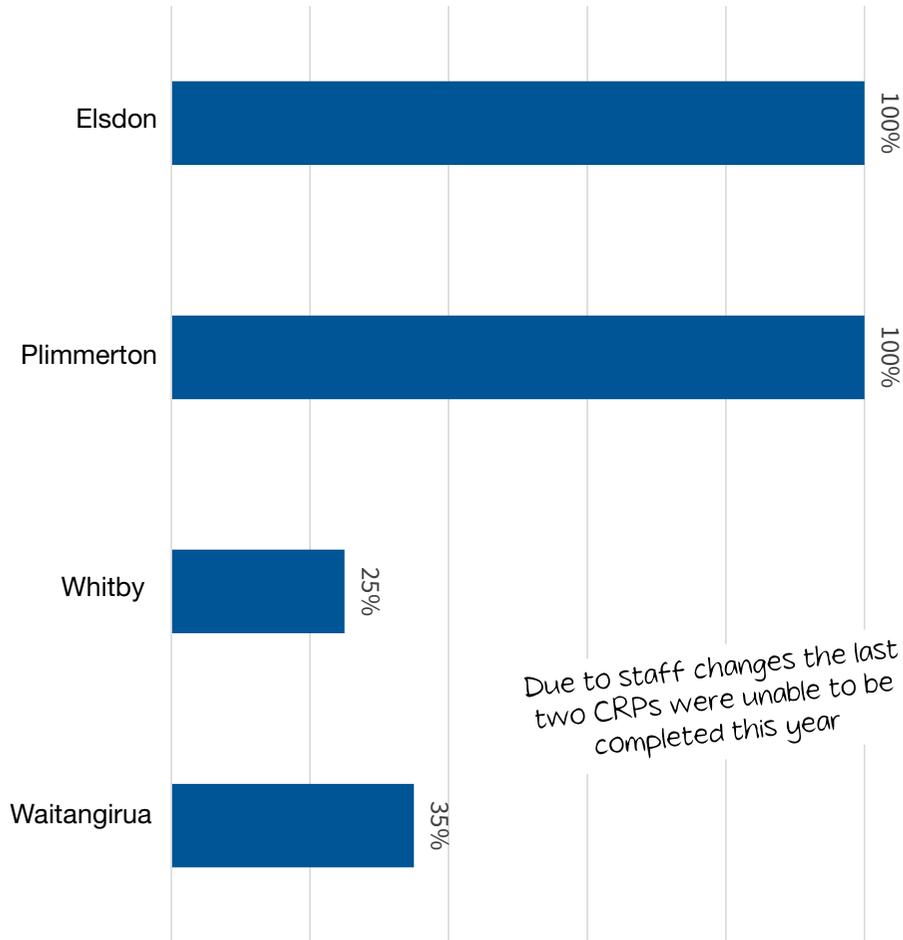
Table-top exercise

The WCC Controller running an Incident Management Team (IMT) meeting as part of the November earthquake training exercise.

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
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Porirua City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
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Plan and Prepare Class

Presenting on personal preparedness to the Kāpiti/Mana Pacific Services Network

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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BUSINESS & CAPABILITY DEVELOPMENT

Porirua City - Community

- **Community Hub Exercise** – Porirua communities participated in a number of Hub exercises throughout the year. At a recent event, the Plimmerton Community, Porirua Emergency Response Team (PERT) and WREMO exercised a local earthquake scenario. This provided an opportunity for the community to become familiar with the resources available at the school and the roles and objectives of the Hub Guide.
- **New Elsdon Community Hub** - Elsdon celebrated their new Hub and Community Response Plan with an Open Day. Residents were invited to come along to see contents of the Hub kit, enter a short 'quiz' competition, have a kōrero with staff and share kai and drink. One resident said: ***"My family and I are new to Elsdon and this is a great event to get to know about my community. I'm looking forward to utilising my skills to assist in emergency planning or in the community generally"***.

Photo: Porirua Mayor Mike Tana helps setup the Elsdon Community Hub Open Day





Community Hub Exercise

Members of the Plimmerton Community practise opening a Community Emergency Hub.

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Porirua City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



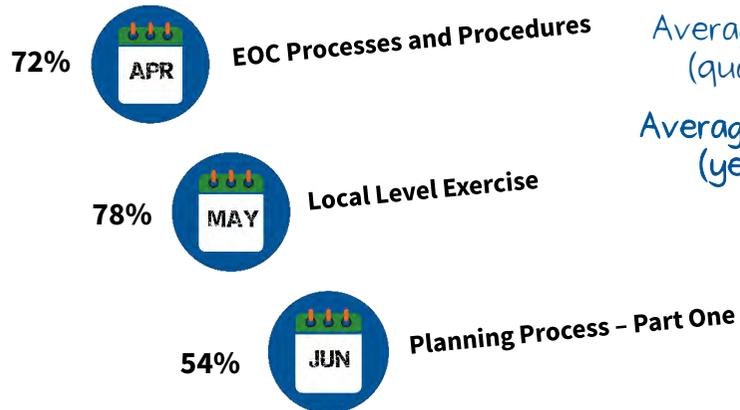
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 68%

Average attendance (year): 63%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Thirteen Porirua EOC staff completed the ITF Intermediate Course.
- Twenty-two council staff completed council EAC training.
- WREMO and the council are working together to develop the Porirua Local Earthquake Response Plan (LERP) and to identify further planning requirements.
- Regular open mornings have been held to promote the EOC to council staff.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT

Presentation to Leadership Forum

In April WREMO ran a workshop for Porirua City Council's (PCC) Leadership Group. The workshop included such activities as managing an emergency response and managing staffing requirements.

Photo: PCC managers doing a walk-through of Porirua's emergency response



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Porirua City

- **Porirua Emergency Services Coordinating Committee (ESCC)** – Regular meetings were held throughout the year. The last quarter’s meeting involved an active shooter table-top exercise.
- **Porirua Local Welfare Hui** – A local Welfare Hui was held in May to build relationships and increase understanding welfare. Attendees included community agencies and groups, and local marae.
- **Site visits and stakeholder engagement** - Eleven EOC staff attended a visit to the National Crisis Management Centre (NCMC) at the end of May.

The local Controllers and some key staff continue to regularly meet key stakeholders, including:

- Greater Wellington Regional Council’s Harbours Team;
- Capital and Coast District Health Board;
- New Zealand Transport Agency;
- Wellington Transport Operation Centre;
- Ministry of Primary Industries; and
- New Zealand Defence Force.

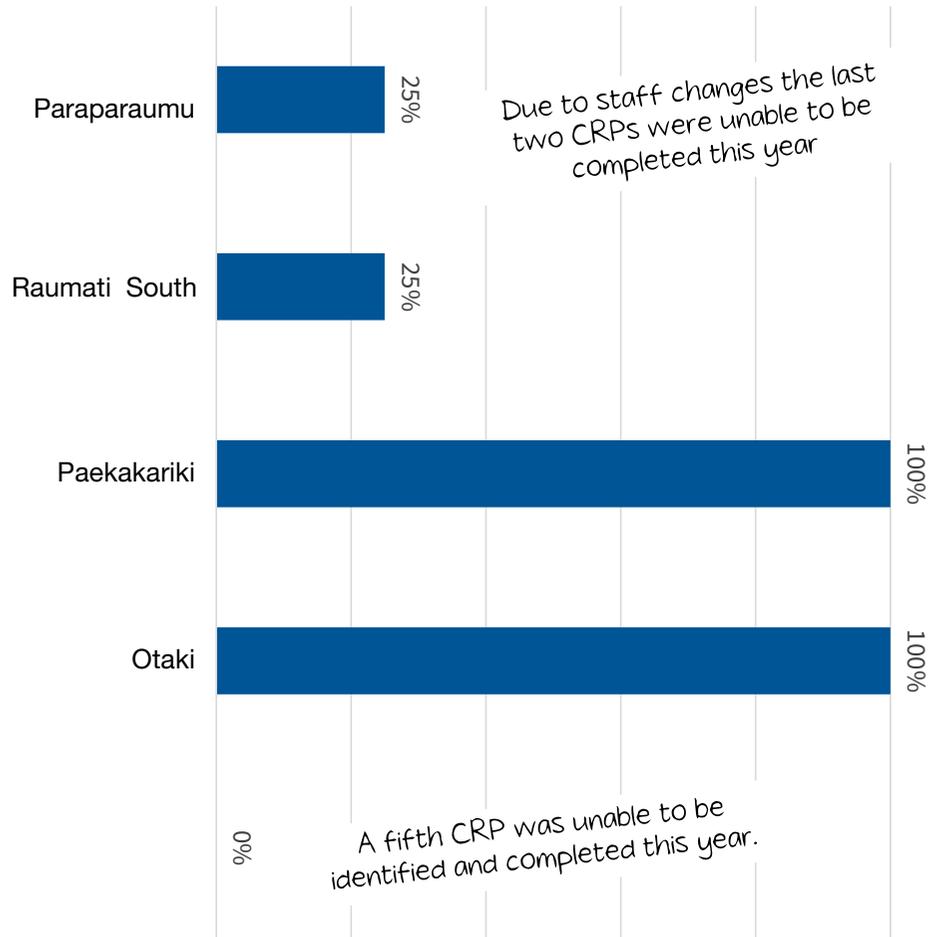
Photo: Council staff listening to a briefing during EOC training



COUNCIL
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Kāpiti Coast District

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



KPI EXCEEDED

Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT

Kāpiti Coast District - Community

- **Hub exercises** – Recently, Hub exercises were organised and led by members of the Otaki and Paekakariki communities. The events were widely promoted and had a good turnout. Interestingly, community members from Otaki visited the Hub exercise at Paekakariki as part of developing their own exercise which also strengthened relationships between the two communities.
- **Plan and Prepare Classes** - Several Plan and Prepare classes were delivered to community groups, including the Waikanae Rotary Club, Otaki Community Patrol and students at Otaki and Paraparaumu Colleges.
- **Community Emergency Hub awareness video** – Support was provided to Kāpiti Coast District Council to produce a hub awareness video for their "love your neighbourhood" campaign. The video is available on the Kāpiti Coast District Council website: <https://www.kapiticoast.govt.nz/our-district/our-community/loveyourneighbourhood/>

Photo: Presenting a plan and prepare class to the students of Paraparaumu College



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



Shakeout 2018

Raumati Beach School shaking out!

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Kāpiti Coast District

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



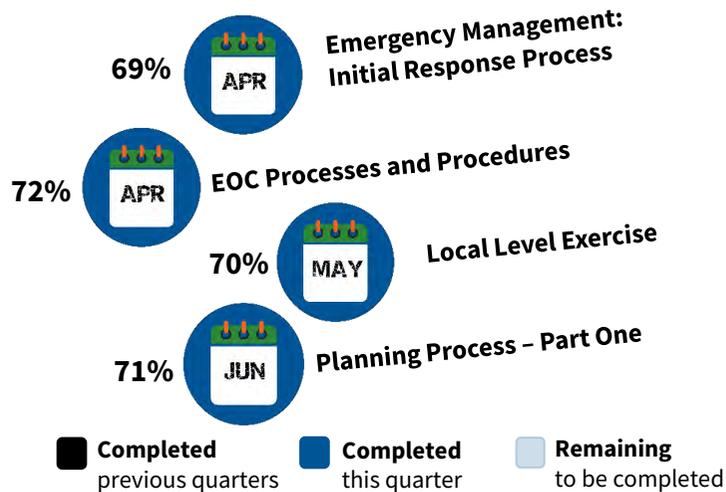
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 71%

Average attendance (year): 61%

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Three Kāpiti EOC staff completed the ITF Intermediate Course.
- Twenty-two staff completed council EAC training.
- Work is progressing on Kāpiti's Local Earthquake Response Plan.
- Support was provided to the local branch of the New Zealand Red Cross' training and exercises.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT



Table-Top Exercise

Kāpiti EOC staff participate in the November Earthquake Exercise

SUMMARY

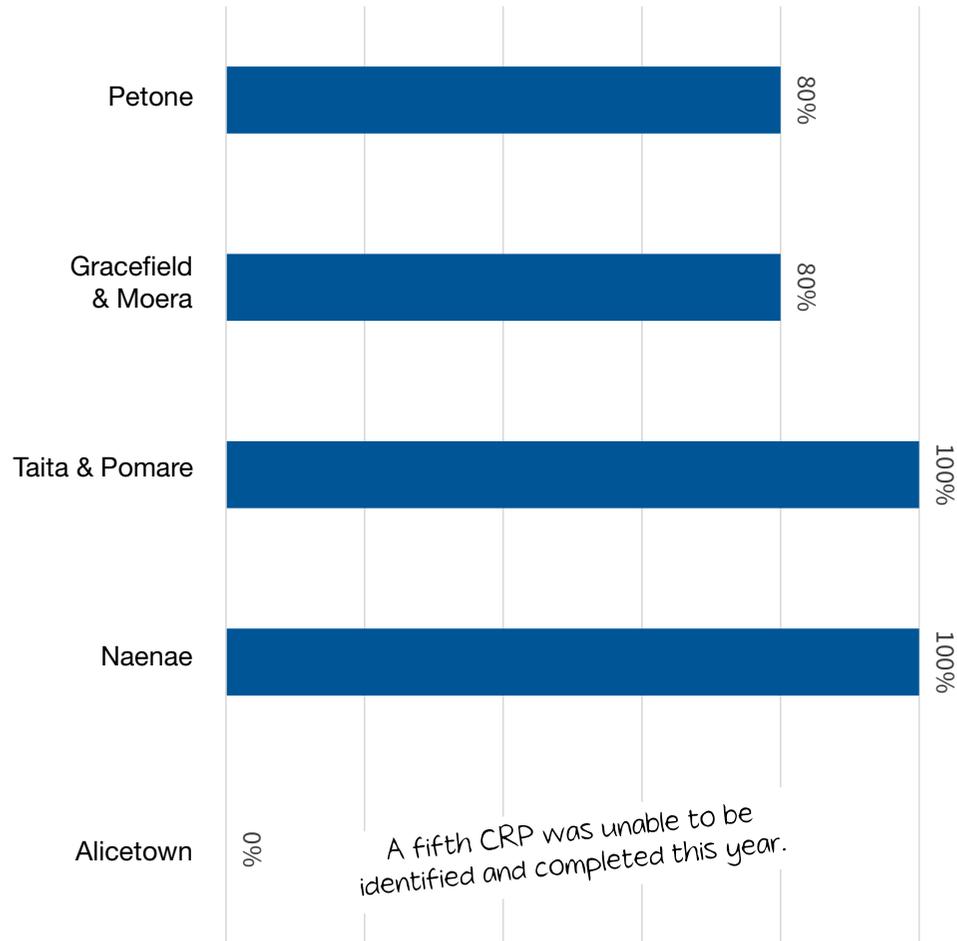
RECOVERY & RESILIENCE

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Hutt City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Completed previous quarters

Public Event Attendance



Remaining to be completed

Completed this quarter

KPI EXCEEDED

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT



Petone Community Response Planning

Members of the public review the Petone Community Response Plan.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

GNS Tsunami Evacuation Workshop

In September, GNS Science hosted workshops in Seaview, Moera and Petone to discuss tsunami evacuation modelling following a long or strong earthquake.

WREMO supported GNS at these workshops to emphasise the importance of the 'Long or Strong - Get Gone' message.



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Hutt City – Community

- **Business Continuity Planning** – Recently a BCP workshop was held in partnership conjunction with the Seaview Business Association. Working with the Association, which works with over 400 local businesses, provided a great opportunity to engage with local small businesses.
- **Plan and Prepare Classes** – Recent classes have been delivered to Hutt Timebank, Hutt Branch of the Blind Foundation, Te Aroha Hutt Valley Association and the Hutt Valley Model Engineers Association.

Photo: Naenae community members practise opening a Community Emergency Hub



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



Meeting with Minoh City, Japan

In March a Skype meeting with community and local government members in Minoh, Japan (the sister city to Lower Hutt) was held. This was an opportunity to promote our region's approach to personal preparedness

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Hutt City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



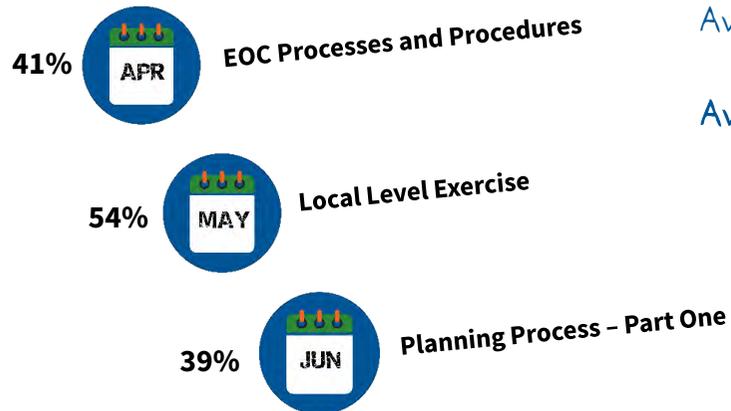
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 45%
Average attendance (year): 63%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Twenty Hutt City EOC staff completed the ITF Intermediate Course.
- Thirty-three staff completed Module One of the EAC training.
- Twelve staff have completed Module Two of the EAC training.
- Hutt City Council has gathered the required content for inclusion into its Local Earthquake Response Plan.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT



Seaview Fires

In July the Hutt City EOC provided support to FENZ in response to two industrial fires in the Seaview area. (Photo credit: FENZ)

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Hutt City

- **Hutt Valley Emergency Services Committee** – Recently the Hutt Valley ESCC reviewed aspects of both the Christchurch shootings and Pigeon Valley (Nelson) Fires. The committee also conducted a training exercise based on a helicopter crash.
- **Flood Warning Improvement Project** - Hutt City Council, Greater Wellington Regional Council, WREMO and other partner agencies have continued developing an improved model for flood warnings. A survey asking residents about their preferences for warnings and information was piloted in the Waiwhetu stream area.

Photo: Members of the Hutt City Council EOC participate in November's earthquake training exercise



SUMMARY

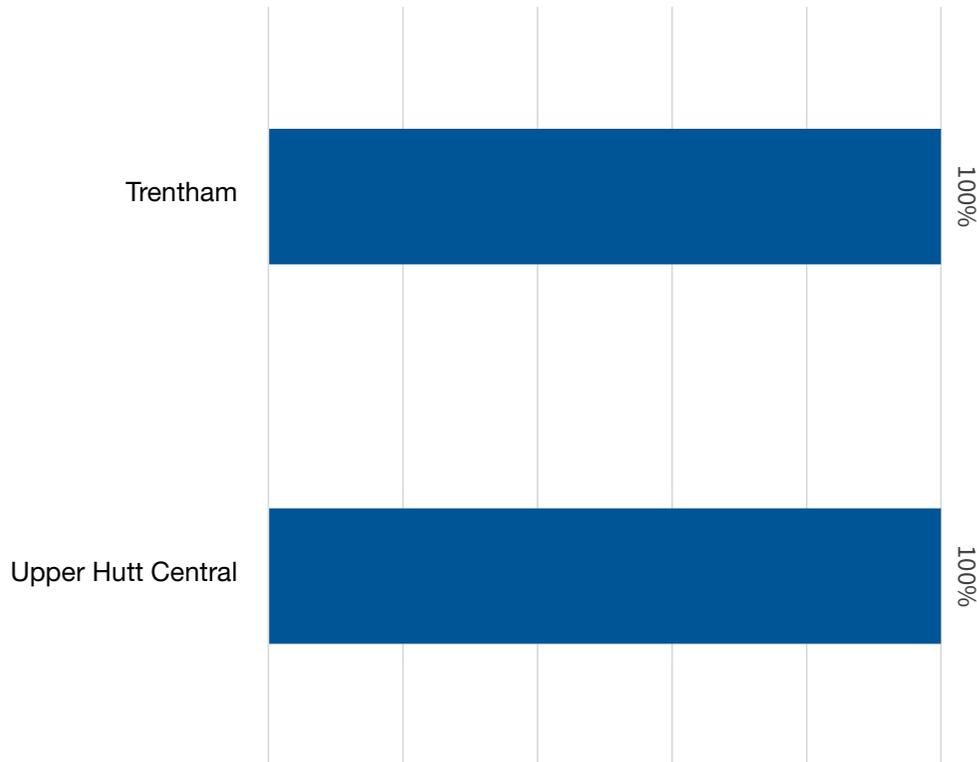
COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Upper Hutt City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT

Upper Hutt City – Community

- **Community Emergency Hub Exercise** – Upper Hutt Central hosted one of the region's largest Community Emergency Hub exercises in April. Residents and members of the school community practised setting up and running the Hub in response to a real-time earthquake scenario.
- **Plan and Prepare Classes** – These classes have seen a great turnout from the residents and businesses. Feedback from participants is that they have taken at least one action to become more prepared as a result of attending the class.
- **Business Continuity Planning Workshop** – Representatives of local community service organisations, medical professionals and private businesses attended a workshop to share knowledge, ideas and solutions for how to look after staff and core business functions in a disruption.
- **Community Response Plans** - Local churches, Upper Hutt Community Rescue, Community Patrol and representatives of the Defence Force, worked together to update Community Response Plans.



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Upper Hutt City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



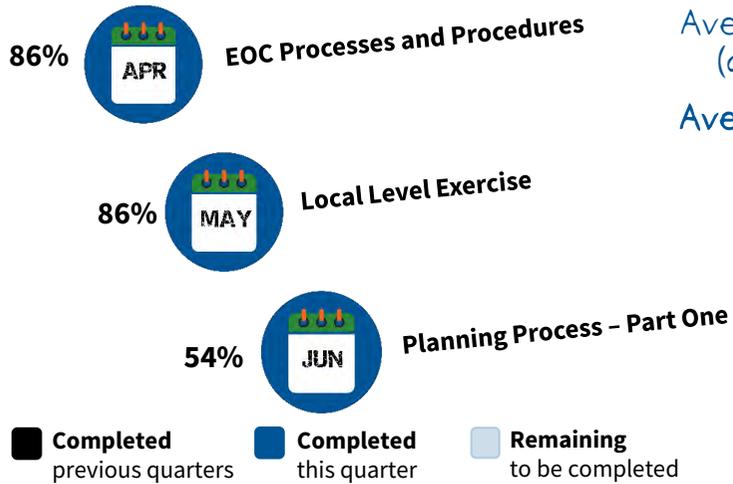
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 75%

Average attendance (year): 80%

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Six Upper Hutt City EOC staff completed the ITF Intermediate Course.
- Fifteen staff and Citizen Advice Bureau volunteers completed Module One of the EAC training
- Ten staff and Citizen Advice Bureau volunteers completed Module Two of the EAC training
- Local Earthquake Response Plan – Key council staff have been identified and will take responsibility for developing the Plan.

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT



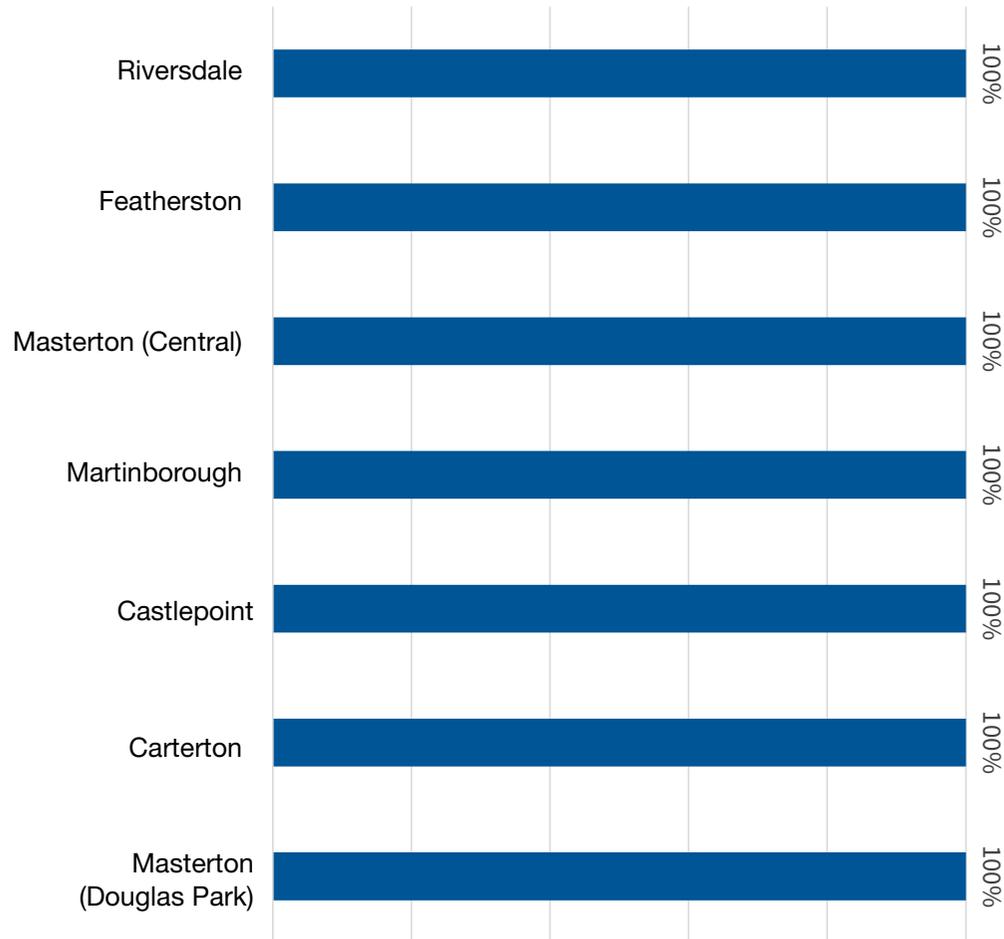
Table-top Exercise

Upper Hutt City council staff practise their earthquake response in the November exercise.

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

Wairarapa

Community Response Plans and Reviews



Plan and Prepare Workshops



Plan and Prepare Classes



Business Continuity Planning Workshops



School Leadership Engagement



Hub Audits



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY
 COMMUNITY RESILIENCE & RECOVERY
 OPERATIONAL READINESS & RESPONSE
 BUSINESS & CAPABILITY DEVELOPMENT

Engaging train commuters

In November Councillors, Neighbourhood Support and WREMO staff spoke to commuters waiting for morning trains in Featherston, Carterton and Masterton.

Commuters were encouraged to have a household plan that considers how they could get home after a disaster.



COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Wairarapa – Community

- **Partnerships with other organisations** – A partnership with Neighbourhood Support provided training and support to Culturally and Linguistically Diverse (CALD) communities in the Wairarapa.

In May, over 200 people attended a public talk on the science of the Hikurangi Subduction Zone.

- **Plan and Prepare Classes and Workshops** – Sessions on personal preparedness were delivered to key groups and agencies to help them become more prepared. In turn, these agencies act as preparedness ambassadors to the wider community.
- **Tsunami Blue Lines** - Blue lines have been painted in both Castlepoint and Riversdale marking the tsunami safe zone and providing clear direction for the community following a long or strong earthquake. New information boards and signage detailing the tsunami evacuation zones were also installed.

Photo: A new Tsunami Evacuation Zone Information Board at Mataikona on the Wairarapa Coast.





Meeting with Tararua District Council

A cross-boundary collaboration meeting was held with Tararua District Council emergency management staff.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Wairarapa

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



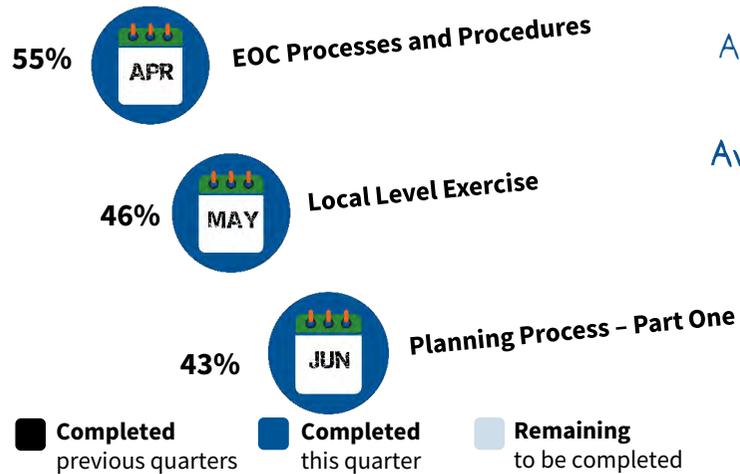
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



Average attendance (quarter): 48%

Average attendance (year): 62%

* Totals shown above are annual totals as set in the WREMO Annual Plan

- Seven Wairarapa staff have completed Module One of the EAC training.
- The Local Earthquake Response Plan is continuing to be developed with ongoing engagement required.
- Desk Manager and Controller meetings continue to receive positive feedback.

Landslide damming the Kaiwhata River

In early June a landslide dammed the Kaiwhata River.

The response was coordinated by WREMO staff with two rural properties evacuated for several days.



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Combined Wairarapa Councils

- **Martinborough Water Contamination** – Support was provided to South Wairarapa District Council's response.
- **Emergency Services Coordinating Committee (ESCC)** – At the most recent meeting the committee ran a table-top shooting exercise.
- **Local Welfare Plan** - A plan has been drafted by the Wairarapa Local Welfare Manager.

Photo: Wairarapa EOC staff enjoy a lighter moment during training



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Business & Capability Development

Regional Update



Business & Capability Development

- The new Group Plan 2019-24 was formally approved by the Joint Committee in June. The Plan was developed through various workshops, sector consultation and formal submissions. It was a truly collaborative effort between emergency services, welfare services, local authorities, lifelines and our communities identifying the ways we can work together to achieve our Group's vision: **A resilient community: ready, capable and connected.**
- Organisationally, professional development was a priority for the year to ensure our staff are competent and confident - both in their business as usual and emergency response roles. This work was enhanced with the development and implementation of a new Competency Framework which provides a clear pathway for staff to develop and progress within WREMO.
- The Capability Development Team continue to build and deliver EOC/ECC training on a monthly basis in line with the Group Capability Development Strategy and the Training and Exercises Plan. Excellent feedback has been received from around the region on both the content and the method of delivery.
- The development of the Group Marketing and Communications Strategy is well underway. This strategy identifies the key goals for both WREMO and the Group, and aligns with the outcomes identified in the Group Plan.
- The ICT team have successfully completed the transition of all WREMO staff onto the wremo.nz domain. This shift means that WREMO can respond much more quickly to resolve any ICT issues that may arise and WREMO staff can use the full suite of SharePoint tools, such as Microsoft Teams.
- A Marketing and Communications staff member was added to the team in September. This addition has seen WREMO develop and manage a number of public campaigns in-house. It has also added a significant resource to the Public Information Management (PIM) function in response.

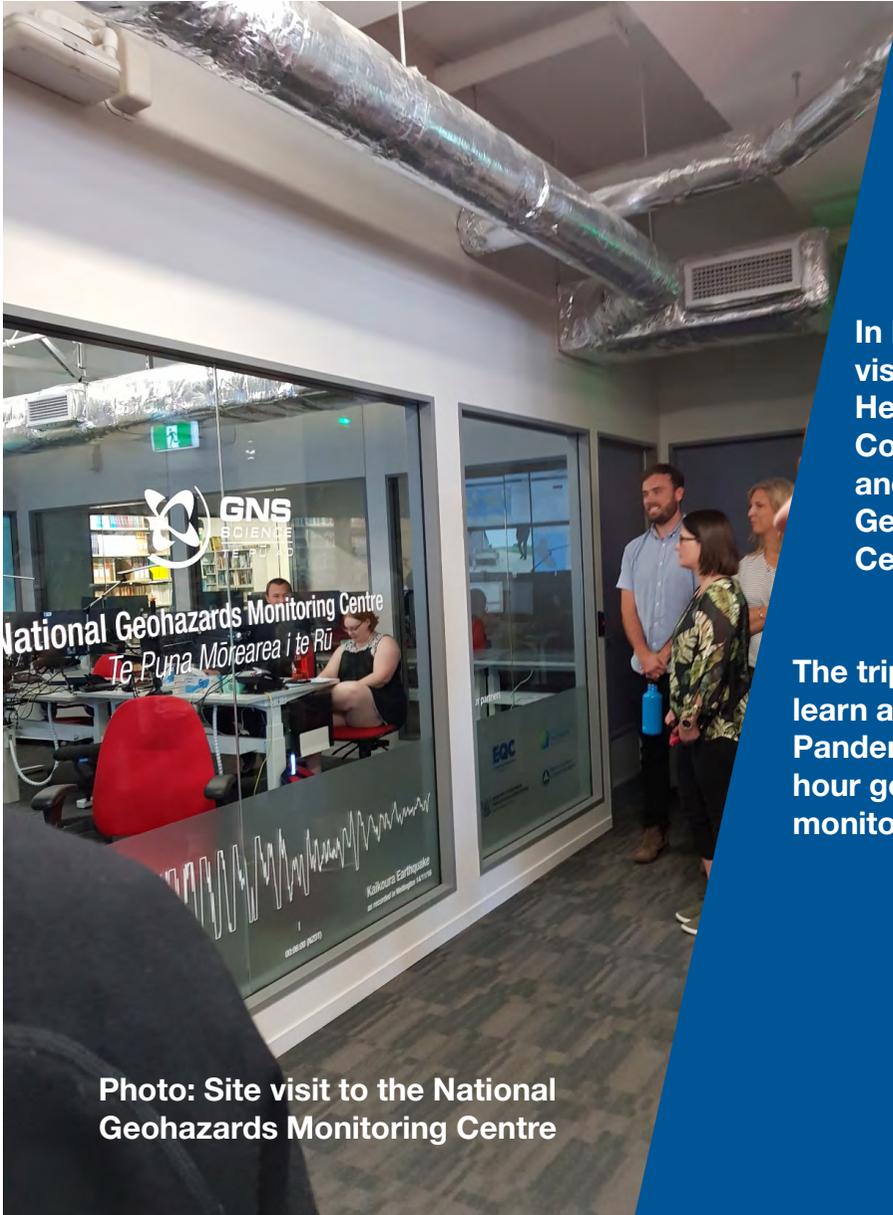


Photo: Site visit to the National Geohazards Monitoring Centre

Visits to partner agencies

In February WREMO staff visited the Ministry of Health's National Health Coordination Centre (NHCC) and the new National Geohazards Monitoring Centre at GNS Science.

The trip enabled staff to learn about the National Pandemic Plan and 24-hour geo-hazard monitoring.



Photo: WREMO staff at a workshop hosted by the Ministry of Health on the National Pandemic Plan

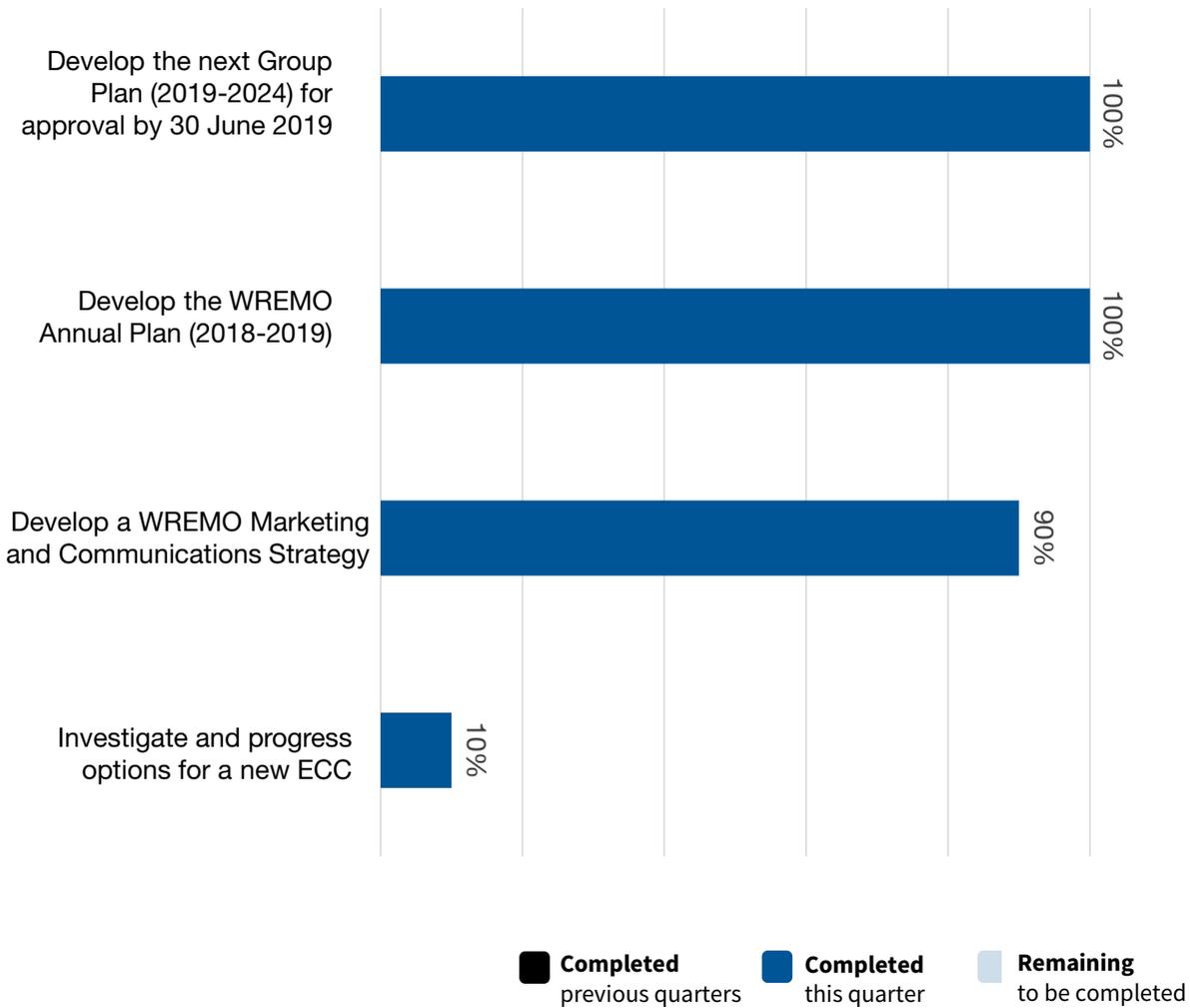
SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Business & Capability Development



New Emergency Coordination Centre (ECC)

A range of options for a new purpose-built ECC are currently being considered.

Inter-Agency Contact List



Update and distribute the Inter-Agency Contact List every quarter

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Business & Capability Development

Implement the Capability Development (Skilled People) Strategy



Lead the implementation of the Capability Development (Skilled People) Strategy to deliver competent and confident people who are able to respond effectively in an emergency



Lead the implementation of the Wellington Region CDEM Group Training and Exercise Plan 2019 - 2021



Lead the development and implementation of a regional Learning Management System



Ensure the delivery of ECC/EOC staff induction training as required

Photo: A WREMO staff member practices extinguishing fires at a staff training session.



Not yet started



On Going
or underway



Completed



SUMMARY

COMMUNITY RESILIENCE
2019-2021

OPERATIONAL
READING AND RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Business & Capability Development

Implement the Capability Development (Skilled People) Strategy

1 ECC/EOC Staff

Significant progress has been made towards developing the capability and capacity of our ECC and EOC teams to respond effectively to an emergency. Five new **ECC/EOC modules** have been delivered in 2019 to hundreds of council staff and partner agencies.

The nationally consistent **Integrated Training Framework (ITF)** suite of courses continue to be delivered every month. The courses have been well received with participants able to interact with their counterparts from other councils and agencies in the region.

2 CDEM Controllers

Two **Controllers Huddles** have been delivered this year to build relationships and prepare Controllers to lead their respective EOCs or the ECC.

3 WREMO Staff

WREMO staff have attended monthly **Operational Capability Training** and **Collective Professional Development** to increase their capability and capacity as effective **Response Managers** and **Emergency Management Advisors** in both readiness and response.

4 Emergency Assistance Centre Staff

A new suite of **Emergency Assistance Centre (EAC) training** has been rolled out across the region. Several modules have been delivered to a number council staff and partner agencies. This regionally consistent training will deliver a significant boost to our ability to open and operate EACs.

Council	Module 1	Module 2
Wellington	23	-
Porirua	16	-
Kāpiti	22	22
Hutt	33	12
Upper Hutt	15	10
Wairarapa	7	-
Total	94	22



Function-Specific Training

In April CIMS desk function training was delivered in response to requests from EOC/ECC staff.

Working in small groups, interactive tasks introduced key concepts and documents.

SUMMARY
COMMUNITY RESILIENCE & RECOVERY
OPERATIONAL READINESS & RESPONSE
BUSINESS & CAPABILITY DEVELOPMENT

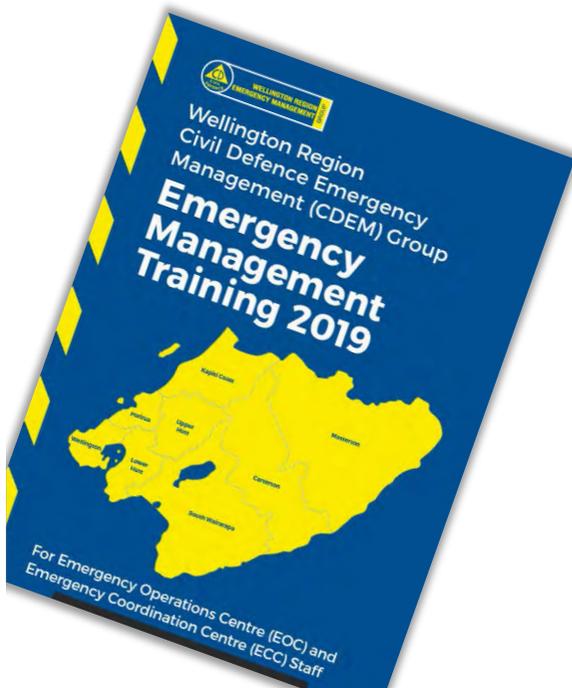
Business & Capability Development – annual summary

Implement the Capability Development (Skilled People) Strategy

Online learning management system – takatū

In the February EOC/ECC staff were introduced to takatū and completed an online learning module. There are currently 376 staff registered in takatū.

Knowledge checks, training feedback forms and a copies of the relevant sections of Handbook are now available on takatū. Knowledge checks are completed after each training module to reinforce learning and track individual progress.



Integrated Training Framework (ITF) Courses:

This is the first year we have delivered courses from this national framework.

235 council staff have completed the online ITF Foundation course.

Five ITF Intermediate courses have been delivered, with a total of 65 council staff across the region completing the course.

Number of council staff who have completed* ITF courses

Council	ITF Foundation	ITF Intermediate
GWRC	32	8
Wellington	44	14
Porirua	33	13
Kāpiti	27	3
Hutt City	41	20
Upper Hutt	40	6
Wairarapa	18	0
Total	235	65

*completed includes passing the assessment component of the course.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Business & Capability Development – Annual Summary

A snapshot of feedback from training received so far:

April 2019

Module 3

Emergency Management: EOC/ECC Processes and Procedures

1.5 hrs
Separate sessions for each desk function



8.84 Average Rating

Really good training, great facilitator, and took away a very useful tool that I can apply to my Welfare role

May 2019

Module 4

EOC/ECC Local Level Exercise

2 hrs
All desk functions



9.00 Average Rating

I really enjoyed this exercise and I think it was one of the best training events run for some time. The staff seemed to enjoy it as well and some of the things that made this good included a good syllabus for the event, enthusiastic staff, and good interaction with the WREMO staff helping to run it.

ITF Intermediate Course

A two-day interactive classroom-based training course which introduces participants to how CIMS is used within an EOC or ECC and some of the processes and procedures involved.



9.00 Average Rating

This is one of the best courses I've been on. The whole package worked for me - good integrated approach :-). The workbook very useful; way information was presented by the team was clear, made us think and kept us involved and engaged. There was a great atmosphere within the group. Food was great. And discussions were tactfully brought back on track where needed to be. Great to go to another EOC as there are ways this one (esp. maps, whiteboards) was set up that we could copy

Controllers Huddle - Session 1

Dates	9 May 2019
Times	0930 – 1530
Location	Wellington City Council EOC




8.27 Average Rating

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Business & Capability Development

Provide strategic and operational marketing and communications advice and support to WREMO and the Group ECC

- ✔ Develop and implement marketing and communication campaigns and advertising
- ✔ Develop and maintain campaign schedules that ensure all activities are strategic, integrated, targeted and measurable against clear campaign objectives
- ✔ Ensure the content on the WREMO website is up-to-date
- ✔ Respond to media enquires in a timely and effective manner
- ✔ Contribute to the national Public Information Management network
- ✔ Chair and drive the Wellington Regional PIM network to enhance individual and collective capability and planning
- ✔ Engage with local PIM staff to enable regional readiness and effective response coordination
- ✔ Contribute to the development of a national Common Alerting Platform (CAP) and other relevant national work programmes
- ✔ Develop and maintain emergency messaging templates suitable for use across a number of platforms
- ✔ Send Emergency Mobile Alerts and Red Cross Alerts as required

Marketing and Communications

- **Business Continuity Planning materials:** An updated guide and support materials have been developed and printed in preparation for the launch.
- **Support has been provided to WREMO staff for general marketing and communication. Some examples include:**
 - The development of consistent messages with Wellington Water for water storage.
 - The development and delivery of EOC/ECC PIM desk training.
 - **Media liaison:**
 - Press releases for the Group Plan and Community Hub campaign.
 - Interviews for Beach FM and TVNZ's Breakfast Show.

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



EOC/ECC Videos

Members of the team filming the EOC/ECC videos used in the February training module.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT



Community Emergency Hub campaign

In February and March, as part of Greater Wellington Regional Council's 'Resilience' campaign, videos were developed to promote Community Emergency Hubs.

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Hub Campaign

In May and June a Community Emergency Hub campaign raised awareness and encouraged people to find their local Hub.

In advance of the public launch, councils were engaged to familiarise themselves with the materials. This resulted in the campaign being well supported.

The campaign included:

- Distribution of posters in key locations across the region, as well as in Metlink buses and trains.
- A flyer inserted into the Dominion Post and community newspapers for each area.
- Digital advertising on Facebook and Instagram, and sponsored Google Search listings.

The campaign resulted in 12,000 users visiting the website (compared with 3,500 during the previous period), as well as numerous shares and comments on Facebook.



Photo: The Hub campaign featured on the back of buses in the region.

SUMMARY

COMMUNITY RESILIENCE &
RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Business & Capability Development

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

-  Provide ICT Support that meets and enhances the business needs of WREMO staff
-  Provide technical support to assist staff with the development and implementation of systems and tools
-  Upgrade WREMO staff equipment as per WREMO ICT asset replacement standards
-  The requirements of ECC and EOC staff are met, working in collaboration with council ICT staff

Develop and maintain WREMO's strategic documents

-  Monitor and report on the WREMO Annual Plan (2018- 2019) activities

 Not yet started  On Going or underway  Completed

ICT

Video Conferencing – Video conferencing equipment has been installed in each EOC to reduce the amount of time staff spend travelling around the region.

As the system is designed to be easy to use and to communicate between EOCs around the region, it will also be of benefit during an emergency response.

EOC Mapping – Detailed system maps, with corresponding asset lists have been created for each EOC and the ECC. These maps outline all technology and services operating in the EOC/ECC.

During a response, Logistics can use these maps to easily identify the location of assets, and points of contact should there be a service failure.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

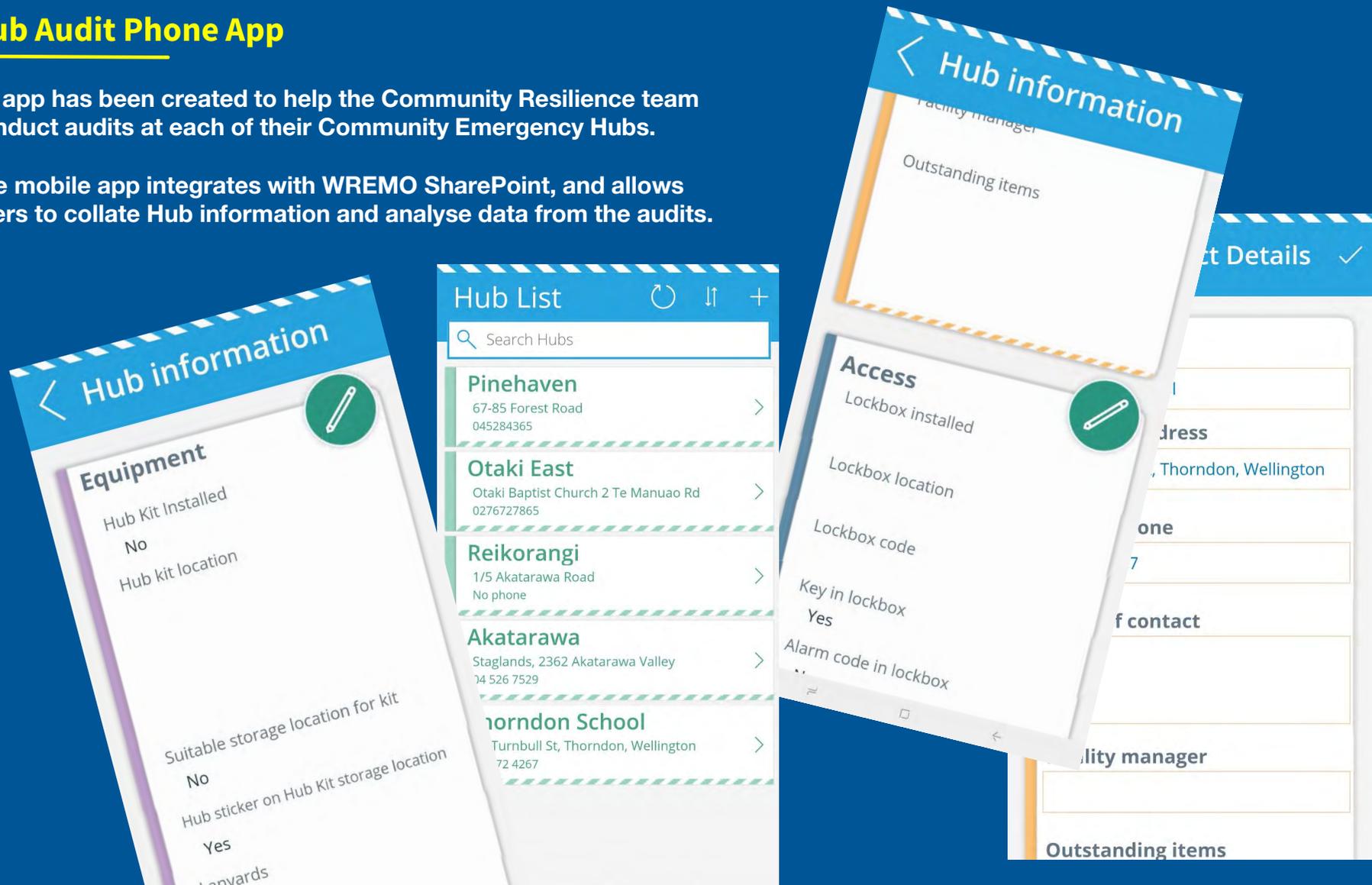
OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Hub Audit Phone App

An app has been created to help the Community Resilience team conduct audits at each of their Community Emergency Hubs.

The mobile app integrates with WREMO SharePoint, and allows users to collate Hub information and analyse data from the audits.



Business & Capability Development

Provide organisational administrative functions for both WREMO and the Group

-  Ensure all activities comply with all council Health and Safety policies and legislative requirements.
-  Ensure worker practice, including incidents and near misses, is managed in accordance with Greater Wellington's Health and Safety Management System
-  Facilitate the administrative requirements of the CDEM Group Joint Committee
-  Monitor and report on WREMO budgets
-  Manage expenditure in accordance with the WREMO procurement procedure
-  Administer agreed portions of council CDEM budgets
-  Ensure the Project Management Office (PMO) is functioning as required to ensure the Leadership Team (LT) has oversight of WREMO's projects
-  Lead the human resource requirements of WREMO
-  Develop and review policies and procedures as required for approval by the LT

Administration

In September all WREMO staff attended Keeping Employees Safe At Work (KESAW) training to ensure that they are able to log incidents or near misses for review and action.

At the start of 2019 the WREMO Intranet was launched. The intranet holds basic information about WREMO policies and procedures, and links staff to key documents in the WREMO SharePoint.

 Not yet started  On Going or underway  Completed

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Glossary of Acronyms

BCP	Business Continuity Planning	ITF	Integrated Training Framework
B&CD	Business and Capability Development Team	JCDR	Joint Centre for Disaster Research
CCDHB	Capital and Coast District Health Board	KCDC	Kāpiti Coast District Council
CDC	Carterton District Council	MCDEM	Ministry of Civil Defence & Emergency Management
CDEM	Civil Defence & Emergency Management	MCC	Masterton District Council
CEG	Coordinating Executive Group Community	MPI	Ministry for Primary Industry
CIMS	Coordinated Incident Management System	NCMC	National Crisis Management Centre
CRP	Community Response Plan	NHCC	Health Coordination Centre
CRR	Community Resilience and Recovery Team	NZDF	New Zealand Defence Forces
EAC	Emergency Assistance Centre	NZTA	New Zealand Transport Agency
ECC	Emergency Coordination Centre	ORR	Operational Readiness and Response Team
EOC	Emergency Operations Centre	PCC	Porirua City Council
EQC	Earthquake Commission	RIAPC	Regional Inter-Agency Planning Committee
ESCC	Emergency Services Coordination Committee	SWDC	South Wairarapa District Council
FENZ	Fire and Emergency NZ	UHCC	Upper Hutt City Council
GWRC	Greater Wellington Regional Council	WCC	Wellington City Council
HCC	Hutt City Council	WCG	Welfare Coordination Group
HVDHB	Hutt Valley District Health Board	WREMO	Wellington Region Emergency Management Office
		WTOC	Wellington Transport Operation Centre



Report 19.373
Date 14 August 2019
File

Committee Joint Committee
Author Jeremy Holmes, Regional Manager

CDEM Group Appointments

1. Purpose

To request the Joint Committee approves the following CDEM Group appointments.

2. Background

The CDEM Act 2002 (Sections 26 and 27) 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 Group Controller for its area and to appoint at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller if they are absent from duty for any reason. It also states that a CDEM Group may appoint one or more persons to be a Local Controller.

3. CDEM Group appointments

The updated list of endorsements and appointments for the Group Controller (and alternates), Group Recovery Managers, Local Controllers (and alternates), Local Recovery Managers and the Group Lifelines Utility Co-ordinator is proposed as follows:

Statutory appointments:

Controllers	
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) Simon Fleisher (alternate) Toni Thompson (alternate) David Chick (alternate) Barbara McKerrow (alternate) Phil Becker (alternate) Sarah Murray (alternate) Kane McCollum (alternate) Stephen McArthur (alternate) Michelle Riwai (alternate) Baz Kaufmann (alternate) Deborah Howse (alternate) Moana Mackey (alternate) Adrian Glen (supplementary)
Porirua City	Jerry Wrenn (primary) Brian Anderson (alternate) Scott Martin (alternate) Andrew Dalziel (alternate) Trevor Farmer (alternate) Bruce Pepperell (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) 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) Jessica Hare (supplementary)
Wairarapa	David Hopman (primary) Jonathan Hooker (alternate) Murray Johnstone (alternate)

	Mark Allingham (alternate) Carolyn McKenzie (alternate) Darryl McCurdy (supplementary)
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Non-statutory appointments:

Recovery Managers	
CDEM Group	Dan Neely (Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate)
Wellington City	Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City	Mike Evans (Recovery Manager)
Kapiti Coast District	Natasha Tod (Recovery Manager)
Hutt City	Kim Kelly (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)
Lifelines Co-ordination	
CDEM Group	Richard Mowll

4. Comment

Appointments are being made in accordance with the CDEM Act 2002 and the Wellington Region Civil Defence Emergency Management Group Plan (2013 – 2018).

5. Communication

No further external communication is required.

6. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

6.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

6.2 Engagement

Due to its procedural nature, no engagement on this matter has been undertaken.

7. Recommendations

That the Joint Committee:

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 Council) Derek Baxter (Wellington City Council), removal of Rian van Schalkwyk (Group Supplementary Controller).

Report prepared by:

Jeremy Holmes
Regional Manager