



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 22 March 2022, 9.00am

Via Teams meeting

Members

Mayor Anita Baker (Chair)	Porirua City Council
Mayor Lyn Patterson (Deputy Chair)	Masterton District Council
Mayor Campbell Barry	Hutt City Council
Mayor Alex Beijen	South Wairarapa District Council
Mayor Andy Foster	Wellington City Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor K Gurunathan	Kāpiti Coast District Council
Mayor Greg Lang	Carterton District Council
Council Chair Daran Ponter	Greater Wellington Regional Council

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

Civil Defence Emergency Management Group Committee

Tuesday 22 March 2022, 9.00am

Via Teams meeting

Public Business

No.	Item	Report	Page
1.	Welcome and Apologies		
2.	Declarations of conflicts of interests		
3.	Public participation		
4.	Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 3 December 2021	21.571	3
5.	Update on Progress of Action Items from Previous Civil Defence Emergency Management Group Meetings – March 2022	22.27	8
6.	COVID-19 and RCCC Update	Oral	
7.	Trifecta Update and Intended Next Steps	Oral	
8.	WREMO Agreement	Oral	
9.	Sector Strategy	Oral	
10.	Wellington Region Emergency Management Office Quarter Two Quarterly Report – 31 December 2021	22.109	12
11.	Wellington Civil Defence Emergency Management Group Appointments	22.112	70
12.	Capability Development Targets and Training	Oral	
13.	Welfare Capability Maturity Model and Intended Next Steps	Oral	
14.	Annual Campaign Update	Oral	
15.	Recovery Operations Guide Update	Oral	



Please note these minutes remain unconfirmed until the Wellington Civil Defence Emergency Management Group meeting on 22 March 2022.

Report 21.571

Public minutes of the Wellington Civil Defence Emergency Management Group Joint Committee meeting on Friday 3 December 2021

All members participating remotely via Microsoft Teams at 9.03am.

Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry	Hutt City Council
Mayor Beijen (from 9.15am)	South Wairarapa District Council
Mayor Foster (from 9.18am)	Wellington City Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Lang	Carterton District Council

Public Business

1 Apologies

Moved: Mayor Baker/ Mayor Patterson

That the Joint Committee accepts the apologies for absence from Mayor Guppy and Council Chair, Councillor Ponter, and lateness from Mayor Foster.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 20 August 2021 – Report 21.386

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee confirms the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 20 August 2021 – Report 21.386.

The motion was **carried**.

5 Confirmation of the Public minutes of the Extraordinary Wellington Civil Defence Emergency Management Group meeting on 27 August 202 – Report 21.399

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee confirms the Public minutes of the Extraordinary Wellington Civil Defence Emergency Management Group meeting on 27 August 2021 – Report 21.386.

The motion was **carried**.

6 COVID-19 Update – Oral Report

Jeremy Holmes, Regional Manager, WREMO, provided the Joint Committee on the current COVID-19 situation. Fionnagh Dougan, Chief Executive, Capital and Coast District Health Board and Hutt Valley District Health Board (2DHB) provided an update on the health response to COVID-19.

Mr Holmes provided the Joint Committee with some background information on the COVID Protection Framework (CPF) (aka Traffic Light System). On 2 December 2021, the Wellington Region entered the CPF era in the Orange Level and will remain at the Orange Level for two weeks, when Cabinet reviews the levels.

Under the CPF, the Ministry of Health will lead on health issues and the Ministry of Social Development (MSD) will lead on welfare issues. At the regional level, the district health boards (DHB) will lead on health issues, the MSD regional offices will lead on welfare issues, and the Regional Leadership Group (RLG) will coordinate the regional efforts through Regional Public Sector Leads.

Mr Holmes provided an overview of vaccination statistics (as at 30 November 2021) for each of the territorial authorities (TA) in the Wellington Region. All TAs have over 90% of the eligible population with first doses.

Ms Dougan provided the Joint Committee with an update on the 2DHB COVID-19 testing model structure. Ms Dougan explained the process from detection of COVID-19 and management of cases – isolation at home through to admission to hospital, ICU and ventilation, and the return to community.

Ms Dougan also provided an overview of the 2DHB vaccination delivery model, vaccination rates and the 2022 vaccination programme. The vaccination delivery model was equity driven and localities focused. The 2DHB commissioned vaccination centres through public health organisations and pharmacies, and Māori and Pasifika providers.

Noted: The Joint Committee requested a short description of the Regional Leadership Group, its functions and responsibilities, and who are the members.

Mayor Beijen joined the meeting at 9.15am, during the above item.

Mayor Foster joined the meeting at 9.18am, during the above item.

7 Wellington Civil Defence Emergency Management Group Meeting Dates for 2022 – Report 21.515

Lucas Stevenson, Democratic Services Advisor, spoke to the report.

Moved: Mayor Baker / Mayor Lang

That the Joint Committee:

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

The motion was **carried**.

8 Wellington Region Emergency Management Office Quarterly Report (Quarter 1 – 1 July to 30 September 2021) – Report 21.565

Jeremy Holmes, Regional Manager, WREMO, spoke to the report.

Moved: Mayor Baker / Mayor Foster

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

The motion was **carried**.

9 Wellington Civil Defence Emergency Management Group Appointments – December 2021 – Report 21.567

Jeremy Holmes, Regional manager, WREMO, spoke to the report.

Moved: Cr Baker / Cr Barry

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
 - a Richard Harbord as Alternate Controller (CDEM Group)

- b Mike Mendonca as Alternate Controller (Wellington City Council)
- c Richard Harbord as Alternate Controller (Combined areas of the district councils in the Wairarapa)
- d Nigel Corry as Alternate Recovery Manager (CDEM Group)
- e David Wilson as Recovery Manager (Masterton District Council)

2 Approves the addition of the following statutory appointees:

- a Matt Boggs as Alternate Controller (Hutt City Council)
- b Grant Fletcher as Alternate Recovery Manager (CDEM Group)
- c Scott Dray as Alternate Recovery Manager (CDEM Group)
- d Ben Jessep as Recovery Manager (Masterton District Council)

The motion was **carried**.

10 Two Bucket Marketing Campaign – Oral Report

Jeremy Holmes, Regional Manager, WREMO, spoke to the report and tabled a presentation.

Mr Holmes advised the Joint Committee of the effect that a large scale earthquake will have on the wastewater network, and options to manage household human waste. The campaign is a collaboration between WREMO, Wellington Water Limited and Regional Public Health. It will run during February and March 2022 and is intended to raise public awareness of the issue and provide solutions. Mr Holmes presented cascading recommendations based on the particular circumstances of a household. Emergency bucket toilets are available for purchase.

11 Trifecta Legislation Review – Oral Report

Jeremy Holmes, Regional Manager, WREMO, tabled a presentation and updated the Joint Committee on the Trifecta Legislation Review.

The intent is to repeal and replace the current Civil Defence Emergency Management Act 2002 (CDEM Act) and the National Civil Defence Emergency Management Plan and Guide 2015. The Bill is intended to be introduced to Parliament in June 2022 and come into effect from December 2022.

The National Emergency Management Agency's current plan is to go out to the Civil Defence Emergency Management Groups December/January, with public consultation open between March and April 2022 (exact dates to be advised).

12 Māori Integration Strategy – Oral Report

Jeremy Holmes, Regional Manager, WREMO, tabled a presentation introduced the report and Hinemoa Katene, Senior Māori Integration Advisor, WREMO.

Mr Holmes provided some background information to the Māori Integration Strategy. He advised that the Ministerial Review (*Delivering Better Responses to Natural Disasters and Other Emergencies*) recommended recognition of the capability that iwi/Māori bring to emergency management.

The Coordinating Executive Group (CEG) engaged three iwi representatives, based on the three catchments in the Wellington Region (West – Kāpiti Coast and Porirua, Central – Wellington, Lower Hutt and Upper Hutt, and East – Wairarapa). WREMO has also engaged one full time advisor on a 12 month contract.

Ms Katene spoke on the five workstreams and the goal to integrate Te Ao Māori into emergency management in the Wellington Region.

- Kaupapa Kotahi – to support the development of cultural competence and confidence of WREMO staff
- Kaupapa e Rua – to develop guidance for iwi/Māori representation or liaison in the Region’s six Emergency Operations Centres (EOC) and its Emergency Coordination Centre (ECC)
- Kaupapa e Toru – to develop a framework to incorporate local iwi/Māori into regional emergency management governance
- Kaupapa e Wha – Work with local iwi/Māori to improve their level of preparedness for emergencies
- Kaupapa e Rima – to work with marae to identify the roles and responsibilities that they may perform in response to and recovery from emergencies to provide better outcomes for whanau, hapū, and communities.

The public meeting closed at 10.43am.

Mayor A Baker

Chair

Date:

Civil Defence Emergency Management Group
22 March 2022
Report 22.27



For Information

UPDATE ON PROGRESS OF ACTION ITEMS FROM PREVIOUS CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETINGS – MARCH 2022

Te take mō te pūrongo

Purpose

1. To update the Wellington Region Civil Defence Emergency Management (CDEM) Group on the progress of action items arising from previous CDEM Group meetings.

Te horopaki

Context

2. Items raised at CDEM Group meetings, that require actions from officers, are listed in the table of action items from previous CDEM Group meetings ([Attachment 1](#) – Action items from previous CDEM Group meetings – March 2022). All action items include an outline of the current status and a brief comment.

Ngā tūāoma e whai ake nei

Next steps

3. Completed items will be removed from the action items table for the next report. Items not completed will continue to be progressed and reported. Any new items will be added to the table following this CDEM Group meeting and circulated to the relevant business group/s for action.

Ngā āpitihanga

Attachment

Number	Title
1	Action items from previous CDEM Group meetings – March 2022
2	Outline of Regional Leadership Group

Ngā kaiwaitohu

Signatory

Writer	Jeremy Holmes – Regional Manager, WREMO
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He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The action items are of an administrative nature and support the functioning of the CDEM Group.
<i>Implications for Māori</i> There are no direct implications for Māori arising from this report.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Action items contribute to the CDEM Group and WREMO's related strategies, policies and plans to the extent identified in Attachment 1 .
<i>Internal consultation</i> There was no internal consultation.
<i>Risks and impacts - legal / health and safety etc.</i> There are no known risks.

Attachment 1 to Report 22.27

Action items from previous Civil Defence Emergency Management Group meetings

Meeting date	Action	Status and comment
3 December 2021	<p>COVID-19 Update – Oral Report</p> <p>Noted: The Joint Committee requested a short description of the Regional Leadership Group, its functions and responsibilities, and who are the members.</p>	<p>Status Completed</p> <p>Comment An outline of what the Regional Leadership Committee is, its purpose and members is attached to this report (Attachment 2).</p>

Attachment 2 to Report 22.27

Outline of Regional Leadership Group

The Regional Leadership Group (RLG) is a governance body established in response to COVID-19, as a means to improve coordination and communication among regional partners.

The purpose of the RLG is to provide:

- a trusted level of regional oversight;
- a source of timely and accurate data, information and intelligence to inform effective decision-making and maintain public trust and confidence in the regional response;
- the ability to identify and escalate un-met needs or duplication in order to enable the full identification and activation of joined up solutions to regional issues;
- advice to DPMC on the effectiveness of the Covid Protection Framework (CPF) and regional CPF Alert Levels; and
- a regional spokesperson (if required).

The RLG consists of:

- All Local Council Chief Executives;
- 2DHB (Capital and Coast; Hutt Valley) and Wairarapa DHB Chief Executives;
- Regional Public Service Commissioner;
- Regional COVID Coordination Centre (RCCC) Director
- representatives from Iwi, Ministry of Health, Ministry of Social Development, Kāinga Ora, Ministry of Education, Police, Wellington Region Emergency Management Office, Te Puni Kōkiri, Ministry for Ethnic Communities, National Emergency Management Agency.

Civil Defence and Emergency Management Group
22 March 2022
Report 22.109



For Decision

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE QUARTER TWO QUARTERLY REPORT – 31 DECEMBER 2021

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management Group Joint Committee of progress and achievements against the Wellington Region Emergency Management Office (WREMO) Annual Business Plan 2021/22 (Annual Business Plan 2021/22).

He tūtohu

Recommendation

2. That the Joint Committee **approves** the Wellington Region Emergency Management Office's Quarter Two Quarterly Report – 31 December 2021 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2021/22.

Te tāhū kōrero

Background

3. The WREMO Quarter Two Quarterly Report – 31 December 2021 provides information on achievements and progress against the activities set out in the Annual Business Plan 2021/22 work programme as well as additional areas of work identified by the WREMO leadership team.
4. The Coordinating Executive Group (CEG) and the CEG Sub Committee have approved the WREMO Quarter Two Quarterly Report – 31 December 2021, and recommend that the Joint Committee approve it.

Te tātaritanga

Analysis

Quarter Two Quarterly Report

5. WREMO's Quarter Two Quarterly Report – 31 December 2021 (**Attachment 1**) details progress made in the second quarter against the Key Performance Indicators (KPIs)

identified in the WREMO Annual Plan 2021/22 under the 4Rs of reduction, readiness, response and recovery. Noteworthy items include:

- a. A Welfare Capability Maturity Model was introduced to help assess the region's collective ability to coordinate equitable welfare delivery.
- b. WREMO staff moved training modules and community resilience workshops to online formats to continue meeting outputs during the next phase of COVID-19.
- c. On the direction of the Department of Prime Minister and Cabinet, the Regional Leadership Group (RLG) was re-established to monitor regional developments. To support the RLG, a Regional Covid Coordination Centre (RCCC) was established with WREMO staff performing many of the roles.
- d. Lower priority work remains on hold, due to a combination of WREMO's focus on COVID, emergency response priorities and reduced availability of partners.

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 Quarter Two Quarterly Report – 31 December 2021

**Ngā kaiwaitohu
Signatories**

Writer	Sam Ripley – Advisor, Business and Development, WREMO
Approvers	Jess Hare – Manager, Business and 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 reviews the work programme identified in the WREMO Annual Business Plan 2021/22, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.</p>
<p><i>Implications for Māori</i></p> <p>Engagement with Māori and Pasifika communities is a key workstream in WREMO’s COVID-19 resurgence planning, identified as an organisational priority for 2021/22 in the Annual Business Plan 2021/22.</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 2021 details progress in the second quarter against the priorities identified in the Annual Business Plan 2021/23.</p>
<p><i>Internal consultation</i></p> <p>See paragraph 4.</p>
<p><i>Risks and impacts: legal / health and safety etc.</i></p> <p>There are no known risks.</p>

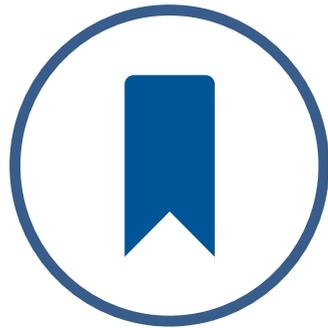


Wellington Region
Emergency Management Office

Quarterly Report

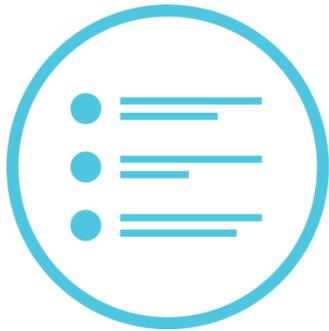
1 October to
31 December 2021

Q2



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Executive summary

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Overview

The second quarter of the 2021/22 financial year saw a cautious return to business as usual for WREMO staff as the country shifted its focus from responding to the Delta variant of COVID-19 to the expected arrival of the Omicron variant. What this showed was that the Delta variant was not an anomaly, but the start of several variants impacting the county. This meant that we had to be prepared to continue operating in this space for some time to come (likely to be years) and continue focusing on preparedness for both COVID-19 and other emergencies concurrently.

As a result, a concerted effort was made by all WREMO teams during the quarter to further improve our ability to work in this environment. Community Resilience team members continued shifting their face-to-face engagement programs to online ones. Operational Readiness and Response team members continued transferring their face-to-face training to online. All of this was done with the support of both the Capability Development and ICT teams.

During December WREMO staff provided support to councils during several severe weather events. The first was in early December after a period of heavy rain. The second was a week later, coinciding with the arrival of Ex-Tropical Cyclone Ruby to the north of the country. In both instances the Kapiti Coast bore the brunt of the impact with significant flooding occurring. WREMO staff helped the Kāpiti Coast District Council Emergency Operations Centre (EOC) gain situational awareness and triage calls for assistance as they came in.

J Holmes

Jeremy Holmes
Regional Manager
Wellington Region CDEM Group

Wins

1

Win 1: COVID-19 Resurgence Planning

The Wellington CDEM Group continued to advance its COVID-19 resurgence planning with the re-activation of the Regional Leadership Group (RLG), on the direction of the Department of Prime Minister and Cabinet, to monitor regional developments, coordinate efforts between regional partners and provide a single line of reporting to the nation level. To support the RLG, a Regional Covid Coordination Centre (RCCC) was established with WREMO staff performing many of the roles.

2

Win 2: Embracing Technology

WREMO staff moved a number of training modules and community resilience workshops into the virtual realm to continue meeting outputs during the next phase of COVID-19. To do so, and make the experience as enjoyable as possible for participants, staff were introduced to a number of new skills including Jamboard and Breakout Rooms to replicate what was previously done face-to-face.

3

Win 3: Welfare Capability Maturity Model

WREMO introduced a Welfare Capability Maturity Model (WCMM) to help assess the region's collective ability to coordinate equitable welfare delivery. The Model includes a collaborative assessment with welfare managers, controllers and emergency management personnel. The results help identify areas of risk, areas where simple changes can yield immediate gains, and areas where strategic changes may be needed.



Risk matrix

Risk matrix as at 31 December 2020:

- 1

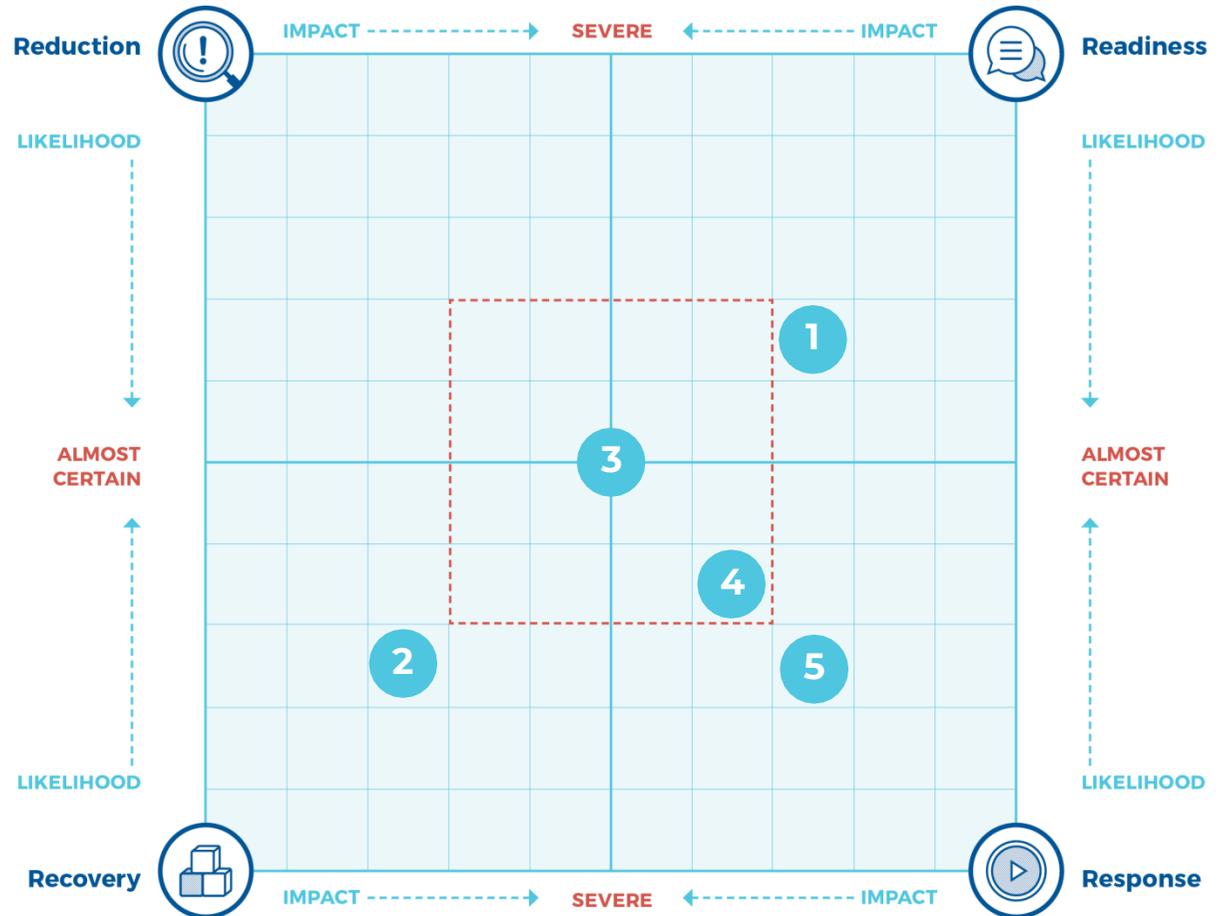
Waning community motivation for resilience initiatives
- 2

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 31 December 2021	YTD as at 31 December 2021			Full year Budget \$(000)
	Actual \$(000)	Budget \$(000)	Variance \$(000)	
Rates & levies	686.2	686.2	50.4	1,271.67
External revenue	1,281.8	1,281.79		2614.85
Council reimbursement on charges				-
Internal revenue				-
Total income	2,031.40	1943.30	88.1	3,886.52
Less:				
Personnel costs	1605.30	1684.50	79.20	3369.00
Materials, supplies and services	223.0	246.3	23.3	492.52
Travel and transport costs	31.9	40.0	8.1	80.00
Contractor and consultants	40.4	40.0	(0.4)	80.00
Internal charges	0	0	-	0
Total direct expenditure	1,900.6	2,020.8	110.2	4,021.52
Corporate overhead costs	76.6	55	(21.6)	110.0
Depreciation	31.7	35.0	3.3	69.9
Loss (Gain) on sale of assets/investments				-
Total expenditure	2,008.9	2,100.7	91.8	4,201.42
Operating surplus/(deficit)	22.5	(157.5)	180.0	(314.9)
Add back depreciation	31.7	35.0	(3.3)	69.90
Other non cash				-
Vehicles and other plant purchases				(60.00)
Net external investment movements				-
Net funding before debt and reserve movements	54.2	(122.5)	176.7	(305.00)
Debt additions / (decrease)				-
Council reimbursements				-
Reserve investments interest				-
Reserve investments transfer out		152.5		305.00
Net funding surplus (deficit)	54.20	30.00	176.70	-

Currently, the budget is tracking well with a small underspend of \$54k.

The underspend is due to a variety of factors

- Marketing campaign not due to be implemented in the first part of the year, and,
- Staff vacancies slightly reduced the personnel spend.

At this stage, no reserve transfers have been made.

BALANCE OF RESERVE AS AT 1 JULY 2021 \$327,000*

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



Deliverables

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Reduction	21
Readiness	25
Response	64
Recovery	71



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.

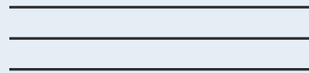


Success indicator(s)

This icon indicates which team is the lead:

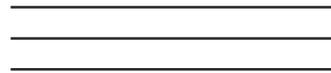
Identifies the KPI.

Deliverable:



STATUS BAR

Status:



Business and Capability Development (B&CD)



Community Resilience and Recovery (CR&R)



Operational Readiness and Response (OR&R)



All of WREMO's teams contribute directly to this deliverable

Status bar:

Indicates the status of the deliverable based on the status of the contributing KPIs:

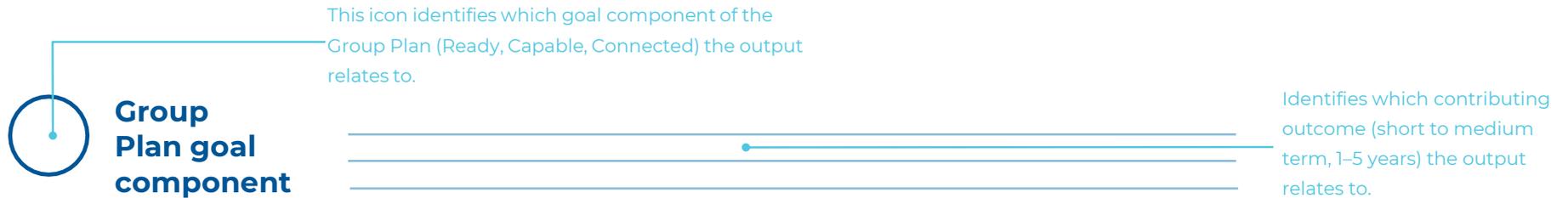
- Completed
- In progress
- Not started

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



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.



Deliverable	Success indicator(s)	Status
A WREMO work activity that contributes to one of the strategic outcomes identified in the Wellington CDEM Group Plan (2019-2024).	Outlines how we know we are making progress against the deliverable.	Summary of progress against the deliverable this quarter, based on KPI progress.

IN PROGRESS

This icon indicates which WREMO team is the lead:



Business and Capability Development (B&CD)



Operational Readiness and Response (OR&R)



Community Resilience and Recovery (CR&R)



All of WREMO's teams contribute directly to this deliverable

Status bar:

Indicates the status of the deliverable based on the status of the contributing KPIs:

- Completed
- In progress
- Not started



Reduction



Ready

Increased understanding and management of regional risks (including hazards, vulnerability and ways to prevent and mitigate).



Deliverable	Success indicator(s)	Status
Lead the development and implementation of the CDEM Group Plan, and report on progress against the strategic outcomes identified in the Plan.	Priorities identified in the Group Plan are consistently applied across Civil Defence Emergency Management (CDEM) Group partners.	Regular quarterly and governance reporting continues, with ongoing improvements to allow easier input from and faster turn around on drafts. Work towards establishing a Project Programme Management Office (PPMO) for the CDEM Group is underway, with stakeholder engagement scheduled for Q3.

IN PROGRESS



Ready

Increased understanding and management of regional risks (including hazards, vulnerability and ways to prevent and mitigate).



Deliverable	Success indicator(s)	Status
Coordinate the efforts of councils and other CDEM Group partners to align and enhance approaches to natural hazard risk reduction practices.	<p>Hazard-specific objectives and policy statements are commonly applied across the region.</p> <p>The built environment is resilient to the impacts of natural hazards.</p>	<p>A draft framework of potential emergency levels of service has been completed, and engagement with lifeline utilities stakeholders is scheduled to take place in Q3.</p> <p>Convening the Natural Hazard Steering Group is on hold for the time being, due to COVID-19 demands.</p>

IN PROGRESS



2021 Wellington Region Community Survey

WREMO's Annual Community Survey was conducted in June, with results returned in July 2021. 2,000 people participated in this year's survey, with representation across each of the region's Territorial Authorities. Trends continue to show that youth and young people (aged 18-35) are less likely to be prepared for an emergency than older people.

DELIVERABLES

- 

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

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

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

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

In the 2021 Community Survey:



Store emergency supplies

35% of households reported having sufficient provisions stored (7 days) in case of an emergency.

2019: 23.4%
2020: 31.2%
2021: 35.0%



3.8%



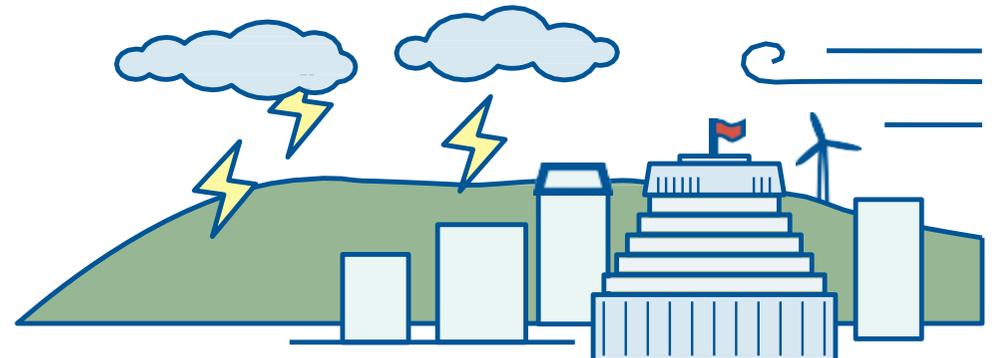
Know your neighbours

26% of people reported that they know the first names of five neighbours in their street.

2019: 25.0%
2020: 25.8%
2021: 26.0%



0.2%





Ready

Increased understanding and management of regional risks (including hazards, vulnerability and ways to prevent and mitigate).



Deliverable	Success indicator(s)	Status
Provide administrative support, guidance and advice to CDEM governance groups.	Governance groups understand the risks to the region and actively participate in Civil Defence Emergency Management (CDEM) to reduce the impacts of hazards on the community.	Ongoing, as part of quarterly CDEM Group governance meetings.

IN PROGRESS



Readiness



Capable

Integrated and comprehensive capability development strategy is implemented to increase both the capacity and capability of the Group to respond to and recover from emergency events.



Deliverable	Success indicator(s)	Status
Lead the development and implementation of the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.	The CDEM Group has a sufficient number of staff trained to respond effectively to an emergency.	<p>Training opportunities have been offered across the region to many staff. These include ITF Foundation and Intermediate Modules which were delivered virtually. In addition, Planning, Logistics, Welfare, PIM, Controller Foundation training, Psychological First Aid courses, and on Welfare Needs Assessment courses were also delivered.</p> <p>The Regional Response Team exercise planned for November were postponed due to COVID restrictions.</p> <p>WREMO helped to facilitate a day long workshop with the National Capability Development Working Group to look at how all NZ CDEM Groups can work together more effectively.</p>

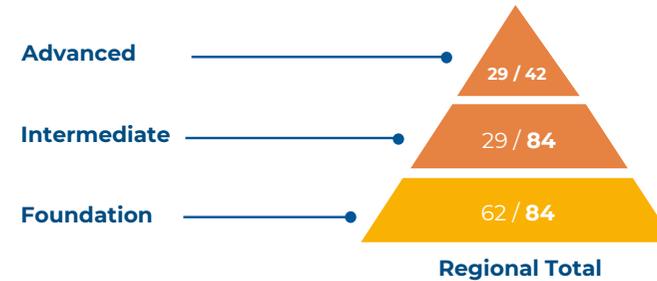
IN PROGRESS



Capability Development Targets: EOC and ECC staff

This quarter, EOC/ECC staff continued to meet training targets, with an increase in staff moving up to the Intermediate and Advanced levels of the training pathway. Due to council staff turnover, total numbers have decreased, particularly at the foundation level.

The totals shown do not include the number of staff trained as local or regional Controllers.

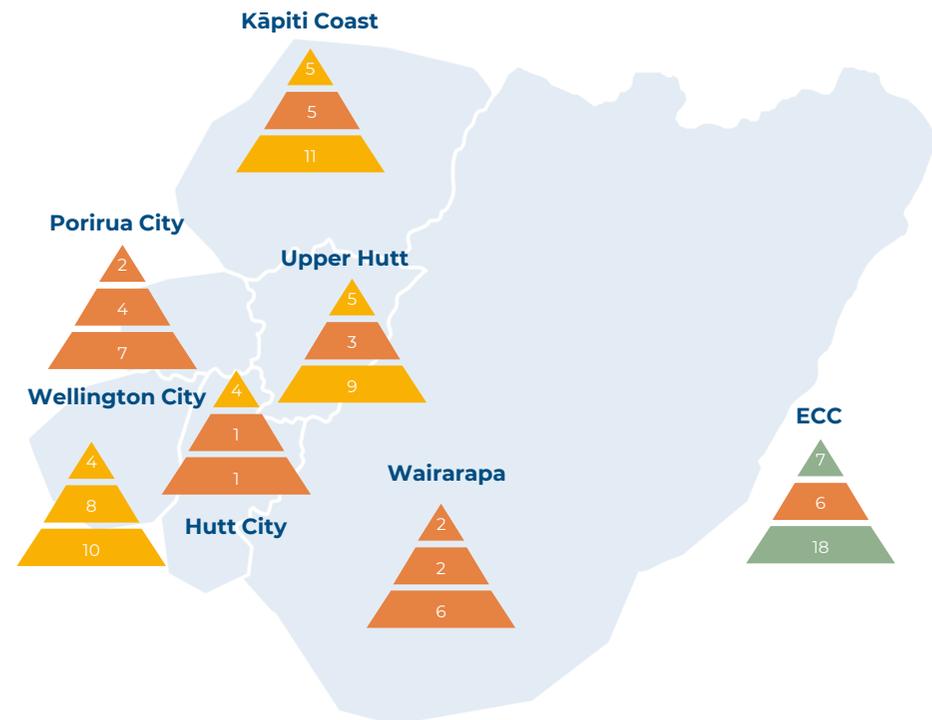


- Met requirements for sufficient staff
- Met 2/3 the requirements
- Met less than 2/3 of the requirements

DELIVERABLE



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



EVENT	Virtual Training
WHEN	<i>November 2021</i>
WHERE	<i>Virtual – Online through Teams</i>
ABOUT	<p>In November we moved our Foundation Module 3 and 5 into the Virtual world enabling us to provide training in a Covid-safe safe environment using several new skills.</p> <p>This training was provided across the region and allowed members across the region to engage with their colleagues from different Councils. It provided good collaboration and networking opportunities.</p> <p>Approximately 100 staff from across the region attended the sessions.</p>



Microsoft Teams and other tools like Jamboard (a digital whiteboard) help replicate in-person engagement.



Capable

Integrated and comprehensive capability development strategy is implemented to increase both the capacity and capability of the Group to respond to and recover from emergency events.



Deliverable	Success indicator(s)	Status
Lead the development and maintenance of equipment, systems and tools for WREMO, the ECC and EOCs.	Operational facilities, equipment, systems and tools are fit for purpose to ensure that the CDEM Group is able to respond effectively to an emergency.	<p>Council ECC and EOC staff can now access customisable SharePoint sites for their respective coordination centres. Portals have been created to allow council staff to request access using their council credentials, which also enables them to use their work devices.</p> <p>A new Information Collection Plan process and automated tool is now embedded on each coordination centre's SharePoint sites.</p> <p>All facilities have completed the initial bi-monthly EOC/ECC checks. A system with calendar invite reminders is in place to ensure regular and consistent checks.</p>

IN PROGRESS



Capable

Integrated and comprehensive capability development strategy is implemented to increase both the capacity and capability of the Group to respond to and recover from emergency events.



	Deliverable	Success indicator(s)	Status	
	Lead and coordinate a consistent approach to Public Information Management (PIM) across the region.	There is a high level of coordination, integration and interoperability between Wellington CDEM Group stakeholders.	PIM contribution to regional plans occurs as needed, with a continued focus on COVID related communications and support to Regional Public Health.	IN PROGRESS
	Lead and coordinate a consistent approach to Welfare across the region.	There is a high level of coordination, integration and interoperability between Wellington CDEM Group stakeholders.	<p>In November, the Welfare Coordination Group approved a comprehensive Needs Assessment Framework to aid in understanding and delivering an effective Needs Assessment process.</p> <p>Following the introduction of a Welfare Capability Maturity Model, regional welfare partners are in the process of assessing current capability and identifying targets for the future.</p> <p>Planning for updating the Wellington Region Emergency Assistance Centre Guide has commenced. Stakeholders have been sent links for reviewing content, and feedback will be reviewed over the next quarter.</p>	IN PROGRESS



EVENT	Welfare Capability Maturity Model
WHEN	November 2021 (ongoing)
WHERE	In person and virtual sessions
ABOUT	<p>This quarter the Wellington CDEM Group launched the use of a Welfare Capability Maturity Model (WCMM), which helps assess our collective ability to coordinate equitable welfare delivery.</p> <p>The assessment is collaborative, involving our region’s welfare managers, controllers and emergency management personnel.</p> <p>The results help to identify areas of risk, areas where simple changes can yield immediate gains, and areas where strategic changes may be needed.</p>

Informal (0 to 2) <ul style="list-style-type: none"> • Success relies on individuals rather than processes. • Arrangements may be ad-hoc or just-in-time. 	Basic (3 to 5) <ul style="list-style-type: none"> • Foundation policies, capabilities, and practices are repeatable but mainly reactive and inconsistent.
Managed (6 to 8) <ul style="list-style-type: none"> • Fit-for-purpose systems are in place, understood, and consistently followed. • Ongoing investment sustains measures at this level. 	Enhanced (9 to 10) <ul style="list-style-type: none"> • Capability adapts to changing environments and supports efficiency. • Personnel continually develop skills and knowledge to remain current. • Systems are based on evidence and tested. • Include collaboration and look for efficiency • Approaches look at the long-term, continuous improvements and longer-term strategies.

Example WCMM scoring targets. “Managed” is a healthy target. However, for high priority areas, the CDEM Group may choose to aim for “Enhanced” for achieve transformative results.



Capable

Integrated and comprehensive official response plans at the local and regional level that are understood and practiced on a regular basis.



Deliverable	Success indicator(s)	Status
Lead and coordinate the development, implementation and review of CDEM Group operational response plans and processes.	Operational response plans and procedures are up to date, fit for purpose and understood by response partners to guide a timely and effective response to an emergency.	<p>Work is underway to transform the Wellington Region Earthquake Plan (WREP) into a consequence-based plan. This will enable greater flexibility to a range of earthquake hazards, and application to other hazards that cause similar impacts such as land slips.</p> <p>The WREP has also been updated to reflect a number of small changes that have been occurring across the region - for example improvements to State Highway 58.</p> <p>Work with the Greater Wellington (GW) Flood Team is ongoing with the Wellington Region Catchment guides being drafted. These are to be shared with WREMO and relevant Councils during the next quarter.</p>

IN PROGRESS



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.

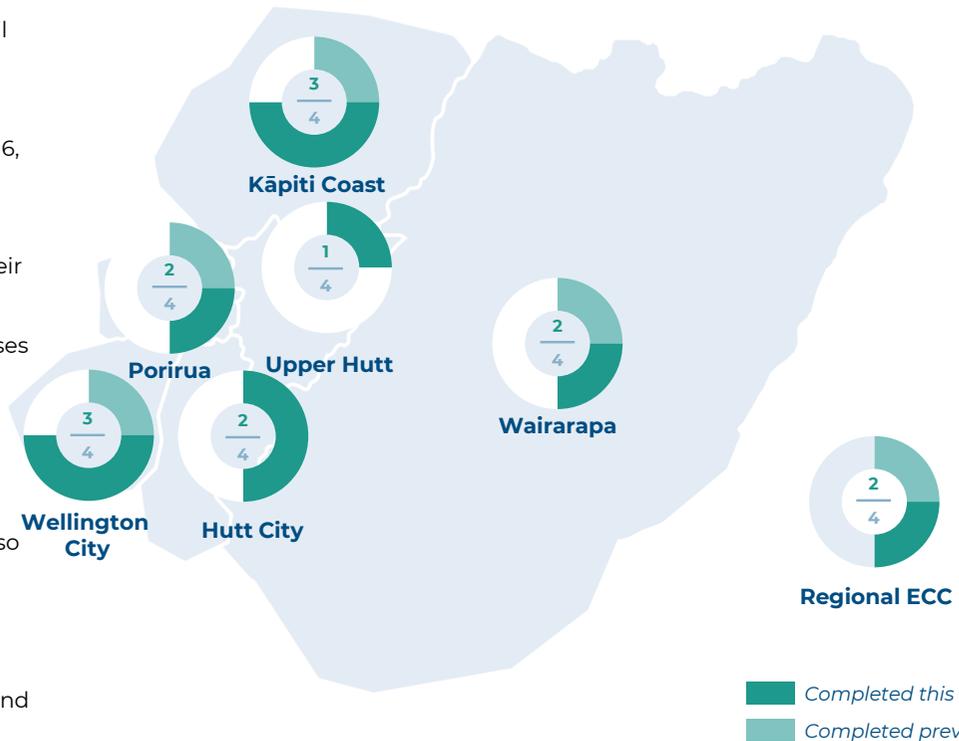
MEDIUM PRIORITY

Status: In Progress

Kāpiti Coast District Council tested their full activation process to initiate their response to the December 6, 2021, flooding

Hutt City Council tested their initial Controller/Response Manager activation processes to several flood incidents including the 6 December 2021 severe weather.

Parts of this process was also completed by Councils through COVID readiness messaging with EOC/ECC staff, Christmas rostering, and upcoming trainings..





Capable

Integrated and comprehensive official response plans at the local and regional level that are understood and practised on a regular basis.



Deliverable	Success indicator(s)	Status
Lead the development, implementation and review of CDEM Group and public alerting functions, including systems, tools, processes and personnel.	The CDEM Group alerting system is robust, with 24/7 coverage, to ensure a timely and effective initial response to an emergency.	<p>A more modern and integrated notification system is currently being tested by WREMO staff. This system improves the way National Warning System messages are received by staff, including automated reminders and a simple platform for showing which staff have confirmed receipt.</p> <p>Work is ongoing to improve the Duty Officer processes. Work includes investigating more flexible ways to direct calls, reducing reliance on in-person handovers. Duty Officer files and guides are now hosted on a user-friendly SharePoint site, with further refinements also underway.</p>

IN PROGRESS



Capable

Integrated and comprehensive official response plans at the local and regional level that are understood and practiced on a regular basis.



Deliverable

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

Success indicator(s)

CDEM Group partners have a comprehensive shared understanding of the Group's ability to respond in an emergency.
WREMO staff are competent and confident to engage with iwi partners.

Status

Engagement between CDEM Group partners continues where possible, noting the challenges imposed by COVID-19 and other emergencies.
Ongoing Emergency Services Coordinating Committee (ESCC) and Regional Interagency Planning Committee (RIAPC) meetings have enabled clearer communication between partners and the sharing of different COVID contingency planning work.
Engagement with iwi and marae has increased over the past quarter, as part of a long-term strategy to improve the integration of iwi and Māori partners in CDEM.

IN PROGRESS



Capable

Increased number of household, business and community emergency plans that are understood and practised on a regular basis.



Deliverable	Success indicator(s)	Status
Lead the development and delivery of community engagement initiatives for specific groups to increase preparedness.	<p>Individuals and households report increased levels of preparedness for an emergency.</p> <p>The Annual Community Survey shows improvement in preparedness outcomes for the areas and audiences which have been targeted with direct engagement.</p>	<p>Preparedness messaging has focused on tsunami awareness and Community Emergency Hubs. The 2nd quarterly newsletter has been sent to a wide range of community groups.</p> <p>Community engagement with young people and schools has continued, including a Minister's visit to practice Drop, Cover, and Hold with local students for ShakeOut.</p> <p>Many community events, intended to be in person, were shifted to online formats as WREMO staff adapted to COVID-safe ways to connect with communities.</p>

IN PROGRESS

EVENT

ShakeOut Drill 2021

WHEN

28 October 2021

WHERE

Thorndon Primary School

ABOUT

Our Emergency Management Minister Kiri Allan, WREMO Regional Manager Jeremy Holmes and WREMO Advisor Pooja Kulkarni, visited Thorndon Primary School in Wellington to join in on their ShakeOut drill.

There was a great Q&A session with the students before everyone practiced their drop, cover and hold and then evacuated outdoors once it was safe to do so. The students did not have to do a tsunami hikoi as the school is outside the tsunami evacuation zone.



Students and Minister Kiri Allan celebrate a successful ShakeOut



Capable

Increased number of household, business and community emergency plans that are understood and practised on a regular basis.



Deliverable

Success indicator(s)

Status

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

Individuals and households report increased levels of preparedness for an emergency.

The Annual Community Survey shows improvement in preparedness outcomes for the areas and audiences which have been targeted with direct engagement.

The Community Resilience team have worked to establish relationships with other agencies engaged in resilience work in an effort to build stronger regional partnerships and a stronger resilience knowledge base.

IN PROGRESS



Capable

Increased number of household, business and community emergency plans that are understood and practised on a regular basis.



Deliverable

Success indicator(s)

Status

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

Individuals and households report increased levels of preparedness for an emergency.

The Annual Community Survey shows improvement in preparedness outcomes for the areas and audiences which have been targeted with direct engagement.

Development of a new website is in the early design stages. The new site is intended to make it easier to find preparedness information, as well as critical updates during an emergency.

Preparedness messaging and adverts have focused on tsunami awareness and Emergency Hubs, in addition to sharing government COVID-19 messaging.

The next annual campaign was intended to be focused on Emergency Toilets. However, developments with a key supplier means that the campaign will need to be adjusted in Q3.

IN PROGRESS



Connected

Increased knowledge of Community Emergency Hubs, where they are located and participation in Hub exercises.



Deliverable

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

Success indicator(s)

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

Status

Earthquake preparedness drills intended to take place in Q2 were rescheduled due to COVID outbreaks and other emergency events. Recognising that such disruptions are likely to continue, new ways for safe/virtual engagement are being explored.

Hub Audits have been completed in Upper Hutt and the Northern Lower Hutt area.

IN PROGRESS

EVENT

Community Patrol Featherston

WHEN

24 November 2021

WHERE

Featherston Community Emergency Hub

ABOUT

Community Patrol Featherston learned about emergency management in the region and practiced how their local Community Emergency Hub would operate.

Working together, they identified their different skills and how they can help organise their own community response in an emergency.



Featherston community showcases their planning, providing a boost to a community-led response to emergencies.



Response



Capable

Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities.



Deliverable	Success indicator(s)	Status
Provide a 24/7 CDEM Group and public alerting function.	The CDEM Group and community are provided with initial public information and alerts about any CDEM emergencies in the region.	The CDEM Duty Officer provided 24/7 coverage throughout the quarter and initiated the response to a number of incidents. The peak period of activity occurred in December with severe weather.

IN PROGRESS



Capable

Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities.



Deliverable

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

Success indicator(s)

Professional, timely and effective emergency management leadership, support and advice is provided to members of the Wellington CDEM Group in a CDEM emergency.

Formal assistance is readily available and accessible to impacted communities.

Status

WREMO provided staff to support multiple responses, including two fulltime staff being deployed to support Regional Public Health in their response to COVID. Councils were also supported in responses to December severe weather.

IN PROGRESS



Capable

Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities.



Deliverable	Success indicator(s)	Status
Manage WREMO staff health and wellbeing in a response.	Professional, timely and effective emergency management leadership, support and advice is provided to members of the Wellington CDEM Group in a CDEM emergency.	Staff that were required to respond to an emergency or deployed were regularly checked on and given appropriate time off following long periods of work.

IN PROGRESS



Capable

Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities.



Deliverable	Success indicator(s)	Status
Lead the implementation of a CDEM Group Lessons Learned framework.	Response capability undergoes continuous improvement based on lessons learned from previous events.	<p>A comprehensive After-Action Reporting (AAR) template and process have been completed and tested using events over the previous two quarters.</p> <p>The process continues to be refined, including the creation of a WREM.nz AAR site as a centralised platform for all EOC's and the ECC to insert, collate and access key learnings from various responses.</p>

IN PROGRESS



Recovery



Connected

Effective implementation of Group recovery plans to ensure recovery efforts are coordinated and meet the needs of communities.



Deliverable	Success indicator(s)	Status
Provide leadership, support and advice to councils and other CDEM Group partners in recovery.	Recovery is coordinated regionally to meet the needs of the community.	Recovery support was provided through the latest COVID-19 resurgence by convening Local Recovery Managers for weekly meetings and continuing to develop and deliver the Regional Recovery Dashboard and Community Sentiment Survey. The Dashboard was intended to be discontinued in the third quarter but will now remain in use to monitor the impact of Omicron outbreaks.

IN PROGRESS



Capable

Recovery Managers, teams and strategic partners have the capacity and capability to effectively meet the needs of communities throughout a recovery.



Deliverable

Success indicator(s)

Status

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

Recovery partners have the capacity and capability to effectively carry out recovery activities.

Recovery partners have a comprehensive shared understanding of the Group's ability to recover from an emergency.

No update this quarter.

IN PROGRESS



Capable

Integrated and comprehensive strategic recovery planning at both the local and regional level is embedded in and practised on a regular basis.



Deliverable

Success indicator(s)

Status

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

Recovery resources are fit for purpose and meet the needs of councils and communities.

A draft Recovery Operations Guide has been developed and is now ready for consultation in Q3. Once completed, the Recovery Operations Guide will provide an invaluable tool to launch recovery efforts.

A presentation on the working group's progress and planned next actions is currently being put together in preparation for the next NEMA Recovery Manager's conference later this year.

IN PROGRESS



KPI Summary

Reduction	42
Readiness	43
Response	50
Recovery	52




Reduction

KPI Summary

Progress



Not started



In progress



Completed

HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Provide quarterly reports to the CEG Sub Committee, reporting on progress against the WREMO Annual Plan (2021-2022) activities.	In progress	In progress			2 / 4	10	
Develop the WREMO Annual Plan (2022-23) in alignment with council annual plan development timelines.	In progress	In progress				10	
Establish the Project Portfolio Management Office (PPMO) and provide an initial report to the CEG and Joint Committee to test the format and information requirements.	In progress	In progress				10	
Conduct the annual WREMO Regional Community Survey to identify trends and opportunities to increase resilience.	Not started	Not started				10	
Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group (CEG), Sub-Committee and Regional Leadership Group (RLG) as required.	In progress	In progress				13	
Respond to relevant Local Government Official Information and Meetings Act (LGOIMA) requests in accordance with legislated time frames and procedures.	Not started	Not started				13	
Support Greater Wellington Regional Council (GWRC) Democratic Services with secretariat duties for the CDEM Joint Committee.	In progress	In progress				13	

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Lead the Emergency Levels of Service project to ensure hazard risks to Lifeline Utility services are reduced.	In progress	In progress				11	



Reduction

KPI Summary (continued)

Progress



LOW PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Reconvene the Natural Hazard Steering Group to assess progress occurring pre-COVID-19 and determine actions for the future.						11	



Readiness

KPI Summary

Progress



HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Develop and deliver professional development opportunities for the region's emergency management workforce in accordance with the Group Training and Exercise Plan 2021/22.	In progress	In progress	Not started	Not started		15	
Administer the Wellington Region's portion of the national CDEM training fund.	In progress	Completed	Not started	Not started		15	
Coordinate the Wellington Region's Response Teams to provide consistent training, deployment processes and legislative compliance.	Completed	Completed	Not started	Not started		15	
Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.	In progress	In progress	Not started	Not started		18	
Implement online access to EOC and ECC systems to enable Bring Your Own Device (BYOD) use.	In progress	Completed	Not started	Not started		18	
Maintain IT security and platforms and explore opportunities for further development.	In progress	In progress	Not started	Not started		18	
Provide ICT guidance and advice to the EOCs/ECC using WREMO supported hardware and networks in preparation for an emergency.	In progress	In progress	Not started	Not started		18	
Maintain the regional radio network as an alternate communications system.	In progress	In progress	Not started	Not started		18	
Complete bi-monthly operational equipment and documentation checks and resolve issues as required.	In progress	In progress	Not started	Not started	14 / 42	18	
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure that they are up to date and fit for purpose.	Not started	In progress	Not started	Not started	1 / 7	18	



Readiness

KPI Summary (continued)

Progress



Not started



In progress



Completed

HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop and refine Public Information Management (PIM) components of regional plans and processes.	In progress	In progress				19
Chair 3 Wellington Region Welfare Coordination Group meetings to enhance individual and collective agency capability and planning.	Completed	Completed			5/3	19
Work with Local Welfare Managers to understand Needs Assessment capability, identify gaps and achieve consistency across the region.	In progress	Completed				19
Implement the CDEM Group Welfare Plan.	In progress	In progress				19
Work with CDEM Group partners to identify and make improvements to the Wellington Region Earthquake Plan (WREP).	In progress	In progress				21
Work with GWRC and territorial authorities to refine EOC and ECC flood response plans.	In progress	In progress				21
Develop a Health, Safety and Wellbeing Plan to support WREMO staff both in preparation for and in response to an emergency.	In progress	In progress				21
Refine the Wellington CDEM Group's operational processes and procedures.	In progress	In progress				21
Conduct a notification system pilot to assess the suitability of the Alert Media CDEM Group alerting and notification tool.	In progress	In progress				23
Manage and refine the Duty Officer system to ensure that a CDEM Group Duty Officer is available 24/7 to alert CDEM Group partners to an emergency.	In progress	In progress				23



Readiness

KPI Summary (continued)

Progress



Not started



In progress



Completed

HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Conduct monthly Emergency Mobile Alert training to strengthen the Group's capability and capacity.							23
Develop and maintain partnerships with iwi and marae to improve response capability.							24
Establish a regional group to coordinate Community Resilience initiatives and share information across the region.							24
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.							24
Deliver 4 Business Continuity Planning workshops for businesses and organisations.					1 / 4		25
Deliver 4 Emergency Planning workshops for Primary and Secondary schools.					5 / 4		25
Produce a Quarterly Newsletter, sharing preparedness messaging and opportunities to engage for the community.					2 / 4		25
Promote preparedness messaging and community connectedness through social media platforms.							25
Partner with youth, agencies and organisations to deliver the Youth Leadership in Emergency Management programme across the region.							25
Partner with local iwi, hapū, and Māori organisations to co-design preparedness messaging and initiatives for whānau.							25



Readiness

KPI Summary (continued)

Progress



Not started



In progress



Completed

HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Partner with people with disabilities and organisations that support them to co-design inclusive and accessible preparedness messaging and initiatives.	In progress	In progress				25	
Lead and promote the Wellington Region's involvement in the Shakeout and Tsunami Hikoi campaign to increase CDEM Group partner and community awareness and participation.	In progress	Completed				25	
Provide supplementary marketing and communications for Tsunami Hikoi to increase awareness of the long or strong, get gone message.	In progress	In progress				25	
Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.	In progress	In progress				28	
Develop and schedule radio and digital advertising that supports community resilience campaigns and general preparedness.	In progress	In progress				28	
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.	Completed	In progress				28	
Review existing social media capability and develop a strategy to grow engagement and maintain consistency across all WREMO social media platforms.	In progress	In progress				28	
Deliver 28 Earthquake Drills and work with participants to make updates to the relevant Community Emergency Hub Guides.	In progress	In progress			10 / 28	29	
Carry out annual audits for 128 Community Emergency Hubs.	Completed	In progress			36 / 128	29	



Readiness

KPI Summary (continued)

Progress



Not started



In progress



Completed

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	In progress	In progress				23	
Develop and implement customised EOC and ECC intranet and ICT tools.	In progress	Completed				18	
Hold two meetings annually for Public Information Managers in the Wellington CDEM Group to develop relationships and share information.	In progress	In progress			1 / 2	19	
Work with Local Welfare Managers to understand Emergency Assistance Centre (EAC) capability, identify gaps and achieve consistency across the region.	In progress	Completed				19	
Work with CDEM Group partners to identify and make improvements to EOC and ECC tsunami response plans.	In progress	In progress				21	
Develop a CDEM Group Lessons Learned Framework.	Not started	Not started				21	
Participate in the Red Cross Hazard App Working Group and implement any required changes to our procedures.	In progress	In progress				23	
Develop Emergency Mobile Alert predefined messaging for tsunami and flood events.	In progress	In progress				23	
Facilitate 15 local Emergency Services Coordination Committee (ESCC) meetings.	In progress	In progress			5 / 15	24	



Readiness

KPI Summary (continued)

Progress



MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Facilitate 3 Regional Inter-Agency Planning Committee (RIAPC) meetings.	Not started	In progress			1 / 3	24
Arrange direct engagement opportunities with technical experts like GNS and MetService to share information, develop plans and strengthen coordination arrangements.	In progress	In progress				24
Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.	In progress	In progress				24
Deliver 42 Household Earthquake Planning sessions to community groups, workplaces and households.	In progress	In progress			34 / 42	25
Promote preparedness messaging with the community at 7 regional or local events.	In progress	Completed			8 / 7	25
Implement the Central Business District (CBD) Engagement Plan, with a focus on tertiary students and apartment dwellers.	In progress	In progress				25
Investigate innovative and creative opportunities to promote hazard awareness and enable emergency reduction or readiness.	Not started	Not started				27
Co-deliver 7 community initiatives with local council teams.	Not started	Not started			1 / 7	27
Contribute to CDEM Group partner projects that improve hazard awareness and preparedness.	In progress	In progress				27



Readiness

KPI Summary (continued)

Progress



MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Ensure that WREMO and Get Prepared website content is up-to-date.	In progress	In progress	Not started	Not started		28
Coordinate and deliver 12 Community Emergency Hub awareness activities.	In progress	In progress	Not started	Not started	3 / 12	29

LOW PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Support national level capability development advisory groups, programmes and initiatives.	In progress	In progress	Not started	Not started		23
Promote and attend community and CDEM Group partner initiatives.	In progress	In progress	Not started	Not started		27



Response

KPI Summary

Progress



ORGANISATIONAL PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Use the CDEM Group Duty System to notify response partners about emergency events.	In progress	In progress				32	
Send Emergency Mobile Alerts to the public at the regional or local level for emergency events which reach the threshold for an alert.	Not started	Not started				32	
Provide professional emergency management staff to support any response to a CDEM emergency in our region.	In progress	In progress				33	
Provide the primary and alternate Regional Manager and Group Controller roles to the CDEM Group.	In progress	In progress				33	
Provide hazard advice on the potential regional impacts of a National Tsunami Advisory/Warning to supplement advice from the National Tsunami Expert Panel.	Not started	In progress				33	
Provide the primary Group Public Information Manager (PIM) to manage and coordinate regional PIM in a CDEM response.	In progress	In progress				33	
Provide the primary Group Welfare Manager to manage and coordinate Welfare in a CDEM response.	In progress	In progress				33	
Provide guidance and advice to assist council ICT personnel with CDEM systems and tools in an emergency.	In progress	In progress				33	
Ensure that the Health, Safety and Wellbeing of WREMO staff is supported to sustain an effective response.	In progress	In progress				34	



Response

KPI Summary *(continued)*

Progress



ORGANISATIONAL PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Facilitate an after action review process following a CDEM response.	In progress	In progress	Not started	Not started		35	

MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Provide professional emergency management staff to support other CDEM Groups, NEMA and partner agencies in a response.	In progress	In progress	Not started	Not started		34	



Recovery

KPI Summary

Progress



ORGANISATIONAL PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Provide professional emergency management staff to support any recovery from a CDEM emergency in the Wellington Region.	In progress	In progress	Not started	Not started		37	
Provide the primary Recovery Manager role to the CDEM Group.	In progress	In progress	Not started	Not started		37	

HIGH PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Maintain the COVID-19 Dashboard and Community Sentiment Survey for as long as required.	In progress	In progress	Not started	Not started		37	
Develop and deliver a Group Recovery Exercise.	Not started	In progress	Not started	Not started		38	
Establish Sector Groups for each Recovery environment.	Not started	Not started	Not started	Not started		38	
Refine the Recovery Framework and develop operational documents and supporting templates.	In progress	In progress	Not started	Not started		38	



Recovery

KPI Summary *(continued)*

Progress



MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Host a forum for Recovery Managers to develop knowledge and capability.					0 / 1	38	
Support the development of a national set of recovery indicators.						39	

LOW PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Produce two Recovery Newsletters for relevant stakeholders.					0 / 2	38	
Conduct an environmental scan of strategic Recovery planning initiatives around the country.						39	

Civil Defence Emergency Management Group
22 March 2022
Report 22.112



For Decision

WELLINGTON CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – MARCH 2021

Te take mō te pūrongo

Purpose

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

He tūtohu

Recommendations

That the Wellington Civil Defence Emergency Management Group:

1. **Approves** the removal of the following statutory appointees:
 - a Mike Mendonca as Alternate Controller (Wellington City Council)
 - b Kevin Currie as Alternate Controller (Kāpiti Coast District Council)
 - c Rian van Schalkwyk as Alternate Controller (Kāpiti Coast District Council)
 - d Matt Boggs as Alternate Controller (Hutt City Council)
 - e David Hopman as Controller (combined Wairarapa district councils)
2. **Approves** the addition of the following statutory appointees:
 - a Kym Fell as Alternate Controller (Wellington City Council)
 - b Nienke Itjeshorst as Alternate Controller (Kāpiti Coast District Council)
 - c Barry Vryenhoek as Alternate Controller (Hutt City Council)
 - d Steven May as Controller (combined Wairarapa district councils)

Te tāhū kōrero

Background

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

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

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) Lester Piggott (alternate) Phil Becker (alternate)
Wellington City Council	Derek Baxter (primary) Kym Fell (alternate) Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate) Mike Mendonca (alternate)
Porirua City Council	Jerry Wrenn (primary) Alison Wiley (alternate) Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (primary)

	<p>Nienke Itjeshorst (alternate) Steve Cody (alternate) Kevin Currie (alternate) Rian van Schalkwyk (alternate) Paul Busing (alternate) Scott Dray (supplementary)</p>
Hutt City Council	<p>Lester Piggott (primary) Craig Cottrill (alternate) Jay Houpapa (alternate) Barry Vryenhoek (alternate) Anthony Robinson (alternate) Matt Boggs (alternate)</p>
Upper Hutt City Council	<p>Geoff Swainson (primary) Richard Harbord (alternate) Craig Cottrill (alternate) Liesel Jahnke (alternate) Jessica Hare (supplementary)</p>
Combined areas of the district councils in the Wairarapa	<p>David Hopman (primary) Steven May (primary) Jonathan Hooker (alternate) Tim Langley (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate) Darryl McCurdy (supplementary)</p>

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	<p>Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)</p>
Wellington City Council	<p>Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate)</p>
Porirua City Council	<p>Andrew Dalziel (alternate)</p>

Kāpiti Coast District Council	Natasha Tod (Recovery Manager) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager) Helen Oram (alternate)
Upper Hutt City Council	Liezel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Dave Gittings (Carterton) Nigel Carter (South Wairarapa) Ben Jessep (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 Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that the matters are of low significance, given their administrative nature.

Te whakatūtakitaki

Engagement

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

Ngā tūāoma e whai ake nei

Next steps

13. No further external communication is required.

Ngā kaiwaitohu

Signatories

Writer	Sam Ripley – Advisor, Business and Capability Development, WREMO
Approver	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>