



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Friday 26 March 2021, 9.00am

Council Chamber, Upper Hutt City Council,
838-842 Fergusson Drive, Upper Hutt

Members

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

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

Civil Defence Emergency Management Group

Friday 26 March 2021, 9.00am

Council Chamber, Upper Hutt City Council,
838-842 Fergusson Drive, Upper Hutt

Public Business

No.	Item	Report	Page
1.	Welcome and Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 27 November 2020	20.442	3
5.	COVID-19 Response update	Oral	
6.	Community resilience and recovery update	Oral	
7.	Civil Defence Emergency Management Group appointments – March 2021	21.115	7
8.	Wellington Region Emergency Management Office Quarter Two Quarterly Report – 31 December 2020	21.116	13
9.	Reporting change proposal	Oral	
10.	Accommodation and budget update	Oral	
11.	Radio network upgrade	Oral	



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group meeting on 26 March 2021.

Report 20.442

Public minutes of the Wellington Region Civil Defence Emergency Management Group meeting on Friday 27 November 2020

Council Chamber, Upper Hutt City Council
828 Fergusson Drive, Upper Hutt, at 9am

Members Present

Mayor Baker (Chair)
Mayor Patterson (Deputy Chair)
Mayor Beijen
Mayor Foster
Mayor Guppy
Mayor Gurunathan
Mayor Lang

Porirua City Council
Masterton District Council
South Wairarapa District Council
Wellington City Council
Upper Hutt City Council
Kāpiti Coast District Council
Carterton District Council

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Foster

That the Joint Committee accepts the apology for absence from Councillor Ponter and Mayor Barry.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflict of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 7 August 2020 – Report 20.264

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 7 August 2020 – Report 20.264.

The motion was **carried**.

5 Civil Defence Emergency Management Group appointments – November 2020 – Report 20.469

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Patterson / Mayor Guppy

That the Wellington Region Civil Defence Emergency Management Group:

- 1 Approves the removal of the following statutory appointees:
 - a Bruce Johnston as Alternate Controller (Kāpiti Coast District Council)
 - b Glen O'Connor as Alternate Controller (Kāpiti Coast District Council)
 - c Kim Rudman as Alternate Recovery Manager (South Wairarapa District Council).
- 2 Approves the addition of the following statutory appointees:
 - a Steve Cody as Alternate Controller (Kāpiti Coast District Council)
 - b Glen O'Connor as Supplementary Controller (Kāpiti Coast District Council)
 - c Nigel Carter as Recovery Manager (South Wairarapa District Council).

The motion was **carried**.

6 Wellington Region Emergency Management Office Annual Business Plan – Report 20.470

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee approves the draft Wellington Region Emergency Management Office (WREMO) Annual Business Plan 2020/21 (Attachment 1).

The motion was **carried**.

7 Wellington Region Emergency Management Office Quarterly Report – September 2020 – Report 20.468

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee approves the Wellington Region Emergency Management Office's Quarterly Report 1 July to 30 September 2020 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2020/21.

The motion was **carried**.

8 Wellington Region Emergency Management Office proposed budget for 2022-2024 financial years – Report 20.467

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Patterson / Mayor Guppy

That the Joint Committee approves the proposed Wellington Region Emergency Management Office budget for inclusion in budget planning.

The motion was **carried**.

9 COVID-19 regional response update – Oral Report

Mark Duncan, Operational Readiness and Response Manager/Group Controller, updated the Joint Committee on the COVID-19 regional response.

The Joint Committee discussed the importance of councils continuing to promote the use of the Ministry of Health COVID-19 tracer app, as tracking at the national level indicates tracker usage is dropping off.

Mr Duncan provided an update on the community outbreak of COVID-19 identified in Wellington, earlier in November. The outbreak was contained and well managed, though learning opportunities were identified, in particular, placing more effort into the public information management space to better inform the community.

Other responses in the region included a landslide in the Wairarapa caused by heavy rain and flooding. The landslide created a dam that has been identified as a risk to residences further down the river should the dam breach.

The Joint Committee noted the ongoing work being done in COVID-19 Resurgence Planning and the concurrent work being done to manage other emergency events as and when they occur.

Noted: Mayor Beijen and Mayor Guppy left the meeting at 9.40 during the presentation of the above item.

The Joint Committee accorded priority to agenda item 11.

10 Local Earthquake Response Plan update – Oral Report

Mark Duncan, Operational Readiness and Response Manager/Group Controller updated the Joint Committee on the Local Earthquake Response Plan (LERP).

The LERPs complement the Wellington Region Earthquake Response Plan (WREP) which in turn is linked to the Wellington Earthquake National Initial Response Plan (WEMORP) produced by the National Emergency Management Agency.

After being delayed due to the pressures of COVID-19, the LERPs are now almost complete with council staff now having to insert local information in some of the annexes. The focus will now be on raising awareness of the LERPs and testing and training as appropriate.

11 COVID-19 regional recovery update – Oral Report

Scott Dray, Senior Emergency Management Advisor, updated the Joint Committee on the regional recovery, and tabled a dashboard of recovery indicators.

The dashboard was newly supplemented by a community survey, responded to by 60 organisations. The survey will be completed every two months. Mr Dray welcomed the feedback of the Joint Committee on the survey in order to fine tune and make the results more relevant in future updates.

Noted: Mayor Beijen and Mayor Guppy returned to the meeting at 10.03, during the presentation of the above item.

The meeting closed at 10.05am

Mayor A Baker
Chair

Date:

Civil Defence and Emergency Management Group
26 March 2021
Report 21.115



For Decision

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS –
MARCH 2021**

Te take mō te pūrongo

Purpose

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

He tūtohu

Recommendations

That the CDEM Group:

1. **Approves** the removal of the following statutory appointees:
 - a Scott Martin as Alternate Controller (CDEM Group)
 - b Stepehn McArthur as the Alternate Controller (Wellington City Council)
 - c Scott Martin as Alternate Controller (Porirua City Council)
 - d Janice McDougall as Alternate Controller (Kāpiti Coast District Council)
 - e Rick Newton as Alternate Controller (Hutt City Council)
 - f Jonnette Adams as Alternate Controller (Upper Hutt City Council)
 - g Vibhuti Chopra as Alternate Controller (Upper Hutt City Council)
 - h Dirk Botha as Alternate Controller (Upper Hutt City Council)
 - i Jonnette Adams as Alternate Recovery Manager (Upper Hutt City Council)
2. **Approves** the addition of the following statutory appointees:
 - a Tom Williams as Alternate Controller (Wellington City Council)
 - b Paul Busing as Alternate Controller (Kāpiti Coast District Council)
 - c Angela Bell as Alternate Recovery Manager (Kāpiti Coast District Council)

Te tāhū kōrero

Background

2. Sections 26 and 29 of the Civil Defence Emergency Management Act 2002 (CDEM Act) require a CDEM Group to appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the:
 - a Group Controller for its area; and
 - b Group Recovery Manager for its area.
3. The CDEM Group is also required to appoint, either by name or by reference to the holder of an office, at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller and the Group Recovery Manager respectively if there is a vacancy in office or an absence from duty for any reason.
4. Sections 27 and 30 of the CDEM Act 2002 also states that a CDEM Group may appoint one or more persons to be:
 - a A Local Controller; and
 - b A Local Recovery Manager.

Civil Defence Emergency Management Group appointments

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

Bold – New appointee

~~Strikethrough~~ - Removed appointee

Standard – Current appointee

Group Controllers and alternates

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

Area to which appointed	Appointee name and designation
CDEM Group	Mark Duncan (Group Controller) Jessica Hare (alternate) Jeremy Holmes (alternate) Dan Neely (alternate) Bruce Pepperell (alternate) Derek Baxter (alternate) Scott Martin (alternate) Richard Harbord (alternate) Lester Piggott (alternate) Phil Becker (alternate)

Area to which appointed	Appointee name and designation
Wellington City Council	Derek Baxter (primary) Phil Becker (alternate) Sarah Murray (alternate) Stephen McArthur (alternate) Moana Mackey (alternate) Mike Mendonca (alternate) Tom Williams (alternate)
Porirua City Council	Jerry Wrenn (primary) Scott Martin (alternate) Alison Wiley (alternate) Olivia Dovey (alternate) Ken Bailey (alternate) Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (primary) Janice McDougall (alternate) Steve Cody (alternate) Kevin Currie (alternate) Rian van Schalkwyk (alternate) Paul Busing (alternate) Glen O'Connor (supplementary) Scott Dray (supplementary)
Hutt City Council	Lester Piggott (primary) Geoff Stuart (alternate) Craig Cottrill (alternate) Damon Simmons (alternate) Jay Houpapa (alternate) Rick Newton (alternate)
Upper Hutt City Council	Geoff Swainson (primary) Richard Harbord (alternate) Jonnette Adams (alternate) Craig Cottrill (alternate) Vibhuti Chopra (alternate) Liezel Jahnke (alternate) Dirk Botha (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	David Hopman (primary) Jonathan Hooker (alternate) Tim Langley (alternate)

Area to which appointed	Appointee name and designation
	Carolyn McKenzie (alternate) Richard Harbord (alternate) Murray Johnston (alternate) Darryl McCurdy (supplementary)

Group and Local Recovery Managers and alternates

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

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate)
Wellington City Council	Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City Council	Steven Perdia (Recovery Manager) Andrew Dalziel (alternate)
Kāpiti Coast District Council	Natasha Tod (Recovery Manager) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager) Helen Oram (alternate)
Upper Hutt City Council	Liezel Jahnke (Recovery Manager) Geoff Swainson (alternate) Jonnette Adams (alternate)
Combined areas of the district councils in the Wairarapa	Dave Gittings (Carterton) Nigel Carter (South Wairarapa) Kate Conroy (Masterton)

Non statutory appointments

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

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

Ngā hua ahumoni
Financial implications

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

Ngā tikanga whakatau
Decision-making process

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

Te hiranga
Significance

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

Te whakatūtakitaki
Engagement

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

Ngā tūāoma e whai ake nei
Next steps

13. No further external communication is required.

Ngā kaiwaitohu
Signatories

Writer	Ainslie Ryder – Advisor, Business and Capability Development, WREMO
Approvers	Jess Hare – Manager – Business and Capability Development, WREMO Jeremy Holmes – Regional Manager, WREMO

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

Civil Defence and Emergency Management Group
26 March 2021
Report 21.116



For Decision

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE QUARTER TWO QUARTERLY REPORT – 31 DECEMBER 2020

Te take mō te pūrongo

Purpose

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

He tūtohu

Recommendation

- 1 That the CDEM Group **approves** the Wellington Region Emergency Management Office's Quarter Two Quarterly Report – 31 December 2020 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2020/21.

Te tāhū kōrero

Background

2. The WREMO Quarter Two Quarterly Report – 31 December 2020 provides information on achievements and progress against the activities set out in the draft Annual Business Plan 2020/21 work programme as well as additional areas of work identified by the WREMO leadership team.
3. The Coordinating Executive Group (CEG) and the CEG Sub Committee have approved the WREMO Quarter Two Quarterly Report – 31 December 2020, and recommend that the Joint Committee approve it.

Te tātaritanga

Analysis

Quarter Two Quarterly Report

4. WREMO's Quarter Two Quarterly Report – 31 December 2020 ([Attachment 1](#)) details progress made in the second quarter against the Key Performance Indicators (KPIs) identified in the WREMO Annual Plan 2020/21 under the 4Rs of reduction, readiness, response and recovery.
5. Of the 90 KPIs identified in the WREMO Annual Business Plan, 64 were progressed in the second quarter. Further progress was made on the organisational priority of COVID-

19 resurgence planning and recovery. The Emergency Mobile Alerting capability of the Group was improved and WREMO staff responded to a number of emergency events including a second landslip on the Kaiwhata River, the Napier floods, two hazardous substance truck incidents in the Akatarawa Valley and flooding in Plimmerton.

Ngā hua ahumoni
Financial implications

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

Ngā tikanga whakatau
Decision-making process

7. The matter requiring decision in this report was considered by officers against the requirements of section 17 of the Civil Defence Emergency Management Act 2002 and the decision-making requirements of Part 6 of the Local Government Act 2002.

Te hiranga
Significance

8. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Greater Wellington Regional Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that this matter is of low significance, due to its administrative nature.

Te whakatūtakitaki
Engagement

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

Ngā tūāoma e whai ake nei
Next steps

10. No further action is required.

Ngā āpitihanga
Attachment

Number	Title
1	Wellington Region Emergency Management Office's draft Quarter Two Quarterly Report – 31 December 2020

Ngā kaiwaitohu
Signatories

Writer	Ainslie Ryder – Advisor, Business and Capability Development, WREMO
Approvers	Jess Hare – Manager, Business and Capability Development, WREMO Jeremy Holmes – Regional Manager, WREMO

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or Committee's terms of reference</i></p> <p>The CDEM Group reviews the work programme identified in the draft WREMO Annual Business Plan 2020/21, which is informed by the Wellington Region CDEM Group Plan. The CDEM Group is responsible for implementing and monitoring the Group Plan.</p>
<p><i>Implications for Māori</i></p> <p>Engagement with Māori and Pasifika communities is a key workstream in WREMO's COVID-19 resurgence planning, identified as an organisational priority for 2020/21 in the draft Annual Business Plan 2020/21.</p>
<p><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></p> <p>WREMO's draft Quarter Two Quarterly Report – 31 December 2020 details progress in the second quarter against the priorities identified in the draft Annual Business Plan 2020/21.</p>
<p><i>Internal consultation</i></p> <p>See paragraph 3.</p>
<p><i>Risks and impacts: legal / health and safety etc.</i></p> <p>There are no known risks.</p>

Attachment 1 to report 21.116



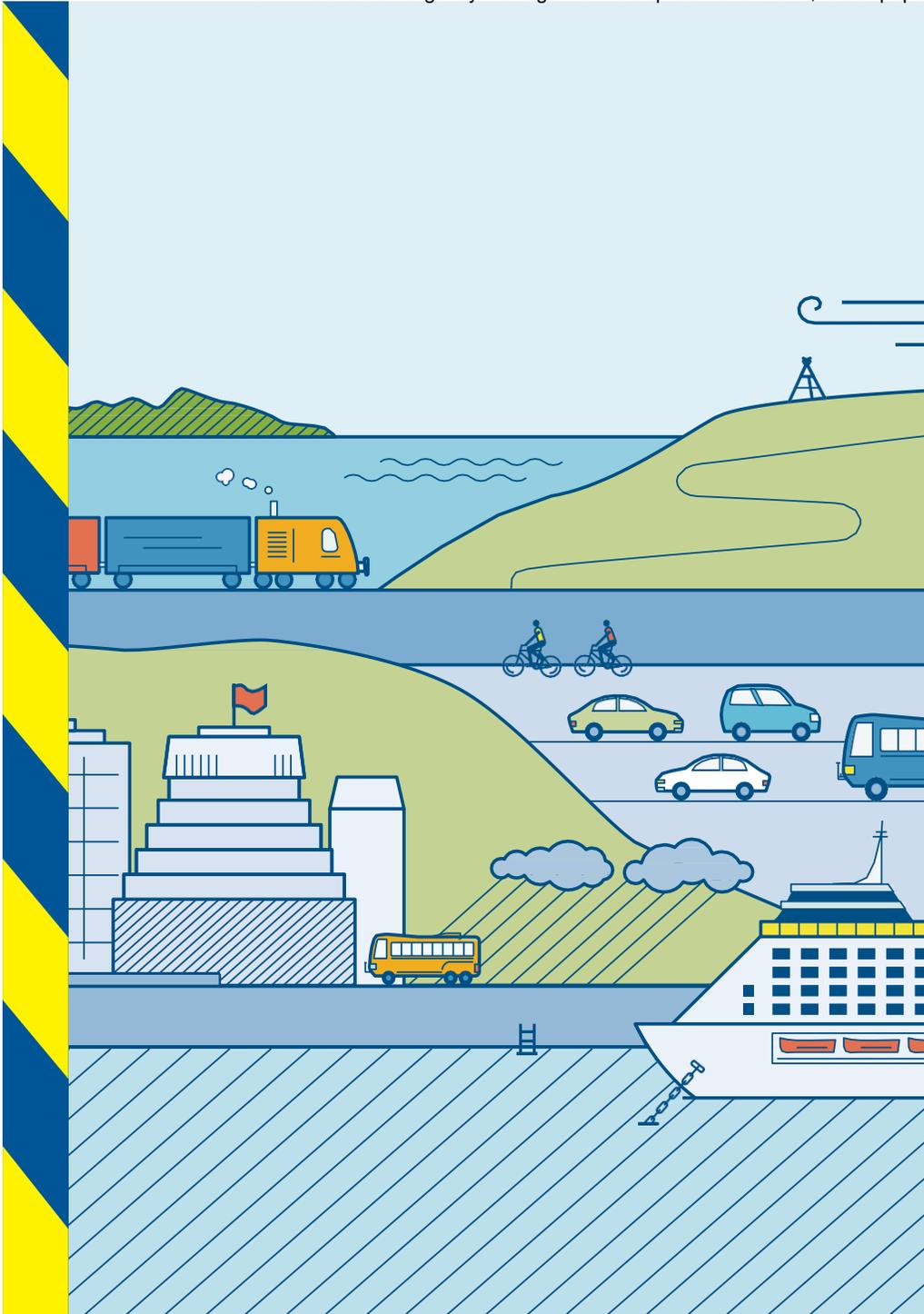
Wellington Region
Emergency Management Office

Quarterly Report



1 October to
31 December 2020

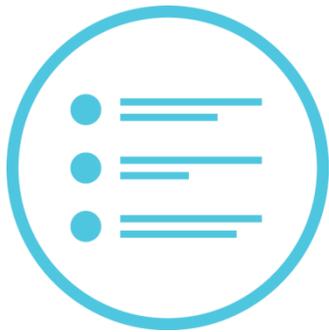
Q2





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Executive summary

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Overview

The second quarter of the 2020/21 financial year saw a slow return to a new normal as the global community adjusted to living with the ongoing effects of COVID-19. In New Zealand we have managed to do what many other countries have been unable to do: we have largely stopped the spread of COVID-19 within our borders and implemented measures to keep the virus out. As a result, while we continued planning for a resurgence of COVID-19, we were also able to focus some of our attention on other priorities.

This quarter, our Community Resilience team returned to running face-to-face workshops with the community, including introducing a new sea swell hazard workshop for members of Wellington's South Coast community. The quarter also saw the return of regular training for each of our council EOCs and the ECC, facilitated by the Operational Readiness and Response team. The Business and Capability Development team advanced a number of initiatives to ensure that our coordination centres are ready to respond effectively, including ICT equipment checks, cataloguing new equipment and training more staff to draft and send Emergency Mobile Alerts.

While this work was going on, WREMO staff also assisted Carterton District Council with a second landslip on the Kaiwhata River, deployed staff to Napier to help the Hawkes Bay CDEM Group with their flooding event, assisted Kāpiti Coast District Council with two hazardous substance truck incidents in the Akatarawa Valley and Porirua City Council with a flooding event in Plimmerton. In all events, the assistance provided by WREMO staff was very much appreciated.

J Holmes

Jeremy Holmes

Regional Manager

Wellington Region CDEM Group

Wins

1

Win 1: COVID-19 Resurgence Planning

The Wellington CDEM Group continues to advance its COVID-19 resurgence planning. A key highlight of the quarter was Kāpiti Coast District Council's COVID-19 Resurgence Exercise which showcased the planning that has been completed to date. This continued focus on resurgence planning will ensure that we are much better placed to respond to any future outbreaks of COVID-19 in our region.

2

Win 2: Emergency Mobile Alert Capability

A key focus in the Public Information Management space has been on expanding the group and capability of staff who are trained to draft and approve the sending of Emergency Mobile Alert messages. The team have been working on refining message templates to align them with national messaging and provide key regional information, with a particular focus on tsunami messaging.

3

Win 3: Community Emergency Hubs

WREMO's Community Emergency Hub model continues to gain traction in the Wellington Region and further afield. During last year's major flood in the Southland Region, more than 1000 'untrained' community members opened and managed 26 Community Emergency Hubs as part of the response efforts. CDEM provided direct support to the community through these pre-established Hubs, allowing for close collaboration between the community and the official response.



Risk matrix

Risk matrix as at 31 December 2020:

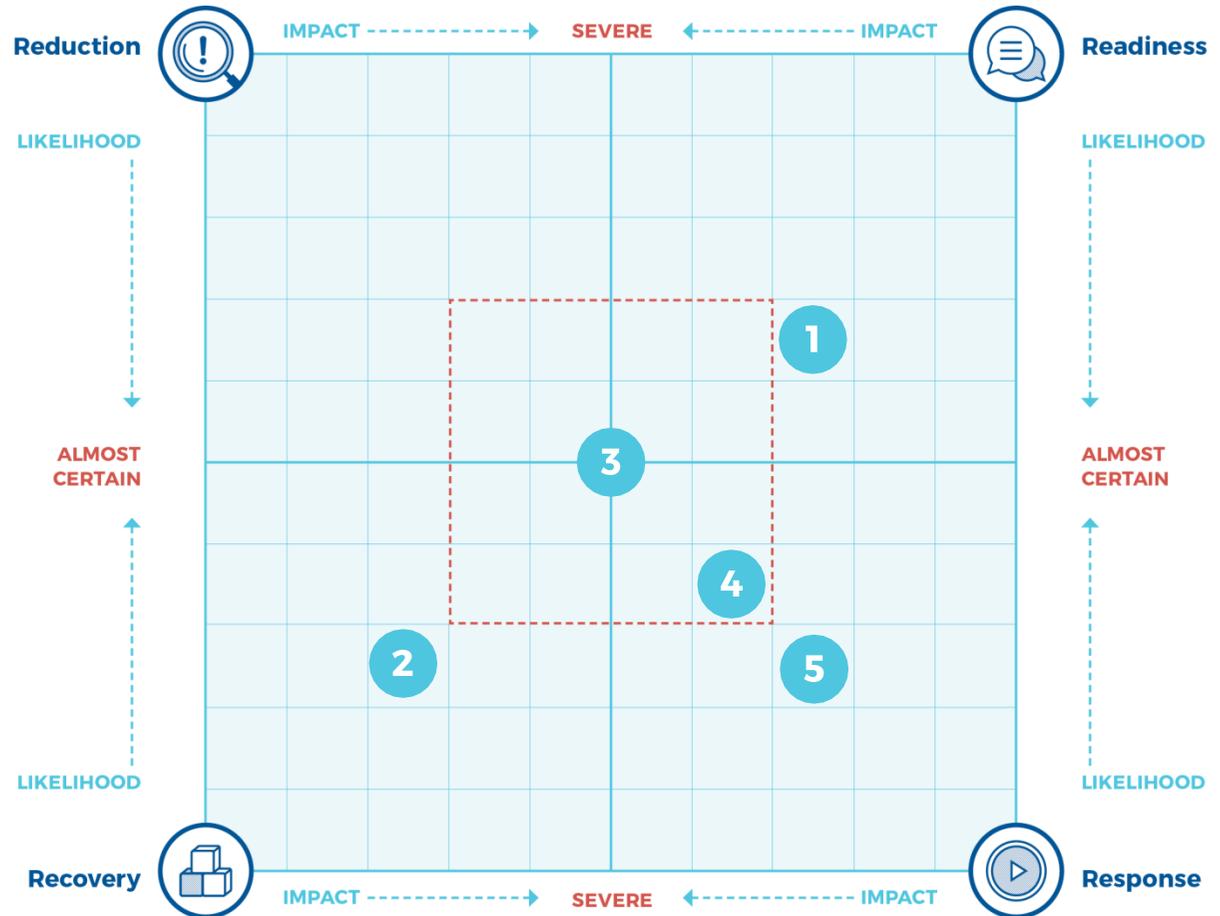
- 1 Waning community motivation for resilience initiatives

- 2 Recovery Framework (Developing)

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

- 4 Numbers of council staff attending EOC/ECC training

- 5 Health, safety and wellbeing of staff





Financial summary

WREMO Income Statement 30 June 2020	YTD as at 31 December 2020			Fullyear Budget \$(000)
	Actual \$(000)	Budget \$(000)	Variance \$(000)	
Rates & levies	586.4	638.37	(51.97)	1,246.74
External revenue	1281.8	1281.79		2,563.58
Council reimbursement on charges				-
Internal revenue				-
Total income	1868.20	1905.16	(36.96)	3,810.32
Less:				
Personnel costs	1547.50	1531.87	(15.63)	3063.73
Materials, supplies and services	146.30	238.30	92.00	476.59
Travel and transport costs	37.10	40.00	2.9	80.00
Contractor and consultants	26.50	27.50	1	55.00
Internal charges	12.50	12.50	-	25.00
Total direct expenditure	1769.90	1850.17		3700.32
Corporate overhead costs	61.50	55.00	(6.50)	110.0
Depreciation	41.90	34.95	(6.95)	69.9
Loss (Gain) on sale of assets/investments				-
Total expenditure	1873.30	1940.12	66.82	3880.22
Operating surplus/(deficit)	(5.1)	(34.96)	29.86	(69.9)
Add back depreciation	41.90	34.95	6.95	69.9
Other non cash				-
Vehicles and other plant purchases	(20.00)			-
Net external investment movements				-
Net funding before debt and reserve movements				-
Debt additions / (decrease)				-
Council reimbursements				-
Reserve investments interest				-
Reserve investments transfer out				-
Net funding surplus (deficit)	56.80	(.01)	56.79	-

Currently, the budget is tracking well with a small underspend of \$56k. This underspend is due to an underspend in marketing materials which is due to be used later in the year.

The overspend in personnel is due to additional resource in marketing and communications, which will be funded from reserve.

**BALANCE OF RESERVE
AS AT 31 DECEMBER 2020
\$134,000***

*Of this total, \$112,000 has been allocated for additional marketing and communications support (\$92k) and LERP development (\$20k).



KPI Summary

Reduction	7
Readiness	8
Response	15
Recovery	17



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Reduction

KPI Summary

Progress



HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Develop a coastal hazards workshop and deliver one pilot workshop on the South Coast of Wellington City.	In progress	Completed			1/1	22	

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Update the hazard information in WREMO's community engagement outputs and communication channels to reflect current research and best practice.	Not started	Not started				22	

LOW PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Lead the CDEM Group's contribution to Workstream 1 (Awareness) of GWRC's Flood Risk Management Programme.	In progress	In progress				24	
Develop flood risk management content as the pilot for a one-stop-shop website for all hazard information.	Not started	Not started				24	
Chair the Natural Hazards Steering Group.	Not started	Not started				24	
Develop consistent hazard policies and objectives through the Natural Hazards Steering Group.	Not started	Not started				24	



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Readiness

KPI Summary

Progress



ORGANISATIONAL PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Work with local, regional and national partners on COVID-19 resurgence capability to ensure that appropriate plans are in place to respond to a resurgence of COVID-19.	In progress	In progress	Not started	Not started		26

HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop and deliver Capability Development initiatives for the Wellington Region CDEM Group teams in accordance with the training schedule.	In progress	In progress	Not started	Not started		27
Develop and test technical requirements for implementation and transition to an Active Directory System.	In progress	In progress	Not started	Not started		30
Connect all ECC and EOC computers to WREMO's Active Directory.	Not started	Not started	Not started	Not started		30
Complete help desk tickets in accordance with the SLA and ensure that equipment upgrades and maintenance are completed as per schedule.	Not started	In progress	Not started	Not started		30
Upgrade the WiFi network across the ECC and EOCs to improve ICT remote access and configuration.	In progress	In progress	Not started	Not started		30
Transfer the WREMO websites to a new hosting platform.	Not started	Completed	Not started	Not started		32
Provide quarterly reports to the CEG Sub Committee reporting on progress against the WREMO Annual Plan (2020-2021) activities.	In progress	In progress	Not started	Not started	2 / 4	34



Readiness

KPI Summary *(continued)*

Progress



Not started



In progress



Completed

HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop the WREMO Annual Plan (2021-22).						34
Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group, Sub-Committee and Regional Leadership Group (RLG).						36
Develop and implement a regional Welfare Needs Assessment Framework for use in any emergency, regardless of type or scale.						37
Hold 20 Emergency Services Coordination Committee (ESCC) meetings (4 in each of the designated areas).					10 / 20	38
Hold 4 Regional Inter-Agency Planning Committee (RIAPC) meetings.					2 / 4	40
Chair 4 Wellington Region Welfare Coordination Group (WCG) meetings to enhance individual and collective agency capability and planning.					2 / 4	40
Coordinate the CDEM Group's contribution to the GWRC Flood Risk Management Programme to ensure the Group meets its requirements across the three workstreams.						41
Lead the CDEM Group's contribution to Workstream 2 (Warning) of GWRC's Flood Risk Management Programme.						41
Lead the CDEM Group's contribution to Workstream 3 (Response) of GWRC's Flood Risk Management Programme.						41
Finalise the CDEM Group Welfare Plan for implementation no later than 30 June 2021.						42



Readiness

KPI Summary *(continued)*

Progress



HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Hold 4 Duty Officer meetings to review and refine Duty Officer processes and ensure the system is fit for purpose.	Not started	In progress			2 / 4	41
Coordinate implementation of swell warnings across the region.	Not started	In progress				45
Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.	Not started	In progress				45
Complete monthly operational equipment and documentation checks and resolve issues as required.	In progress	In progress				47
Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.	In progress	In progress				47
Ensure that WREMO and Get Prepared website content is up-to-date and accurate.	In progress	In progress				56
Develop and implement radio advertisements that support community resilience campaigns and general preparedness.	In progress	In progress				56
Audit 127 hubs across the region to ensure an understanding of their role and ability to function effectively in an emergency.	In progress	In progress			32 / 127	62

MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop and deliver Welfare and Operations Coordinated Incident Management System (CIMS) function courses in collaboration with NEMA where available.	Not started	Not started				32



Readiness

KPI Summary *(continued)*

Progress



Not started



In progress



Completed

MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Support NEMA's development and delivery of the Controller foundation course.						32
Administer the Wellington Region CDEM training fund for volunteers.						33
Coordinate Wellington Region Response Teams to provide consistent training, deployment processes and legislative compliance.						33
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.						34
Develop and test a regional Emergency Assistance Centre (EAC) framework.						37
Refine the Group's Information Management Systems, processes and procedures (including Emi).						37
Investigate a robust notification process for alerting WREMO staff in response, with consideration of its viability for use as a region wide notification system.						37
Organise direct engagement opportunities with technical experts like GNS & MetService, emergency services, lifelines, welfare agencies and organisations and NEMA.						43
Develop and maintain regional and local Welfare networks to ensure Welfare readiness and response initiatives are coordinated and responsive to community needs.						43
Develop and maintain regional and local PIM networks to ensure readiness and response initiatives are coordinated and responsive to community needs.						43

Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020

Readiness

KPI Summary *(continued)*

Progress



Not started



In progress



Completed

MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Test the ECC and EOC activation notification process every three months.	In progress	In progress				46
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure they are accurate.	Not started	Not started			0 / 7	48
Develop and amend Wellington CDEM Group operational readiness processes, plans and Standard Operating Procedures to inform the development of the Regional Response Framework.	Not started	In progress				50
Develop a Regional Response Framework that clearly articulates the operational doctrine for the region.	Not started	In progress				50
Update the Wellington Region Earthquake Plan (WREP) and local / regional tsunami response plans to ensure accuracy.	Not started	Not started				50
Develop 6 territorial authority Local Earthquake Response Plans.	In progress	Completed			6 / 6	51
Implement the CBD engagement plan with the delivery of 5 Earthquake Planning sessions, attend 2 CBD based events and finalise the flyer for inner city residents on emergency toilets.	In progress	In progress				52
Hold 53 Earthquake Planning sessions across the region for members of the community.	In progress	In progress			34 / 53	54
Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.	Not started	In progress				56
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.	Not started	In progress				56

Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020

Readiness

KPI Summary (continued)

Progress



Not started



In progress



Completed

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Develop and pilot an engagement plan for youth and young people, including a youth-led multimedia campaign.	In progress	In progress				59	
Implement an engagement plan for people with disabilities, including the delivery of a pilot train-the-trainer workshop with service providers.	In progress	In progress				59	
Deliver 3 Early Learning Service Workshops across the region.	In progress	In progress			0 / 3	55	
Support national preparedness initiatives like ShakeOut and Tsunami Hikoī by attending an event related to this campaign during the week	In progress	Completed				57	
Distribute 4 quarterly email newsletters to the WREMO mailing list.	In progress	In progress			2 / 4	55	
Deliver 2 Business Continuity Planning (BCP) workshops for marae.	In progress	In progress			0 / 2	60	
Investigate an emergency toilet product and commence a formal partnership process with the preferred supplier.	In progress	In progress				61	
Complete 7 Community Response Planning workshops.	Not started	In progress			2 / 7	63	
Deliver 14 Community Emergency Hub Awareness activities.	In progress	In progress			5 / 14	63	



Readiness

KPI Summary *(continued)*

Progress



Not started



In progress



Completed

LOW PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Develop a CDEM Group Marketing and Communications Plan for implementation from 1 January 2021.	Not started	Completed				27	
Support national level capability development advisory groups, programmes and initiatives.	In progress	In progress				34	
Explore the feasibility of completing a national Capability Assessment process for the region.	Not started	Not started				36	
Develop Terms of Reference for the PPMO.	Not started	Not started				36	
Develop reporting systems, tools and processes for the PPMO.	Not started	Not started				36	
Attend 7 public events across the region to provide preparedness information and advice to the public.	In progress	Completed			8 / 7	55	
Support the development and promotion of the Alphero tsunami app.	Not started	In progress				57	
Encourage councils to roll out the Blue Lines, and assist with the implementation process and community engagement.	Not started	Not started				57	
Complete 21 Earthquake Drills.	In progress	In progress			9 / 21	63	
Review and update the Community Emergency Hub Guide template as required.	Not started	Not started				61	



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Response

KPI Summary

Progress



Not started



In progress



Completed

HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Install Network Attached Storage across the region with data syncing to WREMO SharePoint.	Not started	In progress				65
Develop documentation for Network Attached Storage to assist users with connection and troubleshooting.	Not started	In progress				65
Provide media coordination, management and support to the Regional Manager and the ECC in an emergency.	In progress	In progress				65
Provide ICT advice to the EOCs/ECC using WREMO supported hardware and networks in an emergency.	In progress	In progress				65
Provide Response Managers to EOCs and the ECC during an activation.	In progress	In progress				67
Manage staff rostering, health and wellbeing in an emergency.	In progress	In progress				67
Deliver just-in-time training to staff as required.	In progress	In progress				68
Facilitate an after action review process following an EOC/ECC activation or as required.	In progress	In progress				68
Carry out a corrective actions process to implement relevant actions to address lessons identified in response.	In progress	In progress				70
Strengthen the Group's Emergency Mobile Alert capability and capacity by expanding the group of trained personnel and developing pre-prepared messages for hazards.	In progress	In progress				70



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Response

KPI Summary *(continued)*

Progress



MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Expand the group of trained social media personnel in response and refine documentation and procedures as required.						70



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Recovery

KPI Summary

Progress



ORGANISATIONAL PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Work with local, regional and national partners on COVID-19 recovery to ensure alignment between councils, agencies and social services.	In progress	In progress				72	

HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Distribute 2 recovery newsletters to partners to communicate recovery updates and ideas.	Not started	Not started			0 / 2	72	
Develop a recovery planning process and supporting guidance that accounts for impact assessment, leadership and governance, strategy, implementation and monitoring.	In progress	In progress				72	
Develop a set of recovery indicators for each of the five environments.	In progress	In progress				75	

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Establish a resource library for Recovery Managers.	In progress	In progress				75	



Wellington Region Emergency Management Office Quarterly Report
Q2 - 1 October to 31 December 2020



Recovery

KPI Summary *(continued)*

Progress



LOW PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Create guidance for temporary housing after an earthquake.	Not started	Not started				73
Deliver a Recovery Round-Up to provide a forum to build capability, share information and strengthen relationships.	Not started	Not started				73



Outputs

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How to interpret the Quarterly Report

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

This icon identifies which goal component of the Group Plan (Ready, Capable, Connected) the output relates to.



Group Plan goal component



Identifies which contributing outcome (short to medium term, 1-5 years) the output relates to.



Annual Plan output

This icon indicates which team is the lead:



Business and Capability Development (B&CD)



Community Resilience and Recovery (CR&R)



Operational Readiness and Response (OR&R)

Identifies the KPI.

KPI:

Status:

PRIORITY BAR

Priority bar:

Indicates the priority level of the KPI. In the case of a COVID-19 resurgence, KPIs are expected to be deferred as required, starting with the lowest priority KPIs.

- Organisational priority
- High priority
- Medium priority
- Low priority

Provides an update on the KPI and its status for the quarter.

Shows the total number completed in the year to date.

Shows the total number completed this reporting period.



Shows the total number completed in a previous reporting period.



Reduction



Capable

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



Raise Hazard Awareness (CR&R)

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

<p>KPI: Develop a coastal hazards workshop and deliver one pilot workshop on the South Coast of Wellington City.</p>	<p>HIGH PRIORITY</p>	<p>Status: Completed The pilot workshop for Coastal residents was completed on Sunday 15 November. This was well received by attendees, including 38 local residents, Councillor Fleur Fitzsimmons and Deputy Mayor, Councillor Sarah Free.</p>
<p>KPI: Update the hazard information in WREMO's community engagement outputs and communication channels to reflect current research and best practice.</p>	<p>MEDIUM PRIORITY</p>	<p>Status: Not Started No major updates were required to hazard information this quarter.</p>

**EVENT****Coastal Communities'
Preparedness Workshop****WHEN**

15 November 2020

WHERE

Wellington's South Coast

ABOUT

One of the agreed outputs of the review into the significant wave event that struck Ōwhiro Bay in April 2020 was a preparedness workshop for residents of the South Coast.

The workshop was run in partnership with MetService. It was well attended by residents and local councillors Fleur Fitzsimons and Deputy Mayor Sarah Free. The community voiced their appreciation for having the different agencies in attendance at the workshop to answer questions and provide context around their roles and responsibilities in response to sea swell hazards.



Members of the South Coast community and Deputy Mayor Sarah Free at the Coastal Communities' Preparedness Workshop.



Ready

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

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



Develop Hazard Communications (B&CD)

Implement the Marketing and Communications Strategy to ensure that hazard information is communicated effectively.

<p>KPI:</p> <p>Lead the CDEM Group's contribution to Workstream 1 (Awareness) of GWRC's Flood Risk Management Programme.</p>	<p>LOW PRIORITY</p>	<p>Status: In Progress</p> <p>Key messages have been developed through a series of workshops between the GWRC Flood team, Tonkin + Taylor and WREMO staff. An engagement plan is set to be developed in phase two of the programme.</p>
<p>KPI:</p> <p>Develop flood risk management content as the pilot for a one-stop-shop website for all hazard information.</p>	<p>LOW PRIORITY</p>	<p>Status: Not Started</p> <p>Content development will be progressed when the key messages from the flood awareness workstream of the Flood Risk Management Programme are finalised.</p>



Lead the Natural Hazards Steering Group (CR&R)

Lead the Natural Hazards Steering Group to develop a coordinated approach to natural hazard policy and planning across the region.

<p>KPI:</p> <p>Chair the Natural Hazards Steering Group.</p>	<p>LOW PRIORITY</p>	<p>Status: Not Started</p> <p>No meetings for the Natural Hazards Steering Group were held this quarter.</p>
<p>KPI:</p> <p>Develop consistent hazard policies and objectives through the Natural Hazards Steering Group.</p>	<p>LOW PRIORITY</p>	<p>Status: Not Started</p> <p>No meetings for the Natural Hazards Steering Group were held this quarter.</p>



Readiness



Ready

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

COVID-19 Resurgence Planning (OR&R)



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

KPI:

Work with local, regional and national partners on COVID-19 resurgence capability to ensure that appropriate plans, people, equipment and infrastructure are in place to respond to a resurgence of COVID-19.

ORGANISATIONAL PRIORITY

Status: In Progress

The small community outbreak of COVID-19 in November saw a high level of collaboration between WREMO, Territorial Authorities, Regional Public Health (RPH), District Health Boards and Police. WREMO provided CDEM support to the RPH Planning, PIM and Welfare functions. The region's approach to managing community outbreaks of COVID-19 was further refined during this response, with information sharing, relationships and overall coordination continuing to improve.

A series of internal workshops on resurgence planning were conducted for the WREMO team, as well as a local resurgence exercise with Kāpiti Coast District Council in November. An expanded staff roster was adopted over the Christmas/New Year period to ensure the region had adequate emergency management staffing in place in case of a COVID-19 resurgence.



Capable

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

Capability Development Initiatives (OR&R)



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

KPI:

Develop and deliver Capability Development initiatives for the Wellington Region CDEM Group teams in accordance with the training schedule, to enable councils to achieve competency targets for EOC/ECC staff.

HIGH PRIORITY

Status: In Progress

Foundation Modules 3, 4, and 5 were delivered to councils across the region in the quarter. Modules 2-5 were offered as a one-day block course to the Greater Wellington ECC staff, with 33 staff in attendance for the full day.

Two ITF Intermediate courses were offered in the Wairarapa and Wellington City. This quarter also saw the introduction of the first Incident Management Team (IMT) module for function managers and controllers. This is the first of three IMT modules, which will allow staff to progress to the advanced level of the Professional Development Pathway.



Develop a Marketing and Communications Plan (B&CD)

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

KPI:

Develop a CDEM Group Marketing and Communications Plan for implementation from 1 January 2021.

LOW PRIORITY

Status: Completed

The Marketing and Communications Plan was finalised this quarter.

**EVENT****Incident Management Team (IMT) Training****WHEN**

17 November 2020

WHERE

Hutt City Emergency Operations Centre

ABOUT

Members of the Hutt City Council Emergency Operations Centre team participated in the first Incident Management Team (IMT) training in the Wellington Region.

This training is the first of three modules and is the first of its kind to be delivered nationally.

The training is for staff looking to progress along the Professional Development Pathway to the Advanced Level where they can supervise others in the EOC/ECC.



Hutt City Council staff attend their first Incident Management Team (IMT) training module at Hutt City EOC.



Capable

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



Capability Development Update

Update on the number of trained staff at each level of the Professional Development Pathway by council.

2020-2021 Target:

Each EOC and the ECC has the following number of staff trained at each level:

- Advanced – 6 Staff
- Intermediate – 12 Staff
- Foundation – 12 staff

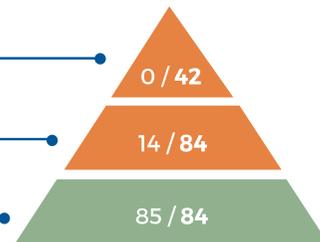
This quarter saw the resumption of regular training for council staff, with many staff also taking up opportunities to complete ITF Intermediate courses.

It is expected that more staff will progress to the next level of the Professional Development Pathway after the next round of EOC/ECC exercises in February 2021.

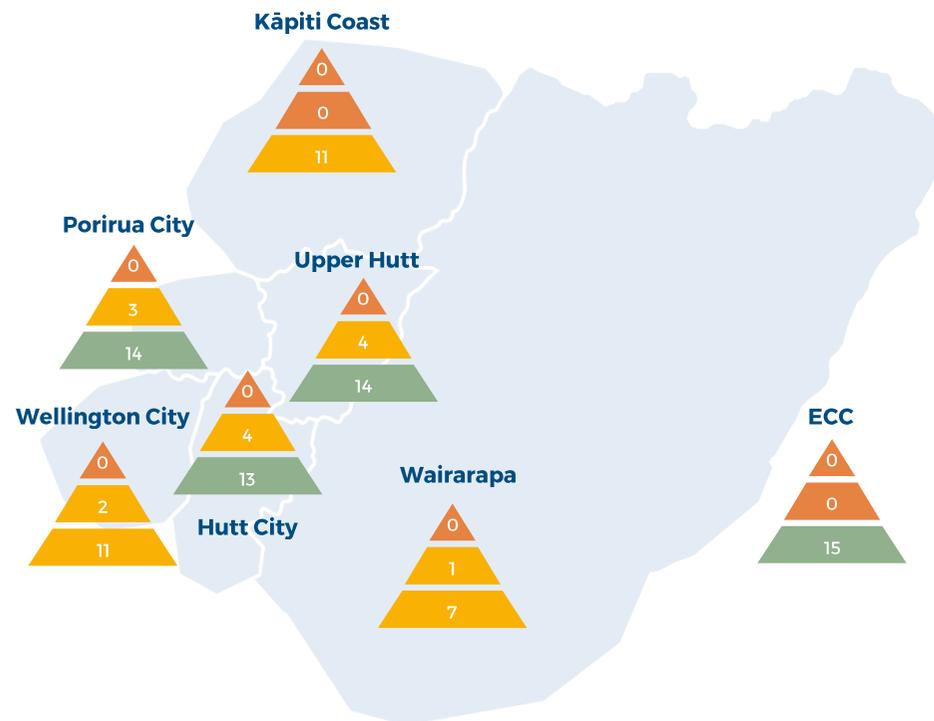
Advanced

Intermediate

Foundation



Regional Total



Note: Councils lead the process of identifying and making available suitable staff for the EOC/ECC. The WREMO Capability Development team is responsible for tracking the progress of staff along the pathway over time. The totals shown do not include the number of staff trained as local or regional Controllers.



Capable

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



Implement the Active Directory System (B&CD)

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

<p>KPI: Develop and test technical requirements for implementation and transition to an Active Directory System.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress The networking equipment required to operate the Active Directory System has been installed in five of the six EOC sites. The final EOC is expected to be completed early in the third quarter.</p>
<p>KPI: Connect all ECC and EOC computers to WREMO's Active Directory.</p>	<p>HIGH PRIORITY</p>	<p>Status: Not Started This is scheduled to begin in the third quarter following completion of the equipment installation.</p>



Provide ICT Support (B&CD)

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

<p>KPI: Complete help desk tickets in accordance with the SLA and ensure that equipment upgrades and maintenance are completed as per schedule.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress Help desk tickets continue to be resolved in accordance with the SLA. The development of an automatic ICT chat assistant to answer commonly asked ICT questions has started. Initially servicing WREMO staff, the chat assistant will then be developed to service EOCs and the ECC.</p>
<p>KPI: Upgrade the WiFi network across the ECC and EOCs to improve ICT remote access and configuration.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress The WiFi network upgrade has been completed for five of the six sites. Each site has seen significant improvement in network speed and stability.</p>

**EVENT****Kāpiti COVID-19 Resurgence Exercise****WHEN**

23 November 2020

WHERE

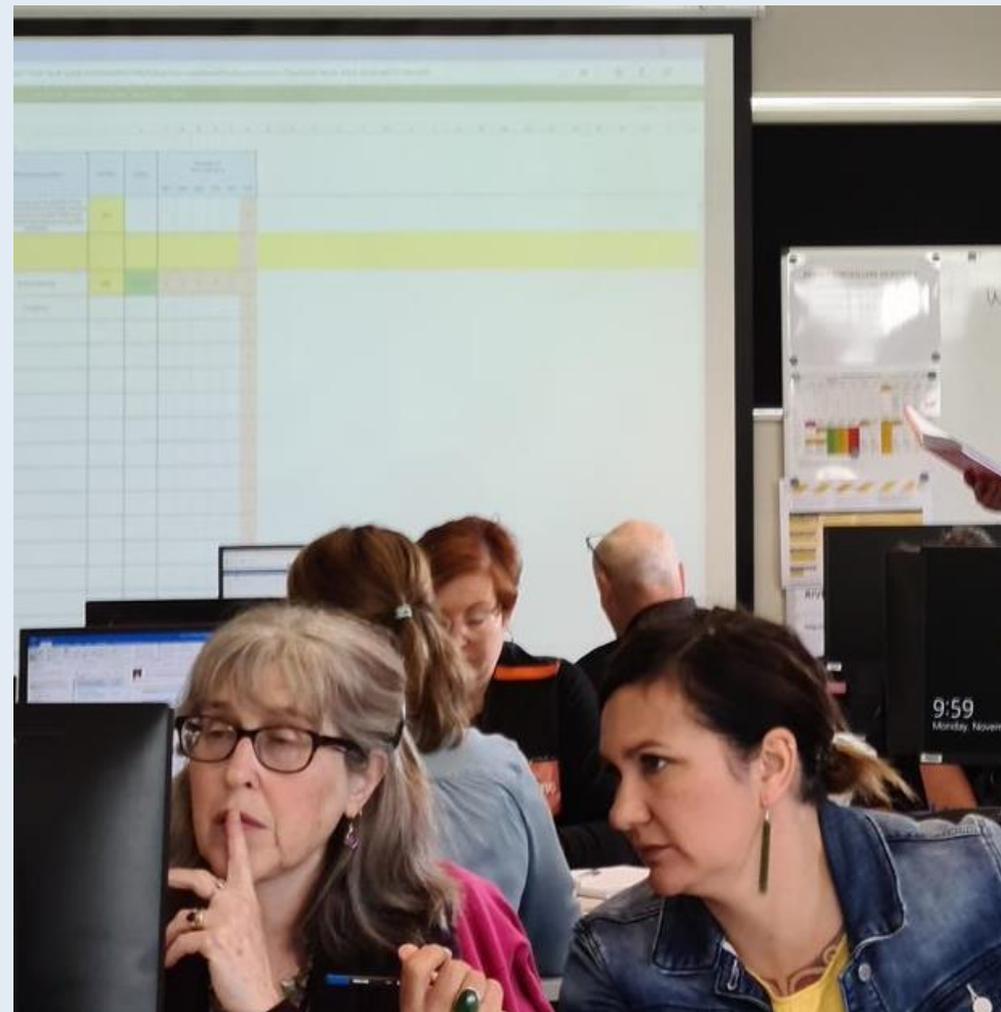
Kāpiti Emergency Operations Centre

ABOUT

In late November a surprise resurgence exercise was held at the Kāpiti Emergency Operations Centre (EOC) to test the draft Kāpiti Coast District Council (KCDC) Resurgence Plan. The purpose of the exercise was to identify gaps and introduce staff to the response actions that may be required in a potential community outbreak of COVID-19.

Over two hours, under the guidance of the Local Controller, staff navigated through a series of injects, designed to test the different functions' responses to a community outbreak.

The overall comment from staff was that they enjoyed the exercise and it was a good reminder of the fact that COVID-19 remains a threat to New Zealand.



Kāpiti Coast District Council staff take part in the COVID-19 Resurgence Exercise. Many of the staff only had a few minutes' notice of the surprise exercise before being required to report to the EOC.



Capable

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

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



Transfer websites to a new hosting platform (B&CD)

Maintain communication channels to inform the community about actions they can take in readiness and response.

KPI: Transfer the WREMO websites to a new hosting platform.	HIGH PRIORITY	Status: Completed The migration of wremo.nz and getprepared.nz to a new host has been completed. The migration has resulted in reduced website load times and a 36% decrease in monthly hosting costs.
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Develop CIMS function courses (OR&R)

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

KPI: Develop and deliver Welfare and Operations Coordinated Incident Management System (CIMS) function courses in collaboration with the National Emergency Management Agency (NEMA) where available.	MEDIUM PRIORITY	Status: Not Started Development of these courses will begin in the third quarter.
KPI: Support NEMA's development and delivery of the Controller foundation course.	MEDIUM PRIORITY	Status: Not Started An update from NEMA is expected on the intended way forward before progressing with this work.



Capable

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

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



Administer the CDEM Training Fund (OR&R)

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

KPI:

Administer the Wellington Region CDEM training fund for volunteers.

MEDIUM PRIORITY

Status: In Progress

This quarter, the CDEM Training Fund was used to provide training for volunteers in Psychological First Aid, First Aid for Co-responders, CIMS level 3, USAR (Urban Search & Rescue), confined space safety and quad bike safety.

A total of 159 learners completed training through this funding this quarter.



Coordinate Response Teams (OR&R)

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

KPI:

Coordinate Wellington Region Response Teams to provide consistent training, deployment processes and legislative compliance.

MEDIUM PRIORITY

Status: In Progress

During the Plimmerton flood event, Response Team volunteers from Porirua, Wellington, Lower Hutt, Upper Hutt and Red Cross supported Porirua City Council to carry out reconnaissance, needs assessments and flood clean up activities.

This support amounted to 343.5 volunteer hours over three days. The National NZRT Project is continuing the review of NZRT guidelines, with a new capability and competency framework out for consultation.



Capable

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



Reporting and monitoring (B&CD)

Develop and maintain the Group and WREMO's strategic documents and fulfil governance requirements.

KPI: Provide quarterly reports to the CEG Sub Committee reporting on progress against the WREMO Annual Plan (2020-2021) activities.	HIGH PRIORITY	Status: In Progress The current report is the second quarterly report for the 2020/21 Financial Year. It outlines progress on agreed KPIs to 31 December 2020.
KPI: Develop the WREMO Annual Plan (2021-22).	HIGH PRIORITY	Status: Not Started Development of the Annual Plan for 2021-22 is scheduled to begin in the third quarter.



Capability development initiatives (OR&R)

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

KPI: Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	MEDIUM PRIORITY	Status: In Progress No significant changes have been made at the national level for takatū. Improvements to the regional pages on the platform continue to create a more user-friendly experience for Wellington CDEM Group users.
KPI: Support national level capability development advisory groups, programmes and initiatives.	LOW PRIORITY	Status: In Progress Support was provided to NEMA to review and refine the ITF Intelligence and ITF Planning courses. These courses will be rolled out regionally in the third quarter.



EVENT

Coordination Centre ICT Upgrades

WHEN

Ongoing

WHERE

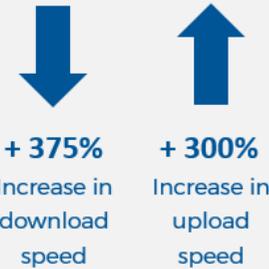
Emergency Coordination Centre and
Emergency Operations Centres

ABOUT

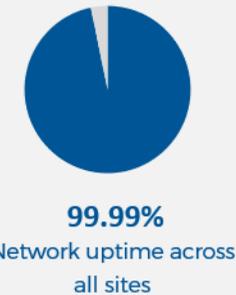
Network equipment upgrades have been made across the region's Emergency Coordination and Operations Centres to improve network speed and reliability. This new technology allows for detailed network information, advanced threat protection, remote access and network diagnostics.

Alongside the new network hardware, each EOC has a new fibre internet connection which can support more devices and has a lower network contention rate than a standard connection.

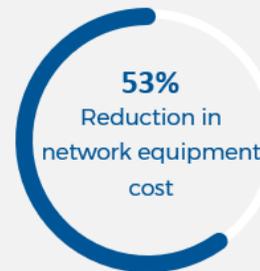
Network Speeds



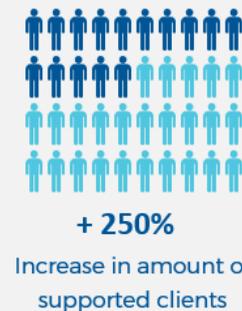
Network reliability



Reduced Cost



Connected Users



The statistics above show the improvements made to the ICT system following network equipment upgrades in the ECC and EOCs.



Capable

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

Reporting and monitoring (B&CD)



Develop and maintain the Group and WREMO's strategic documents and fulfil governance requirements.

KPI:

Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group, Sub-Committee and Regional Leadership Group (RLG).

HIGH PRIORITY

Status: In Progress

The required secretariat duties were performed for the Coordinating Executive Group, Sub-Committee and Regional Leadership Group meetings held this quarter.

Capability assessment (B&CD)



Ensure that the CDEM Group fulfils the requirements of the national Capability Assessment.

KPI:

Explore the feasibility of completing a national Capability Assessment process for the region.

LOW PRIORITY

Status: Not Started

This has not yet been progressed.



Establish the PPMO (B&CD)

Establish the Project Portfolio Management Office (PPMO).

KPI:

Develop Terms of Reference for the PPMO.

LOW PRIORITY

Status: Not Started

Development of the Terms of Reference is expected to begin in the third quarter.

KPI:

Develop reporting systems, tools and processes for the PPMO.

LOW PRIORITY

Status: Not Started

Systems, tools and processes for the PPMO are expected to be developed once the Terms of Reference have been finalised and agreed.



Capable

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



Coordinate welfare service delivery (OR&R)

Coordinate a consistent approach to welfare service delivery across the region.

KPI:

Develop and implement a regional Welfare Needs Assessment Framework for use in any emergency, regardless of type or scale.

HIGH PRIORITY

Status: In Progress

Reference materials have been compiled and an outline for the framework has been completed. The national needs assessment tool Āwhina was used during the Plimmerton flood event, which ensured that the needs assessment process complied with privacy requirements.

KPI:

Develop and test a regional Emergency Assistance Centre (EAC) framework.

MEDIUM PRIORITY

Status: Not Started

Work is expected to commence during the third quarter.



Refine information management systems (OR&R)

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

KPI:

Refine the CDEM Group's Information Management Systems, processes and procedures (including Emi).

MEDIUM PRIORITY

Status: In Progress

The project plan for the CDEM Group's Information Management Systems is nearing completion.



Refine information management systems (B&CD)

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

KPI:

Investigate a robust notification process for alerting WREMO staff in response, with consideration of its viability for use as a region wide notification system.

MEDIUM PRIORITY

Status: In Progress

Options analysis has begun to find a suitable mobile alerting solution. Contact has been made with FENZ to discuss their recently developed Availability Management System application and the possibility of leveraging off their work in this area.



Capable

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



Work with partner agencies (OR&R)

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

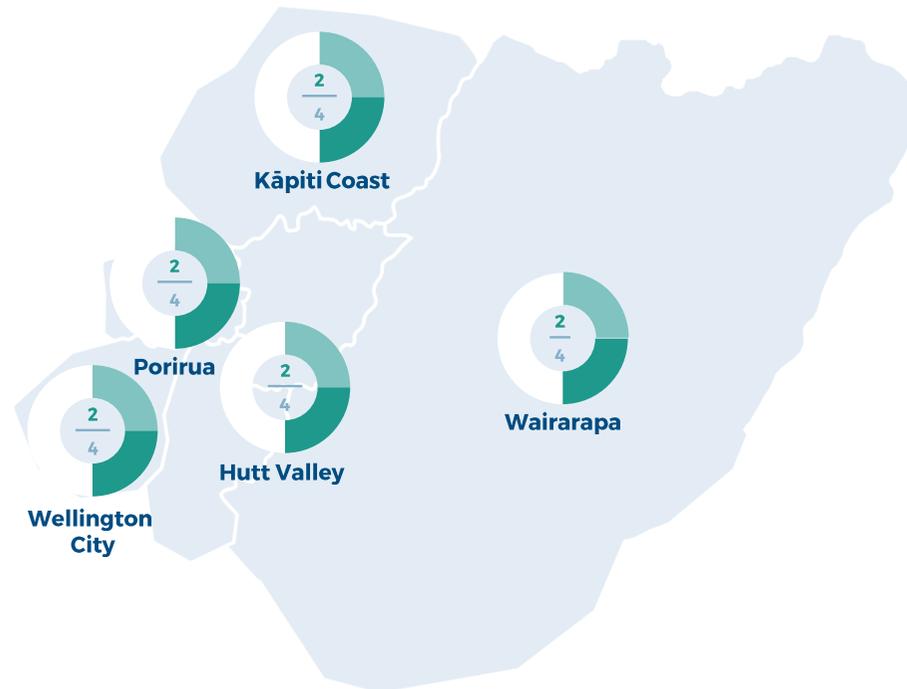
KPI:

Hold 20 Emergency Services Coordination Committee (ESCC) meetings (4 in each of the designated areas).

HIGH PRIORITY

Status: In Progress

All designated areas held ESCC meetings in November or December, with a continued focus on inter-agency COVID-19 resurgence planning.



**EVENT****Red Cross Āwhina Needs Assessment Training****WHEN**

1 November 2020

WHERE

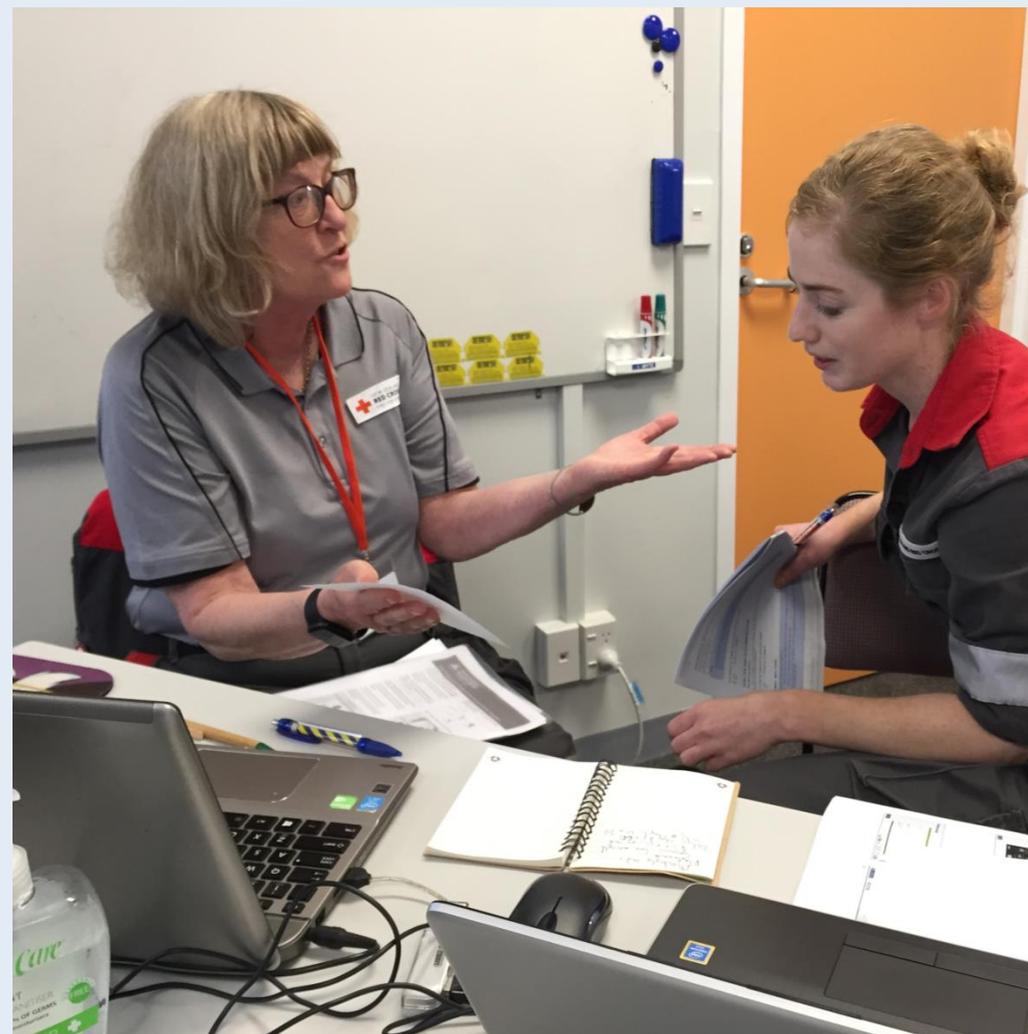
Hutt City Emergency Operations Centre

ABOUT

As part of COVID-19 resurgence planning, 15 Red Cross volunteers from across the region took part in Needs Assessment training to use the Āwhina platform.

Participants learned about new privacy requirements, wellbeing, current welfare referral arrangements and Āwhina's conversation-based needs assessment approach. A range of real scenarios provided practical opportunities for participants to work through a series of situations which individuals and whānau in our community may face in a COVID-19 resurgence.

This training provided an opportunity to collaborate with Red Cross, who already have general needs assessment training, to increase the region's capability for needs assessment.



Two Red Cross volunteers take part in a role play using conversation prompts from the Āwhina needs assessment system.



Capable

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



Work with partner agencies (OR&R)

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

<p>KPI: Hold 4 Regional Inter-Agency Planning Committee (RIAPC) meetings.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress The second RIAPC of the 20/21 Financial Year was held on 3 December. A brief was provided by the Let's Get Wellington Moving Programme with a focus on resilience of Wellington's transport networks. CDEM also facilitated a tsunami exercise scenario to provide participants with a refresher of the region's tsunami planning.</p>	 <p>RIAPC Meetings</p>
<p>KPI: Chair 4 Wellington Region Welfare Coordination Group (WCG) meetings to enhance individual and collective agency capability and planning.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress The Welfare Coordination Group met on 30 November with discussions focusing on COVID-19 resurgence planning and updates on agency capacity and current areas of work.</p>	 <p>WCG Meetings</p>



Capable

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



Flood risk management programme (B&CD)

Lead the CDEM Group's contribution to the GWRC Flood Risk Management Programme.

KPI:

Coordinate the CDEM Group's contribution to the GWRC Flood Risk Management Programme to ensure the Group meets its requirements across the three workstreams: awareness, warning and response.

HIGH PRIORITY

Status: In Progress

The first phase of the Flood Risk Management Programme was completed this quarter, with significant progress made in the Awareness and Response workstreams. Phase two is set to commence in the third quarter.

KPI:

Lead the CDEM Group's contribution to Workstream 2 (Warning) of GWRC's Flood Risk Management Programme.

HIGH PRIORITY

Status: Not Started

Input into the Flood Warning workstream of the Flood Risk Management Programme is awaiting GWRC's selection of a flood forecasting tool, which will inform the development of warning messaging.



Flood risk management programme (OR&R)

Lead the CDEM Group's contribution to the GWRC Flood Risk Management Programme.

KPI:

Lead the CDEM Group's contribution to Workstream 3 (Response) of GWRC's Flood Risk Management Programme.

HIGH PRIORITY

Status: In Progress

A Flood Response Procedures workshop was held at Tonkin + Taylor in Wellington on 15 October. Following this workshop, GWRC's Flood Response Procedures have undergone further refinement with updated procedures due to be shared with stakeholders in early 2021.



Capable

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



Ready

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



Manage the WREMO Duty Officer system (OR&R)

Manage the WREMO Duty Officer systems and processes.

KPI:

Hold 4 Duty Officer meetings to review and refine Duty Officer processes and ensure the system is fit for purpose.

HIGH PRIORITY

Status: In Progress

Duty Officer meetings were held on 16 October and 17 December to review recent events which required Duty Officer action, and to identify ideas for further refinement of the Duty Officer system.



Duty Officer Meetings



Finalise the Group Welfare Plan (OR&R)

Coordinate a consistent approach to welfare service delivery across the region.

KPI:

Finalise the CDEM Group Welfare Plan for implementation no later than 30 June 2021.

HIGH PRIORITY

Status: In Progress

Lessons identified in the COVID-19 response have been incorporated into the draft plan. Further workshops and consultation will take place in the third quarter.



Capable

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



Engage with partner agencies (OR&R)

Facilitate emergency management stakeholder engagement opportunities to share information, strengthen relationships and develop capability.

KPI:

Organise direct engagement opportunities with technical experts like GNS & MetService, emergency services, lifelines, welfare agencies and organisations and NEMA.

MEDIUM PRIORITY

Status: In Progress

WREMO staff attended a GNS Science stakeholders' workshop, where scientists presented current research on a number of natural hazards. The workshop provided an opportunity to identify implications for readiness and reduction activities.

KPI:

Develop and maintain regional and local Welfare networks to ensure Welfare readiness and response initiatives are coordinated and responsive to community needs.

MEDIUM PRIORITY

Status: In Progress

Multiple meetings were held with welfare partners during the second quarter, including Local and Alternate Group Welfare Managers, partner agencies, the North Island Group Welfare Managers group and National Welfare Coordination Group.



Engage with partner agencies (B&CD)

Facilitate emergency management stakeholder engagement opportunities to share information, strengthen relationships and develop capability.

KPI:

Develop and maintain regional and local PIM networks to ensure readiness and response initiatives are coordinated and responsive to community needs.

MEDIUM PRIORITY

Status: In Progress

A regional forum was held on 14 December with Public Information Managers from across the Wellington Region, with a key focus on relationship building, COVID-19 planning and supporting the Make Summer Unstoppable campaign.

**EVENT****Plimmerton Flooding****WHEN**

20 November 2020

WHERE

Plimmerton

ABOUT

Members of the Wellington region's Response Teams turned out in force to support the response in the days following the Plimmerton flooding event on 20 November.

Volunteers from Response Teams and Red Cross were requested to support Porirua City Council and conduct needs assessment visits to households affected by the flooding. They responded quickly, assembling with just a few hours notice to receive an initial briefing before conducting needs assessments for more than 50 households in the affected area.



Response team members, Red Cross volunteers and council staff receive an initial briefing before conducting needs assessments for households affected by flooding in Plimmerton.



Capable

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

Understand the interdependencies between lifeline utility agencies in the region and the impacts they can have on their own organisation's ability to function effectively.



Coordinate swell warnings (OR&R)

Maintain communication channels to inform the community about readiness and response actions.

KPI:

Coordinate implementation of swell warnings across the region.

HIGH PRIORITY

Status: In Progress

Scoping meetings for this project with technical experts from GWRC and MetService were held this quarter. Work is underway to identify other parts of the region's coastline that are at the highest risk of being impacted by severe swell events.



Strengthen coordination with lifeline utilities (OR&R)

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

KPI:

Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.

HIGH PRIORITY

Status: In Progress

A meeting with Wellington Water was held on 14 December to discuss emergency response arrangements. Insights were shared on the respective Wellington Water and CDEM response structures and opportunities for information sharing. An offer was extended to Wellington Water of attendance at council ECC or EOC training.



Capable

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



Test activation notification processes (OR&R)

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

KPI:

Test the ECC and EOC activation notification process every three months.

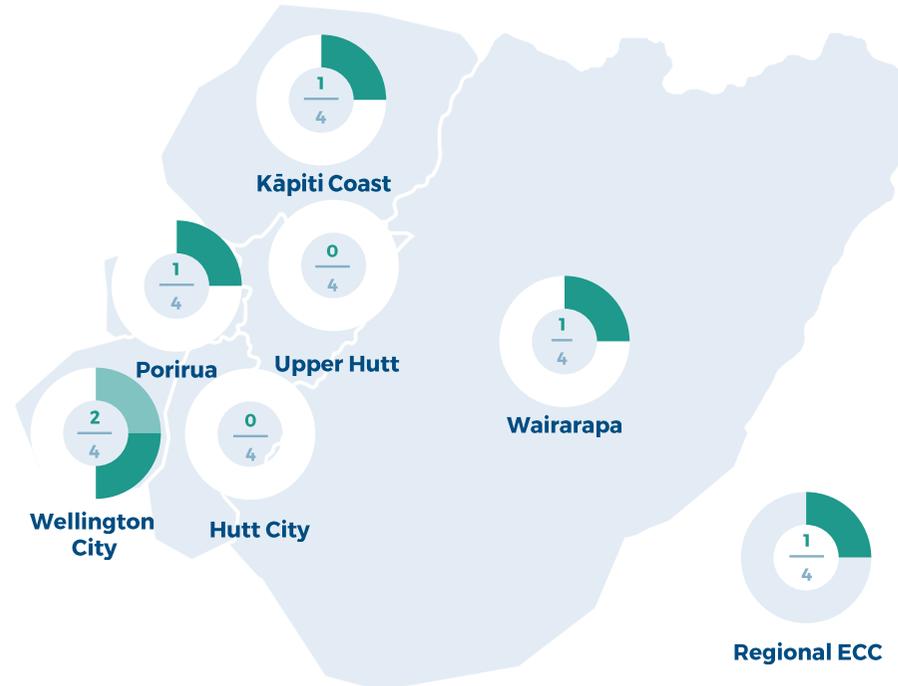
MEDIUM PRIORITY

Status: In Progress

Porirua City Council and the regional ECC used their notification processes to test the availability of staff to support the response to the Plimmerton flooding event.

Kāpiti Coast District Council tested their activation process to initiate their 23 November Resurgence Exercise.

Wairarapa used their notification process to advise staff of the Kaiwhata landslide on 11 November.





Capable

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



Complete operational equipment checks (OR&R)

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

KPI:

Complete monthly operational equipment and documentation checks and resolve issues as required.

HIGH PRIORITY

Status: In Progress

Monthly equipment checks continue at each of the coordination centres. Guidelines are being developed together with the Business and Capability Development team to further streamline the process.



Complete ICT equipment checks (B&CD)

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

KPI:

Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.

HIGH PRIORITY

Status: In Progress

EOC visits and equipment maintenance continue. New guidelines for equipment checks are being developed with the Operational Readiness to ensure all equipment is thoroughly tested on a regular basis.



Capable

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



Annual audit of the ECC and EOCs (OR&R)

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

KPI:

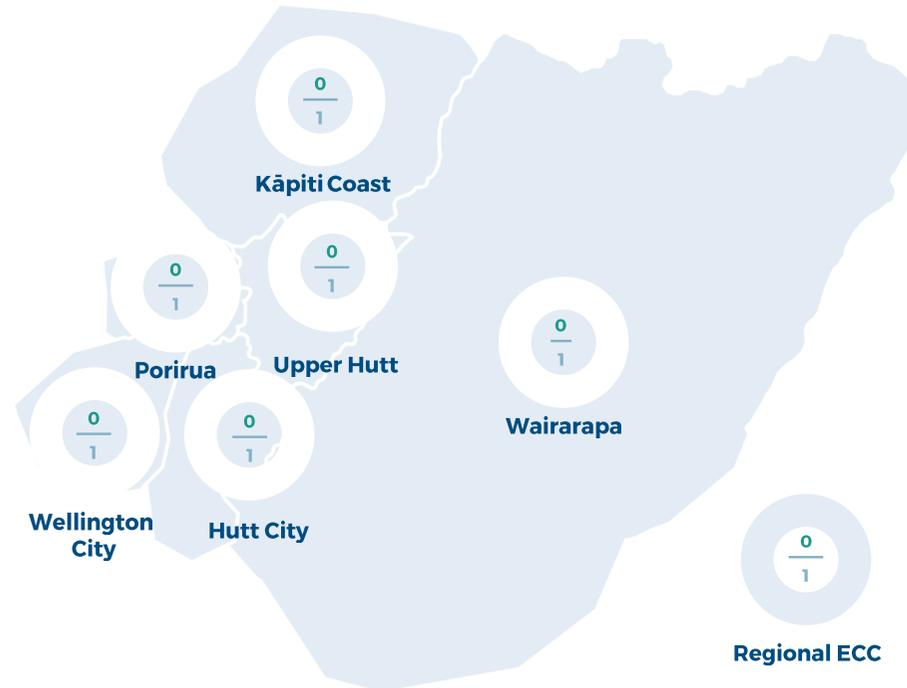
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure they are accurate.

Status: Not Started

Annual audits for each of the EOCs and regional ECC have been scheduled.

Members of the Operational Readiness and Response team will assist with audits in other areas of the region to ensure alignment in documentation, resourcing and processes.

MEDIUM PRIORITY



**EVENT****Disability Service Providers
Co-design Workshop****WHEN**

18 November 2020

WHERE

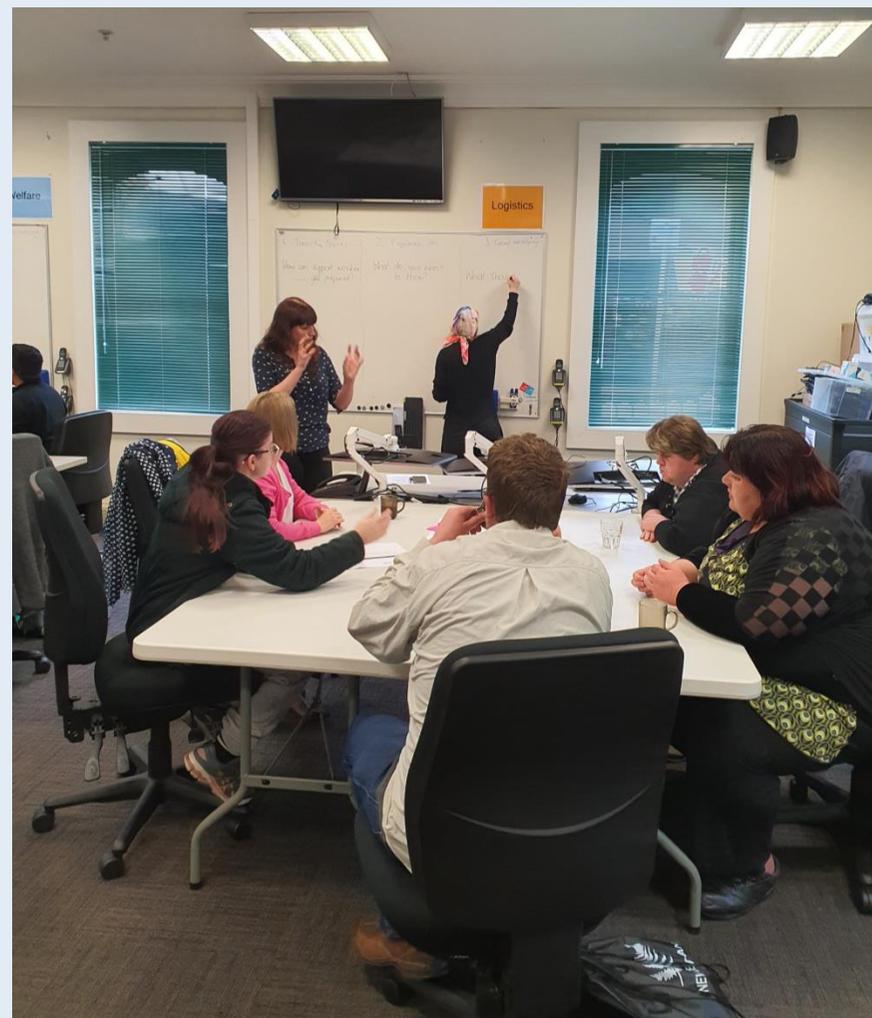
WREMO Thorndon

ABOUT

International research continues to show that people who are disabled are more likely to be adversely affected by a disaster.

Together with Wellington City Council and the Wellington Accessibility Advisory Group, WREMO hosted a co-design session to create a pilot workshop to train agencies who support people with disabilities in emergency preparedness.

The session was well-attended by disabled people's organisations and agencies that work with people who are disabled. Participants provided invaluable input on both the materials and workshop delivery. Further engagement is planned for the next steps of workshop design and delivery.



Attendees provide input at the co-design workshop for emergency preparedness for people with disabilities.



Capable

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

Align expectations between council service requirements and contractor capacity and capability in large scale emergency.



Develop operational plans (OR&R)

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

KPI:

Develop and amend Wellington CDEM Group operational readiness processes, plans and Standard Operating Procedures to inform the development of the Regional Response Framework.

MEDIUM PRIORITY

Status: In Progress

Project planning and initial consolidation of documents is underway, with steps planned to update documentation to align with Directors Guidelines, CIMS version 3 and lessons identified in recent activations.

KPI:

Develop a Regional Response Framework that clearly articulates the operational doctrine for the region.

MEDIUM PRIORITY

Status: In Progress

Development of the Regional Response Framework will begin following the review of current operational documentation.



Develop operational plans (OR&R)

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

KPI:

Update the Wellington Region Earthquake Plan (WREP) and local / regional tsunami response plans to ensure accuracy.

MEDIUM PRIORITY

Status: Not Started

No updates to the WREP were required this quarter. Future work is planned to review and update local and regional tsunami plans.



Capable

Align expectations between council service requirements and contractor capacity and capability in large scale emergency.



Local Earthquake Response Plans (OR&R)

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

KPI:

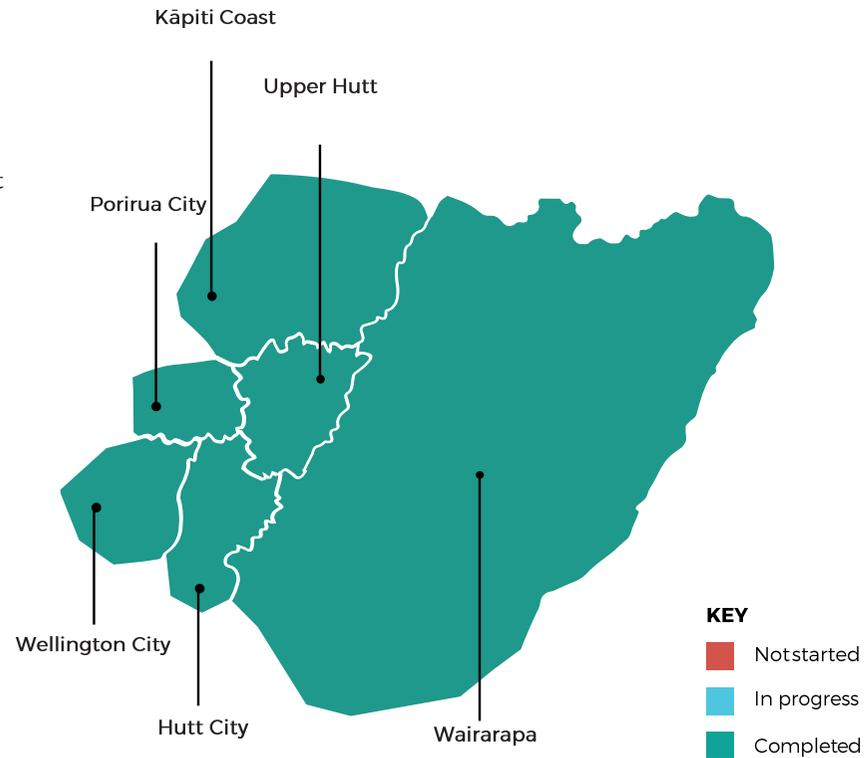
Develop 6 territorial authority Local Earthquake Response Plans (LERPs).

Status: Completed

The first versions of each territorial authority's Local Earthquake Response Plan (LERP) were completed and presented to the CEG Sub-committee, CEG and Joint Committee this quarter.

It was noted that each council will now take ownership of their respective plans to refine the relevant parts where required.

MEDIUM PRIORITY





Capable

Have access to a minimum of seven days of food, water and sanitation supplies stored in the household, and refreshed periodically.



Central Business District engagement plan (CR&R)

Develop resources and an engagement plan to meet the needs of specific groups within our communities.

KPI:

Implement the CBD engagement plan with the delivery of 5 Earthquake Planning sessions, attend 2 CBD based events and finalise the flyer for inner city residents on emergency toilets.

MEDIUM PRIORITY

Status: In Progress

Earthquake Planning Sessions

Three Earthquake Planning sessions were held for Wellington CBD apartment dwellers. Connections with Inner City Wellington network are expected to progress these activities further.



EQ Planning Sessions

Status: Not Started

Public Events

Public event attendance in the Wellington CBD is expected to take place in the summer months during the third quarter.



Events

Status: Not Started

Emergency Toilet Flyer

Development of a flyer for inner city residents on emergency toilets is planned once procurement options for emergency toilets have been finalised through the emergency sanitation project.

**EVENT****ShakeOut and Tsunami Hikoi****WHEN**

15 October 2020

WHERE

Kenakena School

ABOUT

Kenakena School successfully completed a tsunami evacuation during the national ShakeOut & Tsunami Hikoi event. The school is particularly vulnerable to tsunami, located close to Paraparaumu Beach, making the practice evacuation all the more important.

More than 580 students safely evacuated the tsunami zone to their designated meeting point at Paraparaumu College. The hikoi was led by the school and supported by the Kāpiti Police and the WREMO Community Resilience team.



Kenakena School students take part in the tsunami hikoi, accompanied by school staff.



Capable

Have access to a minimum of seven days of food, water and sanitation supplies stored in the household, and refreshed periodically.



Earthquake Planning sessions

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

KPI:

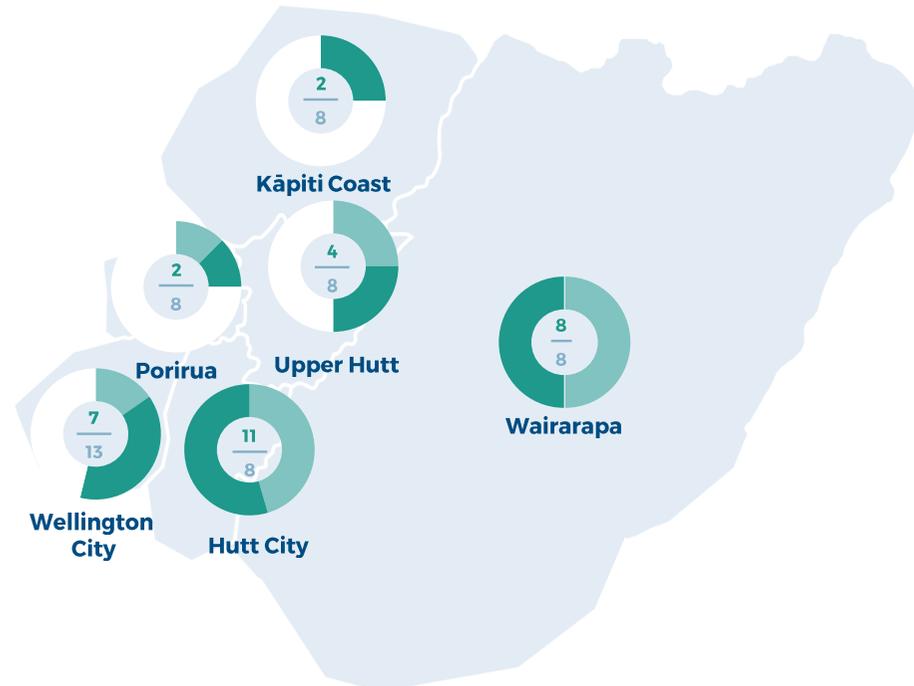
Hold 53 Earthquake Planning sessions across the region for members of the community.

Status: In Progress

20 Household Earthquake Planning sessions were held this quarter.

Two of these deliveries concluded the virtual Earthquake Planning series. This series was delivered to a total of 56 participants who learned how to plan and prepare their households for an earthquake event.

MEDIUM PRIORITY





Capable

Have access to a minimum of seven days of food, water and sanitation supplies stored in the household, and refreshed periodically.



Engage with community groups (CR&R)

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

<p>KPI: Distribute 4 quarterly email newsletters to the WREMO mailing list.</p>	<p>MEDIUM PRIORITY</p>	<p>Status: In Progress The second quarterly newsletter was sent ahead of the Christmas break, reiterating the national COVID-19 Make Summer Unstoppable campaign, alongside a thank you to all communities for their efforts to get through the year safely.</p>	 <p>Newsletters</p>
<p>KPI: Deliver 3 Early Learning Service Workshops across the region.</p>	<p>MEDIUM PRIORITY</p>	<p>Status: In Progress The working group is continuing to liaise with the Ministry of Education. The dates for future workshops are to be confirmed.</p>	 <p>Workshops</p>
<p>KPI: Attend 7 public events across the region to provide preparedness information and advice to the public.</p>	<p>LOW PRIORITY</p>	<p>Status: Completed The second quarter is a peak time for events and fairs across the region. Shakeout and Tsunami Hikoi was the main event for this quarter. It was supported by Community Resilience staff with 150,000 Wellingtonians registering to take part.</p>	 <p>Events</p>



Capable

Understand the hazards and risks near their place of employment and have planned actions to take in the event of an emergency.

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



Review WREMO websites (B&CD)

Establish and maintain communication channels in readiness to keep communities informed about hazards and their impacts.

<p>KPI:</p> <p>Ensure that WREMO and Get Prepared website content is up-to-date and accurate.</p>	HIGH PRIORITY	<p>Status: In Progress</p> <p>Updates to content on the WREMO and Get Prepared websites continue as required. Updates were made this quarter to communicate the changing COVID-19 situation and promote upcoming events.</p>
<p>KPI:</p> <p>Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.</p>	MEDIUM PRIORITY	<p>Status: In Progress</p> <p>No structural changes were required to the WREMO and Get Prepared websites this quarter.</p>



Targeted media campaigns (B&CD)

Establish and maintain communication channels in readiness to keep communities informed about hazards and their impacts.

<p>KPI:</p> <p>Develop and implement radio advertisements that support community resilience campaigns and general preparedness.</p>	HIGH PRIORITY	<p>Status: In Progress</p> <p>The new radio ads developed in the first quarter are running with the new provider The Digital Café.</p>
<p>KPI:</p> <p>Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.</p>	MEDIUM PRIORITY	<p>Status: In Progress</p> <p>The 2020 Community Survey identified a need for greater understanding of the tsunami risk and 'Long OR Strong, Get Gone' message. Development has begun on a marketing campaign to address this issue.</p>



Capable

Understand the hazards and risks near their place of employment and have planned actions to take in the event of an emergency.

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

Support public messaging initiatives (CR&R)



Establish and maintain communication channels in readiness to keep communities informed about hazards and their impacts.

KPI:

Support national preparedness initiatives like ShakeOut and Tsunami Hīkoi by attending an event related to this campaign during the week.

MEDIUM PRIORITY

Status: Completed

ShakeOut, the national earthquake drill and tsunami hīkoi, took place in October. The team supported a number of activities across the region during the week of ShakeOut with schools, local councils and businesses who took part.

KPI:

Support the development and promotion of the Alphero tsunami app.

LOW PRIORITY

Status: In Progress

Technical expertise and advice on messaging has been provided to the app developers. The aim is to launch the app in the fourth quarter to align with the planned tsunami awareness campaign.

Tsunami Blue Lines (CR&R)



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

KPI:

Encourage councils to roll out Tsunami Blue Lines, and assist with the implementation process and community engagement.

LOW PRIORITY

Status: Not Started

The team continues to work with councils to pursue the Tsunami Blue Lines initiative as required. No new sites are currently in development.

**EVENT****Community Emergency Hub
Open Day****WHEN**

15 November 2020

WHERE

Manor Park, Lower Hutt

ABOUT

The second Community Emergency Hub event in the area saw a great turnout for the launch of the Manor Park Community Emergency Hub at The Square, a gathering point for this tight knit community.

With the support of WREMO, Hutt City Council, Neighbourhood Support and local businesses, the community hosted an open day for the newly established Hub. Hutt City Mayor Campbell Barry joined more than 40 local residents who attended the event.



Manor Park residents take part in an open day for the new Community Emergency Hub in their community.



Capable

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

Youth engagement plan (CR&R)



Develop resources and an engagement plan to meet the needs of specific groups within our communities.

KPI:

Develop and pilot an engagement plan for youth and young people, including a youth-led multimedia campaign.

MEDIUM PRIORITY

Status: In Progress

Scoping has been completed.
Finalisation of the draft project plan has been delayed and is now expected to be submitted for consideration in early 2021.



Engagement plan for people with disabilities (CR&R)

Develop resources and an engagement plan to meet the needs of specific groups within our communities.

KPI:

Implement an engagement plan for people with disabilities, including the delivery of a pilot train-the-trainer workshop with service providers.

MEDIUM PRIORITY

Status: In Progress

The working group hosted the first co-design workshop with disability service providers in November. The workshop was supported by Wellington City Council staff and well attended by service providers from across the region.



Capable

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



Business continuity planning for marae (CR&R)

Develop resources and an engagement plan to meet the needs of specific groups within our communities.

KPI:

Deliver 2 Business Continuity Planning (BCP) workshops for marae.

MEDIUM PRIORITY

Status: In Progress

New funding announced at the national level has triggered a re-consideration of outputs. As a result, the planned output of this KPI is now a Marae Planning workshop, which will encompass aspects of business continuity, response support and overall preparedness of whānau. Development of the workshop content has started and is expected to continue in the third quarter.



Workshops



Capable

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

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



Emergency toilet planning (CR&R)

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

KPI:

Investigate an emergency toilet product and commence a formal partnership process with the preferred supplier.

MEDIUM PRIORITY

Status: In Progress

The emergency toilet concept is planned to be introduced to the private market upon GWRC's completion of the tender process.



Review the Community Emergency Hub Guide (CR&R)

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

KPI:

Review and update the Community Emergency Hub Guide template as required.

LOW PRIORITY

Status: Not Started

No updates to the Hub Guide template were required this quarter.



Connected

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



Community Emergency Hub audits (CR&R)

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

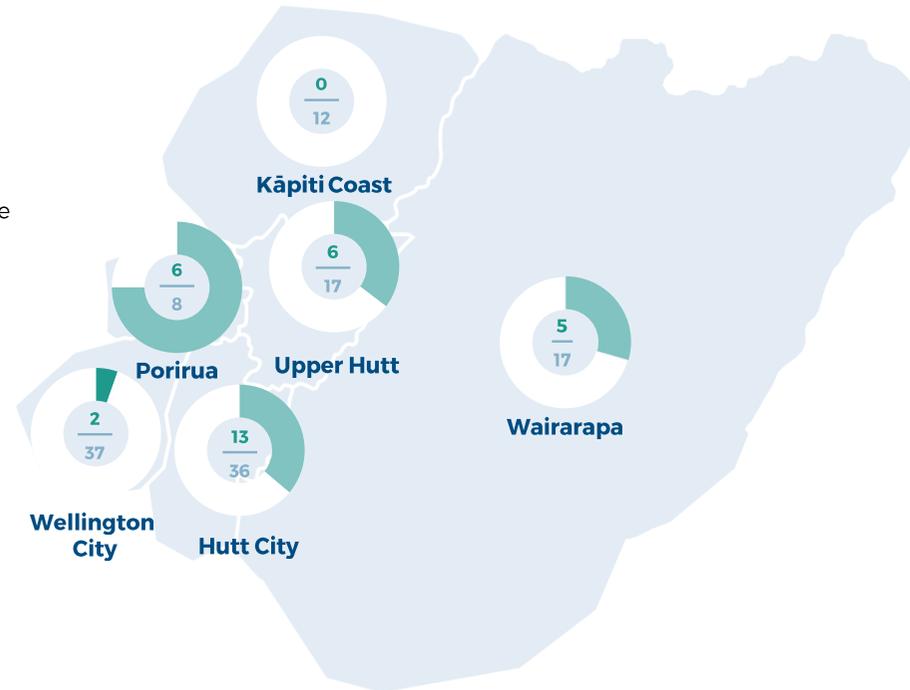
KPI:

Audit 127 hubs across the region to ensure an understanding of their role and ability to function effectively in an emergency.

HIGH PRIORITY

Status: In Progress

Audits were completed for two Community Emergency Hubs in Wellington City this quarter, with the remainder expected to take place in the third and fourth quarter.





Connected

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

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



Community Response Planning (CR&R)

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

<p>KPI: Complete 7 Community Response Planning workshops.</p>	MEDIUM PRIORITY	<p>Status: In Progress Two Community Response Planning workshops were completed in Upper Hutt and Wairarapa.</p>	 <p>CRP Workshops</p>
<p>KPI: Deliver 14 Community Emergency Hub Awareness activities.</p>	MEDIUM PRIORITY	<p>Status: In Progress Five Hub awareness activities were set up this quarter. The team is continuing to trial the resources for this activity, using QR codes to inform the community about preparedness messaging and raise awareness of Community Emergency Hubs.</p>	 <p>Hub Awareness Activities</p>
<p>KPI: Complete 21 Earthquake Drills.</p>	LOW PRIORITY	<p>Status: In Progress Two Earthquake Drills were completed this quarter in Lower Hutt and Porirua.</p>	 <p>Earthquake Drills</p>



Response



Capable

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



Network Attached Storage (B&CD)

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

KPI:

Install Network Attached Storage across the region with data syncing to WREMO SharePoint.

HIGH PRIORITY

Status: In Progress

Installation of the Network Attached Storage has been completed at five of the six sites. Each of these sites are currently synchronising with the WREMGrouP SharePoint.

KPI:

Develop documentation for Network Attached Storage to assist users with connection and trouble shooting.

HIGH PRIORITY

Status: In Progress

Documentation is being developed for users and administrators of the Network Attached Storage.



Provide support in a response (B&CD)

Provide support and advice to the ECC and EOCs during a response.

KPI:

Provide media coordination, management and support to the Regional Manager and the ECC in an emergency.

HIGH PRIORITY

Status: In Progress

Public Information Management staff for the CDEM Group continued to coordinate public messaging throughout this quarter, ensuring that the assets and messaging developed for the COVID-19 Make Summer Unstoppable campaign were provided to local councils.

KPI:

Provide ICT advice to the EOCs/ECC using WREMO supported hardware and networks in an emergency.

HIGH PRIORITY

Status: In Progress

ICT advice and support was provided to Porirua EOC during the Plimmerton flooding response in December.

**EVENT****Public Information Management (PIM) Christmas Hui****WHEN**

14 December 2020

WHERE

WREMO Thorndon

ABOUT

WREMO hosted a Christmas Hui with Public Information Management (PIM) teams from across the region to celebrate the work done throughout the year and plan for future emergency events.

PIMs from across the region, including representatives from Regional Public Health, NZ Police and Fire and Emergency NZ, gathered in Thorndon to take part in a COVID-19 resurgence exercise and give feedback on the CDEM Group Resurgence Action Plan.

The Make Summer Unstoppable campaign was also on the agenda, with PIMs discussing their plans for messaging around summer events in the community.



Public Information Managers from local councils and CDEM Group partner agencies take part in a discussion of COVID-19 resurgence planning.



Capable

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



Provide support in a response (OR&R)

Provide support and advice to the ECC and EOCs during a response.

KPI:

Provide Response Managers to EOCs and the ECC during an activation.

HIGH PRIORITY

Status: In Progress

WREMO provided professional emergency management support to a range of responses this quarter. These include the Kaiwhata landslide, Napier flood event, and hazardous substance incidents that occurred on the Akatarawa Hill Road.

WREMO staff provided support to Porirua City Council's response to the Plimmerton flooding by fulfilling the roles of Response Manager, Welfare Manager, Welfare Function staff supporting Needs Assessment and delivery.



Provide support in a response (B&CD)

Provide support and advice to the ECC and EOCs during a response.

KPI:

Manage staff rostering, health and wellbeing in an emergency.

HIGH PRIORITY

Status: In Progress

Minimal staff rostering was required for responses this quarter, but advice and support were provided to local council EOCs across a number of smaller-scale emergency events.

Technical input continues to be provided on the GWRC project which includes a review of the ECC deployment process and actions to ensure that staff wellbeing during and after a response is prioritised.



Capable

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



Provide just-in-time training (OR&R)

Make just-in-time training available to staff to provide surge capacity for use in a response.

KPI:

Deliver just-in-time training to staff as required.

HIGH PRIORITY

Status: In Progress

Other CDEM Groups around the country have shown an interest in the just-in-time training developed during the COVID-19 response. Opportunities have been identified to collaborate to achieve consistency across the Groups.



Conduct after-action reviews (OR&R)

Capture and implement solutions for lessons identified in a response.

KPI:

Facilitate an after action review process following an EOC/ECC activation or as required.

HIGH PRIORITY

Status: In Progress

The COVID-19 Resurgence After Action Review has been drafted and is expected to be finalised next quarter.

Learnings around WREMO's involvement in Porirua EOC's Plimmerton flood activation have been identified, and an after action review is in progress.



Capable

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



Corrective actions process (B&CD)

Capture and implement solutions for lessons identified in a response.

KPI:

Carry out a corrective actions process to implement relevant actions to address lessons identified in response.

HIGH PRIORITY

Status: In Progress

Progress continues on the corrective actions process for the April 2020 South Coast sea swell event. This is expected to be finalised in the third quarter.



Ready

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



Public alerting capability (B&CD)

Send Emergency Mobile Alerts to keep inform people about protective actions they need to take in response.

Strengthen the CDEM Group's social media capability and capacity.

KPI:

Strengthen the Group's Emergency Mobile Alert capability and capacity by expanding the group of trained personnel and developing pre-prepared messages for hazards.

HIGH PRIORITY

Status: In Progress

Regular meetings have been conducted with the cohort of staff responsible for drafting and sending Emergency Mobile Alerts. Staff have been working to review predefined message templates for regional tsunami alerting.

KPI:

Expand the group of trained social media personnel in response and refine documentation and procedures as required.

MEDIUM PRIORITY

Status: In Progress

Social media response procedures have been updated. Duty Officers took part in training to draft and post social media emergency updates, with the outcome that Duty Officers have been added to the group of staff trained to provide emergency updates through community channels.



Recovery



Connected

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



Capable

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



COVID-19 recovery (CR&R)

Lead and coordinate the region's recovery from an emergency.



Coordinate with recovery partners (CR&R)

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

<p>KPI: Work with local, regional and national partners on COVID-19 recovery to ensure alignment between councils, agencies and social services.</p>	<p>ORGANISATIONAL PRIORITY</p>	<p>Status: In Progress A progress report on regional recovery projects is being regularly provided to Wellington CDEM Group governance alongside a Recovery Dashboard and Community Sentiment Survey. These measures allow the Group to monitor change resulting from COVID-19. Ongoing collaboration is taking place with the national data sharing working group led by Statistics NZ.</p>
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<p>KPI: Distribute 2 recovery newsletters to partners to communicate recovery updates and ideas.</p>	<p>HIGH PRIORITY</p>	<p>Status: Not Started The first newsletter is scheduled to be sent in February 2021.</p>
<p>KPI: Develop a recovery planning process and supporting guidance that accounts for impact assessment, leadership and governance, strategy, implementation and monitoring.</p>	<p>HIGH PRIORITY</p>	<p>Status: In Progress The first draft outlining a Recovery 'Playbook' is complete, detailing the recovery principles, different stages of recovery, roles & responsibilities and supporting resources. This will be used to help further define recovery leadership, strategy, project implementation and monitoring.</p>



Capable

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

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

Temporary housing plan (CR&R)



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

KPI:

Create guidance for temporary housing after an earthquake.

LOW PRIORITY

Status: Not Started

Further work on this guidance has not yet been progressed.

Recovery resources (CR&R)



Develop a set of resources and tools for Recovery Managers.

KPI:

Deliver a Recovery Round-up to provide a forum to build capability, share information and strengthen relationships.

LOW PRIORITY

Status: Not Started

The current focus is on participation in the NEMA led Recovery Workshop in February, with the intent that feedback will be provided to the region's Recovery Managers.



EVENT

COVID-19 Recovery Dashboard

WHEN

Ongoing

WHERE

Wellington Region

ABOUT

The WREMO Recovery Office has had a COVID-19 Dashboard in place since August 2020. The Dashboard hosts 30 indicators which track important themes such as mental and physical health, the economy, food security, housing affordability and availability, employment and business activity.

The Recovery Office has also set up a bi-monthly Community Sentiment Survey for community service providers to track changes in community sentiment in real time.

The Dashboard and Survey have been well received by the region's key decision-makers, with an additional benefit of strengthening relationships with other agencies to identify and develop recovery indicators for COVID-19 and future events.



The COVID-19 Recovery Dashboard tracks the progress of indicators across key themes to assess the impact of COVID-19 and recovery initiatives on the region's communities.



Capable

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



Recovery indicators (CR&R)

Develop a set of indicators to measure the impacts of an emergency and recovery interventions over time.

KPI:

Develop a set of recovery indicators for each of the five environments.

HIGH PRIORITY

Status: In Progress

Ongoing collaboration is taking place with the national data sharing working group led by Statistics NZ. WREMO is also finalising a draft set of recovery indicators which will be used as the basis to consult with local recovery managers, NEMA and other key stakeholders to inform recovery decisions.



Resource library (CR&R)

Develop a set of resources and tools for Recovery Managers.

KPI:

Establish a resource library for Recovery Managers.

MEDIUM PRIORITY

Status: In Progress

Work has been progressing on a Recovery Library, which is planned to be ready for use by all councils by 30 June 2021.