



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 20 September 2022, 9.00am

Council Chamber, Greater Wellington Regional Council, 100 Cuba St, Te Aro, Wellington

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 20 September 2022, 9.00am

Taumata Kōrero - Council Chamber, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

Public Business

No.	Item	Report	Page
1.	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 31 May 2022	22.241	3
5.	Wellington Region Emergency Management Office 2021/22 Annual Report.	22.424	7
6.	Civil Defence Emergency Management Group Appointments – September 2022	22.425	67
7.	Proposed Meeting Schedule for 2023	22.401	73



Please note these minutes remain unconfirmed until the Wellington Civil Defence Emergency Management Group meeting on 20 September 2022.

Report 22.241

Public minutes of the Wellington Civil Defence Emergency Management Group meeting on Tuesday 31 May 2022

Council Chamber, Porirua City Council
16 Cobham Court, Porirua, at 12.32pm.

Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Lang	Carterton District Council
Council Chair Ponter	Greater Wellington Regional Council

Mayors Patterson, Barry, Lang, and Council Chair Ponter participated at this meeting remotely and counted for the purpose of quorum in accordance with clause 25B of Schedule 7 of the Local Government Act 2002.

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Beijen

That the Committee accepts the apologies for absence from Mayors Foster and Guppy.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 22 March 2022 – Report 22.113

Moved: Mayor Baker / Mayor Barry

That the Joint Committee confirms the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 22 March 2022 – Report 22.113.

The motion was **carried**.

5 Update on Progress of Action Items from Previous Civil Defence Emergency Management Group Meetings – May 2022 – Report 22.153 [For Information]

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

6 It's Our Fault – Statement of Work 2022/23 – Report 22.217

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

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee approves the proposed milestones included in the It's Our Fault Statement of Work (Attachment 1).

The motion was **carried**.

7 Wellington Region Emergency Management Office Quarter Three Quarterly Report – 31 March 2022 – Report 22.218

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

Moved: Mayor Baker / Mayor Lang

That the Joint Committee accepts the content of the WREMO Quarter Three Quarterly Report – 31 March 2022 (Attachment 1).

The motion was **carried**.

8 Wellington Region Emergency Management Office Annual Plan 2022/23 – Report 22.219

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

Moved: Mayor Baker / Council Chair Ponter

That the Joint Committee approves the content of the Wellington Region Emergency Management Office 2022/23 Annual Plan.

The motion was **carried**.

9 Fire Following an Earthquake in Wellington City – Business Case – Report 22.220

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

Moved: Mayor Baker / Mayor Beijen

That the Joint Committee:

- 1 Notes the recommendations made in the Fire Following Earthquake Business Case.
- 2 Notes the decisions made by the Coordinating Executive Group.

The motion was **carried**.

10 Finalisation of the Implementation Phase of the Water Community Infrastructure Resilience Project – Report 22.221

Richard Mowll, Lifelines Utilities Coordinator for the Wellington CDEM Group, spoke to the report.

Moved: Mayor Baker / Mayor Barry

That the Joint Committee approves the project finalisation memo to the Department of Internal Affairs (Attachment 1), who are a partial funder of the project.

The motion was **carried**.

11 Civil Defence Emergency Management Group Appointments – May 2022 – Report 22.222

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

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
 - a Lester Piggott as Primary Controller (Hutt City Council)
 - b Barry Vryenhoek as Alternate Controller (Hutt City Council)
 - c Jay Houpapa as Alternate Controller (Hutt City Council)
 - d Richard Harbord as Alternate Controller (Upper Hutt City Council)
 - e Tim Langley as Alternate Controller (combined Wairarapa councils)
 - f Mike Mendonca as Primary Recovery Manager (Wellington City Council)
 - g Dave Gittings as Primary Recovery Manager (Carterton District Council)
- 2 Approves the addition of the following statutory appointees:
 - a Sam Bishop as Alternate Controller (Porirua City Council)
 - b Olivia Dovey as Alternate Controller (Porirua City Council)

- c Barry Vryenhoek as Primary Controller (Hutt City Council)
- d Lester Piggott as Alternate Controller (Hutt City Council)
- e Matthew Boggs as Alternate Controller (Hutt City Council)
- f Kara Puketapu-Dentice as Alternate Controller (Hutt City Council)
- g Paul Gardner as Alternate Controller (Combined area of the district councils in the Wairarapa)
- h Kym Fell as Primary Recovery Manager (Wellington City Council)
- i Olivia Dovey as Alternate Recovery Manager (Porirua City Council)
- j Johannes Ferreira as Primary Recovery Manager (combined Carterton District Council)

The public meeting closed at 12.58pm.

Mayor A Baker

Chair

Date:

**Civil Defence Emergency Management Group
20 September 2022
Report 22.424**



For Decision

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE 2021/22 ANNUAL REPORT

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group the of Wellington Region Emergency Management Office (WREMO) achievements and progress against the activities scheduled in the 2021/22 Annual Plan.

He tūtohu

Recommendation

That the Joint Committee **approves** the contents of the Wellington Region Emergency Management Office Annual Report (1 July 2021 – 30 June 2022).

Te tāhū kōrero

Background

2. The WREMO Annual Report (1 July 2021 – 30 June 2022) (Annual Report) incorporates the Annual Plan work programme and additional areas of work identified by the WREMO leadership team.
3. All WREMO reports to the CEG Sub Committee, CEG and the Joint Committee are against the activities as set out in the WREMO Annual Plan.
4. The Annual Report provides the results of the Community Resilience and Recovery, Operational Readiness and Response, and Business and Development Teams across each of the 4Rs, as well as an executive overview by the Regional Manager.

Te tātaritanga

Analysis

5. Due to Delta and Omicron outbreaks, staff were required to work from home for extended periods to help reduce the spread of the virus in the workplace - all the while ensuring we were able to continue delivering our normal services, including being able to respond to emergencies as and when they occurred.
6. The Regional COVID Coordination Centre (RCCC) was stood up by WREMO and handed over to a team of permanent staff to oversee the Region's response to COVID-19.

7. To ensure the ability to respond effectively to emergency events and maintain health and wellbeing, the focus was on the delivery of key priorities. This required some work to be placed on hold or moving it to Financial Year (FY) 2022-23, clearing the way for staff to achieve high priority work and ensure response capability.
8. Key CDEM Group partnerships were strengthened, notably with iwi, hapū and marae as part of an ongoing strategy to develop and strengthen partnerships with iwi.
9. In addition to COVID-19 response, WREMO and council staff were activated for several severe weather and sea swell events. Ten staff were deployed to support the flood response in Westport.

Ngā hua ahumoni
Financial implications

10. There are no financial implications associated with the decision to approve the report.

Ngā Take e hāngai ana te iwi Māori
Implications for Māori

11. Work programmes to engage with the region's iwi/ Māori have opened options for greater trust and engagement between CDEM Group and iwi partners.
12. As a result of positive engagement, subsequent work programmes for 2022-23 will include ways to cement working relationships, and partner.

Ngā tikanga whakatau
Decision-making process

13. 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

14. 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

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

Ngā tūāoma e whai ake nei

Next steps

16. No further action is required.

Ngā āpitihanga

Attachment

Number	Title
1	WREMO Annual Report 2021-22 Joint Committee

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 with Committee's terms of reference</i></p> <p>The Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan 2021/22, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>The Annual Report identifies progress against the priorities identified in the draft Annual Business Plan 2021/22. Changes in work programme priorities in response to Omicron outbreaks have meant some work needed to be shifted to the next 2022-23 Annual Plan.</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

Annual Report



1 July 2021 to
30 June 2022





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Executive summary

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Overview

Looking back on the past year, the theme of the year was flexibility. First we had the Delta variant of COVID-19. Then we had the Omicron variant. All WREMO staff had work from home for extended periods to help reduce the spread of the virus in the workplace - all the while ensuring we were able to continue delivering our normal services, including being able to respond to emergencies as and when they occurred.

While these circumstances posed some challenges, the good news is that over this period we successfully managed to deploy WREMO and council staff to support the West Coast CDEM Group, we responded to various storm and sea swell events in our own region, and we successfully helped the region through its COVID peak by standing up the Regional Covid Coordination Centre (RCCC).

These achievements were all made possible through an unwavering commitment by staff to be there for our communities when they need us and to find new ways of working in the new environment in which we found ourselves. Enabling councils to use their own personal devices in an emergency, delivering training and workshops online, and creating recovery dashboards and community sentiment surveys to help inform the region's COVID-19 decision-making all helped make this possible.

Being successful during this period of considerable change and uncertainty took the work and support of many. This past year's challenges presented an opportunity to continue growing and reinforcing relationships with partners, including iwi and marae, emergency services, councils, welfare agencies, and other organisations working in the areas of community resilience and recovery. As we continue on this journey, our Group is increasingly becoming more connected and able to work together to navigate whatever challenges emerge. This has been another step on the journey to create a resilient region.

J Holmes

Jeremy Holmes

Regional Manager

Wellington Region CDEM Group

Wins

1

Win 1: Multiple responses

Effectively deploying staff to support a flood response in Westport, responding to numerous weather events locally, and coordinating the region's COVID-19 response during the peak of the Omicron variant showed considerable commitment and adaptability by WREMO and other CDEM Group members.

2

Win 2: Building partnerships with iwi

Creating meaningful partnerships is about building connection and trust. The development of a long-term strategy to develop a meaningful partnership between the CDEM Group and mana whenua has provided a good foundation to help CDEM provide better support to our communities going forward.

3

Win 3: Enabling flexibility with technology

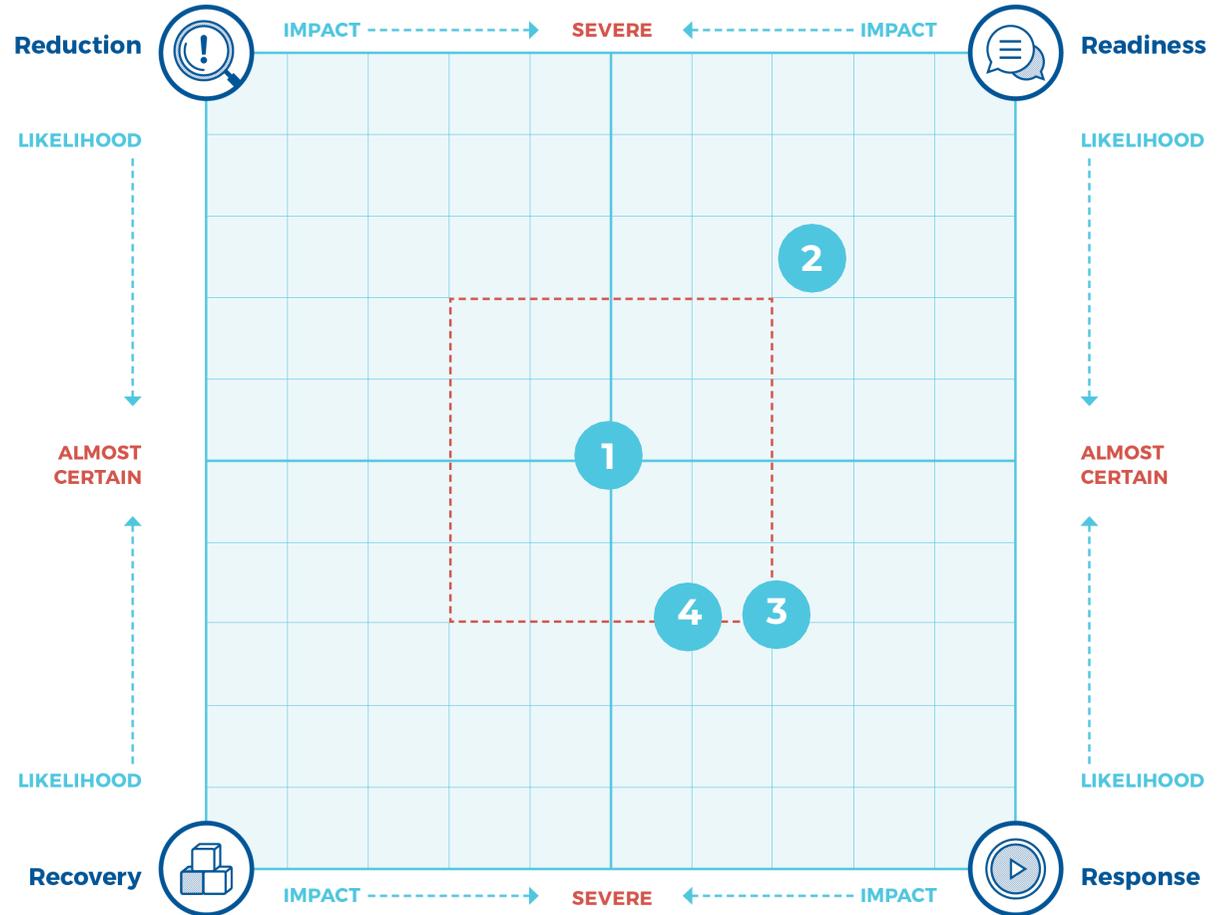
By adopting a 'bring your own device' (BYOD) approach, council staff can now respond to an emergency quickly and effectively using technology that's already familiar to them, while maintaining secure access to response information.



Risk matrix

Risk matrix as at 30 June 2022:

- 1 Ongoing impacts of COVID-19 variants
- 2 Health, safety and wellbeing of staff
- 3 Retention of staff
- 4 Numbers of council staff attending EOC/ECC training





Financial summary

WREMO Income Statement	YTD as at 30 June 2022		
	Actual \$(000)	Budget \$(000)	Variance \$(000)
Rates & levies	1,217.7	1,271.67	-
External revenue	2,614.9	2,614.85	-
Council reimbursement on charges	-	-	-
Internal revenue	192.3	-	-
Total income	4,078.8	3,886.52	192.30
Less:			
Personnel costs	3,229.40	3,369.00	139.6
Materials, supplies and services	355.8	492.52	136.7
Travel and transport costs	66.6	80.00	13.4
Contractor and consultants	286.5	80.00	(206.5)
Internal charges	-	-	-
Total direct expenditure	3,938.3	4,021.52	83.2
Corporate overhead costs	110.0	110.0	-
Loss (Gain) Sale of Asset	(50.0)	-	(50.0)
Depreciation	20.0	20.0	-
Total expenditure	4,018.3	4,151.50	83.2
Operating surplus/(deficit)	60.5	(265.0)	275.5
Add back depreciation	20.0	20.0	-
Other non cash	-	-	-
Vehicles and other plant purchases	(205.00)	(60.0)	(145.0)
Net funding before debt and reserve movements	(124.5)	(305.0)	180.5
Debt additions / (decrease)	-	-	-
Council reimbursements	-	-	-
Reserve investments interest	-	-	-
Reserve investments transfer out	124.5	305.00	180.5
Net funding surplus (deficit)	-	-	-

Overall, this year we had an underspend of \$180.5k. This was due to staff vacancies and the impacts of COVID-19 on our work programme. This underspend has meant a smaller draw-down on the reserve, which has been moved into the 2022/23 year to enable us to fund additional staff.

BALANCE OF RESERVE AS AT 30 JUNE 2022 \$225,000**

The remaining reserve balance has been allocated to the 2022/2023 budget to fund additional roles in Māori Engagement and Communications.



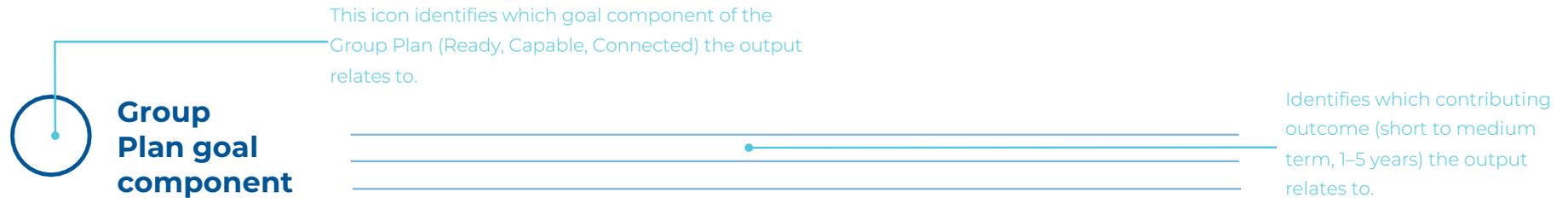
Deliverables

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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.



 Deliverable	Success indicator(s)	Summary
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.

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



Reduction



Ready

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



Deliverable	Success indicator(s)	Summary
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 governance reporting was completed, with ongoing improvements made to provide a more efficient and streamlined process. The 22-23 Annual Plan was developed, reflecting a number of adaptations as a result of the ongoing COVID-19 impacts. Engagement on the Project Programme Management Office (PPMO) for the CDEM Group was postponed due to COVID-19. Work shifted to developing information tools and processes which will be used next year.



Ready

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



Deliverable	Success indicator(s)	Summary
Coordinate the efforts of councils and other CDEM Group partners to align and enhance approaches to natural hazard risk reduction practices.	Hazard-specific objectives and policy statements are commonly applied across the region. The built environment is resilient to the impacts of natural hazards.	An operational framework of Planning Emergency Levels Of Service (PELOS) has been completed and endorsed by the Wellington Lifelines Group. This work continues into the next financial year, with community engagement and the development of GIS tools to follow. The Natural Hazard Steering Group was put hold for much of the financial year, due to COVID-19 demands.



2022 Wellington Region Community Survey

2,000 people participated in the Annual Community Survey, with representation across each of the region's Territorial Authorities. Trends continue to show that in general, 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 2022 Community Survey:



Store emergency supplies

29% of households reported having sufficient provisions stored (7 days) in case of an emergency.

2019: 23.4%
2020: 31.2%
2021: 29.2%
2022: 29.1%

0.1%



Know your neighbours

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

2019: 23.0%
2020: 26%
2021: 28%
2022: 26%

2%





Ready

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



Deliverable	Success indicator(s)	Summary
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.	Reports were developed and provided to the CG Sub Committee, CEG and Joint Committees four times per year. Advice and support have been provided through quarterly CDEM Group governance meetings and in an as-required capacity on a number of matters, such as Trifecta and COVID response.



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.



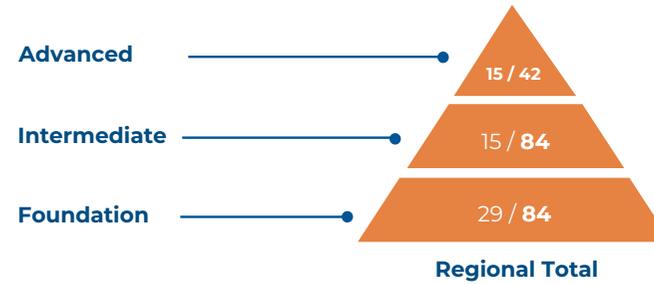
Deliverable	Success indicator(s)	Summary
Lead the development and implementation of the Group Training and Exercises Plan in accordance with the Capability Development (Skilled People) Strategy.	The CDEM Group has a sufficient number of staff trained to respond effectively to an emergency.	<p>A range of professional development opportunities have been offered this year to the region's emergency management workforce including: training for controllers, function managers, function specific training, and specialist courses such as Psychosocial First Aid and Welfare Needs Assessment.</p> <p>The training year culminated in May, with exercises run at all EOCs and the ECC. Over 180 people participated from councils and other partner agencies, with high levels of engagement and positive feedback received from participants.</p> <p>Support has been provided to CDEM Groups and NEMA this year, including sharing training and exercise materials with other Groups, and the WREMO Senior Capability Development Advisor co-chairing the national level Capability Development Working Group.</p>



Capability Development Targets: EOC and ECC staff

Overall, this year has seen a reduction in trained staff due to turnover and shifts in priorities due to COVID-19.

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

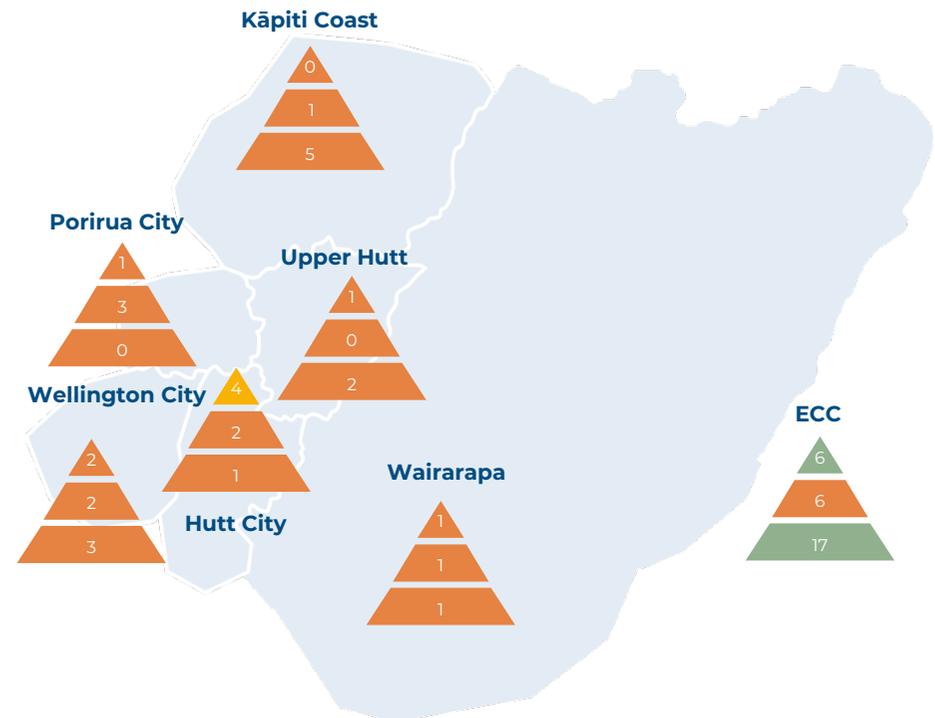


- Met requirements for sufficient staff
- Met 2/3 the requirements
- Met less than 2/3 of the requirements

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

November 2021

WHERE

Virtual – Online through Teams

ABOUT

In November 2021, our response capability shifted into the virtual world, enabling our emergency management workforce to learn in a COVID-safe safe environment.

The training that was provided allowed attendees to engage with colleagues from different councils, providing good collaboration and networking opportunities.

Approximately 100 staff from across the region attended the sessions - a strong start to further virtual opportunities.



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)	Summary
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>External users are now able to request and gain access to WREM.nz using their work account and devices. This new system allows users to BYOD into a physical EOC as well as to work in an EOC remotely. Training on this SharePoint based system is offered regularly, through virtual sessions.</p> <p>EOC/ECC facility and equipment checks continued at a reduced frequency to accommodate COVID-19 staff impacts. These are expected to return to regular bi-monthly checks next financial year. An annual audit completed in May showed a good overall state of readiness.</p>



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)

Summary

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 occurred as needed, with a continued focus on COVID related communications and support to Regional Public Health.

Two regional PIM events were held. The first focussed on shared messaging in emergencies. The second focused on warnings and Emergency Mobile Alert systems for events such as storms and sea swells, and tailoring messages to have better community uptake.



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.

In November, the Welfare Coordination Group approved a comprehensive Needs Assessment Framework to aid in understanding and delivering an effective Needs Assessment process.

Following the introduction of a Welfare Capability Maturity Model, regional welfare partners are now in the process of assessing current capability and identifying targets for the future.

Planning for updating the Wellington Region Emergency Assistance Centre Guide has commenced. Needs assessment skills were practiced during virtual micro-refresher courses.

EVENT	Welfare Capability Maturity Model
WHEN	<i>November 2021</i>
WHERE	<i>In person and virtual sessions</i>
ABOUT	<p>The Welfare Capability Maturity Model (WCMM) was launched which helps assess our region’s 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” to 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)	Summary
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>Tsunami response plans and the Wellington Region Earthquake Plan (WREP) have been updated, with elements used as a basis for realistic training scenarios and partner engagement.</p> <p>Flood Response Procedures and Catchment Guides have been updated, improving the flood response system. Further updates from TAs and improved planning will occur in FY 22/23.</p> <p>Operational processes and procedures have been strengthened through refinement of the region's Emergency Mobile Alerting processes and the Duty Officer system, based on lessons learned from various emergency events.</p> <p>A Group 'lessons learned' framework and health/wellbeing plan were postponed due to COVID-19 impacts and the creation of a national Wellbeing working group across the sector. They will be completed in FY22/23.</p>



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)	Summary
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>Alert Media has been successfully tested and implemented to forwarding key alerts to WREMO staff, such as National Warning System messages. The system pilot has been continued through to 2023.</p> <p>Overall, capability and capacity to send EMAs has increased - with 12 team members total who are able to draft and send alerts.</p> <p>Pre-defined messages for tsunamis have uploaded to the training and live EMA site, with pre-defined messages for floods to follow next financial year.</p> <p>WREMO participated in Red Cross Hazard app working group meetings, though many were cancelled due to COVID-19.</p>



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.

Summary

Partner engagements were often rescheduled or held virtually due to COVID, to maintain relationships and coordination.

Notable engagements and improved relationships this year include working more closely with journalists, Wellington Lifelines Group, the Regional Interagency Planning Committee, and local Emergency Services Coordinating Committees.

This year also marked milestone achievements in building relationships with iwi and marae partners, and the first regional resilience forum.

EVENT

Inter-Agency Resilience Forum

WHEN

June 2022

WHERE

Royal Society - Te Apārangi

ABOUT

In June the Community Resilience and Recovery team held the inaugural Inter-Agency Resilience Forum.

The event brought together organisations from across the region who work in the resilience area to share strategies and ideas, and look at what resilience work looks like in our region in the future.



Attendees of the Forum, hosted in June 2022.



Capable

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



Deliverable	Success indicator(s)	Summary
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 focused on tsunami awareness, earthquake preparedness, Community Emergency Hubs, supporting New Zealand Sign Language week, flood awareness, and reinforcing national COVID-19 messaging.</p> <p>Community engagement with young people and schools included a Minister's visit to practice Drop, Cover, and Hold with local students for ShakeOut and a new partnership with WellingtonPlus and Victoria University students.</p> <p>Many community events were shifted to online formats as WREMO staff adapted to COVID-safe ways to connect with communities.</p>

EVENT

Youth Leadership in Emergency Management

WHEN

May 2022

WHERE

Victoria University Wellington – Te Herenga Waka

ABOUT

A pilot youth leadership programme was delivered in partnership with Wellington Plus coordinators, at Victoria University Wellington.

Participants learned about personal preparedness, and how they could play a leadership role in their community during a disaster using their local knowledge and ability to work together. The University's New Zealand Response Team (NZRT-7) also joined in to share their role in emergency response.

Ka rawe rangatahi! A great day all around!



Wellington Plus participants that attended the workshop in May.

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)

Summary

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.

Much of the planned work was directly impacted by COVID-19. Work was placed on hold and will be incorporated in FY22-23 work programmes.



Capable

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



Deliverable	Success indicator(s)	Summary
Establish and maintain communication channels to keep communities informed about hazards, impacts and preparedness actions.	<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>Development of a new website is nearing completion, with the launch scheduled for September. The new site is intended to make it easier to find preparedness information, as well as critical updates during an emergency.</p> <p>Monthly radio and digital advertising was run throughout the year covering a number of preparedness messages including community emergency hubs, tsunami zones and earthquake preparedness.</p> <p>The next annual campaign was intended to be focused on Emergency Toilets. However, developments with a key supplier meant that it was not viable as planned. Adapted materials were developed and will be carried over into FY22-23.</p> <p>A review of WREMO social media strategies and platforms was placed on hold as staff were seconded to the Regional COVID Coordination Centre (RCCC), are also to be carried over into FY22-23.</p>



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.

Summary

Earthquake preparedness drills and other promotional events for Community Emergency Hubs were delivered at a reduced level due to COVID-19 outbreaks and other emergency events. To accommodate these disruptions, some events were adapted to an online format

Community Emergency Hub Audits were a priority, as Hub audits offer an opportunity to check in with schools (where most Hubs are located.) 126/128 audits were completed, with 2 rescheduled to early July 2022.



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)	Summary
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.	<p>The CDEM Duty Officer provided 24/7 coverage throughout the financial year and initiated a prompt and professional response to a number of incidents, with high periods of activity around storm, flood, and sea swell events.</p> <p>Ongoing coordination with equivalent duty / on call staff at partner agencies has increased staff confidence and capability in initiating responses when needed.</p> <p>No Emergency Mobile Alerts were required or issued this financial year.</p>



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.

Summary

WREMO provided staff to support multiple responses, including two full time staff being deployed to support Regional Public Health in their response to COVID-19, the initiation and operation of the Regional COVID Coordination Centre (RCCC), and support to councils in response to severe weather, flooding, and sea swell events.

WREMO and council staff were also deployed to Westport to support the July 2021 flood response, and demonstrated skill and leadership following a formal request for support from NEMA and CDEM Groups across New Zealand.

Regional Manager, Group Controller, Group PIM Manager, Group Welfare Manager, and ICT support were provided on-call and with rapid response times to numerous events throughout the year.



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)	Summary
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.	<p>This year posed traditional challenges such as acute stress of working in an emergency response, and prolonged wellbeing stressors from working remotely.</p> <p>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. Staff deployed to Westport in July 2022 said they felt well-supported by WREMO and council staff coordinating the deployment from the Wellington Region, and that they were able to cope with the challenges of deploying to an unknown response environment.</p> <p>To ensure safety in response to COVID-19 outbreaks, WREMO staff worked remotely for a prolonged period, and a cautious return to the office in shifts was used in order to reduce exposure. Clear priorities were also identified for all staff so that they could effectively manage what work they had with any reduced capacity impacts that emerged from COVID.</p>



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)	Summary
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 course of the year.</p> <p>The process continues to be refined, including the creation of a WREM.nz AAR site as a centralised platform for all EOCs and the ECC to insert, collate and access key learnings from various responses.</p>



Recovery



Connected

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



Deliverable	Success indicator(s)	Summary
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. These resources were extended at the request of the Regional Leadership Group (RLG)



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)

Summary

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.

Work to identify and connect with sector group agencies is still in the very early planning stages and a proposed means to engage with these external partners is by incorporating them into the Recovery Manager training programme.

A Recovery Workshop was hosted by WREMO on 22 June 2022 and was well received by Recovery Managers from across the region. The workshop provided an opportunity to review the draft Recovery Operating Guide, participate in a recovery exercise and an opportunity to discuss the training and development needs of Recovery Managers moving forward.

A newsletter was not completed in the first half of the year due to the COVID response. However, an end of financial year newsletter was completed.

Work to identify and connect with agencies representing other sector groups in recovery (e.g. economic recovery or natural environment recovery) was put on hold, but will be revisited in FY22-23.

Wellington Region Emergency Management Office Annual Report
1 July 2021 – 30 June 2022

EVENT	Recovery Workshop
WHEN	June 2022
WHERE	WREMO
ABOUT	<p>Consultation on a draft Recovery Operating Guide was very positive, with some councils around the country also seeking to adopt and adapt it to their own regions.</p> <p>Another key milestone achieved in the last quarter was WREMO hosting a face-to-face workshop with the region's Recovery Managers. The workshop involved a briefing and feedback session on the Draft Recovery Operations Guide, a scenario-based recovery exercise and a discussion on training and development requirements for Recovery Managers going forward.</p>



Participants work together to use the draft recovery guide and provide feedback.



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)	Summary
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.	<p>Significant progress was made toward finalising the Recovery Operations Guide with overwhelming positive feedback, including other CDEM Groups asking to adapt Guide for their own regions. Final consultation and edits to the Guide are in progress and due to be completed in the first quarter of FY 22-23</p> <p>NEMA has begun leading work on developing a national set of recovery indicators, with contributions from WREMO and Wellington CDEM Group recovery managers.</p> <p>Work is also underway to identify strategic recovery planning initiatives around the country and opportunities, focusing on collaboration with other CDEM Groups such as Auckland.</p>



KPI Summary

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Reduction

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Provide quarterly reports to the CEG Sub Committee, reporting on progress against the WREMO Annual Plan (2021-2022) activities.	In progress	In progress	In progress	Completed	4 / 4	HIGH
Develop the WREMO Annual Plan (2022-23) in alignment with council annual plan development timelines.	Not started	Not started	In progress	Completed		HIGH
Establish the Project Portfolio Management Office (PPMO) and provide an initial report to the CEG and Joint Committee to test the format and information requirements.	In progress	In progress	In progress	In progress		HIGH
Conduct the annual WREMO Regional Community Survey to identify trends and opportunities to increase resilience.	Not started	Not started	Not started	Completed		HIGH

DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Lead the Emergency Levels of Service project to ensure hazard risks to Lifeline Utility services are reduced.	In progress	In progress	In progress	In progress		MEDIUM
Reconvene the Natural Hazard Steering Group to assess progress occurring pre-COVID-19 and determine actions for the future.	Not started	Not started	On hold	On hold		LOW




Reduction

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group (CEG), Sub-Committee and Regional Leadership Group (RLG) as required.	In progress	In progress	In progress	Completed		HIGH
Respond to relevant Local Government Official Information and Meetings Act (LGOIMA) requests in accordance with legislated time frames and procedures.	In progress	In progress	In progress	Completed		HIGH
Support Greater Wellington Regional Council (GWRC) Democratic Services with secretariat duties for the CDEM Joint Committee.	In progress	In progress	In progress	Completed		HIGH




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Develop and deliver professional development opportunities for the region's emergency management workforce in accordance with the Group Training and Exercise Plan 2021/22.	In progress	In progress	In progress	Completed		HIGH
Administer the Wellington Region's portion of the national CDEM training fund.	Not started	Completed	Completed	Completed		HIGH
Coordinate the Wellington Region's Response Teams to provide consistent training, deployment processes and legislative compliance.	In progress	In progress	In progress	Completed		HIGH
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	Not started	In progress	In progress	Completed		MEDIUM
Support national level capability development advisory groups, programmes and initiatives.	Not started	In progress	In progress	Completed		LOW




Readiness

KPI Summary

Progress



DELIVERABLE

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

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




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Develop and refine Public Information Management (PIM) components of regional plans and processes.	In progress	In progress	In progress	Completed		HIGH
Hold 2 meetings annually for Public Information Managers in the Wellington CDEM Group to develop relationships and share information.	Not started	In progress	Completed	Completed	2/2	MEDIUM

DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Chair 3 Wellington Region Welfare Coordination Group meetings to enhance individual and collective agency capability and planning.	In progress	In progress	Completed	Completed	3/3	HIGH
Work with Local Welfare Managers to understand Needs Assessment capability, identify gaps and achieve consistency across the region.	Not started	In progress	In progress	Completed		HIGH
Implement the CDEM Group Welfare Plan.	In progress	In progress	In progress	Completed		HIGH
Work with Local Welfare Managers to understand Emergency Assistance Centre (EAC) capability, identify gaps and achieve consistency across the region.	Not started	In progress	In progress	Completed		MEDIUM




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Work with CDEM Group partners to identify and make improvements to the Wellington Region Earthquake Plan (WREP).	In progress	In progress	In progress	Completed		HIGH
Work with GWRC and territorial authorities to refine EOC and ECC flood response plans.	In progress	In progress	In progress	Completed		HIGH
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	In progress	In progress		HIGH
Refine the Wellington CDEM Group's operational processes and procedures.	In progress	In progress	In progress	Completed		HIGH
Work with CDEM Group partners to identify and make improvements to EOC and ECC tsunami response plans.	In progress	In progress	In progress	Completed		MEDIUM
Develop a CDEM Group Lessons Learned Framework.	Not started	Not started	On hold	On hold		MEDIUM




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Conduct a notification system pilot to assess the suitability of the Alert Media CDEM Group alerting and notification tool.	In progress	In progress	In progress	Completed		HIGH
Manage and refine the Duty Officer system to ensure that a CDEM Group Duty Officer is available 24/7 to alert CDEM Group partners to an emergency.	In progress	In progress	In progress	Completed		HIGH
Conduct monthly Emergency Mobile Alert training to strengthen the Group's capability and capacity.	In progress	In progress	In progress	In progress	6 / 12	HIGH
Participate in the Red Cross Hazard App Working Group and implement any required changes to CDEM procedures.	In progress	In progress	In progress	Completed		MEDIUM
Develop Emergency Mobile Alert predefined messaging for tsunami and flood events.	In progress	In progress	In progress	In progress		MEDIUM

DELIVERABLE

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

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




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.	In progress	In progress	In progress	Completed		HIGH
Facilitate 15 local Emergency Services Coordination Committee (ESCC) meetings.	Not started	In progress	In progress	Completed	14 / 15	MEDIUM
Facilitate 3 Regional Inter-Agency Planning Committee (RIAPC) meetings.	In progress	In progress	In progress	Completed	3 / 3	MEDIUM
Arrange direct engagement opportunities with technical experts like GNS and MetService to share information, develop plans and strengthen coordination arrangements.	In progress	In progress	In progress	Completed		MEDIUM
Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.	In progress	In progress	In progress	Completed		MEDIUM

DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Deliver 4 Business Continuity Planning workshops for businesses and organisations.	In progress	In progress	In progress	Completed	4 / 4	HIGH
Deliver 4 Emergency Planning workshops for Primary and Secondary schools.	In progress	Completed	Completed	Completed	5 / 4	HIGH



Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Produce a Quarterly Newsletter, sharing preparedness messaging and opportunities to engage for the community.	In progress	In progress	In progress	In progress	3 / 4	HIGH
Promote preparedness messaging and community connectedness through social media platforms.	In progress	In progress	In progress	Completed		HIGH
Partner with youth, agencies and organisations to deliver the Youth Leadership in Emergency Management programme across the region.	Not started	Not started	In progress	Completed		HIGH
Partner with local iwi, hapū, and Māori organisations to co-design preparedness messaging and initiatives for whānau.	Not started	Not started	On hold	On hold		HIGH
Partner with people with disabilities and organisations that support them to co-design inclusive and accessible preparedness messaging and initiatives.	In progress	In progress	On hold	On hold		HIGH
Lead and promote the Wellington Region's involvement in the Shakeout and Tsunami Hikoi campaign to increase CDEM Group partner and community awareness and participation.	In progress	Completed	Completed	Completed		HIGH
Provide supplementary marketing and communications for Tsunami Hikoi to increase awareness of the long or strong, get gone message.	In progress	In progress	Completed	Completed		HIGH
Deliver 42 Household Earthquake Planning sessions to community groups, workplaces and households.	In progress	In progress	In progress	Completed	43 / 42	MEDIUM
Promote preparedness messaging with the community at 7 regional or local events.	In progress	Completed	Completed	Completed	10 / 7	MEDIUM
Implement the Central Business District (CBD) Engagement Plan, with a focus on tertiary students and apartment dwellers.	In progress	In progress	On hold	On hold		MEDIUM




Readiness

KPI Summary

Progress



DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Investigate innovative and creative opportunities to promote hazard awareness and enable emergency reduction or readiness.	Not started	Not started	On hold	On hold		MEDIUM
Co-deliver 7 community initiatives with local council teams.	Not started	Not started	On hold	On hold	1/7	MEDIUM
Contribute to CDEM Group partner projects that improve hazard awareness and preparedness.	In progress	In progress	On hold	On hold		MEDIUM
Promote and attend community and CDEM Group partner initiatives.	In progress	In progress	On hold	On hold		LOW

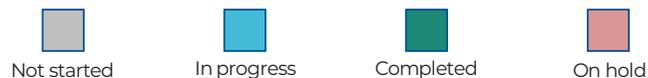
DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.	In progress	In progress	In progress	In progress		HIGH
Develop and schedule radio and digital advertising that supports community resilience campaigns and general preparedness.	In progress	In progress	In progress	On hold		HIGH
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.	Not started	In progress	In progress	On hold		HIGH



Progress



DELIVERABLE

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

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

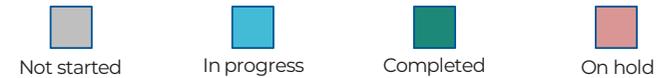
DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	Completed YTD	Priority
Deliver 28 Earthquake Drills and work with participants to make updates to the relevant Community Emergency Hub Guides.	In progress	In progress	On hold	In progress	11 / 28	HIGH
Carry out annual audits for 128 Community Emergency Hubs.	Not started	In progress	In progress	In progress	126 / 128	HIGH
Coordinate and deliver 12 Community Emergency Hub awareness activities.	In progress	In progress	In progress	In progress	9 / 12	MEDIUM



Progress



DELIVERABLE

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

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

DELIVERABLE

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

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



Progress



DELIVERABLE

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

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

DELIVERABLE

Manage WREMO staff health and wellbeing in a response.

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

DELIVERABLE

Lead the implementation of a CDEM Group Lessons Learned framework.

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



Progress



DELIVERABLE

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

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

DELIVERABLE

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

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop and deliver a Group Recovery Exercise.	Not started	In progress	In progress	Completed		HIGH
Establish Sector Groups for each Recovery environment.	Not started	Not started	Not started	In progress		HIGH
Host a forum for Recovery Managers to develop knowledge and capability.	Not started	Not started	In progress	Completed		MEDIUM
Produce two Recovery Newsletters for relevant stakeholders.	Not started	Not started	Not started	In progress	1/2	LOW



Progress



DELIVERABLE

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

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

**Civil Defence Emergency Management Group
20 September 2022
Report 22.425**



For Decision

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS –
SEPTEMBER 2022**

Te take mō te pūrongo

Purpose

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

He tūtohu

Recommendations

That the Joint Committee:

1. **Approves** the removal of the following statutory appointees:
 - a Darryl McCurdy as supplementary Controller (Combined areas of Wairarapa district councils)
 - b Alison Wiley as alternate Controller (Porirua City Council)
2. **Approves** the addition of the following statutory appointees:
 - a Angel Bell as alternate Controller (Kapiti Coast District Council)
 - b Helen Oram as alternate Recovery Manager (Hutt City Council)

Te horopaki

Context

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 Local Controller; and
 - A Local Recovery Manager.

Te tātaritanga Analysis

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

Bold – New appointee

~~Strikethrough~~ – Removed appointee

Standard – Current appointee

Controllers:

6. The following table lists current statutory appointees and recommended changes to the Group's Controllers, including 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) Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate)
Porirua City Council	Jerry Wrenn (Primary) Sam Bishop (alternate) Olivia Dovey (alternate) Alison Wiley (alternate) Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (Primary) Nienke Itjeshorst (alternate) Steve Cody (alternate) Paul Busing (alternate) Angela Bell (alternate) Scott Dray (supplementary)
Hutt City Council	Barry Vryenhoek (Primary) Lester Piggott (alternate)

	Matthew Boggs (alternate) Kara Puketapu-Dentice (alternate) Craig Cottrill (alternate) Anthony Robinson (alternate)
Upper Hutt City Council	Geoff Swainson (Primary) Craig Cottrill (alternate) Liesel Jahnke (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	Steven May (Primary) Jonathan Hooker (alternate) Paul Gardner (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate) Darryl McCurdy (supplementary)

Recovery Managers:

7. The following table lists the current statutory appointees and recommended changes the Group's Recovery Managers, and alternates.

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	Kym Fell (Primary) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City Council	Primary to be appointed Andrew Dalziel (alternate) Olivia Dovey (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	Liesel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Johannes Ferreira (Carterton) Nigel Carter (South Wairarapa) Ben Jessep (Masterton)

Non-statutory appointments:

8. The following table lists current appointments for other non-statutory roles. There are no changes proposed this quarter.

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

Ngā hua ahumoni
Financial implications

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

Ngā Take e hāngai ana te iwi Māori
Implications for Māori

10. There are no implications for Māori.

Ngā tikanga whakataua
Decision-making process

11. 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

12. 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 Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matters are of low significance, given their administrative nature.

Te whakatūtakitaki
Engagement

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

Ngā tūāoma e whai ake nei
Next steps

14. No further external communication is required.

Ngā kaiwaitohu
Signatories

Writer	Sam Ripley – Advisor, Business and Capability Development, WREMO
Approvers	Jess Hare – Manager, Business and Capability Development, WREMO Jeremy Homes – 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>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 Emergency Management Group
20 September 2022
Report 22.401**



For Decision

PROPOSED MEETING SCHEDULE FOR 2023

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group of the indicative Joint Committee meeting schedule for 2023.

He tūtohu

Recommendations

That the Joint Committee:

1. **Adopts** the 2023 meeting dates, as follows:
 - a 7 March 2023
 - b 13 June 2023
 - c 19 September 2023
 - d 5 December 2023
2. **Agrees** to the meeting start time of 11am.
3. **Authorises** the Kaiwhakahaere Matua/Manager, Democratic Services, Greater Wellington, in consultation with the Joint Committee Chair and Regional Manager, WREMO to amend the schedule as necessary.
4. **Notes**, that as the Administering Authority, Greater Wellington will circulate the meeting schedule to members and key stakeholders.

Te tāhū kōrero

Background

2. The Committee's Terms of Reference states that meetings will be held twice per year, or as agreed for the performance of the CDEM Group's functions, duties and powers as delegated to it under its Terms of Reference.
3. Traditionally, four ordinary meetings have been scheduled per year. Since 2020 and the arrival of COVID-19, unscheduled additional meetings have been held for the CDEM Group to perform its functions, duties and powers.
4. Scheduled meetings in 2022 have been held on a Tuesday, and in most cases have been held on the same day as the Wellington Regional Leadership Committee (WRLC) and

Regional Transport Committee meetings. This is because the three committees have a similar membership.

Te tātaritanga Analysis

5. Officers are proposing four meetings for 2023, to be held quarterly. These will be held in March, June, September, and December. More meetings may be scheduled if, and when, required, and in consultation with the Regional Manager of the Wellington Region Emergency Management Office (WREMO).
6. The CDEM Group, WRLC and Regional Transport Committee have overlapping memberships, and combining the three meetings into one day will minimise the number of days committee members will need to be available.
7. To facilitate members attending for WRLC, officers have proposed that the CDEM Group meetings begin at 11am, after the WRLC meeting, and before the Regional Transport Committee (which will be held in the afternoon).
8. Because meetings will be held on the same day as the WRLC and Regional Transport Committee, meetings will be held at Greater Wellington Regional Council's Wellington Council Chambers (Taumata Kōrero), unless otherwise notified.

Ngā hua ahumoni Financial implications

9. The costs associated with the meetings will be met from existing budgets.

Ngā Take e hāngai ana te iwi Māori Implications for Māori

10. Current conversations with mana whenua partners and NEMA's policy (Trifecta Legislative Change) team suggest that mana whenua will likely join CDEM Joint Committee meetings at some point in 2023 (exact date to be confirmed).

Ngā tikanga whakatau Decision-making process

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

Te hiranga Significance

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

Te whakatūtakitaki
Engagement

13. External engagement was not considered necessary.

Ngā tūāoma e whai ake nei
Next steps

- 14. Officers will advise the offices of the mayors and the Regional Council Chair and organisations of the proposed dates for 2023.
- 15. Meetings will be publicly notified in *The Dominion Post*, *Wairarapa Times-Age* and published on Greater Wellington’s website. This is in accordance with the public notice requirements of the Local Government Official Information and Meetings Act 1987 and Greater Wellington Regional Council’s Standing Orders.

Ngā kaiwaitohu
Signatories

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

<p>He whakarāpopoto i ngā huritaonga Summary of considerations</p>
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The Committee's Terms of Reference state that meetings must be held twice per year, or as agreed to.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are no implications, but the indicative meeting schedule will enable the CDEM Group to consider reports and issues relevant to its areas of responsibilities at relevant times.</p>
<p><i>Internal consultation</i></p> <p>Officers consulted with the Programme Director, Wellington Regional Leadership Committee Secretariat; Principal Strategic Advisor, Regional Transport; and Manager, Business Development, WREMO.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>There are no known risks or impacts.</p>