

If calling please ask for: Democratic Services

17 August 2018

## Civil Defence Emergency Management Group

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

**Friday, 24 August 2018 at 9.00am**

### Membership of Group

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

# Civil Defence Emergency Management Group (CDEM Group)

Meeting to be held on Friday, 24 August 2018 at 09.00am in  
the Council Chamber, Level 2, Upper Hutt City Council, 838  
Fergusson Drive, Upper Hutt

## Public Business

		Page No
1.	Apologies	
2.	Public Participation	
3.	Confirmation of the Minutes (22 June)	<b>Report 18.265</b> <b>3</b>
4.	Group Plan Amendment Confirmation	<b>Report 18.352</b> <b>8</b>
5.	WREMO Annual Report (2017/2018)	<b>Report 18.353</b> <b>11</b>
6.	Ministerial (TAG) Review Update	<b>Brief</b>
7.	National Resilience Strategy Update	<b>Brief</b>
8.	Group Plan Proposal	<b>Brief</b>
9.	Response Teams Update	<b>Brief</b>
10.	Community Preparedness Update	<b>Brief</b>
11.	CDEM Group Appointments	<b>Report 18.355</b> <b>102</b>
12.	WCC Lessons from the Kaikoura Earthquake	<b>Discussion</b>

**Next meeting: 14 December 2018**



**Please note these minutes remain unconfirmed until the next meeting of the Civil Defence Emergency Management Group Joint Committee on 24 August 2018.**

**Report 18.265**

22/06/2018

File: CCAB-21-231

**Minutes of the Civil Defence and Emergency Management Group Joint Committee meeting held in the Porirua City Council's Emergency Operations Centre, 2B Raiha Street, Elsdon, Porirua, on Friday, 22 June 2018 at 9:06am**

**Present**

Mayor Wallace (Chair)	(Lower Hutt City Council)
Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Mayor Patterson	(Masterton District Council)
Mayor Tana (from 9:28am)	(Porirua City Council)
Mayor Wallace	(Lower Hutt City Council)

**1 Apologies**

*Moved* (Mayor Wallace/ Mayor Gurunathan)

*That the CDEM Group accepts the apology for absence from Councillor Laidlaw and the apology for lateness from Mayor Tana.*

The motion was **CARRIED**.

**2 Public Participation**

There was no public participation.



3 **Confirmation of the minutes of 20 April 2018**

*Moved* (Mayor Wallace/ Mayor Guppy)

*That the CDEM Group confirms the minutes of the meeting of 20 April 2018, Report 18.140.*

The motion was **CARRIED**.

4 **CDEM Group Appointments**

**Report: 18.138**

File: CCAB-21-209

*Moved* (Mayor Wallace/ Mayor Napier)

*That the CDEM Group:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the following controller appointments:*
  - a. *Geoff Swainson, Local Controller, Upper Hutt*
  - b. *Richard Harbord, Alternate Controller, Upper Hutt*
  - c. *Phil Becker, Alternate Controller, Wellington City*
  - d. *Sarah Murray, Alternate Controller, Wellington City*
  - e. *Kane McCollum, Alternate Controller, Wellington City*
  - f. *Stephen McArthur, Alternate Controller, Wellington City*
  - g. *Michelle Riwai, Alternate Controller, Wellington City*
  - h. *Baz Kaufmann, Alternate Controller, Wellington City*
  - i. *Deborah Howse, Alternate Controller, Wellington City*
4. *Approves the following recovery appointments:*
  - a. *Dan Neely, Group Recovery Manager*
  - b. *Nigel Corry, Alternate Group Recovery Manager*

The motion was **CARRIED**.

5 **WREMO Quarterly Report - 1 January - 31 March 2018**

Jeremy Holmes Regional Manager, Wellington Civil Defence and Emergency Management, spoke to the report and confirmed that a mailbox drop of the Earthquake Planning Guide was recently successfully completed to households in the Region.

**Report: 18.256**

File: CCAB-21-223

*Moved*

*(Mayor Patterson/ Mayor Napier)*

*That the CDEM Group:*

1. *Receives the report;*
2. *Notes the content of the report;*
3. *Approves the report as an accurate record of those activities occurring in the third quarter of 2017/2018.*

The motion was **CARRIED**.

6 **Amendment of the Group Plan 2013-2018 - Strategic Recovery Planning**

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

**Report: 18.257**

File: CCAB-21-225

*Moved*

*(Mayor Wallace/ Mayor Booth)*

*That the CDEM Group:*

1. *Receives the report;*
2. *Notes the content of the report;*
3. *Approves the amendment of the Group Plan 2013-2018.*

The motion was **CARRIED**.

**Noted:** The Committee requested officers write a letter to the Minister for Civil Defence and Emergency Management, advising that the amendment to the Group Plan 2013-2018 has been adopted, and that it covers the period from 1 June 2018 to 1 January 2019.

7 **Wellington Region Earthquake Plan (WREP) - Endorsement for Consultation**

David Russell, Group Controller, spoke to the report.

**Report: 18.258**

File: CCAB-21-227

*Moved*

*(Mayor Wallace/ Mayor Guppy)*

*That the CDEM Group:*

1. *Receives the WREP Implementation Guide in Attachment 1.*
2. *Notes the contents of the WREP Implementation Guide.*
3. *Endorses the release of the WREP Implementation Guide for consultation to the abovementioned audience.*

The motion was **CARRIED**.

Mayor Tana arrived during consideration of item 7, at 9:28am.

## 8 **Response Teams and Ara Tahi update**

### **Brief**

Jeremy Holmes Regional Manager, Wellington Civil Defence and Emergency Management, gave the CDEM Group a brief on recent developments in relation to the NZ-Response Team, and outlined some differences between the leaders of the Response Team, such as structures, equipment, definitions, ownership, capabilities, and agreements.

Jeremy Holmes advised the CDEM Group that a national approach is preferred, and that the next meeting with the NZ-Response Team to discuss the next steps is scheduled for 28 July 2018.

*Moved* (Mayor Wallace/ Mayor Tana)

*That the CDEM Group:*

1. *Notes the background to the current NZ-Response Team issue.*
2. *Notes the progress made over the past two months.*
3. *Notes the plans to progress the issue going forward.*

The motion was **CARRIED**.

Jeremy Holmes Regional Manager, Wellington Civil Defence and Emergency Management, gave the CDEM Group an update following a meeting with the Minister for Civil Defence and Emergency Management, Ara Tahi, and the TAG Implementation Team, which included discussions about investing in relationships.

*Moved* (Mayor Wallace/ Mayor Patterson)

*That the CDEM Group:*

1. *Notes the recommendations of the Coordinating Executive Group (CEG) on 27 April 2018.*
2. *Notes the content of the 24 May 2018 meeting between Ara Tahi, the Minister for Civil Defence and Emergency Management, and the TAG Implementation Team.*

3. *Notes the July/August timeframe for Ministerial decisions.*
4. *Notes the intent to update the CDEM Group on 24 August 2018 before the next meeting with Ara Tahi on 6 September 2018.*

The motion was **CARRIED**.

9 **Items not on the agenda for discussion**

The Chair advised that in accordance with Standing Order 3.5.6, an item not on the agenda would be discussed:

*Kapiti Community Hospital* (Mayor Gurunathan)

Mayor Gurunathan advised the CDEM Group that recently a petition was launched for a community hospital to support the Kapiti Coast District in supplying critical medical services, and advised the CDEM Group that a desktop exercise will inform what resources the community will need in the case of the Kapiti Coast District being separated during an event.

Mayor Gurunathan advised that David Russell, Group Controller, intends to run a workshop with health providers, in order to socialise the plan. A desktop exercise to will follow the workshops.

10 **Declaration exercise**

David Russell, Group Controller, handed to members of the CDEM Group a checklist for the consideration of a state of emergency, and ran an exercise on when, where and how to declare a state of emergency.

David Russell requested the CDEM Group review and provide feedback on the checklist.

11 **Next meeting: 24 August 2018**

The meeting closed at 10:32am.

Chair, Wellington Civil Defence Emergency Management Group.

Date:

**4**

**Report** 18.352  
**Date** 15 August 2018  
**File** CCAB-21-234

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## **Group Plan Amendment Confirmation**

### **1. Purpose**

To inform the Wellington CDEM Group (Joint Committee) of the Group's compliance with 2016 amendments to the CDEM Act 2002 relating to strategic recovery planning.

### **2. Background**

In 2016 amendments to the CDEM Act 2002 created new requirements for CDEM Groups to engage in strategic recovery planning.

In August 2017 the Ministry of Civil Defence and Emergency Management (MCDEM) directed that by 1 June 2018 all CDEM groups were to have considered the requirements details in the (new) 2017 Strategic Planning for Recovery Director's Guideline and identified what actions they would take to meet the new requirements.

The actions were to be an amendment to the current Group Plan. Since they were only a minor amendment to the Group Plan they did not require public consultation.

### **3. Amendment to the 2013-2018 CDEM Group Plan**

At the last Joint Committee meeting the Committee approved the proposed amendment to the 2013-2018 Group Plan. The Committee requested officers write a letter to MCDEM advising them of the amendment and that it had now been adopted.

Attached is a copy of the response that has been received from MCDEM in reply.

#### **4. The decision-making process and significance**

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

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

##### **4.1 Engagement**

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

#### **5. Recommendations**

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the contents of the report.*

Report prepared by:

**Jeremy Holmes**  
Regional Manager

**Attachment 1**      MCDEM Letter to Joint Committee Chair dated 2 July 2018



# Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumarū

2 July 2018

**To:** Mayor Ray Wallace, Joint Committee Chair  
Wellington CDEM Group

Dear Mayor Wallace,

## **Strategic Planning for Recovery provisions in the Wellington CDEM Group Plan**

I would like to thank you for amending your CDEM Group Plan to state and provide for strategic planning for recovery; a requirement introduced by the Civil Defence Emergency Management Amendment Act 2016.

I recognise this is a busy time for many councils with long-term planning processes, and that you are also in the process of a significant review of the CDEM Group Plan, so I commend your effort to complete these changes and thank you for your engagement with MCDEM throughout.

The actions you take will ensure your communities are well-placed and supported to recover from emergencies from the hazards and risks identified in the CDEM Group Plan and MCDEM looks forward to continuing work with your Group to achieve this.

Yours sincerely

Sarah Stuart-Black  
Director, CDEM

**CC:** Tony Stallinger, Coordinating Executive Group Chair  
Jeremy Holmes, CDEM Group Manager





**Report** 18.353  
**Date** 15 August 2018  
**File** CCAB-21-236

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## **WREMO Annual Report 1 July 2017 – 30 June 2018**

### **1. Purpose**

To inform the Wellington CDEM Group (Joint Committee) of WREMO's achievements and progress against the activities scheduled in the 2017/18 Annual Plan.

### **2. Background**

The WREMO Annual Report (**Attachment 1**) incorporates the Annual Plan work programme and additional areas of work identified by the WREMO leadership team.

### **3. Annual Report**

The attached report provides the results of the Community Resilience, Operational Readiness and Business and Development Teams, as well as an executive overview by the Regional Manager.

The content of the Annual Report has been reviewed and endorsed by both the CEG Sub-Committee and CEG.

### **4. The decision-making process and significance**

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

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

#### **4.1 Engagement**

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

#### **5. Recommendations**

*That the CDEM Group:*

- 1. **Receives** the report.*
- 2. **Notes** the contents of the report.*
- 3. **Approves** the report as an accurate record of those activities that occurred in 2017/2018.*

Report prepared by:

**Jeremy Holmes**  
Regional Manager

**Attachment 1**      WREMO Annual Report (1 July 2017 – 30 June 2018)

WELLINGTON REGION  
EMERGENCY MANAGEMENT OFFICE

# Annual Report

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1 July 2017 – 30 June 2018



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# Executive Summary

## Overview

This report provides specific information on the work completed by WREMO over the last quarter (April to June) and a summary of the work that has been completed by WREMO over the past year (2017/18).

The last quarter has been heavily dominated by the development of the next Group Plan, the Wellington Regional Earthquake Plan (WREP) and the regional Capability Development (Skilled People) Strategy.

The past year has been a period of significant change for WREMO with the appointment of a new Regional Manager and Group Controller, a review of CDEM across the region and new organisational direction (to deliver a 'step change' in vision and strategy for the region's emergency management approach). As a result, the Group has now started working on its next five year plan to deliver what has been asked for. Although still early in the process (drafting the next Group Plan), the level of support received has been excellent and all aspects are progressing to plan.

## Wins

### **1. Completion of Hub Equipment Standardisation**

Over 90% of the Community Emergency Hubs across the region are now standardized with a common set of equipment and mobile radio functionality. This has been a significant achievement for the Community Resilience Team and our communities.

### **2. Wellington Region Earthquake Plan (WREP)**

After 18 months' work by David Russell, the region now has a draft regional earthquake plan (WREP 2.0) that provides clear direction on how the region is going to respond in the event of a significant earthquake. The content of the document is aligned with the national plan (the Wellington Region National Initial Response Plan) and regional stakeholders have been heavily involved in its development. They have a good understanding of their roles and responsibilities and how the region is going to work together to manage such an event.

### **3. GWRC ECC Capability**

In accordance with the direction for WREMO to increase the region's capability to respond effectively to large scale events, in February and March WREMO worked closely with members of GWRC's Executive Leadership Team to identify a suitable pool of people to undergo training to staff the region's ECC. Through this process 150 people have now been identified and are now undergoing the required training.

# Executive Summary

## Developments

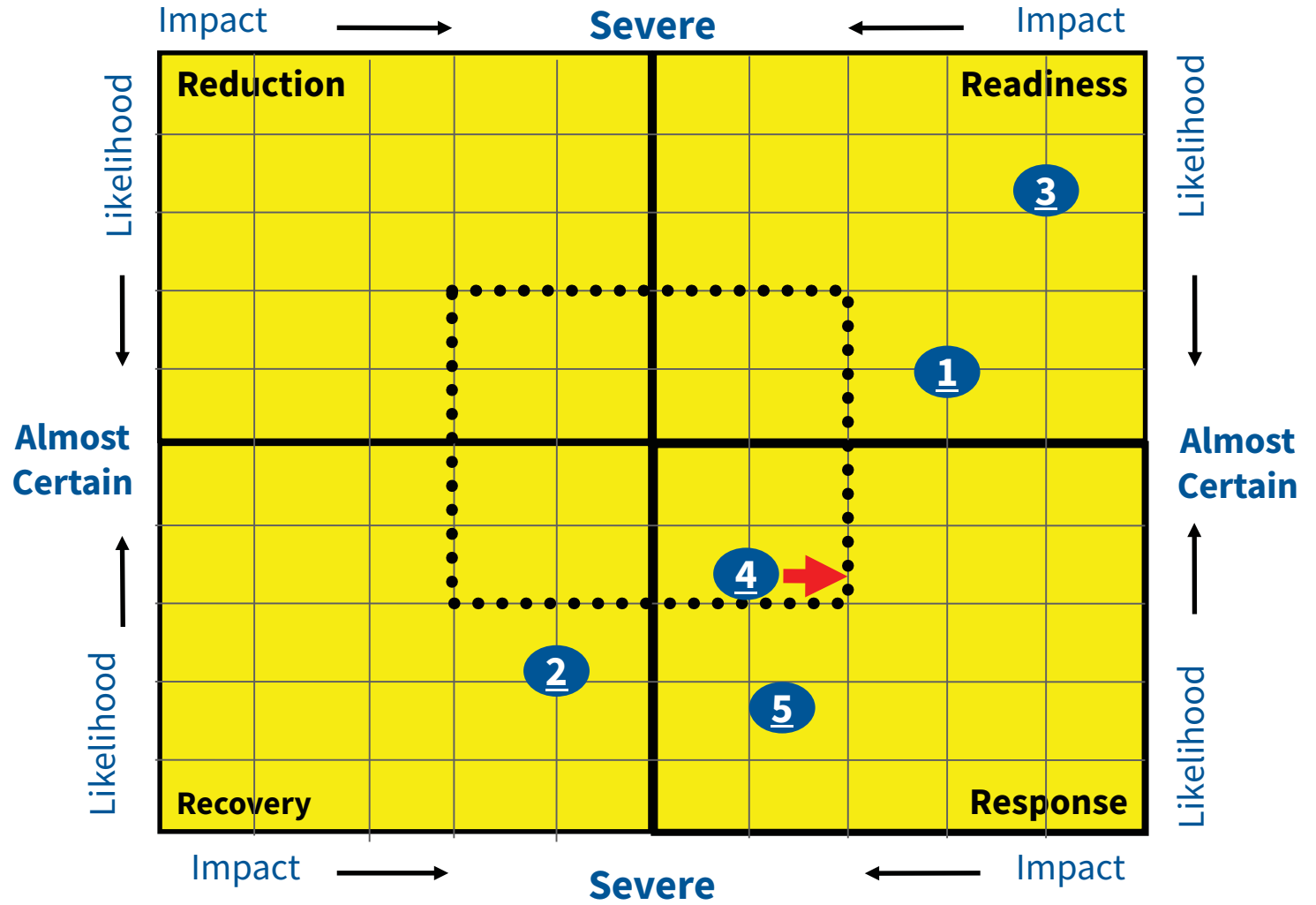
More notable activities occurring during the quarter include:

- 1. Wellington CDEM Group Plan.** Between April and June WREMO held workshops with six key stakeholder groups from around the region (emergency services, welfare agencies, lifeline organisations, local emergency management and local authority planners) to develop the content of the draft Group Plan. A draft version of the Plan has now been completed. It is now out for sector consultation and feedback. Once amended and endorsed by CEG, it will go out for public consultation in September. In November it will go to the Minister before final approval by the Joint Committee in December.
- 2. Capability Development (Skilled People) Strategy.** After several years of ad hoc CDEM training, the region now has a draft Capability Development (Skilled People) Strategy to develop competent and confident EOC and ECC staff across the region who can respond effectively in a large scale emergency. Developed by a member of the Operational Readiness Team (who was seconded full time to work on the project) and guided by a steering group make up of representatives from various councils around the region, the content of the document has received very good feedback from those who have been involved and those who have seen the document. For continuity purposes the same Operational Readiness Team member will be now be overseeing the strategy's implementation.
- 3. Business Continuity Planning Workshops in the Pacific Islands.** In late May WREMO was asked by the Fiji Business Disaster Resilience Council to provide someone to run a Business Continuity Planning (BCP) workshop in Fiji. The workshop was requested after Fiji experienced a very destructive cyclone season and online searches had identified our BCP content as the preferred model. The attendees to the Fiji workshop were a mix of large organisations with a national mandate to small local business owners who now recognised the need for basic continuity planning. The feedback received from participants was overwhelmingly positive.
- 4. WREMO Sharepoint Site.** In October ICT were asked to put all of WREMO's information onto a single platform. Between October and December a new sharepoint site was developed. Between January and March all WREMO staff received training on the site and all information was transferred. Between April and June all staff have been actively using the site. The site has received very good feedback from those who have used it. It has also been able to provide a virtual forum for response team members from around the country to share New Zealand Response Team (NZRT) information.

# Executive Summary

Risk Matrix as at 30 June 2018

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





# Executive Summary

## Risk explanation and treatment

1. As time elapses since our last significant emergency (November 2016), public interest in resilience building initiatives continues to wane. However, ongoing publicity around community preparedness successes and initiatives does appear to be keeping some forward momentum.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Work on this is underway, as well as incorporating the lessons from the November 2016 series of events. The aim is to have a robust framework that aligns at a national, regional, and local level and it be included in the next Group Plan.
3. Central Government policies and initiatives often take a top down approach, with little consideration being given to the interpretation and/or implementation of the policies concerned. Such an approach can sometimes pose significant challenges for regions, who are responsible for the interpretation and/or implementation of these policies. At the March meeting of Regional Managers it was agreed that Regional Managers would meet with MCDEM on a quarterly basis to adopt a more collaborative approach to the national work programme than has existed previously. The first of these meetings is scheduled for July.
4. This risk reflects the fluctuating numbers of council staff attending EOC/ECC training. While the total numbers attending training have generally remained stable over the reporting period these numbers now need to be maintained and (preferably) improved upon. Where numbers have fluctuated or progress has not been made, councils and WREMO staff are being encouraged to look critically at the reasons why and to develop plans to increase the number of staff attending. This risk has regularly been highlighted to council executives, noting council obligations under the CDEM Act 2002 and the WREMO founding agreement which requires councils to make staff available for EOC/ECC training and operations. The November 2016 series of events also highlighted the importance of being able to activate and maintain sufficient staff to perform required emergency functions.
5. Answers to key Health and Safety factors, as they relate to CDEM, were promulgated in the 30 June 16 report. Health and Safety is constantly being assessed by WREMO and council staff in accordance with mandated requirements.

# Financial Summary

## As at 30 June 2018

WREMO Income Statement 30-Jun-18	Year		Full Year
	Actual \$000		Budget \$000
Rates & Levies	1,023		883
Government Grants & Subsidies			-
External Revenue	2,180		2,181
Investment Revenue	5		4
Internal Revenue	-		-
<b>TOTAL INCOME</b>	<b>3,209</b>		<b>3068.6</b>
less:			
Personnel Costs	2,377		2,246
Materials,Supplies & Services	570		482
Travel & Transport Costs	63		70
Contractor & Consultants	47		177
Internal Charges	133		125
Total Direct Expenditure	3,191		3099.1
Financial Costs	-		-
Bad Debts	-		-
Transition Costs - operational	-		-
Depreciation	68		85
Loss(Gain) on Sale of Assets / Investments	(63)		(40)
<b>TOTAL EXPENDITURE</b>	<b>3,195</b>		<b>3144.1</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>14</b>		<b>(76)</b>
Add Back Depreciation	68		85
Other Non Cash	-		-
Vehicles and other plant purchases	(140)		(120)
Net External Investment Movements	-		-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>(58)</b>		<b>(111)</b>
Debt Additions / (decrease)	-		-
Reserve Investments Interest	(5)		(4)
Reserve Investments Transfer Out	63		115
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>0</b>

The final quarter of the year has seen the budget close out right on track. The main differences to the budget were personnel and consultants. This is because we had a number of staff secondments and fixed term contracts.

Overall, the budget this year has been well managed with the WREMO reserve currently sitting at \$80,000.

**Balance of reserve as at  
30 June 2018  
\$80,000\***

\*Once 2017/2018 allocations have been transferred

# Community Resilience

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Regional update



# Community Resilience – Final Quarter

- **Wahine Memorial and Community Emergency Hub Exercise**

On 11 April both Eastbourne and Seatoun communities were invited to participate in a Community Emergency Hub Exercise in commemoration of the 50 year anniversary of one of New Zealand’s largest community responses. WREMO organised exercises at both Muritai School (Eastbourne) and at Seatoun School (Seatoun). The turn out was fantastic, despite thunder and lightning chiming in as the exercise began at 6:30 pm. The exercise reaffirmed that people want to help their community in emergencies and are looking for guidance on the best ways to do this. One suggestion from the evening was to set up a display in the Eastbourne Library so more people could learn about ways in which they could improve community response. The suggestion was well received. We look to doing a display two or three times a year.

- **Joint Hutt Valley and Wellington Aged Residential Care Workshop**

In late April 35 representatives from aged care facilities across the region, the Ministry of Health and District Health Boards attended a Joint Hutt Valley and Wellington Aged Residential Care Workshop. The focus of the workshops was general preparedness and continuity planning for their respective facilities.

- **Business Continuity Planning Workshops in the Pacific Islands**

In late May the Fiji Business Disaster Resilience Council (FBDRRC), Fiji Commerce & Employers Federation, USAID and Pacific Islands Private Sector Organisation (PIPSO) arranged for a WREMO staff member to deliver a Business Continuity Planning (BCP) Workshop in Fiji. The workshop was requested as our model for BCP planning emphasises support for small businesses. The workshops were organised in response to the recent destructive cyclone season. The attendees to the Fiji workshop were a mix of large organisations with a national mandate to small local business owners who now recognise the need for basic continuity planning. The feedback from participants received was overwhelmingly positive.

- **Community Resilience at the MCDEM Conference**

On 1 June the WREMO Community Resilience team hosted the first national gathering of community resilience practitioners and researchers at a workshop after the National CDEM conference held by the Ministry of Civil Defence & Emergency Management (MCDEM). This first workshop on Community Resilience generated clear guidance for the future of the sector and resulted in the Ministry endorsing and providing financial support for a group of practitioners to advance the recommendations toward nationally consistent guidelines. Topics such as common language, training and improved collaboration were themes that emerged from the workshop. Resources developed by WREMO - such as the Community Emergency Hubs and the Resilience Toolbox - were highlighted as examples that should be leveraged for national consistency. The first MCDEM supported Community Resilience workshop will take place at WREMO in September.



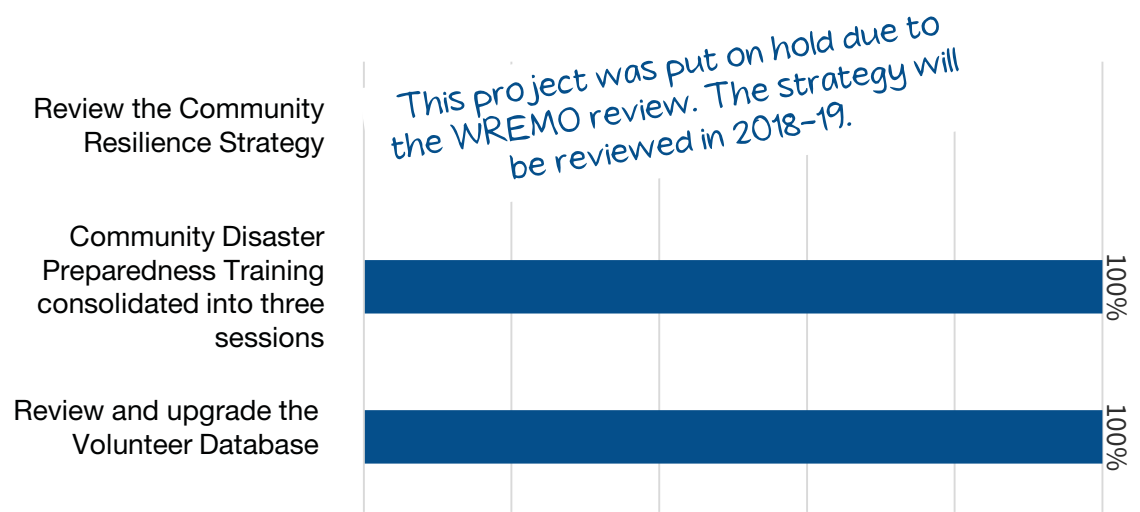


# Pacific Business Continuity Planning Workshops

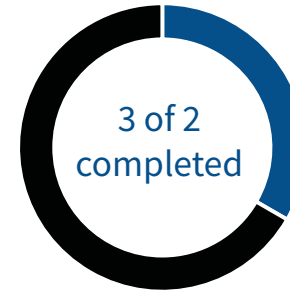
Attendees at the Fijian  
BCP workshop.

# Community Resilience – Year End

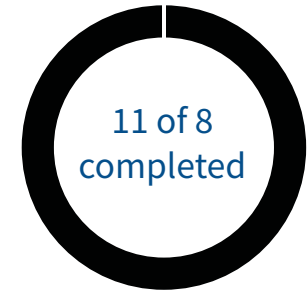
Completed previous quarters
  Completed this quarter
  Remaining to be completed



## Aged Residential Care Workshop



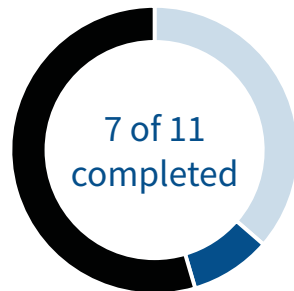
## School-based Workshop



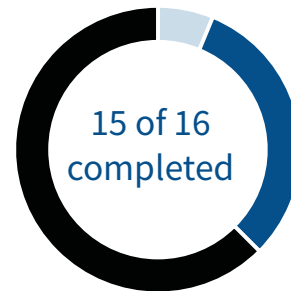
## Community Hub Activations



## Community Preparedness Training

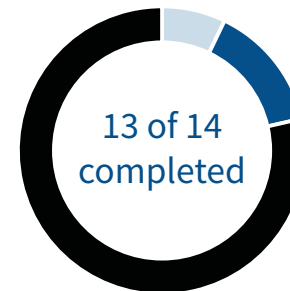


## Community Response Plans



*Ten CRPs are in development around the region.*

## Prepared Business Workshop



## Prepared Apartment Workshop



*A product to improve preparedness in apartments will be developed in conjunction with WCC in 2018/19*

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



## Community Emergency Hub Exercises

Increasingly, the team is putting more emphasis on Hub activation exercises as a way to engage our communities and channel their energy. The feedback has been very positive.

Exercises are promoted through the revised Emergency Preparedness Course, Community Response Planning sessions and the wider public through other promotional activities.

In October 2017, the new Minister of Civil Defence & Emergency Management, Kris Faafoi, attended one of the exercises in Porirua and shared his positive views of the Hub model and experience via his Facebook page.

These exercises recognise the important role communities have in the response efforts.



SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

## #TsunamiWalkOut

On 14 November 2017 – the anniversary of the 2016 Kaikoura Earthquake - schools, early childhood education centres, councils, businesses and communities practiced tsunami evacuation.

The regional campaign created awareness of tsunami risk, safe zones and the importance of practicing an evacuation. This event is now scheduled to become a national event known as Tsunami Hikoi.

Image: People walk past the Tsunami Safe Zone marker in the Hutt Valley as a part of November 2017's Tsunami Walkout.





# FUNcilitation Workshop

In February 2018 the team delivered a FUNcilitation Workshop at the Joint Centre for Disaster Research's Summer Institute. This workshop provided training on how to work with communities to 50 Emergency Managers from across NZ, Australia and other parts of the world. The Hub concept was discussed with many participants asking for the resources to be shared as none had encountered a similar model, but saw it as a critical advancement within the sector.





## Earthquake Planning Guide

In June 2018 the Earthquake Planning Guide was mailed out region-wide. It was well received with many inquiries about preparedness as a result.

The Guide has been deliberately developed to be easy to read and uses behavioural psychology to encourage people to take simple incremental steps to get their homes and families ready for an emergency.

The Earthquake Guide was nationally recognised at the Ministry of Civil Defence Emergency Management (MCDEM) National Conference this year, winning an award for innovative design and content.

# Community Resilience

## Public education

- ON-GOING** Regular Facebook posts.
- ON-GOING** Promote the new Earthquake Preparedness Guide.
- COMPLETE** Promote Tsunami WalkOut for 14 November Anniversary.

## Community engagement

- ON-GOING** Support Community-Driven projects related to the CRP process.
- ON-GOING** Spend at least two hours a week engaging with community leaders in non-related emergency management activities.
- IN PROGRESS** Begin incorporating long-term resilience and recovery planning into the CRP process.

## Completion of Hub Equipment Standardisation

Over 90% of the Hubs across the region are now standardized with a common set of equipment and mobile radio functionality. This is was a significant advancement for the team and the communities.

A handful of Hubs are still outstanding as a result of building work occurring at the Hub site or negotiations around finding a more suitable venue. Each Hub in the region now has a lockbox (or other arrangement in place), a Hub sign, admin kit box, local maps, VHF radio, radio operating guide and Hub Operating Guide. Most Guides also include an asset list of local community resources.

The few remaining Hubs still have fixed radios. These radios will be made portable and stored with the rest of the mobile Hub kit in the first quarter of the 2018/19 year. Mobile antennae and battery cable leads have been ordered to ensure Hub radios are flexible and can be re-positioned if the Hub facility is no longer safe or suitable to use during a disaster.



# Community Resilience

## Preparedness enablers

- ON-GOING** Promote emergency water tanks as a fundraiser to increase distribution.
- IN PROGRESS** Support the logistics of selling of discounted Home Foundation Kits and Emergency Toilets.
- IN PROGRESS** Support and develop the logistics of an ongoing sales promotion through a large homeware stores and supermarkets.

## Tsunami Blue Lines

- ON-GOING** Assist local councils, as appropriate, in planning and implementation of Tsunami Blue Lines across the region.

## WREMO website

- ON-GOING** Provide content to new Get Prepared and WREMO websites as required.
- ON-GOING** Completed and up-to-date Hub Guides are loaded onto the WREMO Website.





### Evacuation - short & long term

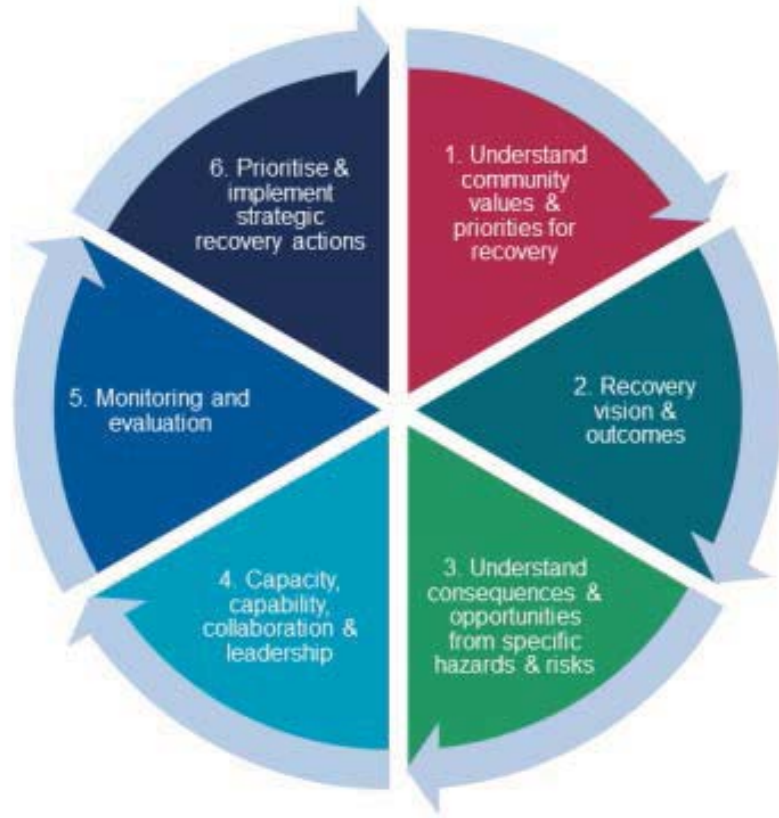
Discussion

- What are your arrangements for evacuation?
- How often do you drill?
- Do you have onsite and offsite evacuation points?
- Transport?
- Alternate care/community facility?
- Transfer documentation?
- Families?
- Are you aware of any potential community support?

## Aged Residential Care Workshop

Attendees from around the region at an aged care workshop run at the Hutt EOC.

# Recovery Planning



The approach to Strategic recovery planning.

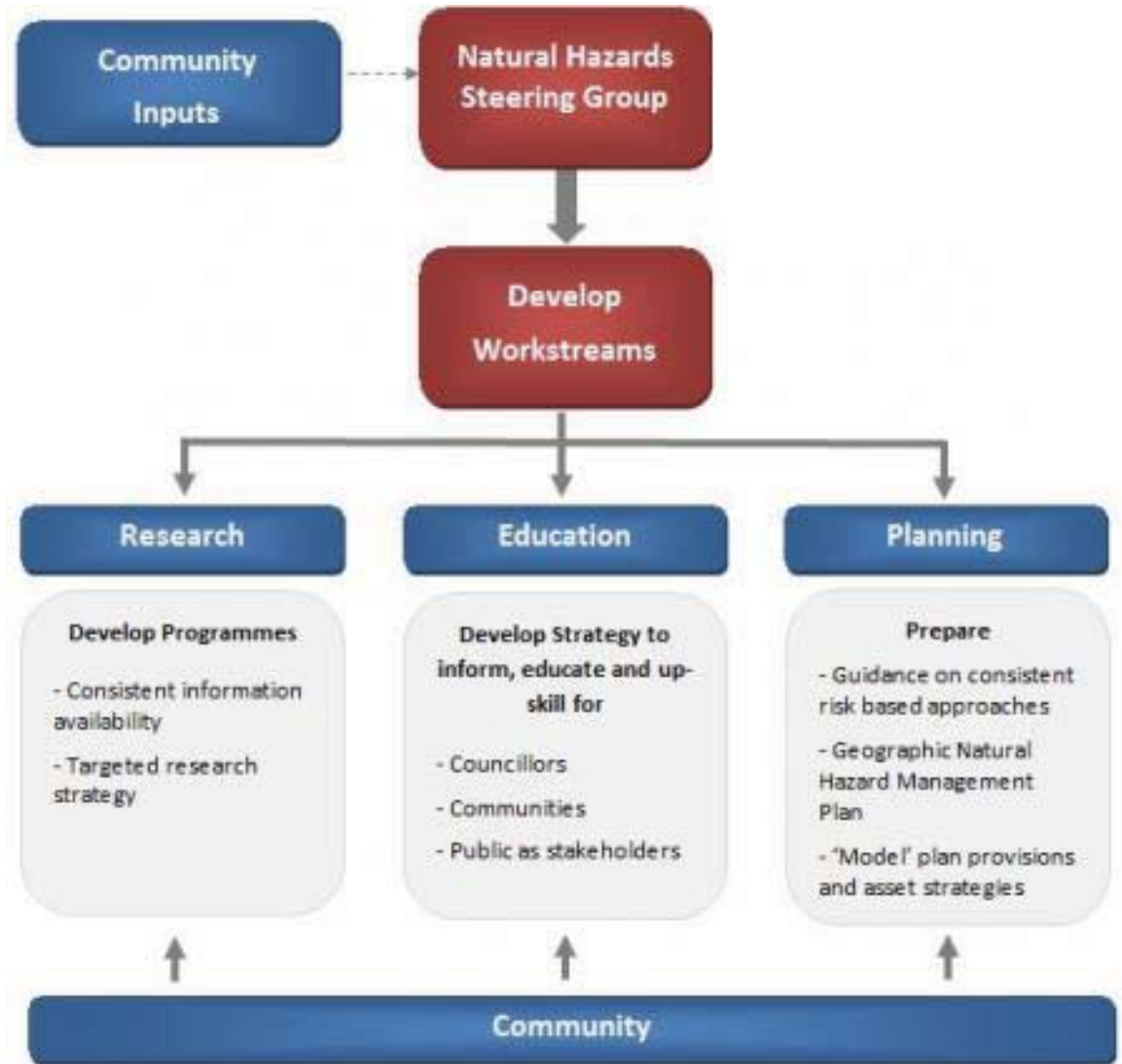
**Source:** Strategic Planning for Recovery: Director's Guideline for Civil Defence Emergency Management Groups [DGL 20/17]

- In August 2017 MCDEM highlighted recent changes to the CDEM Act 2002 requiring CDEM Group Plans to include strategic planning for recovery from hazards and risks in their area by 1 June 2018.
- In late 2017 WREMO led a series of workshops exploring the context of recovery and testing thinking on the powers and processes that Councils could leverage in this space. The workshops were the first-of-their-kind for councils in the Wellington region.
- In December 2017 MCDEM then published *Strategic Planning for Recovery: Director's Guideline for Civil Defence Emergency Management Groups [DGL 20/17]*. The guide highlighted the importance of recovery and the need to plan for it proactively - a position that WREMO has been advocating since 2016 when it developed its own Strategic Recovery Plan.
- Between December 2017 and June 2018 WREMO worked with members of the MCDEM recovery team to develop a minor amendment to the current Group Plan. The required amendment to the Group Plan was made in June (noting that the current Group Plan is due to expire in December 2018).
- Recovery planning is now a key component of the 2019 - 2024 Group Plan.
- WREMO are also working closely MCDEM to provide input and feedback on the development of two new national training resources:
  - An introduction to the concept of recovery for councils and key agencies; and
  - A recovery managers course which will include the perspectives of local and regional recovery coordination, as well as due respect for the lessons learned from disasters here in New Zealand and overseas.



# Hazards Management Strategy

- Over the past year the primary scope of work of the Natural Hazards Management Strategy Steering Group (NHMS SG) has been continuing to draft the policy recommendations for how councils in the Wellington Region tackle seismic and flood hazards.
- The planning working group have established and are working to the following goals:
  - Seismic and flood policies and objectives to be drafted by the end of December 2018.
  - Seismic and flood recommended regulations to be drafted by the end of by March 2019.
  - Sea level rise policies, objectives and recommended regulations to be drafted by the end of 2019.
- The NHMS SG are also working with the regional Climate Change Working Group to review and assess a model for engaging communities about sea-level rise that was successfully used in the Hawkes Bay. This model is potentially valuable as it helps engage a wide range of people and gives community members an active voice in identifying climate adaptation strategies and tools.



# Operational Readiness

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Regional update





# Operational Readiness – Final Quarter

Over the first six months of this calendar year the 2018 ECC/EOC Training schedule has been delivered with a significant increase in GWRC staff participating in ECC training. There remain some inconsistencies in what is being trained at each EOC. However, the introduction of the new Wellington CDEM Group Capability Development (Skilled People) Strategy in 2019 is expected to rectify this.

During this quarter the main effort has continued to be the development of the Wellington CDEM Group Capability Development (Skilled People) Strategy to provide clear direction on the training initiatives and pathways to deliver competent and capable people across the region to respond to an emergency. The document has been drafted and very positive feedback has been received. It is now awaiting endorsement by the CEG Sub Committee and approval by CEG.

Progress has continued on the development of the Wellington Region Earthquake Plan (WREP) Version 2.0. As a result of a Wellington CDEM Group Sub CEG special meeting on 25 May, the WREP was re-configured into two parts similar to the national model of the National CDEM Plan 2015 and its Guide, as follows:

- a four part response plan that provides a comprehensive planning document affording considerable guidance; and
- a more succinct plan implementation guide that summarises the key WREP points:
  - what its purpose is,
  - what the scenario and vulnerabilities are,
  - the detailed response tasks,
  - the Group’s expectations of all agencies that will have a part to play in the response and other key response information, and
  - where key response planning information is located in the WREP.

Over the next two months the WREP will be released for consultation with the Wellington CDEM Group stakeholders, with the intent to bring the revised Plan back to the Group governance from October. From the commencement of the next financial year, Councils will commence the development of local earthquake response plans based on the guidance provided in the WREP.



## Exercise Ngateri

ECC staff and external participants discuss options as part of Exercise Ngateri in November 2017

# Operational Readiness – Year End

Over the last year the focus has been on improving the Wellington CDEM Group's operational capability through the initiation of a number of projects to enable stronger inter-agency engagement and integrated planning, skilled people, capable systems and operative equipment to ensure a timely and effective response in an emergency.

## Enhanced engagement

Focus has been given to developing more effective inter-agency engagement across the Wellington CDEM Group. This new engagement framework has included the Regional Inter-Agency Planning Committee (RIAPC) chair being assigned to the Group Controller and a revised Terms of Reference being developed which places a greater emphasis on stakeholder interaction, an understanding of each agencies capabilities and mode of operation, and opportunities to train together to enable an integrated collective response by all agencies in the Wellington region. The new RIAPC Terms of Reference will also provide more direction and identify outcomes for the five local Emergency Services Coordinating Committees (Wellington, Porirua, Hutt Valley, Kapiti and Wairarapa) in the region.

## Skilled people

The new Capability Development (Skilled People) Training Strategy will be presented to the Wellington CDEM Group governance boards (CEG on 3 August and Joint Committee on 24 August) for endorsement and approval. Coming out of this strategy, a new Wellington CDEM Group Training and Exercising Plan will be prepared for delivery across the Group from early 2019.

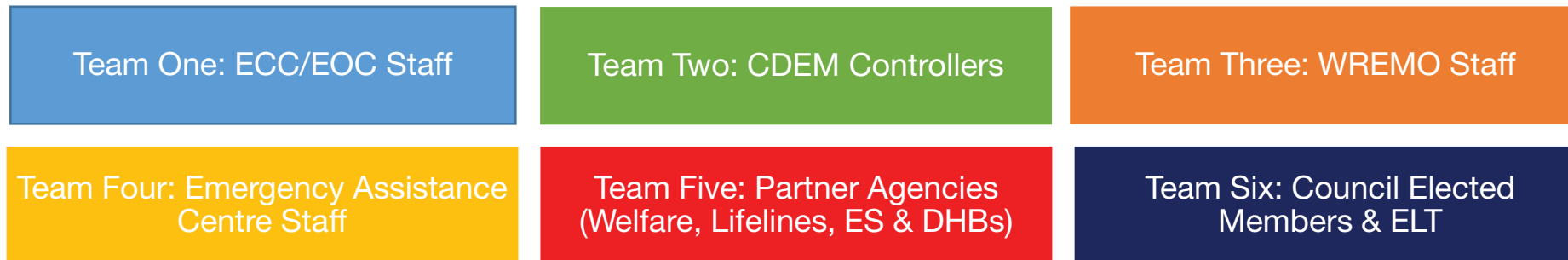
# Capability Development (Skilled People)

The vision of the new Wellington CDEM Group Capability Development (Skilled People) Strategy is that: the Wellington CDEM Group can deliver a timely and effective response to an emergency, which is enhanced by previously established relationships, skills, knowledge and experience.

The following strategic goals have been identified:

<b>One:</b> CDEM Capability Development activities and initiatives are consistent, coordinated and integrated across the region.	<b>Two:</b> Members of the Wellington CDEM Group have the necessary capacity required to sustain a response.	<b>Three:</b> The Wellington CDEM Group will foster Capability Development Levels to the required standard.
<b>Four:</b> Capability Development Pathways are developed and refined for CDEM personnel within the region.	<b>Five:</b> Capability Development is monitored, evaluated and refined on a regular basis.	<b>Six:</b> National, Regional & Local CDEM relationships are developed and strengthened.

The following teams will be the focus of the strategy:



Once the Strategy is approved, the Capability Development Team will start developing content and implementing the training and exercise components that have been identified in the strategy.



# Operational Readiness – Year End

## Capable systems

- With completion of the Wellington Region Earthquake Plan (WREP), initial content preparations are now underway to collect planning information to populate local earthquake response plans for the six EOCs in the region. The local plans will enable EOCs to direct and coordinate their local immediate response to a major earthquake.
- A welfare needs assessment project has been initiated to develop a system and process (based on national guidance) for effective needs assessment across the Wellington Region CDEM Group after a significant event.
- A review is being undertaken of the region's operational readiness systems (plans, SOPs and processes) to identify which are still relevant, which are no longer required, which have shortfalls and what action is required to ensure all operators are able to respond effectively and quickly in an emergency.
- Work has also started on identifying the requirements of the region's emergency management information systems to identify what systems are viable, affordable, trainable and usable for an effective regional emergency management response.

## Operative equipment

A review is being undertaken of the region's radio network to identify what radio frequencies and naming conventions exist, which are still relevant and which are no longer required. The purpose of this review is to develop a better understanding of regional radio program load across multiple radio types and ensure formal agency permissions to use the frequencies within the CDEM network of radios.



## Resilient Water Supply

In May Wellington Water ran a workshop for WREMO and council staff to identify how councils could support their new above ground emergency water infrastructure.



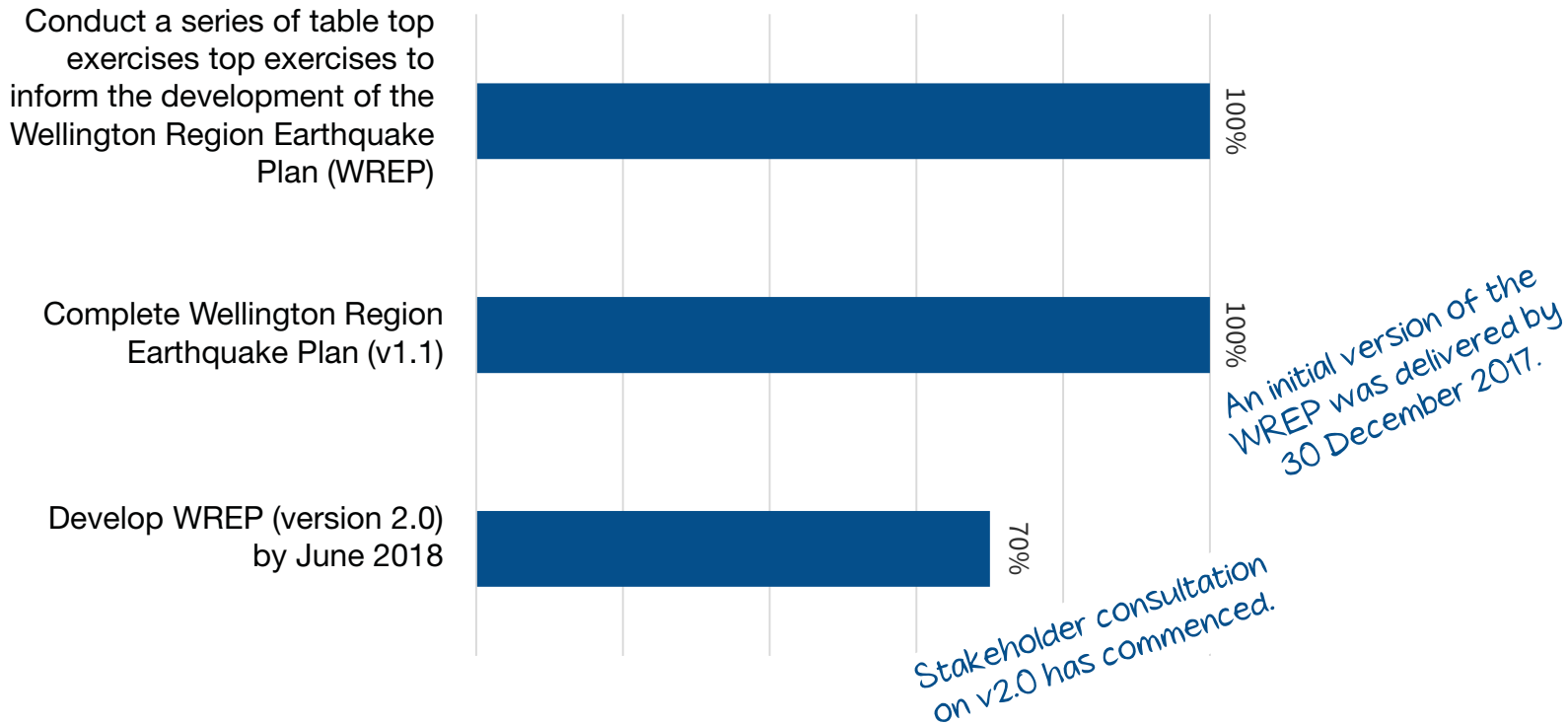


## Resilient Water Supply

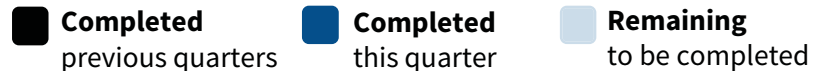
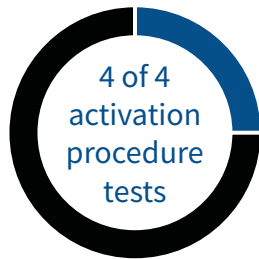
In June the Honourable Kris Faafoi, Minister of Civil Defence, and Mayors Justin Lester, Mike Tana, Ray Wallace and other elected officials attended Wellington Water's display of their community emergency water supply network in Johnsonville.



# Operational Readiness



## Duty Officer Activation



## Duty Officer Induction

WREMO provides a 24/7 duty system to the CDEM Group.

As a result of the 2017 Duty System review a comprehensive eight module Duty Officer induction programme was proposed. A number of WREMO staff contributed to the programme by developing the modules.

In May 2018 the new induction was trialled for the three new Duty Officers. All existing Duty Officers were invited to attend to ensure a common understanding of processes and the region's hazards.



# Operational Readiness

## Stakeholder engagement

**ON-GOING** Operational equipment checks are completed monthly.

**ON-GOING** Support the regional ECC and local EOCs after action review process following any activation of the ECC or EOCs.

**COMPLETE** Ensure the primary Lifelines Utility Coordinator (LUC) role is contracted and managed.

**ON-GOING** Participate in the local Emergency Services Coordination Committees and Regional Inter-agency Liaison Committee.

**ON-GOING** Engage with Lifeline Utilities organisations to enable regional resilience, readiness and response coordination.

**ON-GOING** Conduct information sharing sessions/workshops with emergency management stakeholders.

**ON-GOING** Work with the Wellington Lifelines Group (WeLG), the Wairarapa Engineering Lifelines Association (WELA) and individual lifelines agencies to enhance capability.

## Information sharing sessions / workshops with emergency management stakeholders

The following sessions / workshops were held this last quarter:

- 17 April – Regional Inter-Agency Planning Committee (RIAPC) Meeting
- April - Kapiti Emergency Services Coordinating Committee (ESCC) Meeting
  - 1 May – Wellington CDEM Group Controllers Course
  - 8 May - Wairarapa ESCC Meeting
  - 12-13 May - NZDF Emergency Management Exercise at Porirua EOC
  - 16 May – Wellington ESCC Meeting
  - 24 May – Emergency Water Supply workshop at Hutt City EOC
    - 6 June – Border Health multi-agency Table Top Exercise at CentrePort
    - 20 June – Hutt Valley ESCC Meeting
    - 21 June – RIAPC Meeting

# Operational Readiness

## Exercises and Training

**ON-GOING** Develop and deliver staff training in accordance with Operational Readiness Training Programme.

**ON-GOING** Deliver ECC/EOC staff induction training (as required).

## Documentation

**IN PROGRESS** Review regional and local plans for other CDEM responses (as required).

## Emergency Management Information System (EMIS)

**ON-GOING** Support councils with continued development and refinement of the Emergency Management Information System (EMIS).

## Duty Officer system & alerting

**ON-GOING** Develop a robust notification process for alerting WREMO staff for response actions, as a model to assess viability of a region wide notification system.

**ON-GOING** Manage the duty officer systems and processes.

## EOC / ECC training during this quarter:

- April – CIMS 2 / On line ITF Foundation
- May – EOC 102 Initial Planning
- June – CIMS 4 / EOC 201 Initial Briefings

## Controllers Training

- May - Local Controllers Course across the Group

## WREMO Duty Officer Training

- April – ITF Intermediate Course
- May - Duty Officer induction programme delivered

## Elected Officials Training

- June - Joint Committee Declaration Checklist



## Cyclone Gita

Traffic delays along Centennial Highway (SH1) caused by damage from Cyclone Gita's storm surge in February 2018

# Group Welfare Developments – Final Quarter

On 13 April the Group Welfare Coordinator / Manager left WREMO to pursue other job opportunities (including working as a contractor for the Ministry of Primary Industries on Mycoplasma bovis). As a result of this gap, work in the welfare space has reduced over the past quarter while a replacement Welfare Coordinator / Manager was identified and recruited.

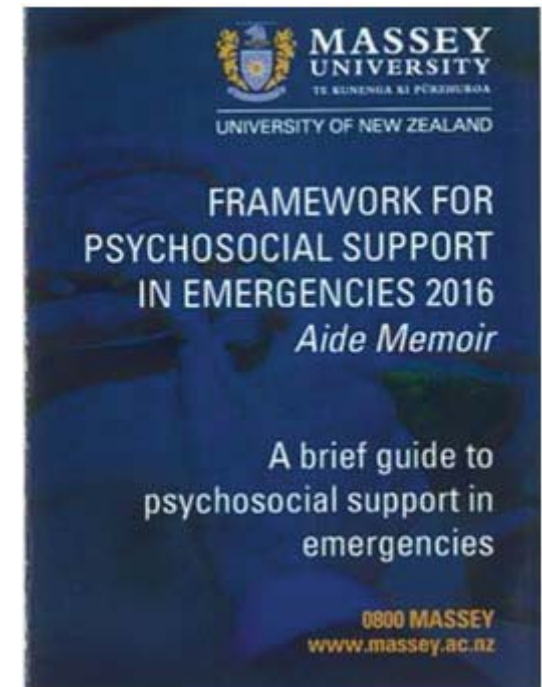
On 11 June the new Group Welfare Coordinator / Manager started. A two week induction course was completed, with assistance from the previous Group Welfare Coordinator / Manager who was willing to come back to assist the handover.

On 26 June the new Group Welfare Coordinator / Manager attended at workshop on psychosocial support run by Dr. Sarb Johal, Associate Professor, Disaster Mental Health at the Massey School of Psychology. The workshop covered the following subjects:

- How emergencies affect people
- The key elements of psychosocial support and why it is important
- The importance of preventative and curative actions
- Resilience in context, especially in the face of secondary stressors
- The importance of social connectedness and community participation
- Key elements in successful psychosocial support provision

A Framework for Psychosocial Support in Emergencies (2016) Aide Memoire was handed out.

The content is now being reviewed and considered for inclusion in future regional Welfare training.



# Group Welfare Developments – Year End

## Manage the Regional Welfare work programme

- The Group Welfare Coordinator / Manager participated and contributed as a member of the National Registration and Needs Assessment Review project team and the Resilience Funded Welfare Toolbox steering group (this latter group is developing tools and guidance to support Welfare Managers in planning and response).
- A Welfare Concept of Operations has been drafted to be included in the Group Welfare Plan. This Concept of Operations outlines the process for welfare activation and support in different types of events, including those not led by CDEM.
- Ongoing engagement within the CDEM Group (and wider) to advocate for welfare and ensure its inclusion in planning at all levels of the WENIRP and WREP (and other planning).
- Over the last 12 months, the Group Welfare Coordinator / Manager has attended a variety of inter-agency fora. This has included presenting to the Massey University Joint Centre for Disaster Research Summer Institute and National Controllers Course, attending the second Police mass rescue exercise, the MBIE Temporary Accommodation forum, collaborating with SPCA on companion animal welfare planning as well as with MFAT about the role of the Diplomatic Corps in Wellington and how they respond to events.
- A Group Welfare Managers forum was hosted by Wellington Region CDEM Group and MCDEM in November. It brought Group Welfare Managers together from across the country to share resources and discuss challenges and recent events.

# Group Welfare Developments – Year End

## Support local welfare planning and activities

- Over the last 12 months work has continued on the development of the Emergency Assistance Centre (EAC) Best Practice Guide and role descriptions for EAC staff. It will be available as supporting documentation when EAC staff undergo training.
- Following on from the July to September 2017 landslide events in Wellington City and Porirua City, a case study of these events has been finalised by a contractor provided by the MCDEM Resilience Fund, the Group Welfare Manager, and Local Welfare Managers from WCC and PCC. The study includes an overview of welfare response actions/observations and highlights response lessons learnt.
- Several Local Welfare Managers Forums took place over the last 12 months. Each was held at different EOC's in the region providing opportunity to share resources, discuss challenges and events, and build awareness of regional response capabilities.
- A number of welfare based EOC training activities involving Emergency Assistance Centres (EACs) took place allowing EOC staff to gain a better understanding of welfare and the purpose of EACs.

## Chair and drive the Wellington Regional Coordination Group (WRCG) to enhance individual and collective capability and planning

- The WRCG met three times throughout the year achieving good engagement on current regional welfare initiatives.
- The National Welfare Coordination Group met in April. The group looked at current welfare service arrangements and how they have fared through events over the past 18 months to capture and address the corrective actions and opportunities for improvement identified by NWCG and CDEM Groups.
- The Group Welfare Plan is currently being prepared with completion delayed to December 2018 to align with the expected Wellington CDEM Group Plan completion date. Updates include a more operational focus, increased guidance and direction for local level planning, and a review of Wellington Regional Coordination Group membership and agency boundaries.
- Progress is still being made on clarifying roles and responsibilities within welfare, and documenting this as part of the Group Welfare Plan and Concept of Operations. Better engagement and buy-in from some agencies is required to ensure a consistent and effective welfare response.



# Group Welfare Developments – Year End

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

KEY:  Completed  In progress  Not started

This table highlights gap areas within welfare arrangements and planning across the Wellington Region. It is important in building relationships amongst agencies with responsibilities and supporting roles in welfare delivery, particularly in larger events.

Progress has been made since the last QR, with Local Welfare Committees up and running, or planned, in most areas. However, the recent decision by HCC not to extend the contract of the current Welfare Manager now leaves an element of uncertainty regarding the future of Welfare at Hutt City.

Planning towards the major areas of the WREP for welfare (Emergency Assistance Centres and Needs Assessment) are ongoing, as shown in the table. Training for EAC staff continued to increase confidence and the capability of welfare support in the region. However the numbers of staff available for these important public facing roles are currently very low.

# Geographical Area

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**Community Resilience and  
Operational Readiness updates**





# Emergency Coordination Centre (GWRC)

## Personnel



The number of staff made available to operate the ECC.

## Equipment Audit



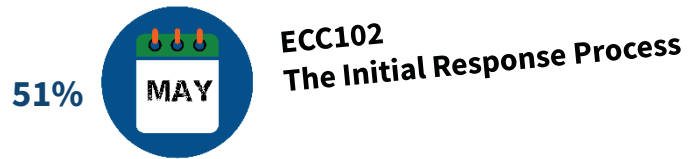
ECC equipment is audited every 6 months

## Activation procedure



ECC activation procedure tested each quarter.

## Training Sessions and Attendance



Average attendance (quarter): 50%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

A total of 150 Greater Wellington Regional Council (GWRC) staff have been assigned to the Emergency Coordination Centre.

In April 93 GWRC staff attended the Induction sessions and were assigned their primary role in the ECC.

At the request of GWRC Management, in May a training session was run for function (desk) managers only. The training focused on the initial response process.

In June the training session involved all staff, focused on briefings and provided an opportunity for desk managers to lead their teams in the development of an incident briefing.

During the June audit the process of adding ECC equipment to the Asset Tiger asset management system was started.

Staff at Shed 39 have been trained in the radio use and protocol. They are now participating in the weekly regional radio checks.

## Minister's meeting with Ara Tahi leaders

On 24 May 2018 the Honourable Kris Faafoi, Minister for Civil Defence, met with Ara Tahi (regional iwi) leaders to discuss the findings and recommendations of the Government's recent Ministerial Review (*Better Responses to Natural Disasters and Other Emergencies*).

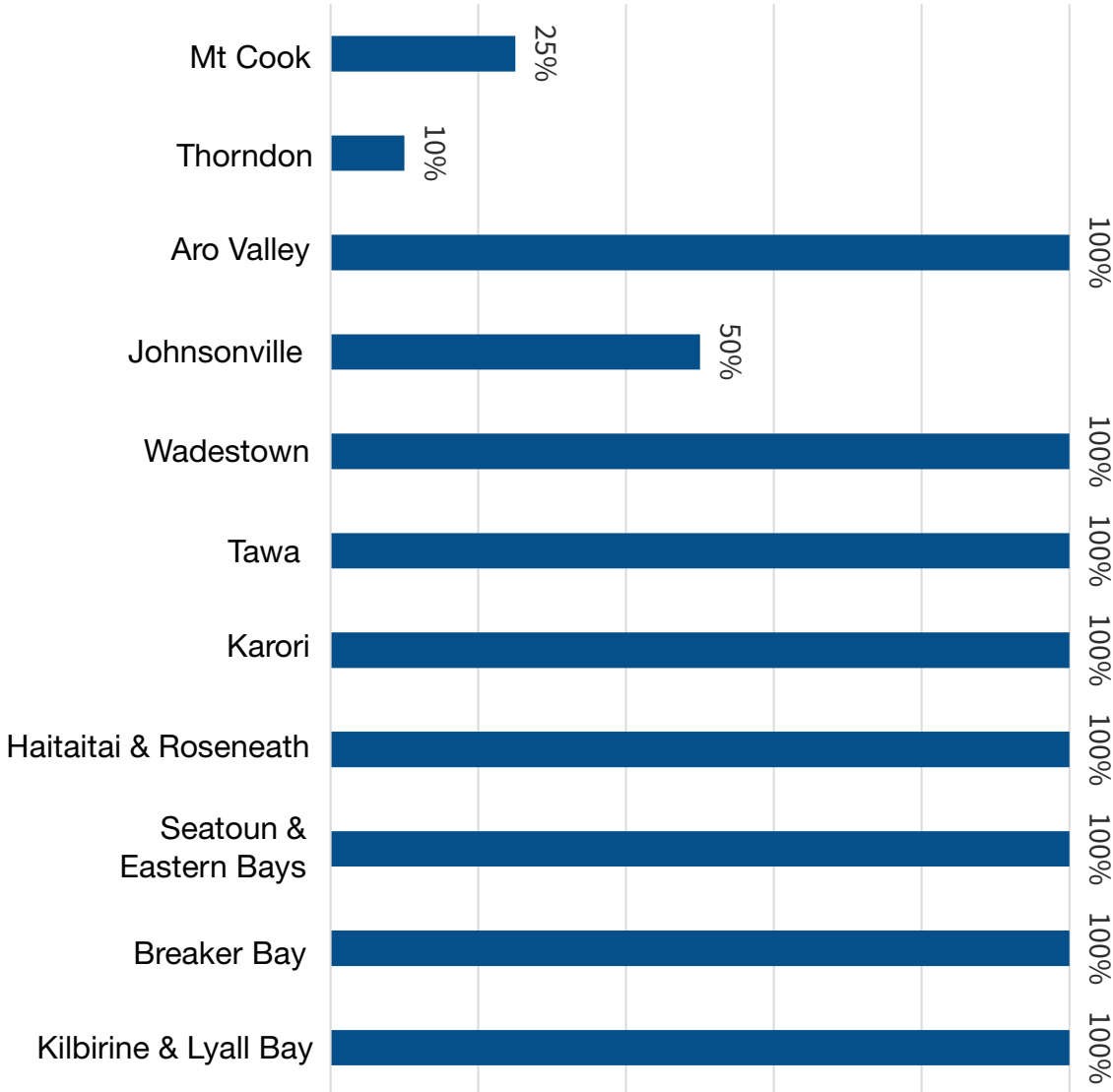
The Minister was particularly interested in Ara Tahi's views on how iwi and councils could work together more effectively in CDEM.

Ara Tahi is a leadership forum of the six tangata whenua groups and GWRC. It was established in 1993 as a Māori advisory group and now operates as a joint leadership forum between iwi and Greater Wellington Regional Council, providing an opportunity for discussion on key strategic issues for the region.



# Wellington City

## Community Response Plans



## Workshops

In April a joint aged residential care workshop was held for attendees from Wellington and the Hutt Valley.

### Business-based



### Apartments



A product and/or service to improve preparedness in apartments will be developed in conjunction with WCC in 2018/19.

### School-based



**IN PROGRESS**

A community area guide is developed

Currently at 75%

**IN PROGRESS**

100% of hubs are ready to activate

Currently at 94%

## Community Course



## Hub Activations



## Fair Attendance



**Completed** previous quarters  
 **Completed** this quarter  
 **Remaining** to be completed

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT





HONESTY

RESPECT

INCLUSIVE

LAUGHTER

COLLABORATION

# Community Response Planning

Attendees at a Wellington CRP meeting learn more about organic community response.

## Wellington Community

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- On 30 May the Hataitai - Roseneath Community Response Plan was completed. The completion was celebrated with a Hub exercise at Kilbirnie School to which twenty people attended. The school has also taken the opportunity of run a water tank fundraiser.
- Hataitai School have confirmed their role as Community Emergency Hub and a hub kit has been installed at the school. They will be hosting a Hub exercise in the next financial year to raise awareness of their role in an emergency.
- We have also engaged with the Kilbirnie Islamic community, working with community leaders on the role of the local mosque in an emergency and their role as facility owners. This engagement began with the attendance of a local community member at the Eastern Bays Community Response Plan.
- In June WREMO was invited to take part in an emergency response exercise at the United States Embassy. A crisis management expert came over from Washington D.C. to facilitate the exercise which was based on a major earthquake on the Hikurangi Subduction Zone. The Embassy's crisis management team worked through initial actions of accountability and situational awareness before discussing how they could provide assistance to American citizens in New Zealand. The exercise was a great opportunity to see the planning the Embassy has in place and it allowed us to fill some of the gaps in their knowledge about the wider regional response.
- Over the last few months Massey University and Victoria University have begun establishing Red Cross groups as part of the extra-curricular activities available to students. WREMO are identifying how we could support these groups in their understanding of community response and personal preparedness. We are also hoping that the establishment of these groups will encourage students to attend Community Response Planning sessions and Community Emergency Hub Exercises in their areas. These groups are a great way for us to engage with the student population in Wellington.



## Wahine 50 Commemorations

On Wednesday 11 April, both Seatoun and Eastbourne communities were invited to come together and participate in a Community Emergency Hub Exercise. Leveraging off the commemorations of the Wahine 50 disaster, we hosted an exercise at both Muritai School (Eastbourne) and at Seatoun School (Seatoun). Despite a thunder and lightening storm coinciding with the beginning of the exercise a number of people turned out.

Image: Attendees at the Seatoun Community Hub exercise.





# Wellington City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



The June CIMS 4 course was cancelled

Average attendance (quarter): 50%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

**Activation Notification** – WCC is looking at a new system upgrade.

**Equipment Checks** – On course and up-to-date.

**Equipment Audits** – This is on hold as we work through issues with Asset Tiger.

Wellington City Council (WCC) have completed their recruitment drive for new alternate Controllers. New controllers have been appointed by the WCC CEO and provided with formal financial delegations. The Joint Committee have approved the appointments.

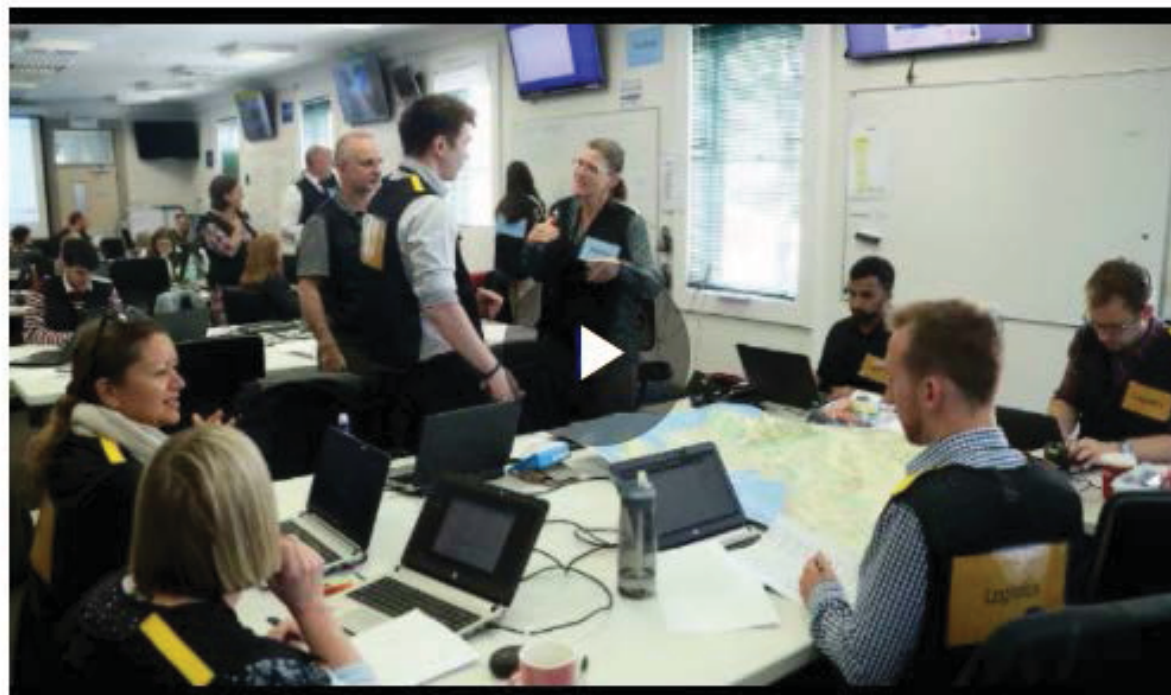
In March the first of the online training sessions was opened to EOC staff. CIMS 2 was run in two separate sessions and, after some initial issues, things went well.

In May another two sessions on the online Powers of the Controller course were run.

# Emergency services tackle simulated Wellington earthquake on anniversary of Kaikōura quake

GED CANN

Last updated 16:45, November 14 2017



CAMERON BURNELL/STUFF

Wellington City Council local controller Steve Cody conducted a simulated quake response on the anniversary of the Kaikoura Earthquake

The one-year anniversary of the November 14 earthquake was an opportunity to look forward, not back, for Wellington's Emergency Management Office.

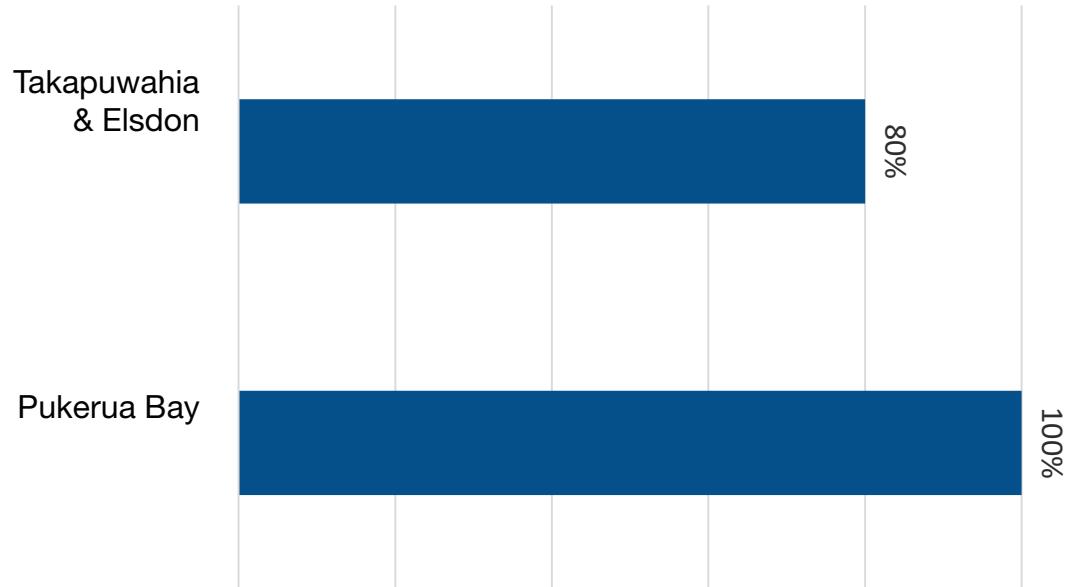
Starting at 9am on Tuesday, a team of 42 emergency responders were confronted with the fallout from a simulated 7.4 magnitude quake, just outside Makara on Wellington's west coast.

## In the news

**On 14 November 2017 Stuff ran an article on the Wellington City Council Emergency Operations Centre's Table Top Exercise.**

# Porirua City

## Community Response Plans



### Workshops

#### Business-based



#### School-based



**COMPLETE**

A community area guide is developed

**COMPLETE**

100% of hubs are ready to activate

### Community Course



### Hub Activations



### Fair Attendance



■ Completed previous quarters

■ Completed this quarter

■ Remaining to be completed





## Elsdon Community Response Plan

Members of the Elsdon community met to start their Community Response Plan.

## Porirua Community

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- Forty five students from the Whitireia Paramedics school visited the Emergency Operations Centre for training. We discussed key preparedness messages, and the importance of them all being prepared and having good plans in place for their household. They heard about their potential response in a CDEM emergency and what they could expect. The session finished with them learning how to strap someone to a make shift stretcher without the correct equipment, and how to safely go up and down a ladder with gear. These skills were taught by volunteers from the Porirua Emergency Response Team (PERT). The day was a great success, and a lot of positive feedback received. Several of the group were interested in doing further work with PERT.
- Working with the Elsdon and Takapuwahia communities, we identified the need for a Community Emergency Hub within their area. This has now been established at Mana College, and we will look to run an exercise or an open day there in the next six months.
- Members of the Elsdon community met to start their Community Response Plan. There were a number of very keen individuals, wanting to get the area better prepared. Red Cross attended the meetings and together we will work with those interested to upskill them on Community Leadership and engagement. The Community Response Plan needs further input from organisations in both Elsdon and Takapuwahia, as well as the Takapuwahia community. The plan will then be exercised in the new Community Emergency Hub at Mana College.



## Minister visits Porirua EOC for school radio training

In March WREMO worked with Partners Porirua to train students in using the radios located at the Community Emergency Hubs. Four students from seven of the nine Hub schools came to the Porirua Emergency Operations Centre where they learned to use a two-way radio, as well as being shown the basics of how to keep themselves safe following an earthquake. The students will now run radio tests on a weekly basis, ensuring the radios are able to be used in an emergency. The students all enjoyed the day, and practiced using the radio by playing games related to preparedness.

The Honourable Kris Fafoi, the Minister for Civil Defence and Emergency Management and local MP, joined the training session.

The EOC Operations and Porirua Emergency Response Team supported this radio training day.



Kris Fafoi added 5 new photos — with Rebecca Jackson and Trevor Farmer.

7 March at 14:09

Good on the local school kids who were chosen to attend a morning of radio training at the Porirua Civil Defence Emergency Operations Centre (EOC) this morning. Eight local schools have VHF (old school) radios for emergencies and today the kids got some essential skills to use them as well as some basic first aid skills. They did a great job! Their skills in being prepared may help save lives. Loreena Dawson - recognise anyone? Thanks to Rebecca, the ever reliable Trevor Farmer and Rachel Scott from Partners Porirua for organising the morning for our kids.





## NZ Police College

WREMO routinely deliver talks to all recruits at the New Zealand Police College.

It is the first introduction the Police recruits get to a civil defence-led emergency response.

These talks are well received and we always get good questions from them.



# Porirua City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



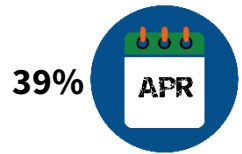
EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



Online CIMS2 training



CIMS4 and desk lead training



Initial Response Planning

Average attendance (quarter): 57%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

Initial training for 2018 focused on the Coordinated Incident Management System (CIMS).

Ten members of Porirua Emergency Response Team (PERT) gained their CAT1R certification, bringing the total number of the team who are CAT1R trained to 22. The team assisted training with the Whitireia Paramedics school on a visit to the EOC, teaching them emergency stretcher skills, as well as safely working with ladders.

The Porirua City Council Building Compliance team, along with one of the Controllers, ran an exercise to test procedures and knowledge gained from the Building Rapid Assessment training. There were good learnings taken from the exercise, and this will be built on later in the year.

On 22 June a Joint Committee meeting was held in the Porirua Emergency Operations Centre. This allowed CEG and Joint Committee members to view the EOC and be given a tour of the facility. The visit went very well with a number of Mayors indicating they would like something similar or (preferably) better!





## Porirua EOC

Porirua's new Emergency Operation's Centre (EOC) was opened in September 2017.

The EOC has been used for a wide variety of training, meetings and community workshops since.

Logistics Manager

## Joint Training exercise

In May 2018 a joint training exercise was held at the Poirura EOC. Around 85 people from the New Zealand Defence Force (NZDF), New Zealand Red Cross and Porirua Emergency Response Team (PERT) participated.

The exercise focussed on the planning and execution of reconnaissance tasks. The objective was to provide an initial assessment of the Local and Regional Priority Sites and Community Emergency Hubs in the Porirua and Kapiti Districts.

Twelve teams were used to complete the task. The teams were multi-agency, typically including NZDF, PERT and Red Cross to spread skill sets and local knowledge.

NZDF has already signalled an interest in running a similar exercise next year.

**New Zealand Army**  
14 May · 🌐

For the first time, the Reservists of Wellington Company, 5/7 RNZIR undertook Emergency Response training over the weekend with New Zealand Red Cross and the Porirua emergency response team to prepare for a natural disaster. This training involved stretcher securing methods, alternative injured personnel methods, RNZAF Helicopter safety and landing zone briefs, search and identification methods, setting up and securing Red Cross tentage as well as familiarisation with Red Cross equipment. This training offered a unique opportunity for our soldiers to test our readiness and prepare for a civil defence emergency.  
#Force4NZ #NZArmy





# Kapiti Coast

## Community Response Plans



## Workshops

### Business-based



### Aged Residential Care



### School-based



**COMPLETE**

A community area guide is developed

**COMPLETE**

100% of hubs are ready to activate

## Community Course



## Hub Activations



## Fair Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed



## Reikorangi CRP

Members of the Reikorangi community attend a Community Response Planning meeting.

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



## Kapiti Coast Community

---

- **Completion of Reikorangi CRP & Hub Exercise**

At the end of May the Reikorangi Community marked the end of their Community Response Planning process by running a Hub exercise using their new Hub Operating Guide. A small group of about 14 community members discussed how they would set up the Community Hall and problem solve the challenges they may face as a community following a large earthquake.

- **Working with Kapiti Citizens Advice Bureau to ensure new immigrants to Kapiti are prepared**

WREMO has supported an initiative run by Kapiti Citizens Advice Bureau in which new immigrants to the district can meet local agencies, including Civil Defence, to learn more about the local area. The programme was run using a speed dating type format in which each agency gave a five minute brief and the audience could then spend five or so minutes individually with each agency representative to learn more. The day was a lot of fun! And was a fantastic opportunity for new immigrants to NZ and Kapiti get a face to face opportunity to ask questions relevant to them. Many of the new immigrants had concerns about the regional hazardscape but felt more confident knowing there were plans in place and steps they could take to get personally prepared.

- **Kapiti Retirement Home Emergency Management Planning Group**

An exciting outcome from one of WREMO's Kapiti Aged Care (ARC) Workshops was the establishment of the Kapiti Retirement Home Emergency Management Planning Group. This group arose from the recognition by facility managers that they were all facing the same common challenges and some of the best sources for support were from neighbouring retirement facilities. The first meeting of this group is planned for July.

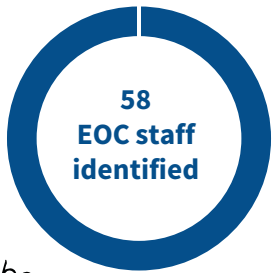


## Tsunami meeting

In August 2017 a community meeting was held to help Kapiti Coast residents understand the tsunami evacuation zones and the actions to take in an evacuation.

# Kapiti Coast

## Personnel



The number of staff made available to operate the ECC.

## EOC Equipment Audit



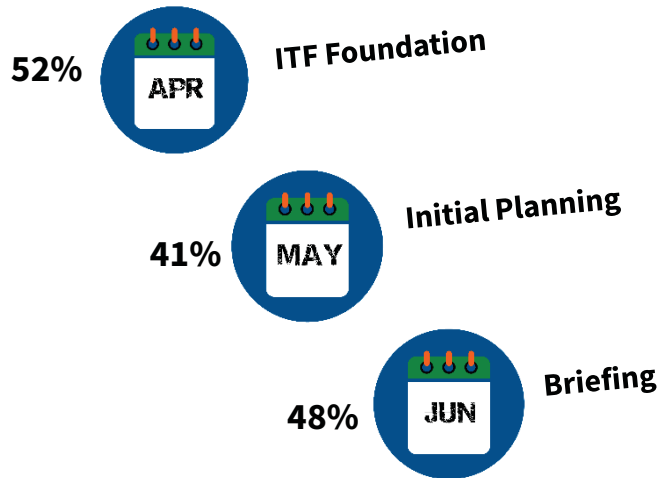
EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



Average attendance (quarter): 47%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

## Kapiti EOC

The Kapiti EOC has been upgraded in the last quarter with new computers, new monitors, switches and electrical cabling installed.

## Emergency Assistance Centres

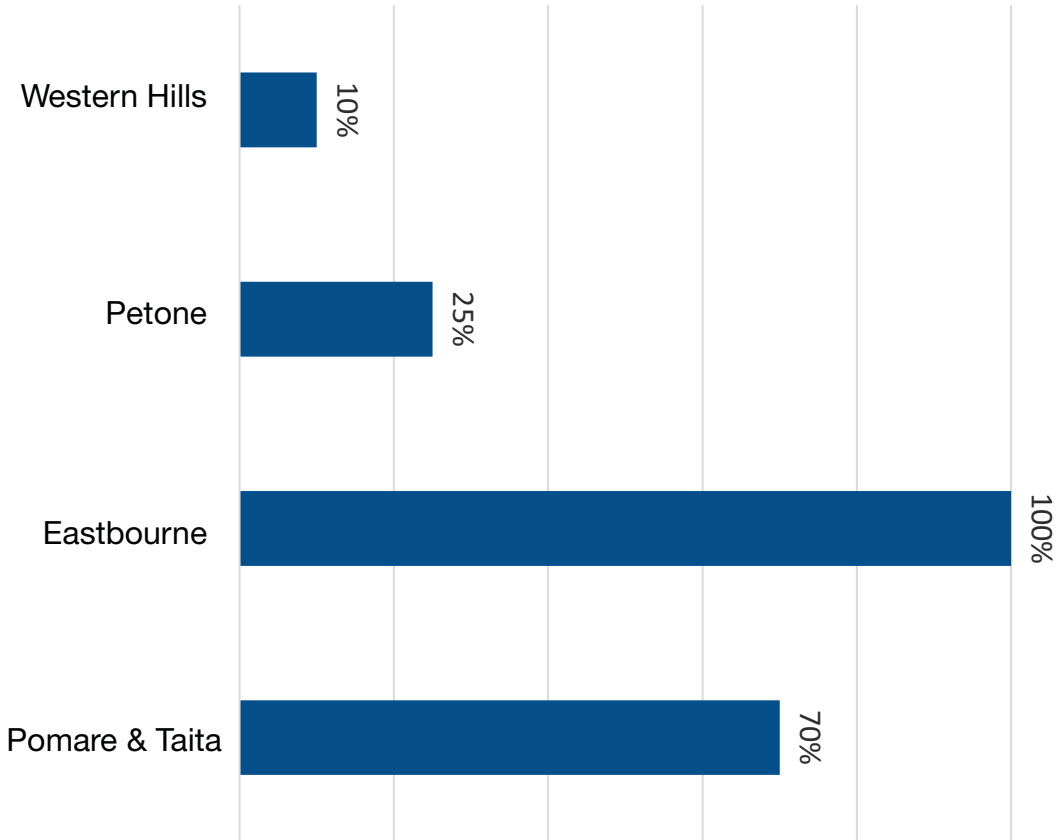
Emergency Assistance Centre (EAC) kits have been developed, four of the districts now have kits installed.

Planning is underway for a EAC exercise in November 2018. This exercise will form part of the overall Kapiti Earthquake Plan exercise.



# Hutt City

## Community Response Plans



## Workshops

### Business-based



In April a joint aged residential care workshop was held for attendees from Wellington, Hutt City and Upper Hutt City.

### School-based



**COMPLETE**

A community area guide is developed

**IN PROGRESS**

100% of hubs are ready to activate

Currently at 81%

## Community Course



## Hub Activations



## Fair Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed





**Image: Pupils of Wilford School show Minister Faafoi and Stan the Dog how to Drop, Cover and Hold.**

## Hutt City Community

- WREMO continue to work with the facilities that host Community Emergency Hubs across Hutt Cities. Twenty nine of the city's thirty six Hubs have the full Hub Kit (maps, radios and signage) in place. The remaining locations could operate in an emergency, but still need a few items to be fully kitted out. We are continuing to work with these facilities to get the full Hub Kit installed.
- WREMO met with the Lower Hutt Amateur Radio Club and discuss Community Emergency Hubs concept and how club members could help support the Hub's response by mentoring and teaching others in the community to use the radios. Members were impressed with the lanyards and the information in the radio guide. We will invite the club to future Community Emergency Hub exercises so members can attend and participate.
- Shakeout 2018 was launched by Minister Kris Faafoi, at Wilford School, Lower Hutt.



## Secondary Schools Rescue Training

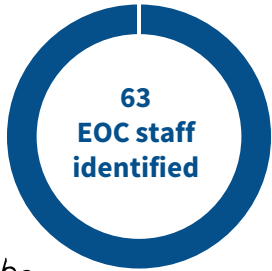
The Hutt Valley Secondary Schools Rescue Training programme continued this quarter, with Day 2 covering further training activities and Day 3 putting the skills learnt into practice during the big exercise.

Congratulations to Hutt Valley High School who won the competition and shield this year, and well done to St Oran's who won the Spirit Cup.



# Hutt City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



Average attendance (quarter): 70%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

Two of Hutt Cities alternate controllers have attended the controllers training course.

The Integrated Training Framework (ITF) Foundation course was a good introduction to the EOC for new staff and refresher for existing staff. Staff were presented with ITF certificates.

The EOC equipment audit programme is on hold until all equipment has been added to the Asset Tiger equipment management system.

On the 12 June 2018 the Hutt City EOC activated in a monitoring mode for potential flooding of the Hutt River. This provided an opportunity for a live test of the EOC activation procedure.



# EOC Training

Hutt City council staff practice planning for an emergency response.



Logistics

Operations

OPERATIONS

Logistics

Logistics

Operations

Operations

Operations

Operations



SUMMARY  
COMMUNITY  
RESILIENCE

OPERATIONAL  
READINESS

BUSINESS &  
DEVELOPMENT



## EOC activations

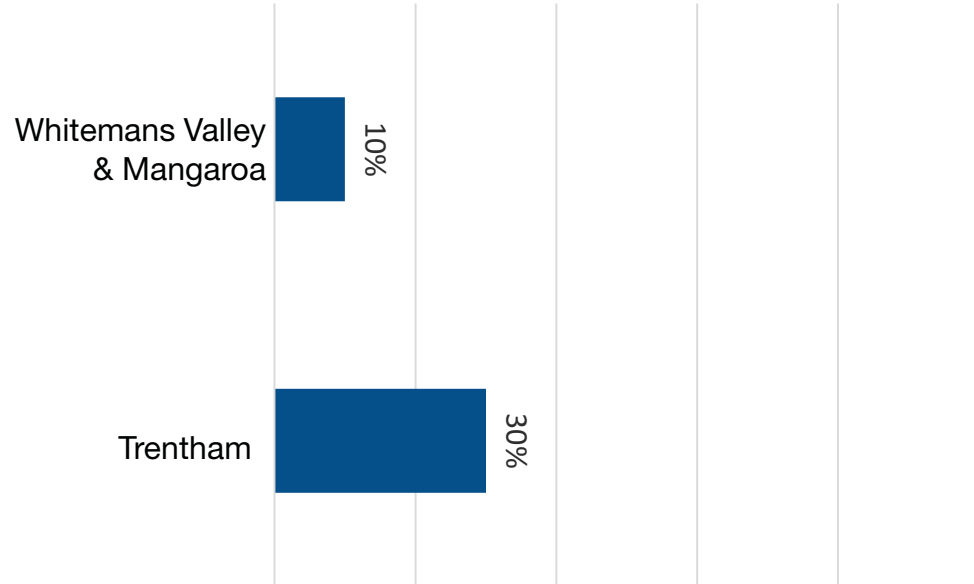
The Hutt EOC activated to monitor weather events and Hutt river levels in July and September 2017 and again in June 2018,

These activations have provided an opportunity to live test systems, such as EMIS and the activation procedure. Small scale activations like this are very useful for building knowledge and confidence in all staff.



# Upper Hutt City

## Community Response Plans



### Workshops

#### Business-based



In April a joint aged residential care workshop was held for attendees from Wellington, Hutt City and Upper Hutt City.

#### School-based



COMPLETE

A community area guide is developed

IN PROGRESS

100% of hubs are ready to activate

Currently at 88%

### Community Course



### Hub Activations



### Fair Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed

## Upper Hutt City Community

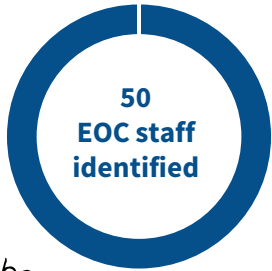
- All Upper Hutt Community Emergency Hubs have been visited, equipment checked, signs, lockboxes and maps installed. We will continue to work with facilities throughout the next year to ensure there are enough local key holders available to open their hubs in a emergency.
- Te Piringa o te Awakairangi Marae resilience group (Hutt Valley wide) continue to meet and are interested in how the Hub model can be adapted and changed to meet the Marae's emergency planning and coordination needs.



Participants at a community preparedness course in November 2017 practice setting up a Community Emergency Hub.

# Upper Hutt City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



Average attendance (quarter): 84%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

A new controller, Geoff Swainson, has been appointed for Upper Hutt council.

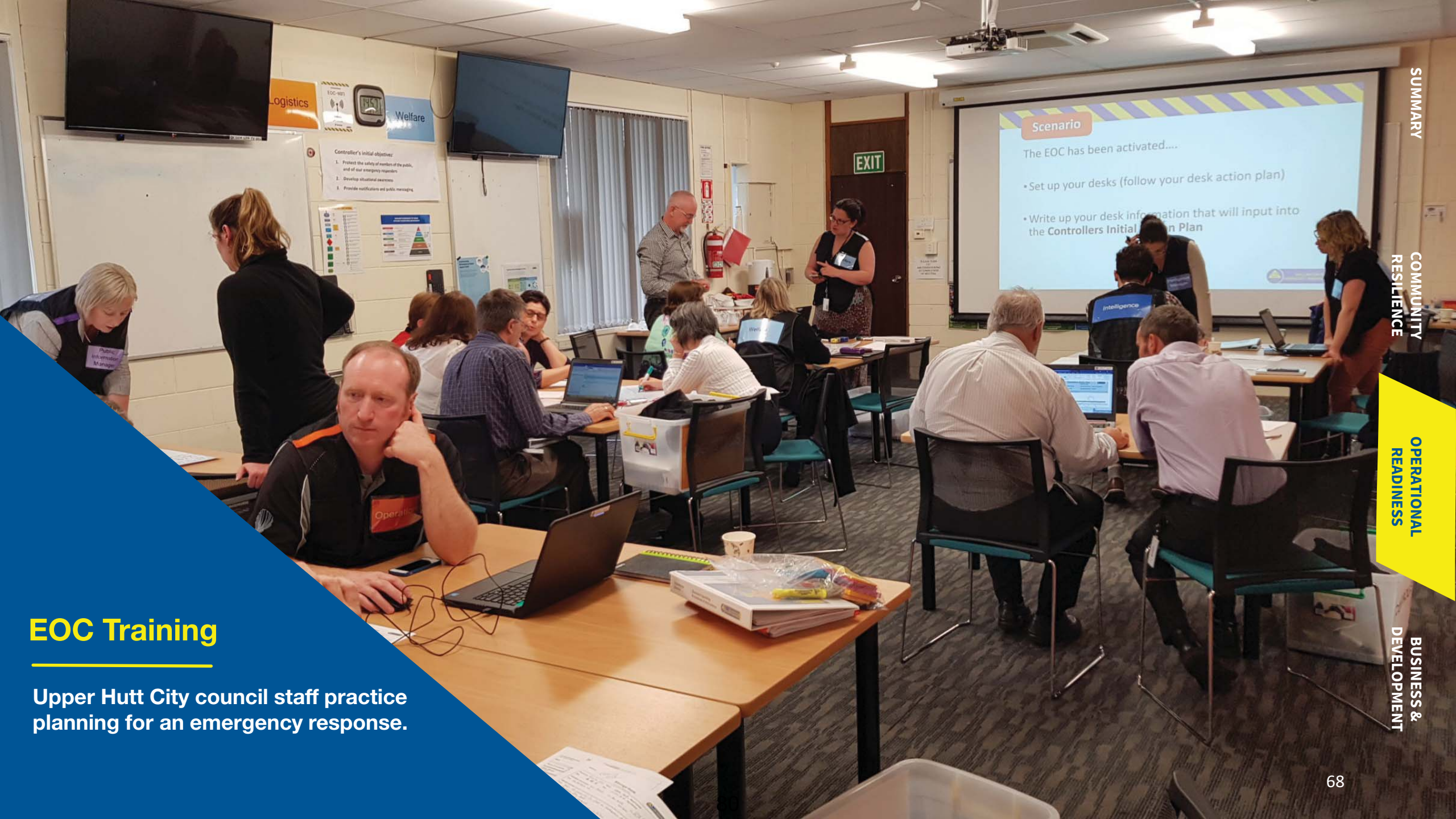
WREMO and Upper Hutt council have partnered to hire a new emergency management advisor for Upper Hutt. We are currently advertising for this role.

Upper Hutt City council are currently working to identify a new location for the Upper Hutt EOC.

We continue to see a outstanding attendance at training.

SUMMARY  
 COMMUNITY RESILIENCE  
 OPERATIONAL READINESS  
 BUSINESS & DEVELOPMENT





# EOC Training

Upper Hutt City council staff practice planning for an emergency response.

**Scenario**

The EOC has been activated....

- Set up your desks (follow your desk action plan)
- Write up your desk information that will input into the Controller's Initial Action Plan

**Controller's initial objectives:**

1. Protect the safety of members of the public, and of our emergency responders
2. Develop situational awareness
3. Provide notification and public messaging

SUMMARY

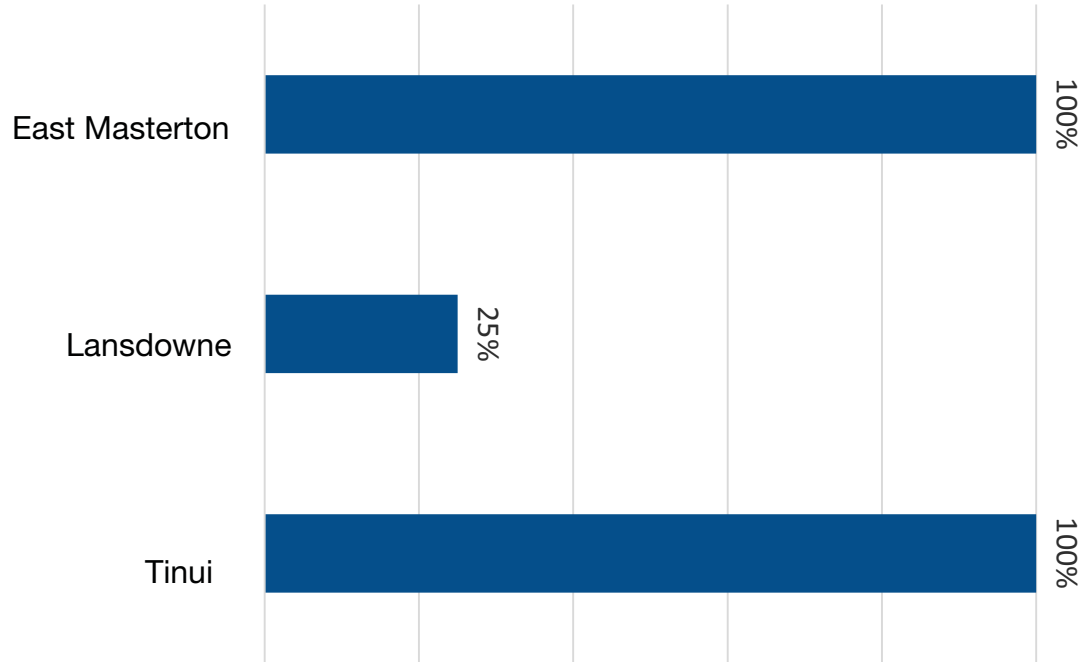
COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# Wairarapa

## Community Response Plans



### Workshops

#### Business-based



#### School-based



#### Aged Residential Care



**COMPLETE**

A community area guide is developed

**COMPLETE**

100% of hubs are ready to activate

### Community Course



### Hub Activations



### Fair Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed





## Wairarapa Community

- A Community Preparedness Training course was run during May with fourteen people attending. There was a lot of positive feedback, including “Excellent advice; sensible; Excellent facilitation”.
- We have finalised the location of all Community Emergency Hubs in the Wairarapa, ensuring they are in suitable locations. Hub radios have been made more mobile with the addition of mobile aerials and battery connectors.
- Community presentations in the last quarter have included:
  - SWDC Safety and Resilience Working Group;
  - Greytown Venturers;
  - Martinborough Community Board;
  - thirteen Controllers of Wairarapa Rural Fire District; and
  - South Wairarapa District Councillors.
- A radio interview with Citizens Advice Bureau has also been conducted.

## Get Ready Week 2017

In partnership with the three Neighbourhood Support Coordinators in Masterton, Carterton and Featherston, WREMO promoted preparedness to the Wairarapa community.

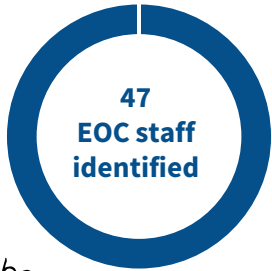
We had conversations with people waiting for the morning trains about how they would get home if the trains were unable to operate, and gave them copies of the Earthquake Preparedness Guide.





# Wairarapa

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance



Average attendance (quarter): 71%

Completed previous quarters  
 Completed this quarter  
 Remaining to be completed

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

Wairarapa EOC staff numbers have had a considerable boost thanks to GWRC, with 14 new GWRC staff members starting in May. This takes total EOC staff numbers to 47.

Training between July and November 2017 had focused on earthquake planning, culminating with Exercise Ngateri in November 2017. This year the focus has been on clarifying CIMS roles and the demarcation between them. Future training in 2018 will be more practically focussed. This different focus is from feedback received last year from EOC staff, and has been well received.

Equipment checks in the EOC are continuing to be completed on key equipment on a monthly basis.

The equipment audits are on hold waiting on the 'Asset Tiger' implementation.

The requirement for a new EOC facility has been added into the Masterton District Council's Long Term Plan. The current EOC is not fit for purpose due to the small size and it's location, attached to an earthquake prone building.

The Local Welfare Committee and Rural Advisory Group continue to meet regularly.



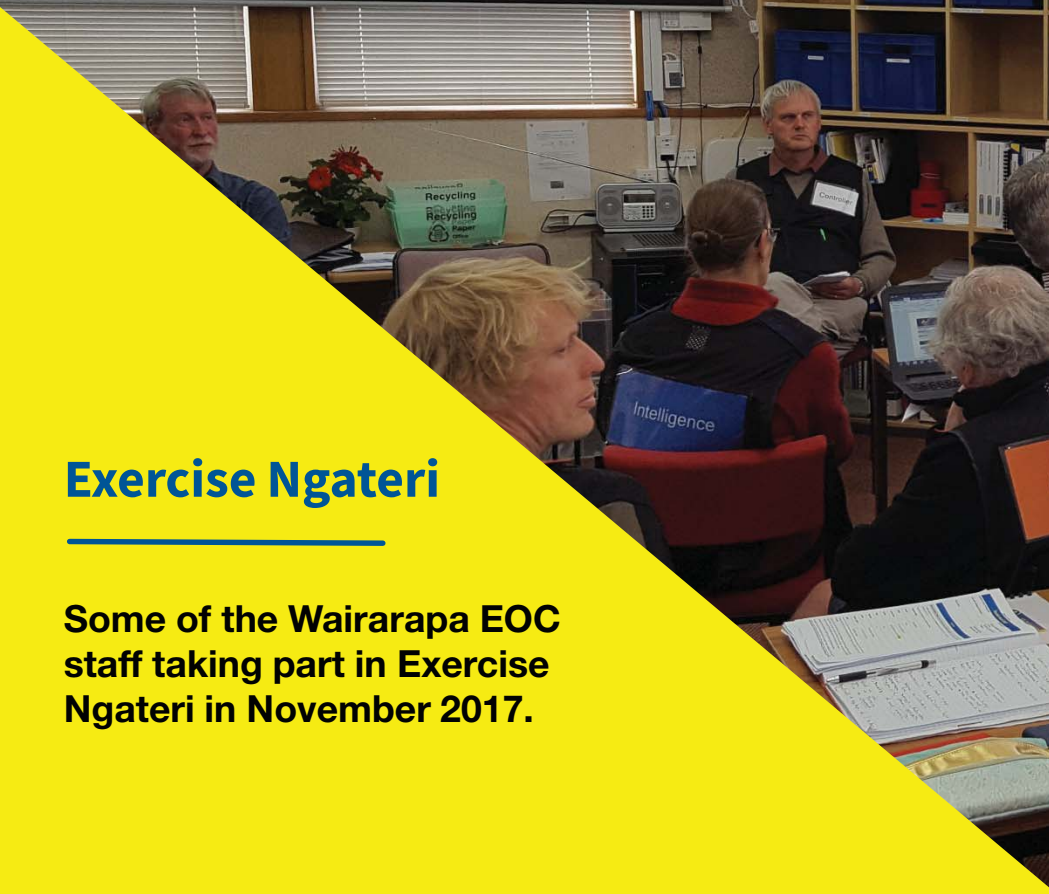


SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



# Exercise Ngateri

Some of the Wairarapa EOC staff taking part in Exercise Ngateri in November 2017.

Wairarapa Earthquake E...  
Part of Exercise Ngateri

WELLINGTON REGION EMERGENCY MANAGEMENT

**EXERCISE NGATERI**

**SITUATION TODAY**

EARTHQUAKE FELTREPORT  
Magnitude R  
Location

SPECIAL WEATHER BULLETIN  
Areas Affected  
Period  
Amount

11:53

Controller's initial objectives:

- 1. Protect the safety of members of the public and of our emergency responders.
- 2. Develop situational awareness.
- 3. Provide notifications and public messaging.

What do we know?

What do we need to know?

1. WHO? POWERHOUSE
2. PLUCKER OBSERVED
3. SCARCE CHAIRS
4. Any people trapped in roads? Stairs?
5. Any Railway Collisions? Social Media? People with power?
6. How Communication? Response Capabilities?
7. Any on-site? REPAIRS?
8. ACCESSWAYS

\* Regent 3 Cinema  
- Engineers check-ck for rescue to  
- Fire + Police coordinating onsite  
- Casualties - 3 dead

\* Hood Aerodrome  
- Open  
- Fuel levels ok  
- Contrails

\* Roadway Status - Checked from North down to coast  
- Bridges being checked aerially  
- Plane conducting aerial recon

- SH2 north (Mt Bruce)  
- Route north through Maurerua  
- Route north through Blewett  
- Masterton CBD to be worked off  
- CBDs in other towns being checked

\* Responders' Capability Status

- No change, all still overwhelmed
- No additional resources
- Awaiting response from Hawke's Bay
- 20 Police redirected to
- Security for CBD Coord

Intelligence

Operations

Operations Manager

## Combined Wairarapa Councils

- From July 2017 through to June 2018 there have been multiple severe weather related events. The EOC was activated for the severe storm on 13 - 14 July 2017 which caused considerable flooding issues, including completely isolating Martinborough overnight on 13 Jul 2017. A debrief found there were some communications issues which have since been addressed by agencies and organisations. Ex Tropical Cyclones Fehi and Gita in February, and Debbie in April, fortunately, did not have any real impact on the Wairarapa. On 12 June 2018 high levels of rain closed several roads and caused power outages. Some isolated communities were temporarily cut off.
- The Wairarapa Emergency Services Coordinating Committee (ESCC) has been progressing well since restarting in March 2017. Since then there have been five meetings and one Table Top Exercise. The Exercise was held in May 2018 and was based on a wildfire scenario near Featherston, with FENZ being the lead agency. This created some robust conversations between the agencies involved.
- The Wairarapa Engineering Lifelines Association (WELA) has reformed over the past year. A Chairperson has been nominated. A Project Leader has been appointed and will be funded by the three Wairarapa councils.
- Coastal and rural coordinator lists have been updated. Lists containing information about fuel stations and suppliers, supermarkets, contractors, freight and transport companies have been completed.
- The Local Wairarapa Earthquake Response Plan is continuing to be developed, with Wairarapa councils expected to provide input in the second half of 2018. Completion of the plan is scheduled for mid-2019.
- Radio checks at rural schools at Tinui, Whareama, Mauriceville and Wainuioru were ceased after their radios were shifted to their community halls (Community Emergency Hub) in line with the regional community response model. The regional radios were upgraded in 2017.
- The Wairarapa Red Cross Disaster Welfare Support Team underwent Emergency Assistance Centre (EAC) training in November 2017. They are now able to assist supporting an EAC.





## Severe weather

A weather event on 13 - 14 July 2017 caused widespread flooding and moderate damage to infrastructure.

Image: Surface flooding in Masterton (image credit Wairapapa Age Times)

# Business and Development

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Regional update



# Business and Development

- Organisationally WREMO has seen a number of changes over the past year. We have welcomed a new Regional Manager and Group Controller, and completed a review of CDEM in the region. This review has led to an increase in our staffing numbers. Recruiting is currently underway for the new positions. The Business and (newly re-labelled) Capability Development team will soon have two Capability Development staff and a Senior Marketing and Communications Advisor.
- An notable area of improvement this year has been the formal establishment of the Project Management Office (PMO) and the associated processes and policies. This has been very successful as the PMO (which is made up of the WREMO Leadership Team) now have clear oversight of all WREMO projects. This has allowed WREMO to organisationally prioritise projects and allocate resources as required. This has been possible with the move to SharePoint, which has also enabled the development of the PMO dashboard where staff can see the results of the PMO meetings immediately following the meeting.
- The ICT team have been very busy with numerous upgrades this year. WREMO formally transitioned to SharePoint, implemented an asset management programme in the EOCs and WREMO BAU, and conducted a full BAU phone and partial laptop replacement.
- WREMO also added a little bit of 'green' to the standard blue and yellow fleet with the purchase of our first electric car.
- The Group Plan process is now in the consultation phase, with the initial development component completed. The buy-in across the Group has been excellent. We were able to review the Group Outcomes and Outputs, identify what the Group are already doing to achieve these, and what the opportunities are for the future. In addition, we have also reviewed the Group governance structure to ensure we get the best possible outcomes in our region by having the right people engaged at the right level.



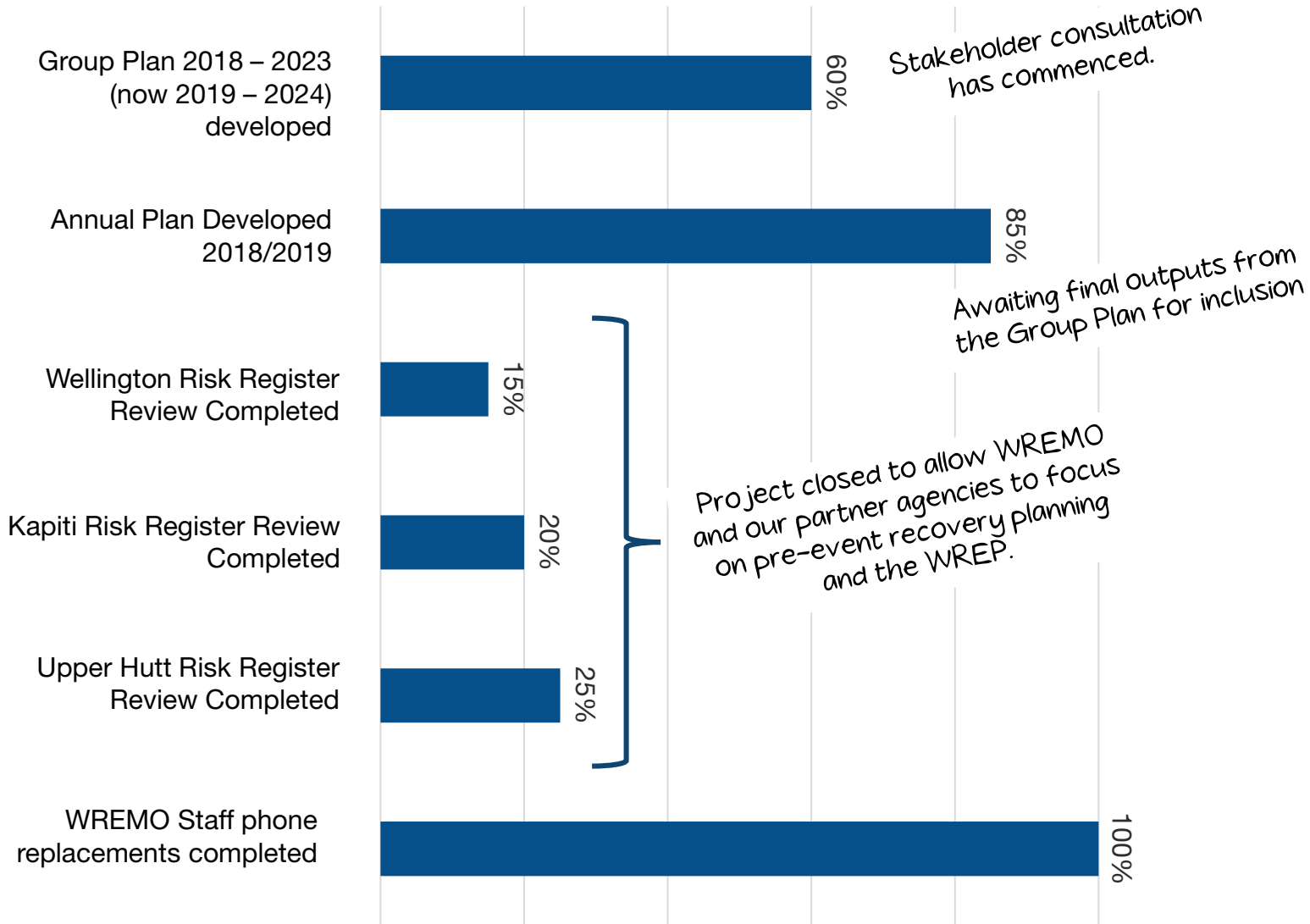
# PMO Dashboard

The development of the Project Management Office (PMO) and associated tools (such as the dashboard) have enabled WREMO to manage and prioritise projects across the organisation far more effectively than has occurred previously.

## Project List

<input type="checkbox"/>	Project Number	Project Description	Project Manager	Project Lifecycle	Current Project Status	Reporting Comments	PMO Actions	Reporting Period	Project End Date	Link
<input type="checkbox"/>	BD18-001	Group Plan	<input type="checkbox"/> Jessica Hare	Delivery	No Significant Risk	No issues, project on schedule and to budget	None	Monthly	14/12/2018	<a href="#">BD18-001 Documents</a>
<input type="checkbox"/>	BD18-003	WREMO.NZ Rollout	<input type="checkbox"/> Jay Anderson	Scoping	No Significant Risk	There is now a scoping document & project plan for the PMO to review.	LT to review project plan and make decision by the 25 June	Choose a Reporting Period ...		<a href="#">BD18-003 Files</a>
<input type="checkbox"/>	BD18-004	Radio Security for Hubs		On Hold	No Significant Risk	Scoping document completed for review	Project on hold pending work priorities for next year	Choose a Reporting Period ...		
<input type="checkbox"/>	BD18-005	Windows 10 EOC Upgrade	<input type="checkbox"/> Harley Zorn	Scoping	No Significant Risk	This is a new project that has a project scope developed for the PMO to review	No scope provided	Choose a Reporting Period ...	31/08/2018	
<input type="checkbox"/>	CR18-001	BCP Review	<input type="checkbox"/> Scott Dray	Delivery	No Significant Risk	No budget has been allocated for this. Indicated budget 25K	Budget has been allocated 9.5k design + 15k for printing. Use 15k to print EQ Guides this financial year. Approval to extend end date to 30 September. Change risj to no significant risk.	Monthly	31/10/2018	<a href="#">CR18-001 Documents</a>
<input type="checkbox"/>	CR18-002	Community Emergency Hub Radio Review	<input type="checkbox"/> Scott Dray	Delivery	Some Risk	Requested additional budget for \$1k	Additional funding approved. Close date set at 30 June.	Monthly	30/06/2018	<a href="#">CR18-002 Documents</a>
<input type="checkbox"/>	CR18-003	Phantom Bollards Emergency Supplies	<input type="checkbox"/> Dan Neely	Delivery	No Significant Risk	Only issues are around securing funding.	Next report due August 2018	Quarterly		<a href="#">CR18-003 Documents</a>
<input type="checkbox"/>	CR18-004	Fairs and Engagement	<input type="checkbox"/> Scott Dray	On Hold	No Significant Risk	Requirement: Review and amend scoping document to include the cost for kits.	Decision made to put on hold - until later in the year.	Quarterly		<a href="#">CR18-004 Documents</a>
<input type="checkbox"/>	CR18-005	Apartment Workshop	<input type="checkbox"/> Ashleigh Brown	On Hold	Some Risk	Concerns about schedule, budget, scope - lack of clarity of partnership with WCC.	Decision made to put on hold, pending outcomes of Group Plan and clarification of roles WCC and WREMO	Monthly		<a href="#">CR18-005 Documents</a>
<input type="checkbox"/>	CR18-006	Engagement with Iwi	<input type="checkbox"/> Ana Faatoia	Scoping	No Significant Risk	Verbal update provided at PMO meeting following ara tahi meeting.	Dan and Jerry will work with Ana to flesh out scoping document by next meeting	Monthly		<a href="#">CR18-006 Documents</a>
<input type="checkbox"/>	CR18-007	Resilience Fund and Chocolate Bar	<input type="checkbox"/> Dan Neely	Delivery	No Significant Risk	All going to plan	Next report due August 2018	Quarterly		<a href="#">CR18-007 Documents</a>
<input type="checkbox"/>	CR18-008	Translation of EQ Guides	<input type="checkbox"/> Ashleigh Brown	Delivery	Some Risk	Scope expanded to include voice recordings. Still some issues with languages	Need to identify which languages are outstanding and what the issues are.	Monthly	1/10/2018	<a href="#">CR18-008 Documents</a>
<input type="checkbox"/>	CR18-009	Red Cross Wairarapa	<input type="checkbox"/> Jane Mills	Scoping	No Significant Risk	On-going review with Red Cross	Next report due August 2018	Quarterly		<a href="#">CR18-009 Documents</a>
<input type="checkbox"/>	CR18-010	WREMO Newsletter	<input type="checkbox"/> Kerry McSaveney	Delivery	No Significant Risk	No close out report provided	Close out report to be completed for next meeting	End of Project		<a href="#">CR18-010 Documents</a>
<input type="checkbox"/>	CR18-011	EAC Volunteers	<input type="checkbox"/> Rebecca Jackson	On Hold	Significant Risk	Issues around loss of Group Welfare Coordinator to complete project.	Decision made to put project on hold until new Group Welfare Coordinator arrives. Rebecca to email EAC volunteers with this update. Dan to follow up if email has been sent.			<a href="#">CR18-011 Documents</a>

# Business and Development



## WREMO information sharing seminar



All WREMO staff had the opportunity to attend the national Emergency Management Conference and workshops this quarter.

Completed previous quarters
  Completed this quarter
  Remaining to be completed



## Information seminars

WREMO staff and council staff listen to Russ Van Dissen of GNS Science discuss the initial investigations into the Kaikoura Faults.

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



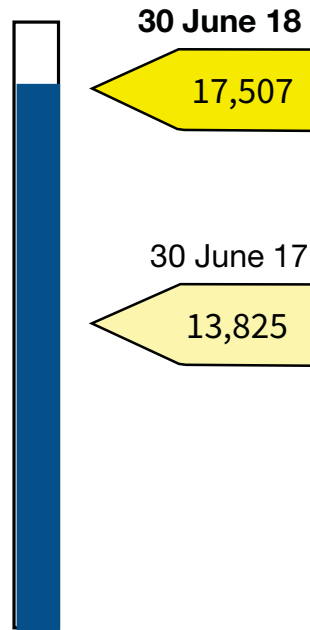
# Expanded WREMO Team

Over the next few months the WREMO team will include new full time positions in Upper Hutt, Marketing and Communications and Capability Development.

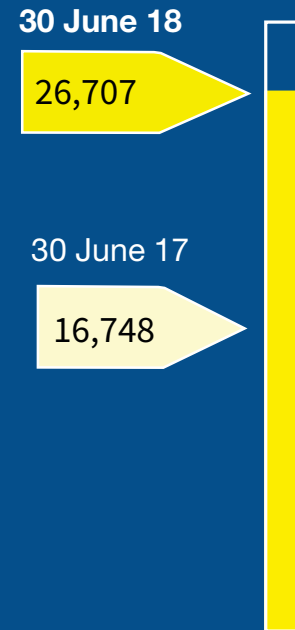


# Water tanks and Hazard App

## Water tank sales



## Red Cross Hazard App downloads



# Business and Development

## Policy and strategic planning

ON-GOING

Existing procedures are reviewed, in accordance with the schedule.

ON-GOING

New policies are developed as required.

ON-GOING

Revised or new policies are distributed to all WREMO staff.

## Finance

ON-GOING

WREMO budgets are set, monitored, and reported on in a timely and effective manner.

ON-GOING

Support is provided to Community Resilience and Operational Readiness on budgetary matters.

ON-GOING

Processing of expenditure is managed in accordance with procurement policy.

ON-GOING

Agreed portions of Councils CDEM budgets are administered by WREMO.

## WREMO Policies

All WREMO Policies have been placed in a centralised reference document, which is available to all staff.

## Finance

WREMO finances are monitored to ensure expenditure is managed in accordance with GW finance and procurement policies.

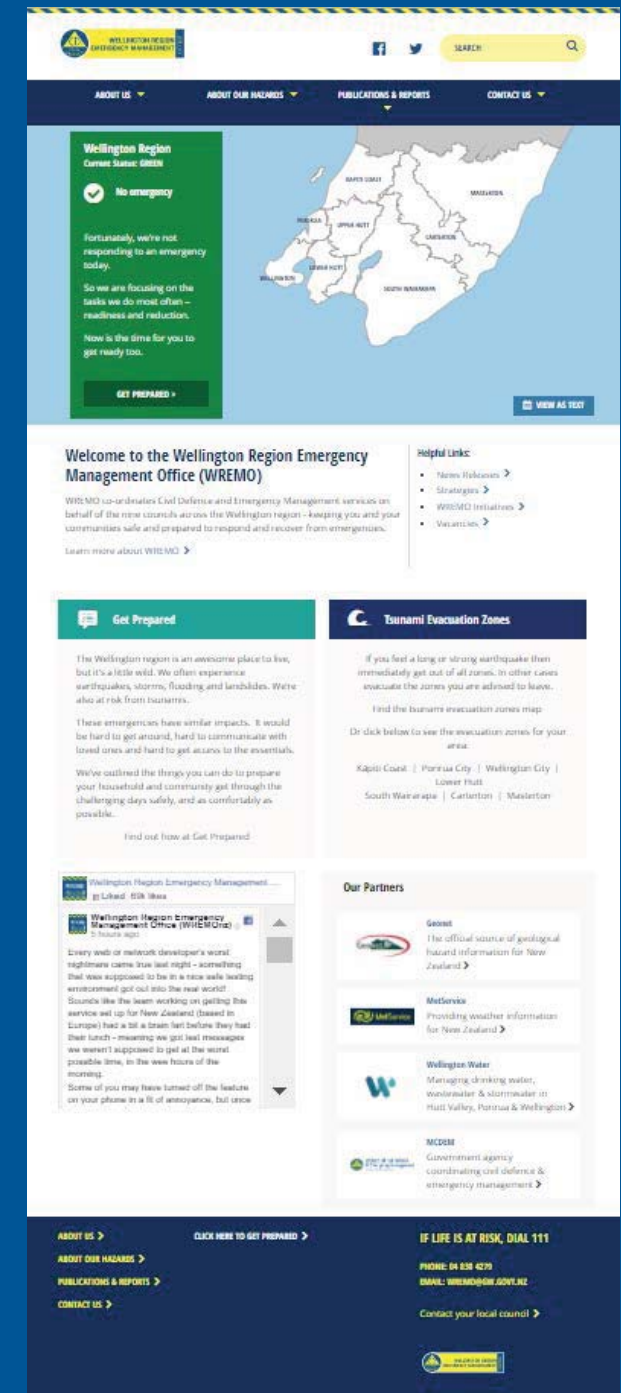
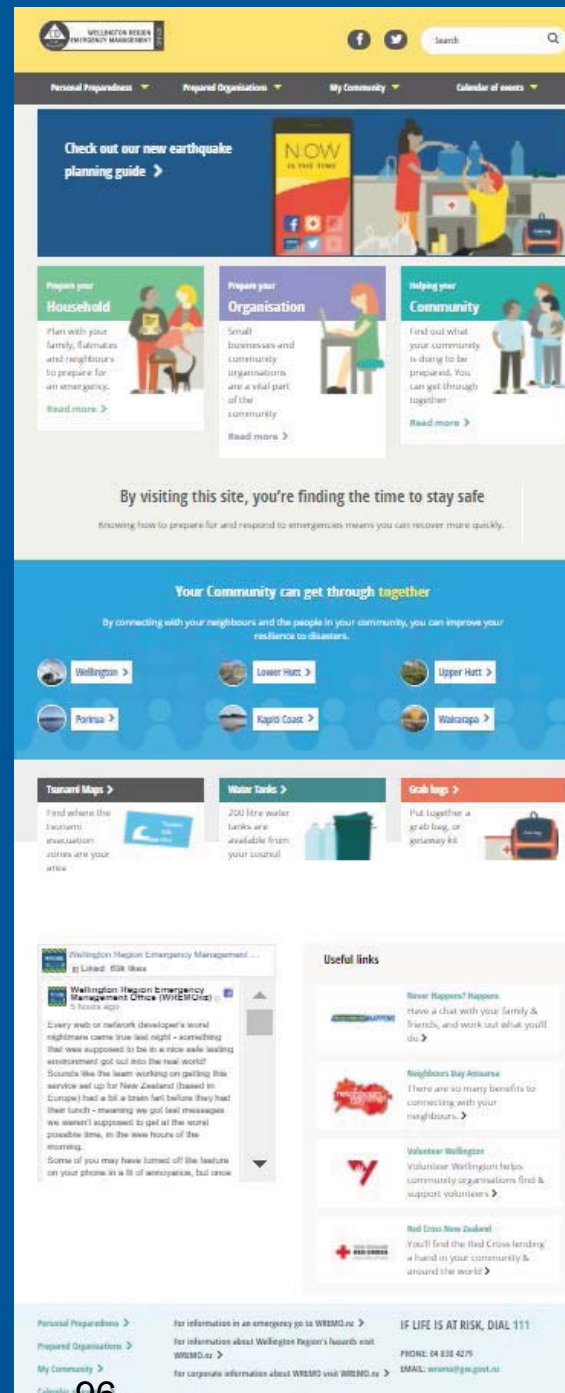


# New websites

At the end of July 2017 we released two new websites - [getprepared.nz](http://getprepared.nz) and [wremo.nz](http://wremo.nz). These websites reflect the dual nature of CDEM particularly during an event such as the November 2016 earthquake when we need to provide both information on the actual emergency event, but also preparedness messages.

[getprepared.nz](http://getprepared.nz) focuses on preparedness and bringing communities together. Its initial focus is the new earthquake planning guide and household preparedness. It has a more friendly, 'non-threatening' look and feel and also holds information on community preparedness and community emergency hubs.

[wremo.nz](http://wremo.nz) is where information will be provided in an emergency. It is designed to be highly mobile accessible as we know in an emergency most people reach for their phone to find out what is happening. Council Public Information Managers have been trained in how to add information to the website and how to create a new emergency event on the website. The WREMO website also holds corporate information such information about WREMO, the CDEM Group and our partner agencies.



SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# Business and Development

## ICT & Website

- ON-GOING** The content on the website is up-to-date.
- ON-GOING** ICT support is provided that meets the business needs of WREMO staff.
- ON-GOING** Technical support for the implementation of EMIS.
- ON-GOING** Business needs of EOC staff are met, working in collaboration with Council ICT staff.

## Administration

- ON-GOING** All administrative requirements of the CDEM Group Joint Committee are met.
- ON-GOING** All administrative requirements of all remaining committees are met.
- ON-GOING** A centralised library at Thorndon is maintained.
- ON-GOING** All book movements are tracked and accounted for.
- ON-GOING** The following documents are regularly updated: interagency contact list and procurement registers.

## ICT

Sharepoint has now been fully deployed within WREMO. This is a significant improvement over the old systems, where files could be found in as many as 7 different systems. Now WREMO staff are able to use Google-like search functionality across all WREMO files and data, making useful information much easier to source and use.

WREMO ICT have commenced a program to ensure electrical items used in EOCs are safe to use. Since May, ICT have done “Test and Tag” across much of the EOC and business as usual equipment. This is expected to be completed by the end of August. You might notice the yellow or blue tags around the EOCs (yellow-tagged items will be re-tested annually, with blue tags indicating a 5 year retest period).

To help the Operational Readiness team keep the EOCs in tip-top shape and available for rapid activation, WREMO ICT have also been barcoding assets (both Council and WREMO) that are required to make the EOC functional. This will enable the OR team to be able to complete quick, easy audits of the equipment simply by scanning the barcodes with their smartphones.

We have commenced work on an Intranet for WREMO staff. This will also form the foundation for simple sharing of information throughout the EOC’s in the coming year.



## SharePoint

The new home page enables staff to navigate across the WREMO SharePoint system.



# Business and Development

## Health and Safety

ON-GOING

All activities comply with Council Policy and legislative requirements.

ON-GOING

Work incidents and near misses are reported in Greater Wellington's Health and Safety Management System.

ON-GOING

Health and Safety is included in 6-monthly audits.

## Professional Development

ON-GOING

All staff are able to attend individual and collective professional development opportunities on a regular basis.

## Health and Safety

- At WREMO the leadership team and staff are fully committed to providing and maintaining a safe and healthy working environment for staff, contractors, volunteers and visitors. This is at Thorndon, all six of our working sites, in WREMO vehicles and other (community or private) sites where we conduct our services (for example, after hours volunteer training, community meetings, neighbourhood gatherings, etc.).
- H&S is a standing agenda item at all team meetings, including the Leadership Team. During meetings H&S is discussed with regards to incidents / near misses, the management of those incidents / near misses and the resulting action outcomes thereof. Much emphasis is placed on workplace health and safety responsibilities and engaging staff in making changes to reduce the chances of harm.

## Emergency Mobile Alerts and Common Alerting Protocol

In November 2017 the Ministry of Civil Defence & Emergency Management (MCDEM) released the new national Emergency Mobile Alerts platform.

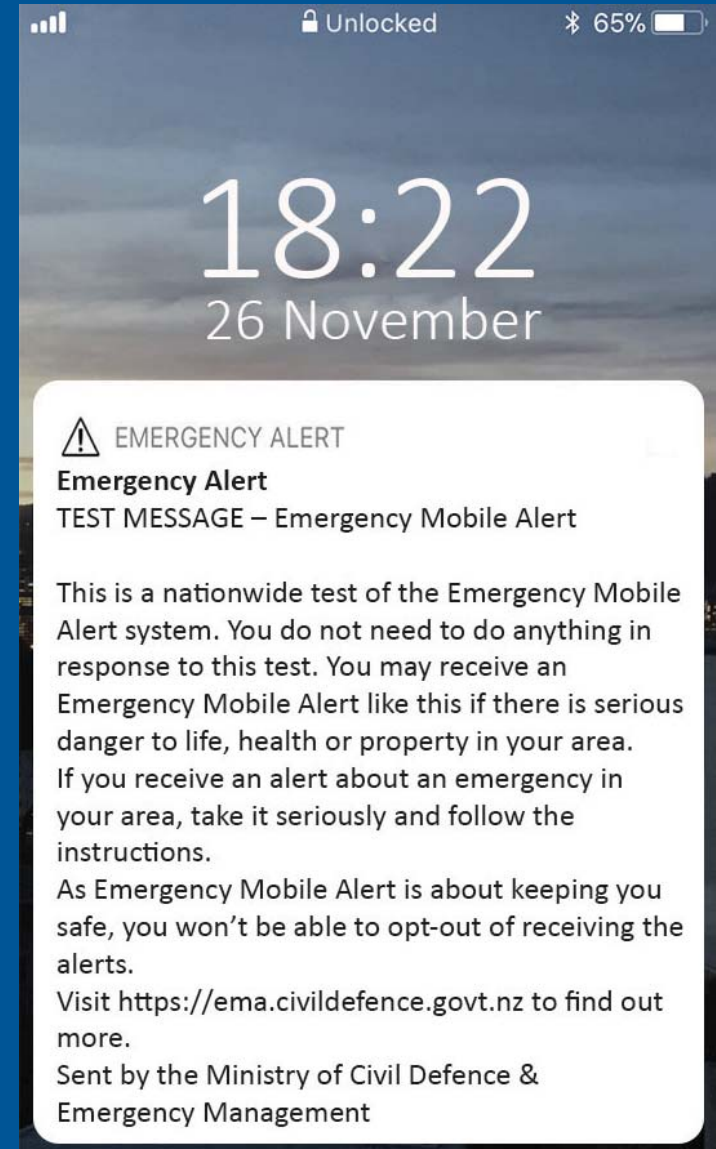
WREMO staff were part of the CDEM Group advisory panel and provided input and feedback for guidance material and template alerts that were produced at the national level.

Selected WREMO staff and ECC PIMs have been trained in how to send alerts. Additional staff will be trained in the New Year.

The Ministry of Civil Defence & Emergency Management (MCDEM) tested the new national Emergency Mobile Alert on 26 November 2017. The test was preceded by a national advertising campaign including print, TV and radio advertising, social media campaign. WREMO supported this advertising campaign. Staff responded to a large number of queries regarding the test and the capability of phones to receive alerts. A webpage with answers to the ten most common questions was compiled and is available at: <https://getprepared.nz/alerts/faq>

In February 2018 the Common Alerting Protocol (CAP-NZ) Technical Standard was published. Common Alerting Protocol (CAP) is a digital format for exchanging emergency alerts. It supports effective warnings by ensuring message consistency and enabling simultaneous distribution over many communication channels. It is the international standard for alerting.

WREMO has supported the development of this technical standard by providing a staff member to sit on the national CAP Working Group as one of the three CDEM Group representatives.



# Business and Development

## Values

ON-GOING

Promote Group mission, vision, and inculcate WREMO Values in Staff

COMPLETE

Arrange one team building event for all WREMO staff.

ON-GOING

Project support is provided to all other business units to complement staff competencies.

## Planning Managers Group

ON-GOING

CDEM Group interests, as part of the Natural Hazards Strategy, are promoted.

## Common Alerting Platform

COMPLETE

Contribute to the development of a national Common Alerting Platform (CAP).

## Professional Development

As an organisation we had formalised our professional development programme into three parts:

- Operational Capability Training
- Collective Professional Development
- Individual Professional Development

This has enable us to create professional development opportunities to meet the varying roles and needs of all staff.

Collective professional development opportunities have included project management, stress management and personal resilience, storytelling (the psychology of giving advice) and the ITF's foundation and intermediate courses.

## Values

The WREMO Leadership Team have been working hard over the past six months to ensure the organisation is aware of and living the WREMO values of **teamwork, professionalism, integrity and community.**





**Report** 18.355  
**Date** 15 August 2018  
**File** CCAB-21-238

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## CDEM Group Appointments

### 1. Purpose

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

### 2. Background

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

### 3. CDEM Group appointments

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

#### Statutory appointments:

Controllers	
<b>CDEM Group</b>	David Russell (Group Controller) Rian van Schalkwyk (alternate) Dan Neely (alternate) Alistair Allan (alternate) Davor Bejakovich (alternate) Bruce Pepperell (alternate)

	Jeremy Holmes (alternate) Adrian Glen (alternate)
<b>Wellington City</b>	Simon Fleisher (Local Controller) Steve Cody (alternate) Gunther Wild (alternate) Toni Thompson (alternate) David Chick (alternate) Kane Patena (alternate) Barbara McKerrow (alternate) Phil Becker (alternate) Sarah Murray (alternate) Kane McCollum (alternate) Stephen McArthur (alternate) Michelle Riwai (alternate) Baz Kaufmann (alternate) Deborah Howse (alternate)
<b>Porirua City</b>	Jerry Wrenn (Local Controller) Brian Anderson (alternate) James Jefferson (alternate) Scott Martin (alternate) Trevor Farmer (alternate) Bruce Pepperell (alternate)
<b>Kapiti District</b>	<b>Wayne Maxwell (Local Controller)</b> Scott Dray (alternate) Bruce Johnston (alternate) Kevin Currie (alternate) Glen O'Connor (alternate) Rian van Schalkwyk (alternate)  <b>Removed:</b> <b>Max Pedersen</b>
<b>Hutt City</b>	Lester Piggott (Local Controller) Geoff Stuart (alternate) <b>Craig Cottrill (alternate) - new</b> <b>Damon Simons (alternate) - new</b> Simon Fleisher (alternate)  <b>Removed:</b> <b>Matt Reid (alternate)</b> <b>Bruce Sherlock (alternate)</b> <b>Debra Nicholas (alternate)</b>
<b>Upper Hutt City</b>	Geoff Swainson (Local Controller)



	Richard Harbord (Alternate) Mike Ryan (alternate) Steve Taylor (alternate) Jessica Hare (alternate)
<b>Wairarapa</b>	David Hopman (Local Controller) Jonathan Hooker (alternate) Murray Johnstone (alternate) Mark Allingham (alternate) Darryl McCurdy (alternate)

**Non-statutory appointments:**

<b>Recovery Managers</b>	
<b>CDEM Group</b>	Dan Neely (Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate) Deborah Hume (alternate)
<b>Wellington City</b>	Mike Mendonca (Recovery Manager) Paul Andrews Danny McComb
<b>Porirua City</b>	<b>Brian Patchett (Acting)</b>  <b>Removed:</b> <b>Tamsin Evans</b>
<b>Kapiti Coast District</b>	<b>Natasha Tod (Recovery Manager)</b>  <b>Removed:</b> <b>Sarah Stevenson</b>
<b>Hutt City</b>	Kim Kelly (Recovery Manager) Geoff Stuart (alternate) Matt Reid (alternate)
<b>Upper Hutt City</b>	Steve Taylor (Recovery Manager) Geoff Swainson (alternate)
<b>Wairarapa</b>	Tania Madden (Masterton) Dave Gittings (Carterton) Jennie Mitchell (South Wairarapa)

<b>Lifelines Co-ordination</b>	
<b>CDEM Group</b>	Richard Mowll

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#### 4. **Comment**

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

#### 5. **Communication**

No further external communication is required.

#### 6. **The decision-making process and significance**

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

##### 6.1 **Significance of the decision**

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

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

##### 6.2 **Engagement**

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

#### 7. **Recommendations**

*That the CDEM Group:*

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Approves** the following controller appointments:
  - a. *Wayne Maxwell, Local Controller, Kapiti Coast*
  - b. *Craig Cottrill, Alternate Controller, Hutt City*
  - c. *Damon Simons, Alternate Controller, Hutt City*

4. **Approves** the following recovery appointments:

- a. *Brian Patchett, Recovery Manager, Porirua City*
- b. *Natasha Tod, Recovery Manager, Kapiti Coast*

Report prepared by:

**Jeremy Holmes**  
Regional Manager