



If calling please ask for: Democratic Services

5 April 2019

Civil Defence Emergency Management Group

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

Friday, 12 April 2019 at 9.00am

Membership of Group

Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurnathan	(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)

Order Paper for the meeting to be held on Friday, 12 April 2019, at 9.00am at the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt

Public Business

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4. Lessons Learned from the Nelson Fires (Roger Ball, Nelson Tasman)	Brief	
5. Update on EMSR Legislative Changes (Rachel Hyde, DPMC)	Brief	
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Next meeting: Friday 21 June 2019



Report 18.617

14/12/2018

File: CCAB-21-272

Minutes of the Civil Defence and Emergency Management Group meeting held in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt, on Friday, 14 December 2018 at 9:00am

Present

Mayor Wallace (Chair)	(Hutt City Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council) (from 9:04am)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Patterson	(Masterton District Council) (from 9:04am)
Mayor Tana	(Porirua City Council)

Also present

Deputy Mayor Keys	(Carterton District Council)
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1 Apologies

Moved (Mayor Wallace/ Mayor Napier)

That the CDEM Group accepts the apology for absence from Mayor Booth.

The motion was **CARRIED**.

2 Emergency Management Sector Reform and Presentation of Awards – Hon. Kris Faafoi

Hon. Kris Faafoi advised the CDEM Group that he has enjoyed engaging with the Group throughout the year, and acknowledged that the Group's practical measures

have been outstanding, noting particularly the delivery of the translated version of the Earthquake Planning Guide.

Hon. Kris Faafoi acknowledged:

- The Group's assistance with the pathway to reform, and noted there is now some work to be completed through Parliament
- The challenge getting the business case budget and new facilities
- His expectation that fly-in teams will be operational by August 2019.

The CDEM Group gave their support of the Minister's work, noting the delayed development of the Group Plan to ensure its alignment with the national direction. The CDEM Group also advised the Minister that St John, Wellington Free Ambulance, and iwi representatives have been invited to sit on the Coordinating Executive Group, and that hapū and individual marae have been engaged with the view to increase their resilience to support their communities.

Hon. Kris Faafoi discussed with the CDEM Group that 70% of iwi are engaged through the TAG report, particularly acknowledging Bay of Plenty Regional Council's work in that space, and suggested leveraging off their documentation.

The CDEM Group thanked the Minister for making himself available to the Group throughout the year, despite his busy schedule.

The CDEM Group presented awards to three individuals who have contributed to the Wellington Region Emergency Management Office:

- Donna Hoyland
- Trevor Farmer
- Kerry McSaveney.

Mayor Guppy introduced Peter Kelly, Chief Executive, Upper Hutt City Council, and Mayor Patterson introduced Kath Ross, Chief Executive, Masterton District Council, to the CDEM Group.

Mayors Gurunathan and Patterson arrived at the meeting during discussion of item 2, at 9:04am.

3 **Public Participation**

There was no public participation.

4 **Confirmation of the minutes of 24 August 2018.**

Report: 18.368

File: CCAB-21-250

Moved

(Mayor Guppy/ Mayor Patterson)

That the CDEM Group confirms the minutes of the meeting of 24 August 2018, Report 18.368.

The motion was **CARRIED**.

5 **Group Plan update**

Brief

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave a presentation to the CDEM Group with updated progress on the Group Plan since the last Group meeting, and provided an updated timeline of the approval process.

Moved (Mayor Wallace/ Mayor Napier)

That the CDEM Group:

- 1. Notes the distribution of the key national documents.*
- 2. Notes that the National Disaster Resilience Strategy was only in draft form, with feedback due by 7 December 2018.*
- 3. Notes the updated timeline to align the content of the Group Plan with that of the key national documents by June 2019.*

The motion was **CARRIED**.

6 **Accommodation update**

Brief

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave a presentation to the CDEM Group with an update on accommodation, noting the step change in vision and strategy requirement for an improved capability to manage large scale events. Jeremy Holmes advised the CDEM Group of progress made in the previous eight months, which includes:

- Focusing on increasing the number of staff attendance at Emergency Coordination Centre (ECC) training
- Running an exercise in the current ECC located in the Royal Society
- Investigations into possible options for a permanent ECC.

Jeremy Holmes advised the CDEM Group that six options for a permanent ECC have been discussed, and that two options remain:

- An independent location (where the Wellington Region Emergency Management Office and the ECC are separately located)
 - Massey University confirmed their interest in working together on a shared space to provide fit-for-purpose training facility, due to them having recently

won a four-year bid to provide emergency management training. A Memorandum of Understanding on the build and cost-sharing arrangements would be brought to the Coordinating Executive Group and the CDEM Group in April 2019, with the expected building completion date in 2021.

- National co-location (where the Wellington Region Emergency Management Office and the ECC are included in a new National Crisis Management Centre and/or Early Warning Centre premises)
 - The Ministry of Civil Defence and Emergency Management is incorporating various options for co-location within a business case which is expected in 2019-2020. The indicative timeline is anticipated to be presented to the Coordinating Executive Group in March.

Jeremy Holmes advised the CDEM Group that the preferred options for a permanent ECC will be presented to the Group in the second quarter of 2019.

Moved

(Mayor Wallace/ Cr Laidlaw)

That the CDEM Group:

- 1. Notes the progress made in identifying a permanent Emergency Coordination Centre.*
- 2. Notes the possible options, timelines and next steps.*

The motion was **CARRIED**.

7 Response Teams update

Brief

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation, updating the Group on the Response Teams developments. This included a meeting between the Ministry of Civil Defence and Emergency Management, New Zealand Police, Fire and Emergency New Zealand, Group managers, and New Zealand Response Teams, where a national way forward was agreed, and a national working group was established. Three of the seven members of the national working group are from the Wellington Region.

Jeremy Holmes noted that a Joint Agency Intent Statement has been signed by all parties, which includes details of:

- The National Volunteer Framework
- Robust and sustainable volunteer capacity and capability
- Urban Search and Rescue (structural collapse) and light rescue functions tasked by Fire and Emergency New Zealand as a valuable surge capacity.

Jeremy Holmes advised the CDEM Group that the governance options paper was released on 12 December 2018, and feedback is sought and due by 15 February 2019.

Moved

(Mayor Wallace/ Mayor Tana)

That the CDEM Group:

- 1. Notes the progress made over the past three months.*
- 2. Notes the intent to progress the matter going forward.*

The motion was **CARRIED**.

8 **Iwi engagement update**

Brief

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation, updating the Group on the iwi relationships and responsibilities, noting a stronger basis of tikanga practices.

Jeremy Holmes noted Ara Tahi's approval to recruit ohu members for the Coordinating Executive Group. Ohu and iwi liaison members identified and briefed on:

- Regional hazard assessment
- Proposed approach to engage iwi and marae

in February 2019, and engagement of iwi and marae including Group Plan input between March and April. Findings will be considered in May, and presentation to Ara Tahi and the national working group is expected in June.

Moved

(Mayor Napier/ Mayor Wallace)

That the CDEM Group:

- 1. Notes the progress made over the past three months.*
- 2. Notes the input to progress the matter going forward.*

The motion was **CARRIED**.

Noted: The CDEM Group discussed the importance of consistent messaging from Group members.

9 **Regional Exercises**

Brief

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation to update the Group following "Shakeout 2018" which 31% of the Region's population participated in. The Ministry of Civil Defence and Emergency Management stated that Wellingtonians really participated in great numbers.

Jeremy Holmes advised the CDEM Group of recent events throughout the Region:

- The Long Walk Home in Kapiti and the Hutt Valley
- 13 emergency management exercises, including a combined activity at the Wellington ECC called Exercise Ngateri 2018, with confirmed number of staff participation.

Jeremy Holmes identified areas for future development as a result of the recent exercises, including for the Emergency Operations Centre/ECC Staff, Controllers, and Wellington Region Emergency Management Staff.

Moved (Mayor Wallace/ Mayor Guppy)

That the CDEM Group:

1. *Notes the progress made over the past three months.*
2. *Notes the intent to build on this progress going forward.*

The motion was **CARRIED**.

10 **Approval of the Wellington Region Earthquake Plan Version 2.0**

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

Report: 18.596

File: CCAB-21-263

Moved (Mayor Wallace/ Mayor Napier)

That the CDEM Group:

1. *Receives the WREP Version 2.0 in Attachment 1.*
2. *Notes the content of the WREP Version 2.0.*
3. *Approves the WREP Version 2.0 as the Wellington CDEM Group initial response plan after a major Wellington earthquake.*

The motion was **CARRIED**.

11 **WREMO Quarterly Report 1 July 2018-30 September 2018**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report, noting minor amendments to the Quarterly Report:

- Page 20, the caption should read “Volunteer Response Teams attending a joint flood safety training course at the Hutt River”
- Page 50, the operational equipment check is now at three of 12 completed
- Page 53, one of two school leadership engagement activities has been completed.

Report: 18.597

File: CCAB-21-265

Moved

(Mayor Wallace/ Mayor Patterson)

That the CDEM Group:

- 1. Receives the report.*
- 2. Notes the content of the report with the minor alternations.*
- 3. Approves the report as an accurate record of those activities occurring in the first quarter of the 2018/19 financial year.*

The motion was **CARRIED**.

12 CDEM Group appointments

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

Report: 18.598

File: CCAB-21-267

Moved

(Mayor Lester/ Mayor Guppy)

That the CDEM Group:

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Notes that Steve Cody and Gunther Wild are no longer alternates for Wellington City.*
- 4. Notes that Brian Anderson is no longer an alternate for Porirua City.*
- 5. Notes that Richard Harbord and Steve Taylor are no longer alternates for Upper Hutt City, and that Steve Taylor is no longer Recovery Manager for Upper Hutt City.*
- 6. Approves the appointment of Carolyn McKenzie as Local Controller Wairarapa (Carterton). Removal Steve Copy, Wilde, UHCC.*

Next meeting: 12 April 2019.

The meeting closed at 10:18am

Chair, Wellington Civil Defence Emergency Management Group.

Date:



Report	19.140
Date	2 April 2019
File	CCAB-21-278
Committee	Joint Committee
Author	Jeremy Holmes, Regional Manager

CEG Terms of Reference

1. Purpose

To update the Joint Committee on the proposed changes to the CEG Terms of Reference and seek approval for the new Terms of Reference to come into effect.

2. Background

Section 12 of the Civil Defence Emergency Management Act 2002 (CDEM Act) requires every regional council and every territorial authority within the region to establish a Civil Defence Emergency Management Group (CDEM Group). Section 20 of the CDEM Act requires each CDEM Group to establish and maintain a CDEM Coordinating Executive Group (CEG). Membership of the CEG is as listed in Section 20 of the Act.

3. Wellington CDEM Group

In 2012 the Wellington CDEM Group adopted a Terms of Reference for the CEG that reflected the requirements of Section 20 of the CDEM Act, as at 2012. Since then:

- the CDEM Act was amended in 2016 to include the suggested inclusion of a senior ambulance officer;
- in 2017 a Ministerial Review was carried out of New Zealand's CDEM functions (*Better Responses to Natural Disasters and other Emergencies in New Zealand*) with a number of improvements recommended; and
- in August 2018 Cabinet provided its response to the above recommendations, including encouraging Groups to co-opt ambulance

services onto CEG and to explore iwi representation on CEG to ensure iwi input to the Group on governance and planning.

In addition, Fire and Emergency New Zealand has been formed. Attention has also been drawn to the fact that the 2012 Term of Reference refers to “police”, rather than the “New Zealand Police” as it should do.

4. Developments

In accordance with the above national direction, invitations were extended to Wellington Free Ambulance and St John, and to Ara Tahi (the leadership forum of the Greater Wellington Regional Council and its six mana whenua partners) seeking representation. Wellington Free Ambulance and St John have each identified a representative and Ara Tahi has identified up to three representatives (one for each part of the region – West, Central and East).

Accordingly, the terms of reference has now been amended to reflect these changes.

On 22 March 2019 CEG reviewed the proposed changes and endorsed them.

5. Communication

No further external communication is required. However, the addition of iwi representatives on CEG will be socialised with iwi in the region over the next quarter. This will be done in accordance with the region’s iwi engagement plan (a separate agenda item).

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Joint Committee:

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***Approves the proposed changes to the CEG Terms of Reference.***

Report prepared by:

Jeremy Holmes
Regional Manager

Co-ordinating Executive Group

of the

Wellington Region CDEM Group

Terms of Reference

Definitions

1.1 For the purpose of these Terms of Reference:

“Act” means the Civil Defence Emergency Management Act 2002.

“CDEM Group” means the Wellington Region CDEM Group established under section 12 of the Act.

“Joint Committee” means the Wellington Region CDEM Group Joint Committee.

“Parent authority” means the organisation that is represented by the member of the CEG.

“CEG” means the Civil Defence Emergency Management Co-ordinating Executive Group established under section S.20 of the Act

2. Name

2.1 This Group shall be known as the Co-ordinating Executive Group or CEG.

3. Members

3.1 The following persons shall be members of the CEG:

3.1.1 The Chief Executive Officer of:

Carterton District Council;

Greater Wellington Regional Council;

Hutt City Council;

Kapiti Coast District Council;

Masterton District Council;

Porirua City Council;

South Wairarapa District Council;

Upper Hutt City Council; and,

Wellington City Council;

or a person authorised to act on the Chief Executive Officer’s behalf;

- 3.1.2 A senior member of the New Zealand Police who is assigned for the purpose by the Commissioner of Police;
- 3.1.3 A senior member of Fire and Emergency New Zealand who is assigned for the purpose by the Chief Executive;
- 3.1.4 The Chief Executive Officer of:
 - Capital and Coast Health District Health Board;
 - Hutt Valley Health Board;
 - Wairarapa Health District Health Board; and,
 - Mid Central District Health Board;or a person authorised to act on the Chief Executive Officer's behalf;
- 3.1.5 A Welfare Representative as a co-opted member;
- 3.1.6 A Lifelines Representative as a co-opted member;
- 3.1.7. A senior member of Wellington Free Ambulance who is assigned for the purpose by the Chief Executive as a co-opted member (pending legislative change);
- 3.1.8. A senior member of St John who is assigned for the purpose by the Chief Executive as a co-opted member (pending legislative change); and
- 3.1.9. Up to three regional iwi representatives who are appointed by Ara Tahi as co-opted members (pending legislative change).

4. Status

- 4.1 The CEG has the status of a Civil Defence Co-ordinating Executive Group under section.20 of the Act.

5. Life of Group

- 5.1 The CEG will remain as long as the requirement continues to exist under the Act.

6. Purpose of Terms of Reference

- 6.1 The purpose of these Terms of Reference is to define the responsibilities of and delegations to the CEG.

7. Objectives of the CEG

- 7.1 To provide professional management and advice to assist the CDEM Group to meet its objectives and implement the requirements of the Act.

8. Responsibilities

- 8.1 The CEG is responsible to the Joint Committee for:
- (1) Providing advice to the Joint Committee;
 - (2) Implementing the decisions of the Joint Committee;
 - (3) Managing the implementation, development, maintenance, monitoring, and evaluation of the Civil Defence Emergency Management Group Plan;
 - (4) Overseeing the preparation of reports to the Joint Committee;
 - (5) Approving and Overseeing the Group CDEM Business Plan;
 - (6) Overseeing the activities of the Wellington Region Emergency Management Office;
 - (7) Ensuring the appropriate structures and resources are in place for the effective delivery of Civil Defence Emergency Management; and,
 - (8) Ensuring information on Group matters flows through to respective organisational staff.

9. Delegated authority

- 9.1 The Group Plan will be approved by the Joint Committee. All subsidiary management plans produced at the direction, or in support, of the Group Plan shall be authorised by the CEG.
- 9.2 Proposed LTP and Annual Plans, plus budgets, shall be reviewed by the CEG for consideration by the Joint Committee. The recommendation of the Joint Committee will then be forwarded to respective Councils for approval and inclusion in their individual plans.
- 9.3 The management of budgets, staff, and other resources in support of CDEM activities authorised above, shall be monitored by the CEG.
- 9.4 CEG decisions shall be by consensus of those members present. If consensus is unable to be reached, the matter will be referred to the Joint Committee for a decision.
- 9.5 The CEG may establish sub-committees and co-opt members as required.

10. Remuneration

- 10.1 The parent authority shall meet any costs associated with the attendance of their representative at CEG meetings.

11. Meetings

- 11.1.1 The CEG shall meet from time to time and at such places as agreed by the Chairperson of the CEG in consultation with the members.
- 11.1.2 The quorum shall consist of seven (7) members.

12. Election of Chairperson and Deputy Chairperson

- 12.1 The CEG shall elect its own Chairperson and Deputy Chairperson.
- 12.2 The term of initial appointment shall be three (3) years, coinciding with each local government triennium, unless three quarters of the members present at a meeting resolve to replace the Chairperson or Deputy Chairperson at an earlier time.
- 12.3 The term of office of an elected Chairperson or Deputy Chairperson ends if that person ceases to be a member of the CEG.

13. Reporting

- 13.1 The CEG reports to the Joint Committee through its Chair.
- 13.2 Any organisation represented on the CEG shall be able to prepare reports for consideration by the CEG.

14. Review of Terms of Reference

- 14.1 The Terms of Reference will be reviewed by the CEG following the adoption of the Group Plan. The findings of the review including any recommended changes will be reported to the Joint Committee for its consideration.



Report 2019.141
Date 2 April 2019
File CCAB-21-280

Committee Joint Committee
Author Jeremy Holmes, Regional Manager

Group Plan Update

1. Purpose

To update the Joint Committee on the current status of the 2019-2024 Wellington region CDEM Group Plan

2. Background

The Civil Defence Emergency Management Act 2002 (CDEM Act) requires every regional council and every territorial authority within the region to establish a Civil Defence Emergency Management Group (CDEM Group). Section 48 of the CDEM Act requires every CDEM Group to prepare and approve a CDEM Group Plan.

On 15 May 2003, the local authorities of the Wellington Region formed the Wellington Region CDEM Group. The first Group Plan was approved in 2005. This plan is the third Group Plan for the region. It has been prepared to meet the requirements of Sections 49 – 57 of the CDEM Act.

The broad purpose of the Group Plan is to enable the effective and efficient management of significant hazards and risks for which a coordinated emergency management approach will be required. This plan provides the strategic direction and a clear vision and framework to achieve what is required.

In summary, the Group Plan seeks to:

- Provide information on the hazards and risks in the Wellington Region;
- Strengthen relationships between agencies and partners involved in Civil Defence Emergency Management;

- Encourage collaborative planning and joint action between councils, the emergency services, other emergency management agencies, central government, iwi, and the community;
- Show commitment from agencies and partners to the delivery of more effective Civil Defence Emergency Management; and
- Outline the principles of operation within which agencies involved in Civil Defence Emergency Management agree to cooperate.

This plan has been developed through a series of workshops with partner agencies (emergency services, local government, welfare services agencies, lifeline utilities and non-government agencies) and the general public.

The plan has seen a shift from output to outcomes, and from hazard management to risk management and resilience. This change is to ensure the Group is addressing the actual risks to the region, and prioritises and plans accordingly.

3. Timeline

The Group Plan is now required to go for public consultation for no less than one month. The following table outlines the timeline for the remaining milestones:

29 March – 29 April	Public consultation
6-7 May	Public hearings
13 May – 7 June	Ministerial review of the plan
21 June	Formal approval by Joint Committee

4. Consultation documents

A series of documents have been developed to assist with the communication of the public consultation and to increase community engagement with the process.

The following attachments are included:

Attachment One: *Group Plan Summary.*

Attachment Two: *Group Plan one-pager.*

Attachment Three: *Email sent to all councils to identify what WREMO is doing to promote the Group Plan and how they can support the consultation phase.*

Attachment Four: *The standard Group Plan consultation email.*

Attachment Five: *Media Statement.*

5. Communication

No further external communication is required.

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Joint Committee:

1. **Receives** the report.
2. **Notes** the content of the report.

Report prepared by:

Jeremy Holmes
Regional Manager



Wellington Region
Civil Defence Emergency
Management

Group Plan 2019-2024 Summary



Wellington Region CDEM Group Plan

Purpose of the Group Plan

The broad purpose of the Group Plan is to enable the effective and efficient management of significant hazards and risks for which a coordinated emergency management approach will be required. This plan provides the strategic direction and a clear vision and framework to achieve what is required.

The Group Plan seeks to:

- **Provide information** on the hazards and risks in the Wellington Region;
- **Strengthen relationships** between agencies and partners involved in Civil Defence Emergency Management (CDEM);
- **Encourage collaborative planning and joint action** between councils, the emergency services, other emergency management agencies, central government, iwi, and the community;
- Show commitment from agencies and partners to the **delivery of more effective Civil Defence Emergency Management**; and
- Outline the **principles of operation** within which agencies involved in CDEM agree to cooperate.

The Group Plan will remain in effect for five years from the date of approval by the Joint Committee until reviewed by the Group and either amended, revoked, replaced or endorsed for a further period of time.

See **Introduction** (Group Plan pages 08–13) for more information about this plan.

HAVE YOUR SAY

To have your say on the document, complete a submission form and return it to the Wellington Region Emergency Management Office at:



Group Plan Submissions, WREMO, PO Box 11646, Wellington 6142



info@wremo.nz



Complete a submission form online

Submissions close at 4.00 pm on Monday 29 April 2019.

Wellington Region CDEM Group

The Wellington Region Civil Defence Emergency Management Group is made up of a number of agencies who work together to provide civil defence and emergency management to the region. This includes the nine councils, emergency services, lifeline utilities, the Wellington Region Emergency Management Office (WREMO) and any other agency with civil defence and emergency management responsibility.

Governance of the Wellington Region Civil Defence Emergency Management Group and its activities is provided by the Joint Committee. The Coordinating Executive Group (CEG) provides advice to the CDEM Joint Committee and implements their decisions.

WREMO is a semi-autonomous organisation that co-ordinates Civil Defence and Emergency Management services on behalf of the nine councils in the Wellington Region.

Audience of the Group Plan

The Wellington Region CDEM Group Plan is written for two main audiences:

- all agencies involved in CDEM (emergency services, local government, welfare services agencies, lifeline utilities and non-government agencies); and
- the general public.

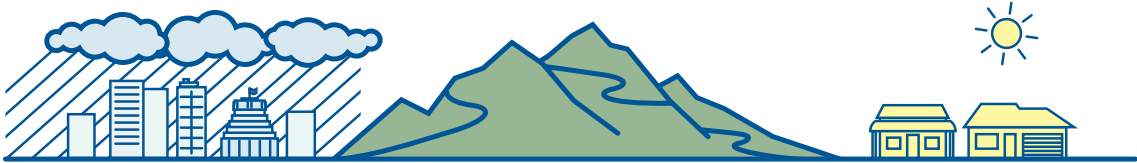
Throughout the plan 'strategic partners' are often referenced. Strategic partners are those key partner groups (councils, emergency services, WREMO, lifeline utility agencies and welfare agencies) that have responsibilities outlined in the CDEM Act and which must work together to ensure the collective Group meets the strategic outcomes included in the plan.

See **Introduction** (Group Plan pages 08–13) for more information about the Group. For more information about the Group's structure, see **Governance** (Group Plan pages 98–111).

Wellington Region risk profile

Wellington Region's physical geography and topography has both created and restricted human settlement over the centuries. The risks facing people in the region reflect choices that have been made historically about where to live and work, as well as how to travel.

The Wellington Region is divided by mountain ranges which separate the western urban part of the region from the eastern Wairarapa area. Weather patterns, fault lines and land-use differences mean that it is likely that a major event would affect areas of the region in different ways. **To meet the needs of local communities, the region's CDEM response capability needs to be local to these areas.**



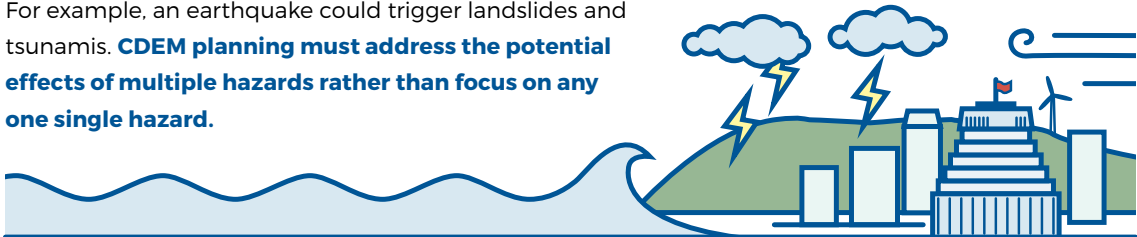
The region's transport links with the rest of the country are very vulnerable. The region has a 'Y' shaped transport network traversing two main valleys with limited cross-corridor transport links between these valleys. Key components of the transport network face a high risk of disruption from hazards.

Protecting these transport links must be a high priority for CDEM with a focus on contingency planning to cope with any damage that may occur.

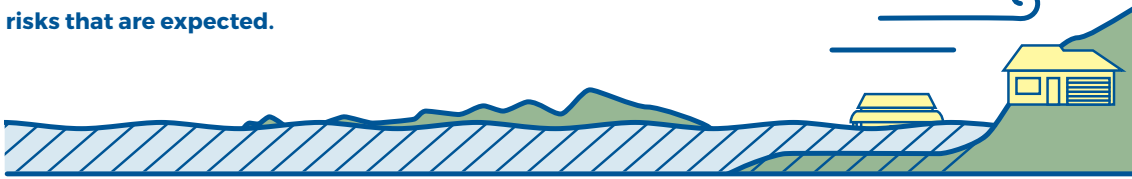


It is likely that the region will face multiple hazards in any major event.

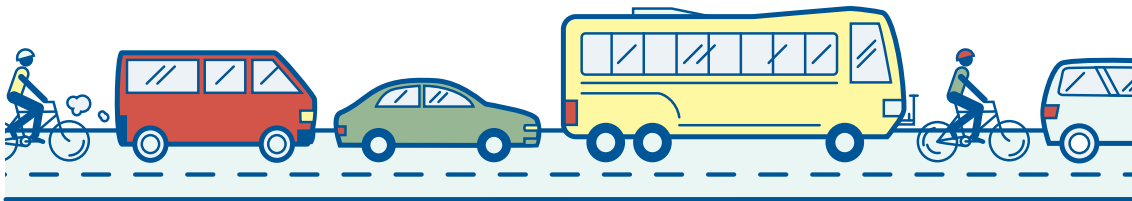
For example, an earthquake could trigger landslides and tsunamis. **CDEM planning must address the potential effects of multiple hazards rather than focus on any one single hazard.**



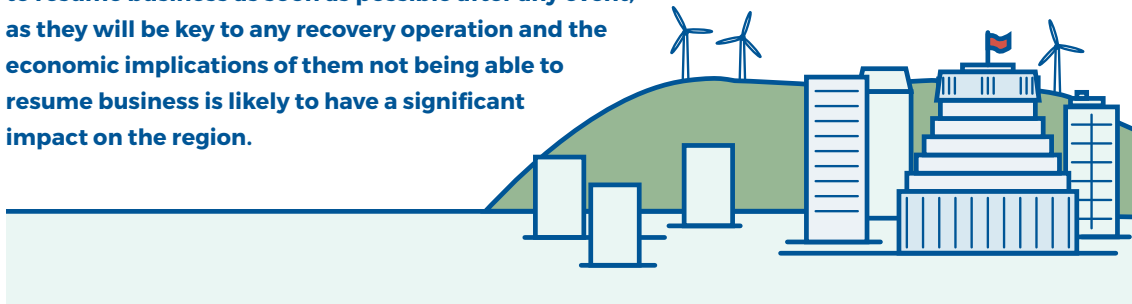
Global warming and the associated challenges of climate change, such as the increasing frequency and strength of weather events, will likely lead to more emergencies and more people being affected by such events. **The region needs to understand the likely impact of global warming and climate change and take steps to effectively mitigate the types of risks that are expected.**



Many people commute to the region's cities and districts for work, so population densities vary across the region by area depending on the time of day or night. The timing of an emergency event will affect the nature of the response. **The region's CDEM capabilities need to be flexible and able to respond to a range of different scenarios that could potentially be caused by a major event.**



As the home of central government, the region has a key role to play in the effective running of the country. Wellington city is home to many government departments and head offices of large corporate organisations. **It is vital that government agencies and corporate organisations are able to resume business as soon as possible after any event, as they will be key to any recovery operation and the economic implications of them not being able to resume business is likely to have a significant impact on the region.**



During the summer months, the region's population swells due to the thousands of tourists passing through the Wellington Region. These individuals may not be familiar with the region's hazards or how to mitigate them, as well as potential language barriers.

The region's CDEM efforts need to focus on the increasing number of tourists who visit the region.



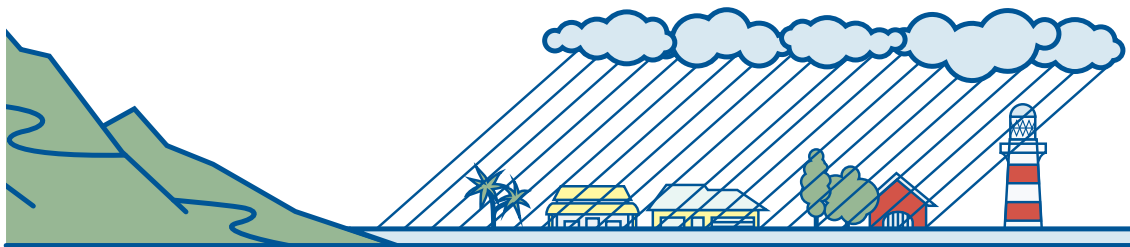
There are different levels of deprivation across the region. Those in lower socio-economic communities tend to have less available resources – which means they are less prepared for an emergency. Growth in the number of migrants to the region increases the risk that some are not aware of the hazards in the region or how to mitigate them, as well as potential language barriers. **The region's CDEM efforts need to focus on more vulnerable communities as a matter of priority.**



The region has a large transitory population, both highly skilled members of the workforce and a large number of students who are from outside the region. As with tourists, they may not be familiar with the region's hazards or local response requirements. **The region's CDEM efforts and information needs to be clear for those who are unfamiliar with the region.**



The Wairarapa is particularly vulnerable to flooding, posing a threat to both the rural economy and to the wider regional economy. **CDEM planning should focus on reducing the risks of flooding in the region, both in terms of preventative measures to reduce the likelihood of flooding and minimising the potential impact it could have when it occurs.**



See **The Wellington Region and its hazardscape** (Group Plan pages 14–29) for more information about risks.

Hazards

While incidents occur every day, the occurrence and/or impact of a hazard can cause an emergency if the consequences have a significant negative effect on people, property or the environment.



WHAT ARE THE TOP FIVE HAZARDS WE WILL PLAN FOR?



Pandemic



Earthquakes



Flooding



Tsunami



Storms

» Planning will look to reduce the likelihood of hazards occurring as well as managing the consequences of hazards as and when they occur.

Risk management approach

The region's risks will be managed through the CDEM 4Rs framework:



Reduction



Readiness



Response



Recovery

This will be achieved by more concerted effort in the following areas:

1. Understanding disaster risk;
2. Strengthening disaster risk governance to manage disaster risk;
3. Investing in disaster risk reduction for resilience;
4. Enhancing disaster preparedness for effective response; and
5. 'Build Back Better' in recovery, rehabilitation and reconstruction.

See **The Wellington Region and its hazardscape** (Group Plan pages 14–29) for more information about hazards and risk management.

Vision and goals

GROUP VISION

A resilient¹ community: ready, capable and connected

GOAL

For all individuals and households, businesses and organisations, communities, cities and districts in the region to be **ready, capable and connected**.



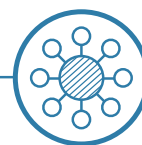
Ready

Being well informed of risks and proactively taking steps to prevent or mitigate their impacts, enabling us to be **ready** to respond to and recover quickly and effectively from emergencies.



Capable

Working together to develop the capability and interoperability to ensure we are **capable** of responding effectively to emergencies and recovering quickly afterwards.



Connected

Working with communities to increase **connectedness**, enabling communities to support each other before, during and after emergencies.

These goals will be achieved through the development and maintenance of capability across the 4Rs of comprehensive emergency management.

1. For the purposes of the Group Plan, Resilience is defined as the ability to adapt well to change, overcome adversity and recover quickly after an event.

See **Strategic Direction** (Group Plan pages 30–67) for more information about the vision and goals.



WHAT HAVE WE DONE TO DATE?

Below are some of the key developments that have occurred over the last five years:

- Significant improvement in National Capability Assessment.
- Regional resilience projects.
- Wellington Region CDEM Review.
- Capability Development (Skilled People) Strategy.
- Group Recovery Framework.

The Group Plan outcomes target five stakeholder groups which align with the National Disaster Resilience Strategy. These groups are:



Individuals and households

Focuses on benefiting the individual and households.



Businesses and organisations

Focuses on benefiting businesses and organisations.



Communities

Focuses on benefiting a group of people that identify as a community. A community can be based on location or interest.



Cities, districts and the region

Focuses on cities, districts and regionally beneficial outcomes.



Lifelines and critical infrastructure

Focuses on benefiting critical infrastructure.

Monitoring and Evaluation

The Wellington CDEM Group will carry out monitoring and evaluation to ensure that the Group is meeting its obligations, achieving its objectives which contribute towards the Group achieving its strategic goals and vision.

See **Strategic Direction** (Group Plan pages 30–67) for more information about work to date, stakeholder groups and monitoring.

Strategic outcomes



Reduction

Reduction involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level.

Strategic outcomes for Reduction:



Ready

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



Capable

- Increased identification of risks and steps taken to eliminate or reduce them
- Increased investment in buildings taking into account long-term stressors and changes, so they are able to withstand hazards and are safe to occupy post-event according to their level of importance
- Increased investment in infrastructure taking into account long-term stressors and changes, to strengthen and retain functionality post-event, or have viable emergency plans including viable alternate infrastructure.



WHAT WE HAVE BEEN DOING:

- Development of the Natural Hazards Management Strategy for the region.
- Lifeline utility agencies have been investing in infrastructure to increase their resilience.
- Councils across the region have been working with Wellington Water on the Community Infrastructure Resilience Project.



Readiness

Readiness involves developing operational systems and capabilities before an emergency happens, including self-help and response programmes for the general public and specific programmes for emergency services, lifeline utilities, and other agencies.

Strategic outcomes for Readiness:



Capable

- Increased household, business and community emergency plans that are understood and practised on a regular basis
- Integrated and comprehensive official response plans at the local and regional level that are understood and practised on a regular basis
- Integrated and comprehensive strategic recovery plans at both the local and regional level that are understood and practised on a regular basis
- Integrated and comprehensive Capability Development Strategy is implemented to increase both the capacity and capability of the Group to respond to emergency events



Connected

- Increased knowledge of Community Emergency Hubs, where they are located and participation in Hub exercises
- Increased knowledge of the role of Marae and other community facilities in helping support emergency response and recovery



WHAT WE HAVE BEEN DOING:

- Development and approval of the Wellington Region Earthquake Plan (WREP).
- Development and implementation of the Community Response Plan process.
- Development and implementation of the Community Emergency Hub concept.
- Refocus of the Emergency Services Coordination Committees (ESCCs) to improve communication and coordination of planning for an emergency.



Response

Response involves actions taken immediately before, during, or directly after an emergency, to save lives and property, and to help communities recover.

Strategic outcomes for Response:



Capable

- Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities
- Prompt restoration of lifeline utility infrastructure services emergency levels of service



Connected

- Communities self-organise and take appropriate actions, such as evacuating and/or activating their Community Emergency Hubs
- Formal assistance is readily available and accessible to impacted communities.



WHAT WE HAVE BEEN DOING:

- Development of the Wellington Region CDEM Group Capability Development (Skilled People) Strategy and the Wellington CDEM Group Training and Exercises Plan.
- Improved marketing and communications with the appointment of a full-time marketing/communications advisor and Group Public Information Manager at WREMO.
- Increasing the capability of all the EOCs and the ECC in the region, with the identification of minimum operating standards.



Recovery

Recovery involves the coordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.

Strategic outcomes for Response:



Ready

- Investment in long-term resilience programmes that benefit future recovery outcomes are adopted by Group, private and community sector partners.



Capable

- Recovery Managers, teams and strategic partners have the capacity and capability to effectively meet the needs of communities throughout a recovery
- Integrated and comprehensive strategic recovery planning at both the local and regional level is embedded in and practised on a regular basis
- Central government and the Group effectively and cooperatively manage recovery.



Connected

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



WHAT WE HAVE BEEN DOING:

- Development of the draft Strategic Regional Recovery Framework.
- More than 150 organisations have contributed to a series of five workshops.
- Collaboration with QuakeCoRE to develop a decision-making framework for the Wellington CDEM Group and central government.

See [Strategic Direction](#) (Group Plan pages 30–67) for more information about the strategic outcomes.

Roles and responsibilities

In an emergency, the lead agency is responsible for directing the response. The Wellington CDEM Group will provide support (where possible) to assist the lead agency achieve their objectives.

Hazard	Lead Agency (Regional)
Natural	
Geological (earthquakes, landslide, tsunami)	Wellington Region CDEM Group
Meteorological (floods, storms, severe weather)	Wellington Region CDEM Group
Drought (rural)	Ministry for Primary Industries
Animal and plant pests and diseases	Ministry for Primary Industries
Infectious human diseases (pandemic)	District Health Boards
Rural fire	Fire and Emergency New Zealand Department of Conservation (for conservation estate) New Zealand Defence Force (on defence force land)
Urban fire	Fire and Emergency New Zealand
Man-made	
Infrastructure failure	Wellington Region CDEM Group
Food safety	Ministry for Primary Industries
Hazardous substance incidents	Fire and Emergency New Zealand
Major transport accident	At the national level, the lead agency may depend on the type and nature of the transport accident.
Terrorism	New Zealand Police
Marine oil spill	Regional Council
Radiation incident	Fire and Emergency New Zealand

CDEM agencies roles in response

Agency	Function
Local authorities	<p>Leads and coordinates the response at local level for CDEM Lead emergencies.</p> <p>Support agency, coordinating the CDEM response to any emergency managed by another lead agency.</p>
Wellington Region Emergency Management Office (WREMO)	Supports the Group ECC and local EOCs in effectively responding to emergency events.
Ministry of Civil Defence and Emergency Management	Supports the Group ECC in effectively responding to emergency events.
NZ Police	<p>Maintenance of law and order during an emergency. Protect life and property and assist the movement of rescue, medical, fire and other essential services, assist with disseminating public warnings, conduct search and rescue activities, carry out disaster victim identification, control access to affected areas, assist with evacuation, and coordinate inquiries to assist family/whānau to make contact and to trace missing persons.</p> <p>NZ Police often accept the initial responsibility for coordination of an emergency and will hand over to the appropriate lead agency once that agency is ready.</p> <p>Depending on the nature of the event, NZ Police may also carry out investigation activities during a response.</p> <p>NZ Police are responsible for the welfare services 'Inquiry' sub-function.</p>
Te Puni Kokiri	The principal role is working with local iwi and iwi providers regarding welfare support and services and engaging with Māori communities to ensure that their needs are met.
Fire and Emergency New Zealand	Providing fire prevention, response and suppression services, stabilising and rendering safe incidents that involve hazardous substances, rescuing trapped persons, providing urban search and rescue services, performing technical rescues. FENZ are also tasked specifically with responding to severe weather-related events, natural hazard events and disasters. Investigation of the cause of an event may also be carried out.
District Health Boards – Hutt Valley DHB, Capital and Coast DHB and Wairarapa DHB	<p>Provide services to minimise the consequences of the emergency for the health of individuals and the community.</p> <p>Coordinate the local health sector response to emergencies, ensuring appropriate coordination and liaison with CDEM Group and local authorities.</p> <p>Utilise the powers of the Medical Officer of Health.</p>

Agency	Function
Lifeline utilities	Continue to deliver the infrastructure services to the community they normally provide to the fullest possible extent through using business continuity, response and recovery plans.
Welfare services agencies	<p>Support individuals, family and whānau through the delivery of welfare services, sub-functions of registration, needs assessment, inquiry, care and protection services for children and young persons, psychosocial support, household goods and services, shelter and accommodation, financial assistance and animal welfare.</p> <p>Operational arrangements for each of the welfare services sub-functions are set out in the Wellington Region CDEM Group Welfare Plan.</p>
Building consenting authorities (local authorities)	Lead management of buildings during a response, including leading rapid impact assessments and managing the safety of people in or near a building through cordoning, stabilisation and barricading work, carrying out demolitions and setting up partial demolition cordoning. Regional authorities are responsible for the above aspects in relation to dams.
Wellington Free Ambulance	Maintaining services and managing increased demand and responding to emergencies involving risk to public health.
NZ Defence Force	Provide appropriate support to local authorities and agencies during an emergency (support agency).
Government departments and other agencies	Manage their response to emergencies. Plan for, and be able to ensure continuity of service, particularly in support of critical CDEM activities.
Science and research organisations	Provide evidence-based advice to support lead agencies, including definitive scientific advice or to communicate risk.
Maritime New Zealand	<p>Provide a national land, sea and air search and rescue coordination service.</p> <p>Manage New Zealand's national maritime incident and oil spill response capability.</p> <p>Lead responses to significant maritime incidents and emergencies (including oil spills).</p>
Coastguard New Zealand	Provides the primary maritime search and rescue service for New Zealand.

See **Operational Arrangements** (Group Plan pages 68–97) for more information about roles and responsibilities in a response.

National Warning System

Ministry of Civil Defence and Emergency Management (MCDEM) is responsible for issuing nationally significant emergency warnings for some natural hazards through the National Warning System, such as a distant and regional source tsunami. The Wellington Region CDEM Group must respond to MCDEM within 30 minutes of receiving a warning.

Warnings within the region

Within the Wellington Region, warnings are initially coordinated through the WREMO Duty Officer. The Duty Officer is responsible for notifying appropriate partners and agencies. The Duty Officer is the first response of the Wellington CDEM Group to any warnings.

If the warning warrants the public to be alerted, the following mechanisms can be used:



- WREMO and local authority websites



- Alerts through Emergency Mobile Alert (national platform) and Red Cross Hazard App



- Facebook posts



- Twitter posts



- Radio and media releases



- Other localised warning systems, such as sirens and telephone trees

See **Operational Arrangements** (Group Plan pages 68–97) for more information about warnings.



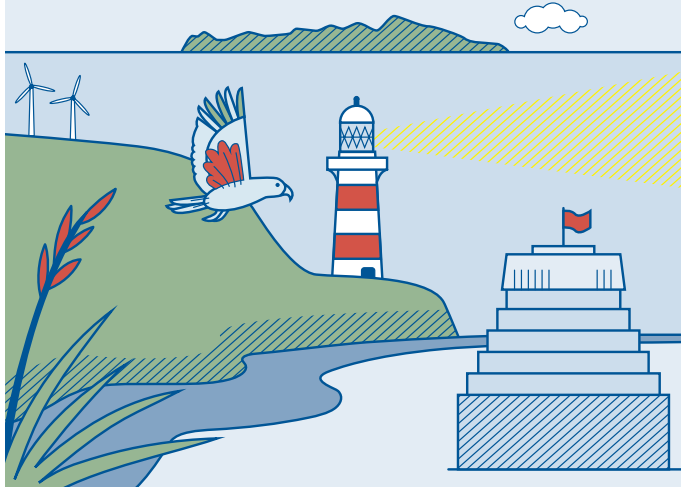
Wellington Region Civil Defence Emergency Management

Group Plan 2019-2024

The Group Plan enables the effective and efficient management of significant hazards and risks for which a coordinated emergency management approach will be required. The plan provides the strategic direction and a clear vision and framework to achieve this.

The Group Plan seeks to:

- **Provide information** on the hazards and risks in the region;
- **Strengthen relationships** between agencies and partners involved in Civil Defence Emergency Management (CDEM);
- **Encourage collaborative planning and joint action** between councils, the emergency services, other emergency management agencies, central government, iwi, and the community;
- Show commitment from agencies and partners to the **delivery of more effective Civil Defence Emergency Management**; and
- Outline the **principles of operation** within which agencies involved in CDEM agree to cooperate.



Wellington Region risk profile

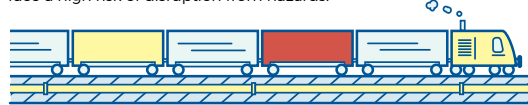
The risks facing people in the region reflect choices that have been made historically about where to live and work, as well as how to travel.

Implications to consider include:

Weather patterns, fault lines and land-use differences mean that it is likely that a major event would affect areas of the region in different ways.



The region's **transport links** with the rest of the country are very vulnerable. Key components of the transport network face a high risk of disruption from hazards.



It is likely that **the region will face multiple hazards** in any major event.



See **Group Plan** pages 14-29 for more information about risks.



WHAT ARE THE TOP FIVE HAZARDS WE WILL PLAN FOR?



Pandemic



Earthquakes



Flooding



Tsunami



Storms

Goal of the plan

For all individuals and households, businesses and organisations, communities, cities and districts in the region to be **ready, capable and connected**.



Ready

Ready to respond to and recover quickly and effectively from emergencies.



Capable

Capable of responding effectively to emergencies and recovering quickly afterwards.



Connected

Enabling communities to support each other before, during and after emergencies.

These goals will be achieved through the development and maintenance of capability across the 4Rs of comprehensive emergency management:



Reduction



Readiness



Response



Recovery

HAVE YOUR SAY

Complete a submission form and return it to the Wellington Region Emergency Management Office at:



Group Plan Submissions, WREMO, PO Box 11646, Wellington 6142



info@wremo.nz



Complete a submission form online

Submissions close at 4.00 pm on Monday 29 April 2019.

From:
Sent:
To:
Cc:
Subject: CDEM Group Plan consultation - Assistance required

We are now in the public consultation phase of our regional CDEM Group Plan and we would very much like your assistance to help promote this consultation. Please see the links below for resources and ways you can help.

Please find below the link to the WREMO website for the Group Plan Public Consultation.

wremo.nz/consultation

Documents:

We have developed a series of documents to go with the full document:

- **One pager:** Introduces the Group Plan and how to submit your feedback
- **Group Plan Summary:** Provides a summary of the key strategic outcomes and arrangements in the Group Plan for those who do not wish to read the entire document (17 pages).
- **Group Plan:** The entire Group Plan document (138 pages).

Submissions:

There are a number of ways to submit on the Group Plan:

- The online submission form at wremo.nz/consultation
- Downloading the submission form and returning via email (info@wremo.nz) or post to Group Plan Submissions, WREMO, PO Box 11646, Wellington 6142
- In person at a hearing on the 6th and 7th May

Promotion:

This is what WREMO is doing:

- Promotion via the wremo.nz facebook page
- Promotion via the wremo.nz and getprepared.nz website
- Placing a banner on both sites (getprepared.nz and wremo.nz)
- Advertising in regional community newspapers
- Press releases
- Emails to community members database via Mailchimp

If you could please assist us with:

- Promoting this via your facebook pages
- Forwarding the attached email onto anyone you feel might be interested in submitting on the Group Plan
- Put the attached banner on your website. If the one provided doesn't fit, let us know what size you need
- Promote on your intranet or any other internal channels
- If you have any other opportunities please let us know and we can see how we can support you.

If you have any questions regarding the above, please do not hesitate to contact me.

Regards,
Jess

From:
Sent:
To:
Cc:
Subject: Wellington Region CDEM Group Plan 2019-2024 - Public Consultation

HAVE YOUR SAY:

Complete a submission and return it to the Wellington Region Emergency Management Office at:

Group Plan Submissions, WREMO, PO Box 11646, Wellington 6142

Email to info@wremo.nz

Complete a submission form online at wremo.nz/consultation

Submissions close 4pm Monday 29th April.

Wellington Region CDEM Group Plan Public Consultation

Wellington Region Civil Defence Emergency Management Group Plan 2019-2024

Wellington Region risk profile

Goal of the plan

HAVE YOUR SAY

Submissions close 4pm on Monday 29th April.

For more information go to wremo.nz/consultation

WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT

MEDIA RELEASE



DRAFT V1

3 April 2019

Have your say on emergency management in the Wellington Region

Residents in the Wellington Region have four weeks to have their say on a five-year plan for Civil Defence and Emergency Management.

The Wellington Region's Civil Defence and Emergency Management (CDEM) Group Plan sets out the strategic approach to be taken by the Wellington CDEM Group for the effective and efficient management of the region's significant risks and hazards, such as earthquakes, tsunami and flooding.

[Public consultation on the Wellington Region's CDEM Group Plan](#) is now open and submissions will be accepted until **4pm on Monday 29 April 2019**.

The Wellington Region CDEM Group is made up of the region's nine councils, emergency services, lifeline utilities, the Wellington Region Emergency Management Office (WREMO) and a number of other agencies with CDEM responsibilities. WREMO is a semi-autonomous organisation that coordinates the region's Civil Defence and Emergency Management services on behalf of the region's nine councils.

In summary, the Group Plan seeks to:

- Provide information on the hazards and risks in the Wellington Region;
- Strengthen relationships between agencies and partners involved in CDEM;
- Encourage collaborative planning and joint action between councils, the emergency services, other emergency management agencies, central government, iwi, and the community;
- Show commitment from agencies and partners to the delivery of more effective CDEM; and
- Outline the principles of operation within which agencies involved in CDEM agree to cooperate.

In his introductory comments Mayor Ray Wallace from Hutt City Council, the Chair of the Wellington Region CDEM Group, says "This is the third Group Plan for the region and reflects a significant shift

in thinking to the previous plan. Written eighteen months after the Kaikōura earthquake – which had a significant psychological, structural and economic impact on the Wellington Region – this plan reflects the CDEM Group’s desire for a ‘step change’ in the region’s emergency management approach. It incorporates several significant changes that have occurred over the past five years, including a shift at a national level away from waiting for an emergency to happen and reacting, to a proactive approach of identifying potential hazards and making a concerted effort to reduce their impact and likelihood. The plan is also in alignment with recommendations following the 2017 Ministerial Review and the new National Disaster Resilience Strategy.

“The CDEM Group Plan acknowledges that the region must be ready for a significant emergency and that we must take concrete steps to increase our level of preparedness for such an event. This public consultation is an opportunity for the people who live, work or have an interest in the Wellington Region to comment on the strategic direction and framework for emergency management over the next five years. I urge people to have their say on this important document which sets out our journey to become a truly resilient community.”

Visit www.wremo.nz/consultation to view the full Group Plan document, as well as a summary, and complete an online submission form. Alternatively, email info@wremo.nz or call 04 830 4279 with any questions.

ENDS

NOTES TO EDITORS:

IMAGE ATTACHED: Wellington Region CDEM Group Plan cover image

About the Wellington Region Emergency Management Office (WREMO)

The Wellington Region Emergency Management Office (WREMO) leads and co-ordinates Civil Defence and Emergency Management services on behalf of the nine councils across the Wellington Region - keeping you and your communities safe and ready to respond and recover from emergencies.

Read more about how to prepare for an emergency at www.getprepared.nz

To find out more about WREMO, visit www.wremo.nz

Media Contact

Michelle de la Bertauche, Senior Marketing and Communications Advisor
Wellington Region Emergency Management Office (WREMO)
T: 021 483 295 E: michelle.berauche@gw.govt.nz



Report 2019.137
Date 2 April 2019
File CCAB-21-286

Committee Joint Committee
Author Jeremy Holmes, Regional Manager

WREMO Quarterly Report: 1 October – 31 December 2018

1. Purpose

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

2. Background

The WREMO Quarterly Report incorporates the Annual Plan work programme and additional areas of work identified by the WREMO leadership team. This report also includes our progress in the recovery space with the development of pre-disaster recovery planning.

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

3. Quarterly Report

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

4. Recommendations

That the Joint Committee:

- 1. Receives the report;*
- 2. Notes the contents of the report; and,*
- 3. Approves the report as an accurate record of those activities occurring in the second quarter of 2018/2019.*

Report prepared by:

Jeremy Holmes
Regional Manager

**WELLINGTON REGION
EMERGENCY MANAGEMENT OFFICE**

Quarterly Report

1 October 2018 – 31 December 2018



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SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Executive Summary

Overview

This report provides information on the work completed by WREMO over the second quarter (October to December) of the 2018/19 financial year. It includes a number of 'firsts' for the region as it marked the second anniversary of the Kaikoura Earthquake.

In early October WREMO released its Te Reo version of its Earthquake Planning Guide, making it available in 17 languages (including English). In mid-October WREMO staff actively promoted and took part in 'ShakeOut', the national earthquake drill and tsunami hīkoi (walkout), achieving very good results nationally.

In November staff actively promoted and took part in the Long Walk Home from Wellington to both Kāpiti and the Hutt Valley. The Kāpiti Long Walk Home was the third such event for the region. The Hutt Valley Long Walk Home was the first time it has been run. It received very good feedback from those who participated.

WREMO also ran:

- 13 exercises for the region's six Emergency Operations Centres (EOC's) and its Emergency Co-ordinational Centre (ECC) to coincide with the second anniversary of the Kaikoura earthquake; and
- the region's first Recovery Environment Workshop to better understand the impact of the cultural environment on recovery and identify ways in which the cultural sector can help assist recovery after a major event.

In December the Wellington Region Earthquake Plan (WREP) was finally approved by the Joint Committee after 18 months of work by David Russell, the Group Controller, and other members of the CDEM Group. This was a significant achievement for the region as it now provides a common platform for all members of the CDEM Group to respond to a major earthquake in the region in a deliberate and coordinated manner – something that did not exist previously.

The Group Training and Exercising Plan, also, was completed paving the way for a consistent approach to training and exercising across the region from the start of 2019 – once again, something that has not existed previously.

Executive Summary

Wins

1. Shakeout 2018

At 9.30am on 18 October the annual national earthquake drill 'ShakeOut' took place. All households, schools and businesses were encouraged to practice their Drop, Cover and Hold for up to one minute and their tsunami hīkoi (walkout) for those in coastal areas. The team spent time raising awareness and encouraging schools and businesses to participate in this year's event. The event was a great success, with the Wellington Region continuing to record some of the highest participation rates in the country (31% of the resident population).

2. Long Walk Home (Kāpiti and Hutt Valley)

The weekend of 10 and 11 November marked the third Kāpiti Long Walk Home and the inaugural Hutt Valley Long Walk Home. Over 155 people registered for the two events. WREMO partnered with the Kāpiti Lions Club and the Hutt Rotary Club on both routes, coordinating logistics and administration. WREMO staff were out in force leading by example with their walking shoes on, along with members of FENZ and other agencies. The Kāpiti Long Walk Home also featured on Television One News providing great publicity for future events.

3. November Table-Top Exercises

The main focus of the quarter for the Operational Readiness and Response (ORR) team was the preparation and delivery of 13 table-top exercises around the region for EOC and ECC staff, using the new Wellington Region Earthquake Plan (WREP) scenario to practice initial actions in response to a major earthquake. The number of people involved increased from 245 to 430 from previous years (an increase of 43%) with the largest increases being recorded in areas which have traditionally had the lowest (the ECC, Hutt City and the Wairarapa).

Executive Summary

Developments

More notable activities occurring during the quarter included:

Group Plan Development

- Development of the Group Plan continued with the sector consultation phase. Cabinet's response to the recommendations of the Ministerial CDEM (Technical Advisory Group) Review and the content of the draft National Resilience Strategy have now been incorporated in the plan and work continues on aligning the content of the Group Plan with these guiding documents.

Cultural Recovery Workshop

- In collaboration with the Ministry for Culture and Heritage, on 15 November WREMO launched the first of five recovery planning workshops for each of the recovery environments (cultural, built, social, economic and environmental). Beginning with the Cultural Environment, participants from local councils, central government, the private and community sectors identified actions to be carried out in the short and medium phases of recovery, future recovery partners and the context for future planning to inform the development of the region's Regional Recovery Framework. The workshop was opened by Mayor Justin Lester and Minister Grant Robertson with more than 50 attendees.

Local Earthquake Response Plans

- Now that the Wellington Region Earthquake Plan (WREP) has been approved, work has now started with each of the territorial authorities to develop Local Earthquake Response Plans (LERP) to complement the content of the WREP at the local level. The LERP's are due to be completed by June 2019.

10 Year CDEM Awards

- In December CDEM Long Service Awards were given to three members of WREMO (two current and one former member who completed his 10 years before leaving). The awards were given to Kerry McSaveney (Community Resilience), Trevor Farmer (Operational Readiness and Response) and Donna Hoyland (Business and Capability Development). They were awarded by the Minister of Civil Defence, the Honourable Kris Faafoi, and the Chair of the Joint Committee, Mayor Ray Wallace, at the final Joint Committee meeting for the year.



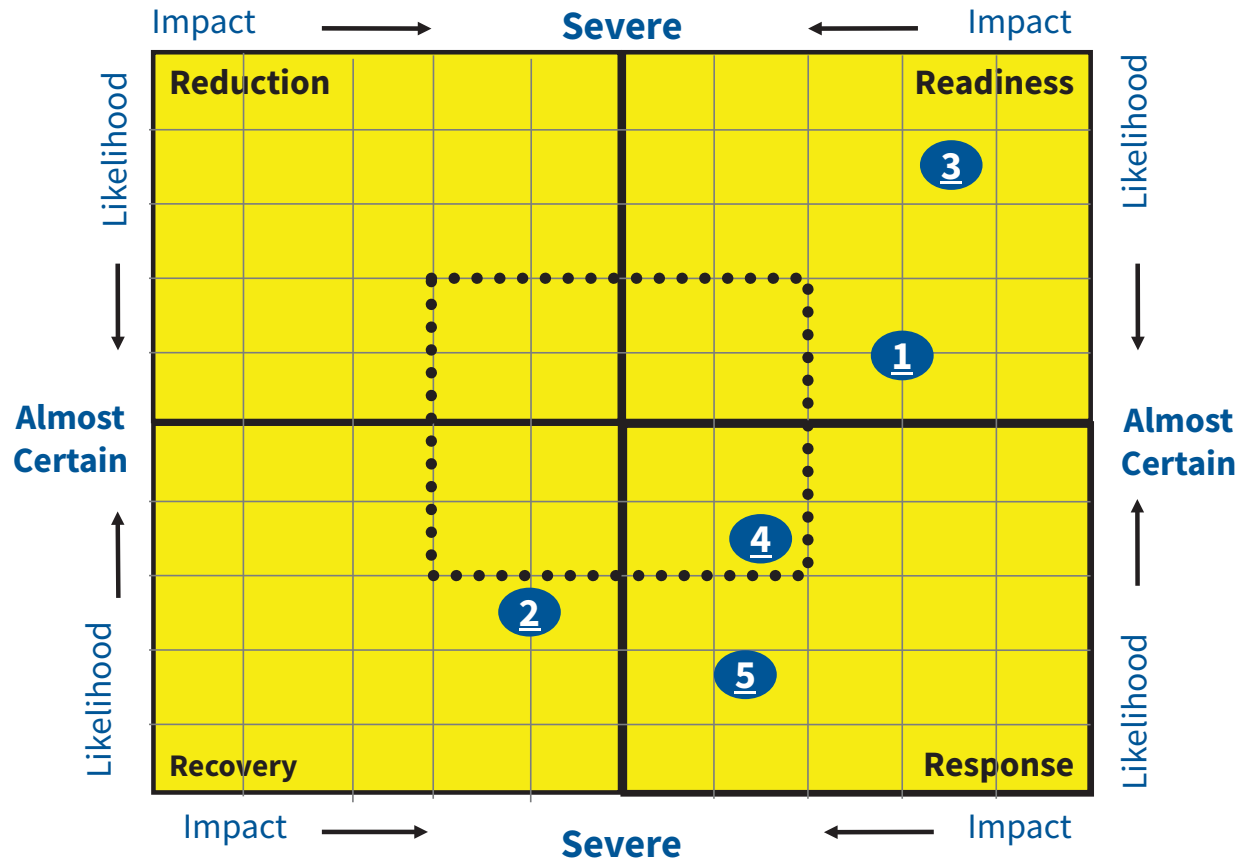
10 year service awards

CDEM Long Service Awards were presented by Hon. Kris Faafoi, Minister for Civil Defence, and Ray Wallace, Mayor of Hutt City Council and Chair of the Joint Committee.

Executive Summary

Risk Matrix as at 31 December 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 other initiatives do appear to be keeping some forward momentum.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a recovery framework that is tailored for the Wellington region. Work on this is 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 occurred in July 2018. Although some good progress is being made in this space, it is going to take some time to change old behaviours and adopt a new way of operating.
4. This risk reflects the fluctuating numbers of council staff attending EOC/ECC training. Although the numbers attending training have increased over the reporting period (for the November exercises in particular) these numbers now need to be maintained and (preferably) improved upon. 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 31 December 2018

WREMO Income Statement 31-Dec-18	YTD as at 31 December			Full Year
	Actual \$000	Budget \$000	Variance \$000	Budget \$000
Rates & Levies	599	599	0	1,198
Government Grants & Subsidies	-	-	-	-
External Revenue	1,232	1,232	-	2,464
Investment Revenue	1	1	-	4
Internal Revenue	-	-	-	-
TOTAL INCOME	1,832	1,832	0	3666.4
less:				
Personnel Costs	1,360	1,369	9	2,739
Materials,Supplies & Services	200	319	119	639
Travel & Transport Costs	35	40	5	80
Contractor & Consultants	14	38	23	75
Internal Charges	13	13	-	25
Total Direct Expenditure	1,622	1,779	157	3557.36
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Corporate Overhead Costs	50	50	-	100
Depreciation	34	21	(13)	41
Loss(Gain) on Sale of Assets / Investments	-	-	-	-
TOTAL EXPENDITURE	1,706	1,849	144	3698.5
OPERATING SURPLUS/(DEFICIT)	126	(18)	144	(32)
Add Back Depreciation	34	21	13	41
Other Non Cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	(45)
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	160	3	157	(36)
Debt Additions / (decrease)	-	-	-	-
COUNCIL reimbursements	-	-	-	-
Reserve Investments Interest	(1)	(1)	-	(4)
Reserve Investments Transfer Out	-	-	-	40
NET FUNDING SURPLUS (DEFICIT)	159	2	157	(0)

The second quarter has seen the budget tracking well. The surplus is due to the marketing and communications budget and lifelines utility coordination fees not being utilised as yet (due to the development of plans for implementation in the New Year).

Overall, the budget this year has been well managed with the WREMO reserve currently sitting at \$40,000 once the 2018/19 allocations have been made.

**Balance of reserve as at
31 December 2018
\$40,000***

*Once 2018/2019 allocations have been transferred

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Community Resilience & Recovery

Regional Update

Te Reo edition

WELLINGTON REGION
EMERGENCY MANAGEMENT

Tō aratohu whakamahere mō te rūwhenua

Kia rite koe ...

I NĀIANEI TONU

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

Tikina ake te Pumanaawa

Me tikiake te taupānga New Zealand Red Cross Hazards Application. Me mātua whakarite kei te kā te General Notifications kia āhei a WREMO ki te whakapā atu ki a koe i te wā o tētahi mate whawhatitata kaiorora. Ka tukuna atu e WREMO he whakatūpato mēnā he nōrearea haumanu ā-whaiaro anake. Whakatikaina ērā atu mōmō karere kia whiwhi ai koe i tōu e hiahia ana. Me māumahara, ko te rohe o Te Whanganui a Tara tēnei, tērā pea kīhai koe e hiahia ana kia whakamōhiotia ai mō ngā tūpato hau katoa.

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

Anei ngā rauemi āwhina mō te noho haumaruru:

- paetukutuku mate whawhatitata o WREMO.
Toro atu ki www.WREMO.nz
- Whārangi pukamata o WREMO
LIKE [facebook.com/WREMOnz](https://www.facebook.com/WREMOnz)
- Whāngai Twitter a WREMO
FOLLOW [@WREMOinfo](https://twitter.com/WREMOinfo)
- Haere ki te paetukutuku me te paepāpori a Te Kaunihera ā-Rohe
WHAKARONGO ki Radio New Zealand me ngā teihana o tōu rohe

KUA RERI MĀTOU! Kua tukuna atu ō mātou ingoa mō ngā whakatūpato ngākatūpatokāreere 2 3 4 5 6 7 8

Te Reo version of Earthquake Planning Guide: Tō aratohu whakamahere mō te rūwhenua

In October the Te Reo edition of the Earthquake Planning Guide was published.

The Earthquake Planning Guide is now available in seventeen languages (including English).

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Community Resilience & Recovery

Shakeout 2018

At 9.30am on 18 October the annual national earthquake drill 'ShakeOut' took place. All households, schools and businesses were encouraged to practice their Drop, Cover and Hold for up to one minute and their tsunami hīkoi (walkout) for those in coastal areas. The team spent time raising awareness and encouraging schools and businesses to participate in this year's event. The event was a great success, with the Wellington Region continuing to record some of the highest participation rates in the country (31% of the resident population).

ISCRAM Conference Workshop

In the first week of November, the Community Resilience Team hosted a workshop at the 2018 Information Systems for Crisis Response and Management (ISCRAM) Asia Pacific Conference. The purpose of ISCRAM Asia Pacific 2018 was to exchange research and experience in the use of information systems in emergency management. The workshop explored the challenges of communication and information flows between Community Emergency Hubs and Emergency Operations Centres (EOCs). The brainstorming session came up with some great ideas which the Community Resilience team will now review and consider feeding into various work programmes, such as the regional radio review, future updates of the Hub Guide, the Hub Situation Report and the EOC training programme.

Long Walk Home (Kāpiti and Hutt Valley)

The weekend of 10 and 11 November marked the third Kāpiti Long Walk Home and the inaugural Hutt Valley Long Walk Home. Over 155 people registered for the two events. WREMO partnered with the Kāpiti Lions Club and the Hutt Rotary Club on both routes, coordinating logistics and administration. WREMO staff were out in force leading by example with their walking shoes on, along with members of FENZ and other agencies. The Kāpiti Long Walk Home also featured on Television One News providing great publicity for future events.

Cultural Recovery Workshop

In collaboration with the Ministry for Culture and Heritage, on 15 November WREMO launched the first of five recovery planning workshops for each of the recovery environments (cultural, built, social, economic and environmental). Beginning with the Cultural Environment, participants from local councils, central government, the private and community sectors identified actions to be carried out in the short and medium phases of recovery, future recovery partners and the context for future planning to inform the development of the region's Regional Recovery Framework. The workshop was opened by Mayor Justin Lester and Minister Grant Robertson with more than 50 attendees.

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ShakeOut and Tsunami Hīkoi 2018

The annual national earthquake drill 'ShakeOut' took place at 9.30am on 18 October. All households, schools and businesses were encouraged to practice their Drop, Cover and Hold for up to one minute and their tsunami hīkoi (walkout) for those in coastal areas. The team spent time raising awareness and encouraging schools and businesses to participate in this year's event. Special emphasis was placed on those schools and early childhood centres that had not participated in the 2017 event.

On the day, WREMO staff visited schools, observed their drills and provided encouragement and constructive feedback.

The 2018 ShakeOut drill was a great success, with the Wellington Region continuing to record some of the highest participation rates in the country (31% of the region's residents).

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



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ISCRAM Conference

The CRR team hosted a workshop exploring the challenges of communication and information flow between Community Emergency Hubs and Emergency Operations Centres (EOC's)

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'A real issue' - Wellingtonians test walking home from city after an earthquake



Long Walk Home

Wellingtonians participate in the third Kāpiti Long Walk Home and the inaugural Hutt Valley Long Walk Home

Community Resilience & Recovery

Natural Hazards Steering Group



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

Implement the Community Resilience Strategy



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



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



Develop and communicate an Apartment and Tenant Emergency Preparedness Tip Sheet



Develop an Iwi Engagement Plan



Not yet started



On Going or underway



Completed

Natural Hazards Regional Planning Group

The Natural Hazards Regional Planning Group has made good progress developing consistent district planning provisions for key natural hazards in the Wellington Region.

Seismic hazards has been the primary focus for the Group, starting with a relatively simple risk-based approach for managing development, land use and sub-division in areas close to identified fault lines.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Community Resilience

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Plan and Prepare Workshops (3 hours)



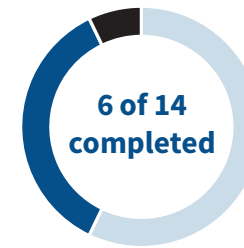
Plan and Prepare Classes (1 hour)



Business Continuity Workshops



Public Event Attendance



Community Response Plans



School Leadership Engagement



Newsletters



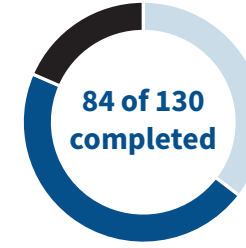
Develop and distribute quarterly newsletters

ShakeOut 2018



Early childhood education centres and schools are encouraged to participate in ShakeOut 2018

Hub Audits



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Partnership in the Recovery Environments

On 15 November WREMO kicked off a major program to better understand the roles of the five broad societal environments (cultural, built, social, economic, and natural) in recovery.

Representatives from over 50 cultural organisations came together to share potential priorities in recovery, expand understanding of their capacity to recover cultural resources and make connections in the Wellington Region.

Attending agencies included representation from central and local government, iwi, private businesses, and community organisations.

Findings from the workshop will support the development of the Wellington Region Strategic Recovery Framework.

Photo: Hon. Grant Robertson opens the Cultural Environment Recovery Workshop



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COMMUNITY RESILIENCE
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Community Resilience & Recovery

 Not yet started
  On Going or underway
  Completed

Develop the Strategic Regional Recovery Framework

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

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Regional Update

Operational Readiness and Response

Operational Events

There were no significant regional events during the quarter.

However, a 6.2 magnitude quake near Taumaranui on 30 October was felt widely across the Wellington Region. It was a timely reminder of the importance of having an initial action procedure. As a result, WREMO took the opportunity to develop an initial action SOP called FIRST.

Initial Action SOP - FIRST

After an incident (if an earthquake after 'DROP, COVER and HOLD' and 'LONG STRONG: GET GONE') the FIRST actions you as a staff member should take are:

- **F**amily – check on family/friends and home situation
- **I**mpact – identify impact of incident
- **R**eport - report to Manager and Duty Officer any initial impact information obtained
- **S**ituational awareness – gather further information and continue to relay
- **T**echnical direction - will be provided on what to do next (Response Action Instructions from Group Controller)¹

1 . Note however that if instructions aren't forthcoming make a judgement call err on the side of precautionary actions

Operational Readiness & Response

Operational Readiness

November table-top exercises

The main focus of the quarter for the ORR team was the preparation and delivery of 13 table-top exercises around the region for EOC and ECC staff, using the new Wellington Region Earthquake Plan (WREP) scenario to practice initial actions in response to a major earthquake.

Earthquake response planning

On 14 December the Wellington Region Earthquake Plan (WREP) was approved by the Wellington Region CDEM Group Joint Committee. Work continues on the development of local earthquake response plans by local authorities to support the WREP.

CDEM Group training

Work continued on the development of the Wellington Region CDEM Group Training and Exercise Plan 2019 – 2020, which explains how training and exercise opportunities will be offered and delivered within the Wellington Region during 2019-2020.

Development of an EOC/ECC Handbook was started to provide a concise summary of the principles, processes and procedures used by EOC and ECC staff in the course of responding to an emergency. The content of the Handbook will also serve as the doctrine from which trainers will be able to develop the various EOC and ECC training modules for 2019.

Inter-agency planning

A new focus was given to the inter-agency planning committees across the region to help deliver a more integrated agency response to emergencies. The Terms of Reference of both the Regional Inter-Agency Planning Committee (RIAPC) and the local Emergency Services Coordinating Committees (ESCC) were amended and the changes approved by all six committees during the quarter.

Radio Network Review

A report on the state of the Wellington Region CDEM Group radio network was presented to governance and a centrally managed digital radio network was agreed in principle as the way forward.



Wairarapa Rivers and Flood Management

Members of the ORR Team met with GWRC flood management to better understand the Wairarapa rivers and the flood protection measures in place

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Operational Capacity

Strong stakeholder engagement

The following information sharing / collaborative workshops took place during the quarter:

- 10 October: Controllers Huddle for local Controllers across the region.
- 15-16 October: The pilot ITF Intermediate Course was conducted with participants from across the Wellington Region CDEM Group.
- 25 October: The third Regional Inter-Agency Planning Committee (RIAPC) meeting for the year was held.
- 6 November: An update on the NZ Response Team Regional Service Level Agreement was provided to representatives from a number of response teams from around the country.
- 7 November: WREMO provided a presentation on the Wellington Region CDEM Group response framework to the FENZ Regional Coordination Centre.
- 16 November: Visit to the Kordia Network Centre and the Maritime Operations Centre at Avalon.

Skilled personnel

- Members of the ORR team contributed to the delivery of the new Capability Development (Skilled People) Strategy.
- The Controllers Huddle on 10 October continued the development of local Controllers by providing training on EOC processes and lessons learned from recent emergency events in the Nelson and Bay of Plenty regions.
- EOC and ECC staff training continued with 13 exercises being conducted across the region between 14 and 27 November to practice using the regional earthquake plan and to inform the development of six local earthquake response plans.



Controllers Huddle

Controllers from around the Wellington Region receive a briefing from the Group Controller as a part of their October training

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COMMUNITY RESILIENCE & RECOVERY

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Operational Readiness and Response

Capable Systems

- On 2 November the Wellington Region Earthquake Plan (WREP) was endorsed by CEG and approved by the Joint Committee on 14 December. In early 2019, it will be sent out to all stakeholders as a living document that will continue to be updated and revised as new planning information becomes available.
- The region's six Local Earthquake Response Plans continue to be developed. They were informed by the table-top exercises in November which utilised the WREP major earthquake scenario. The plans continue to progress with 30 June 2019 set as the target date for completion.
- On 2 November the updated version of the Wellington Region CDEM Group Fuel Contingency Plan, with stakeholder feedback incorporated, was approved by CEG.

Operative Equipment & Infrastructure

- WREMO is in the process of moving to an electronic asset record system (Asset Tiger) for those council EOC locations that wish to participate. Stocktake and labelling process has been completed in a number of EOC's.
- A review of the Wellington Region CDEM Group radio network has been completed. The report was presented to the CEG Sub Committee on 18 October and to the CEG on 2 November. A centrally managed CDEM Group radio network on a digital platform was agreed in principle as the way forward. A business case is now being developed. The report recommends that the Wellington Region CDEM Group upgrades all of the local radio networks to a full digital platform and that the new emergency management radio communications network be centrally managed by WREMO.
- Upper Hutt City Council and the three Wairarapa councils continue to progress options for a new EOC's: one in Upper Hutt and the other in Masterton.



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Flood Response Course

Members of the Response Teams from around the region attend a course on responding to floods

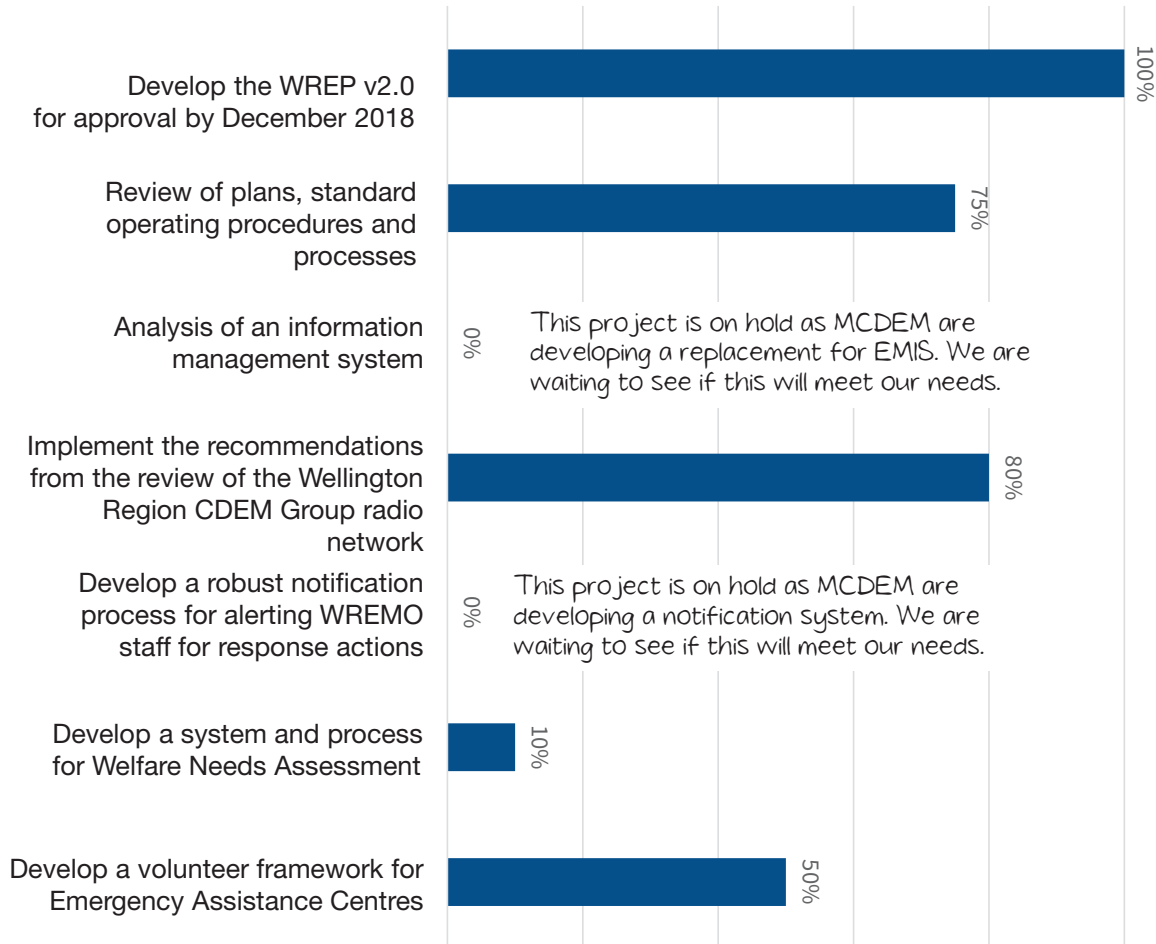
SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Operational Readiness and Response



Manage the WREMO Duty Officer systems and processes

WREMO provides a 24/7 duty system for the Wellington Region CDEM Group. Five new WREMO staff have been inducted and have now been rostered on as Duty Officers. The new WREMO Duty Officers were inducted via the new modular training programme.

Duty Officer Activation Tests



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

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Operational Readiness & Response

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



Facilitate the regional ECC and local EOCs after action review process following any activation of the ECC or EOCs



Develop and amend Wellington Region CDEM Group operational readiness plans, SOPs and processes to ensure CDEM operators can take the appropriate response actions



Support councils with continued development of a capable emergency management information system that supports an effective and timely response.



Not yet started



On Going
or underway



Completed

Wellington Region CDEM Group operational readiness plans, standard operating procedures and processes

A complete stocktake of all Wellington Region CDEM Group operational processes was completed during the quarter. Identification of the required plans, forms, guidelines, checklists and reference materials was completed. The content is now being consolidated into a new handbook.

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Operational Readiness & Response

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



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



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



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



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



Not yet started



On Going or underway



Completed

RIAPC and the local ESCCs

During the quarter CEG endorsed a proposal for a new focus for the Wellington Region CDEM Group to bring about more integrated operational planning. The Terms of Reference for the Regional Inter-Agency Planning Committee (RIAPC) and the local Emergency Services Coordination Committees (ESCCs) were amended accordingly. The proposed changes were approved by the members of both committees and CEG.

The following ESCC meetings were held:

08 November	Kāpiti ESCC
16 October	Wairarapa ESCC
27 November	Wairarapa ESCC
28 November	Hutt Valley ESCC
03 December	Porirua ESCC
13 December	Kāpiti ESCC

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Operational Readiness & Response - Welfare

Enhance regional welfare advocacy, coordination and planning

- Work continued on the development of the Wellington Region Group Welfare Plan 2019 - 2024.
- The Group Welfare Coordinator attended multiple training and networking opportunities during the quarter. These included a visit to Otago CDEM Group. The visit included discussion on their Group Welfare Plan, activation of the Welfare sub-function, and ended with attendance at the Otago Welfare Coordination Group quarterly meeting. The Integrated Training Framework (ITF) Intermediate Course and a two-day Welfare Services in a Coordination Centre course were also completed. Both courses provided valuable insight into the Welfare function and practice opportunities. The intent is to deliver similar courses to Wellington Region Welfare staff in 2019.
- A regional Needs Assessment project has been started to align effort and provide guidance for Registration and Needs Assessment across the Wellington Region. The project requires input from staff at all levels to ensure it is in line with local systems already in place, achievable across all councils, and consistent with guidance from the National Welfare Registration and Needs Assessment Project being led by MCDEM. This two-phase project is working to agree on a common minimum dataset to inform registration and rapid needs assessment process, an agreed process for data sharing between agencies and to finalise an IT solution to meet the requirements of a registration and needs assessment system. MCDEM's EMIS Replacement Project is also underway and is working to address significant gaps in emergency management including an answer to a sector-wide solution to a streamlined end-to-end Welfare Registration and Needs Assessment solution capable of meeting the needs of people swiftly and securely.
- Work also started with the Capability Development Team to develop a 2019 Emergency Assistance Centre (EAC) staff training programme. The focus for 2019 will be to develop teams of council staff that can be called upon to open, manage and close EAC's. Three three-hour modules are under development, specifically for EAC staff within each council. The modules will cover an introduction to CDEM, establishment of an EAC, management of an EAC an closing down an EAC. Delivery will begin in March.
- In November, the National Welfare Managers Forum was held in Wellington. In addition to a great opportunity for networking, the forum provided national and regional Welfare updates, explored vulnerability, rapid relief, interdependencies of Welfare and Lifelines, rural needs assessment, the concept of navigators, the National Recovery Work Programme, diversity in communities and the practical tools for the CDEM Welfare Project.

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Operational Readiness & Response

Enhance regional welfare advocacy, coordination and planning

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

 Not yet started  On Going or underway  Completed

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

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Operational Readiness & Response - Welfare

Chair and drive the Wellington Regional Welfare Coordination Group (RWCG)

- In November, the Terms of Reference for the Welfare Coordination Group (WCG) was reviewed and updated to ensure all members understand their responsibilities and to allow for improved coordination and support for the delivery of Welfare services prior to and during eth response and recovery phases of an emergency.
- The WCG held its quarterly meeting in early November. In addition to business as usual, the Group approved a new Terms of Reference and discussed activation based on the November earthquake exercises. This included realistic timeframes, expectations that each agency has, the establishment of agency liaison officers, the importance of regular and clear communication throughout the response process, and the need for clear support requests and tasking from lead agencies. The group also heard from Gavin Newton from the New Zealand Red Cross (NZRC). NZRC has requested Psychosocial Support Training funding to be offered free to WCG members nationally in 2019. Also discussed was NZRC capabilities, training programme and Exercise Tararua Tempest. NZRC has faced an escalation in the number of events they have been involved in recently including: floods, fires, welfare and assisting with evacuations, patient removals, and assisting with palliative care with St John. Exercise Tararua Tempest was held at the end of October utilising 87 volunteers who established an NZRC EOC, an EAC and performed rural outreach.
- The Group Welfare Coordinator met with a number of Welfare stakeholders throughout the quarter. This included local Welfare Managers, WCG members, support agency representatives, as well as several other Group Welfare Managers and team members from around the country.
- In November WCG members were invited to take part in the end of the year ECC exercise. The ECC Welfare Desk had 15 team members with an additional eight liaison staff from agencies supporting the Welfare response. Around the region, each EOC ran successful welfare desks addressing area specific welfare requirements. Two councils facilitated the opening of EAC's alongside the exercise. The exercise provided a great opportunity for much-needed practice as well as the chance to identify strengths and opportunities to strengthen welfare processes.

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Operational Readiness & Response - Welfare

	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	Completed	Completed	In progress	Completed	N/A
EAC staff identified	Completed	Completed	Completed	Completed	Completed	In progress	N/A
EAC training run	In progress	Completed	In progress	Completed	Completed	In progress	In progress
Registration/Needs Assessment forms ready (electronic & hard copy)	Completed	Completed	Not started	Completed	In progress	In progress	N/A
Local Welfare Plan	In progress	Completed	Not started	In progress	In progress	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.

Along with an updated Group Welfare Plan, a new set of Welfare deliverables working across the four R's are currently under development.

The November exercise provided a great opportunity for EOC, ECC and EAC staff to continue to increase their confidence and capability.

With the appointment of a new Emergency Management Advisor, Upper Hutt has now been able to identify EAC staff to begin training.

Hutt City Council has confirmed a new Local Welfare Manager and two new Local Welfare Manager Alternates.

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Geographical Area

**Community Resilience &
Operational Readiness Updates**



Emergency Coordination Centre (GWRC)

Personnel



The number of staff made available to operate the ECC

Activation Notification Procedure



ECC activation procedure tested every three months

Operational Equipment Check



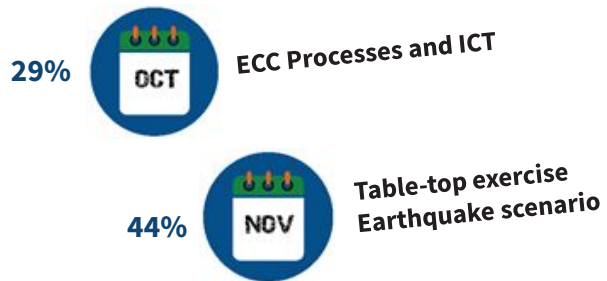
Complete monthly ECC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all ECC operational equipment

Regular Training Sessions for ECC Staff



No training was held in December

Average attendance (quarter): 37%

62 GWRC staff and representatives from Wellington Water, district health boards and welfare agencies participated in the ECC's November Earthquake Exercise.

The exercise began by sending a text activation message to all participating GWRC staff.

An initial audit of all ECC equipment was conducted using the new Asset Tiger system.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

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



ECC Earthquake Exercise

The November exercise provided an opportunity to practice establishing the ECC facility in the Royal Society of New Zealand building

SUMMARY

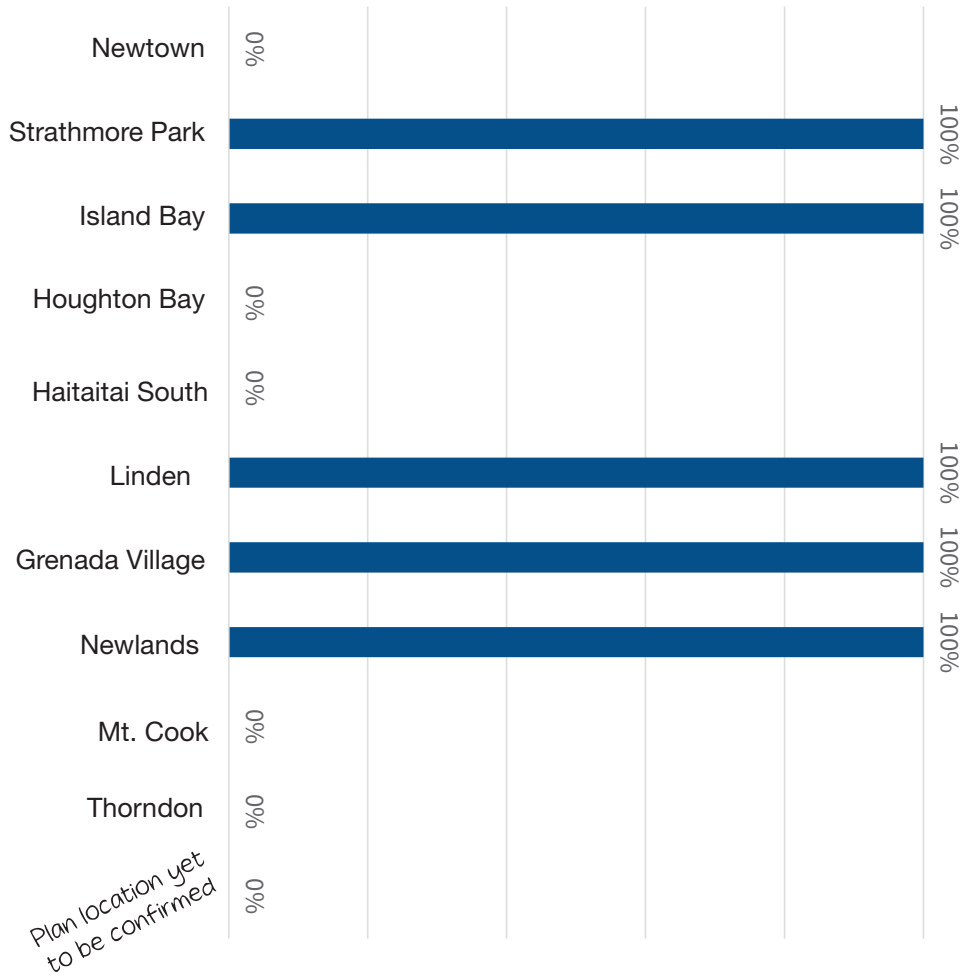
COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & COMMUNITY DEVELOPMENT

Wellington City

Community Response Plans and Reviews



Plan and Prepare Workshops (3 hours)



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter

Remaining to be completed

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

Wellington City Community

- Plan and Prepare Classes were delivered to various groups and communities through out this quarter. A focus for the city is to connect with more workplaces within the CBD. This quarter this commenced with talks with ACC, Ministry of Justice and a number of embassies. Connecting via the workplace has been a great opportunity to inform people who normally would not attend meetings outside of business hours. One-hour sessions have been delivered to Housing New Zealand tenants.
- A consultation process has started to identify the preparedness needs of apartment dwellers. This is because people living in apartments are presented with a number of unique challenges. WREMO is developing a survey to determine what apartment dwellers need to know. Expected outcomes from this consultation process is an Apartment Tip Sheet and a apartment-specific webpage on WREMO's Get Prepared website.
- Hub exercises have been held in Island Bay and Strathmore Park and a Hub Information Booth has been set up at Kilbirnie School. The exercises have provided an opportunity for the communities learn more about their Hub, become familiar with the resources available and to meet their neighbours. Wellington Water has attended a number of these events to provide information about their Community Infrastructure Resilience Project.
- In October, WREMO helped facilitate an emergency preparedness morning at the Real Estate Authority. The session involved practising Drop, Cover and Hold, a Plan and Prepare class, and a discussion around the organisation's emergency walking groups.
- A two-hour Plan and Prepare workshop for the Wadestown community was well attended by members of the Wadestown community as well as local councillors. This was a fantastic opportunity for WREMO to help spread the preparedness message as well as create a greater awareness of the hazards and impacts in Wadestown.
- WREMO delivered an emergency preparedness talk to staff at the Australian High Commission. As many of the Australian staff had never experienced an earthquake or heard much about them, it was a great opportunity to do some 'myth-busting' and pass on some proactive tips for being more prepared. The group enjoyed learning about the community response model and arrangements in the region for people to help each other out during an emergency.
- WREMO has also begun working with the Red Cross groups at both Victoria University of Wellington and Massey University. The students in these two groups are passionate about engaging more tertiary-aged people in emergency preparedness and are helping WREMO spread messages across the campus.

ShakeOut and Tsunami Hīkoi Showcase

Island Bay School accepted the invitation to showcase their full drill (ShakeOut and tsunami hīkoi) with the LEARNZ team, who provide an online learning platform to primary and intermediate schools across the country.

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



SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Wellington City Community

- Business Continuity Planning workshops are continuing at a steady pace, with particular focus on the central Wellington CBD. This quarter, two workshops were hosted at WREMO, with a diverse number of participants ranging from small and medium businesses, to community service organisations.
- As part of the ShakeOut event activities, WREMO, along with Councillor Malcolm Sparrow and Marg Lucas of the Tawa Community Board, visited schools in Tawa and spoke to school children about disaster preparedness. This was a great opportunity to engage with youth groups and help build their awareness of Community Emergency Hubs in their area.
- The first Community Response Planning Session was held in Grenada Village. 27 people attended the workshop including local councillors, MPs, the local fire service and Grenada residents. Now residents of the area have a new plan specifically for Grenada Village.
- Work was started with members of the Thorndon community to plan a Community Emergency Hub open night and a review of the Community Response Plan for the area. Thorndon School is able to host the session. This will be a good chance for members of the community to explore the Hub concept in more detail and understand how the school facility may be used in an emergency.

Photo: Sharing preparedness messages at the Tawa Fair



Wellington City

Personnel



The number of staff made available to operate the EOC.

Activation Notification Procedure



WCC is working to revamp their activation notification procedure

Operational Equipment Check



Complete monthly EOC operational equipment checks

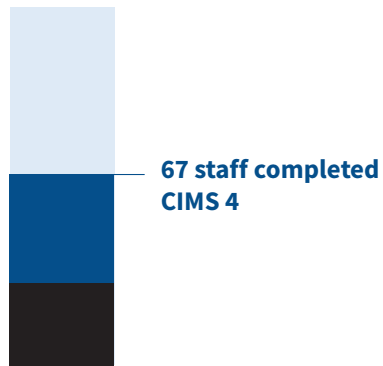
Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff

All staff to complete the 2 day CIMS 4 course in 2018.



Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

- Wellington City Council (WCC) has appointed their Primary Controller, Simon Fleisher, to the role of Head of Emergency Management and Business Continuity
- 36 staff attended the two-day CIMS 4 course in October
- The training year culminated with two EOC Earthquake Exercises in November. 50 staff attended the first exercise. 45 attended the second.
- The WCC Emergency Management Team is working to align the EOC information Technology platform (wi-fi, laptops, phones, printers, projectors etc.) with that of the council

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



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

Table-top exercise

The Wellington Controller runs an Incident Management Team (IMT) meeting as part of the November Earthquake Exercise

Porirua City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Porirua City Community

- A Plan and Prepare workshop was facilitated at the Mungavin Avenue Hall in Porirua East. The evening workshop was attended by people from throughout the area. Local hazards were discussed, as well as personal preparedness and the community response model. The workshop was well received by those that attended with WREMO following up with shorter Plan and Prepare classes to suit communities.
- WREMO has started connecting with businesses, church groups and social agencies to run Plan and Prepare classes during their scheduled meetings to engage with new audiences and people who are too busy to attend after-hours workshops. The goal is to identify community champions who can assist in the development of Hub exercises and help identify ways to increase levels of preparedness in their communities.
- A two-hour Business Continuity Planning workshop was delivered at the Te Rauparaha Arena and was attended by MRINZ, Rokez Ltd and FMG. Participants enjoyed the easy-to-use tools to get started on a customised plan that meets their specific needs.
- During the quarter work started on targeting and engaging communities that WREMO has traditionally struggled to connect with in the Porirua area. Building relationships within these communities and identifying community champions will help WREMO to explore and develop opportunities that empower and build resilience within these communities. A key goal is to ensure all communities in the Porirua District have been through the community response planning process and have localised Hub Guides. During this quarter, the first step has been taken in an ongoing work programme that will feature an increased intensity of Hub training exercises to build confidence and skills, and help communities realise their collective capacity to respond effectively in a significant emergency.



Plan and Prepare Workshop

Members of Vaka Tautau celebrate the completion of a Plan and Prepare workshop

Porirua City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



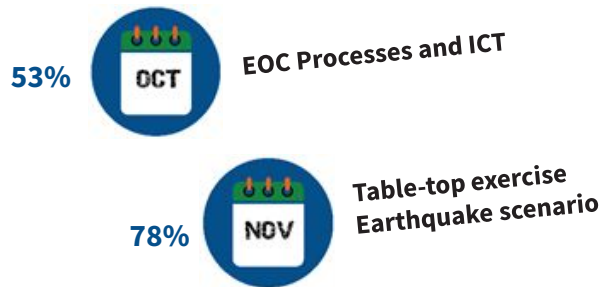
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for ECC Staff



No training was held in December

Average attendance (quarter): 66%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

A two-day ITF Intermediate Course was held at Porirua EOC on 15 and 16 October 2018

A quarterly ESCC meeting was held at the EOC on 3 December

Work has begun on developing the Local Earthquake Response Plan

Five of Porirua's local Controllers attended the Controllers Huddle on 10 October

Porirua City Council sent new staff as part of their induction to the EOC on 30 October for an afternoon of CDEM presentations

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



Table-top exercise

Porirua EOC staff listen to a briefing as part of November's earthquake exercise

SUMMARY

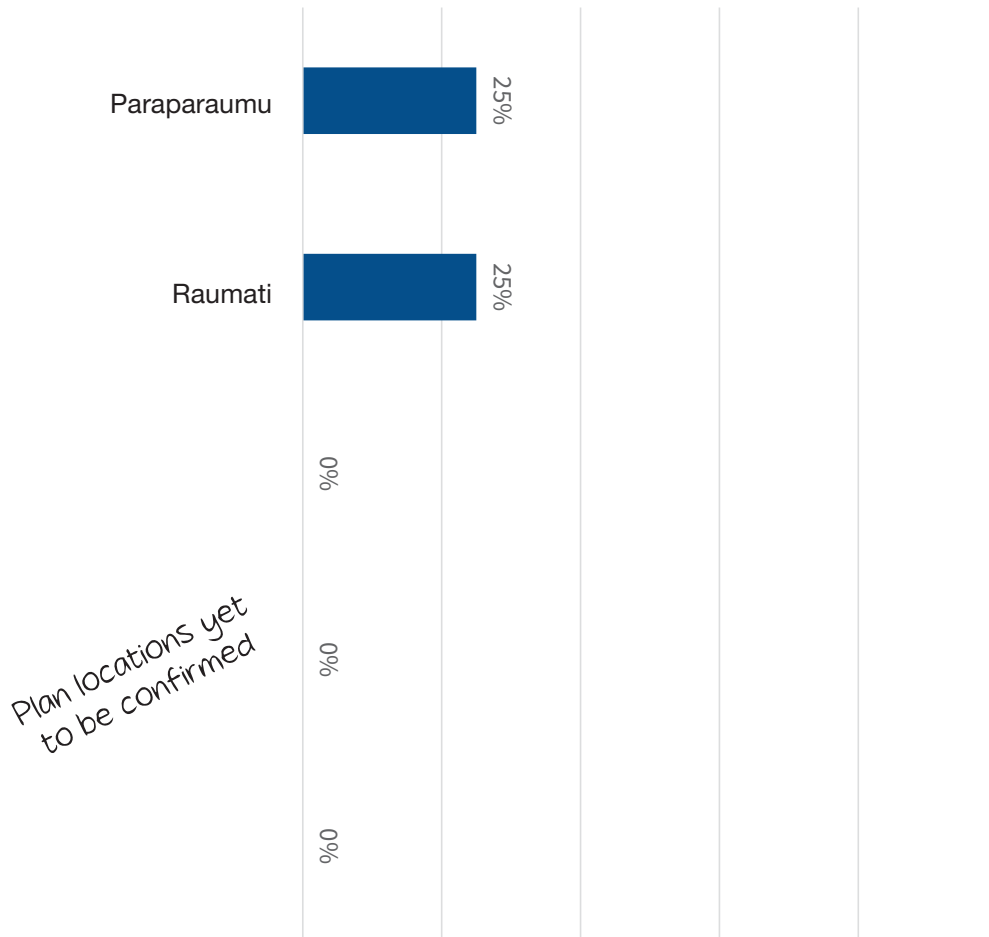
COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Kāpiti Coast District

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



KPI EXCEEDED

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Kāpiti Coast District Community

- ShakeOut was a great success on the Kāpiti Coast, with Raumati Beach School receiving a visit from WREMO staff, including the Group Controller, as well as a demonstration from the Red Cross Disaster Welfare Support Unit.
- On the anniversary of the Kaikōura earthquake, WREMO hosted a Business Continuity Planning workshop aimed at community service organisations on the Kāpiti Coast, including Volunteer Kāpiti, local medical centres, and the Citizens Advice Bureau. It was great to remind them of the important role community service organisations play in recovery from an emergency event.
- WREMO delivered a Plan and Prepare class to Raumati Scouts a part of their Civil Defence badges.
- Sevenoaks Retirement Village and the Kāpiti Retirement Trust worked with WREMO on an emergency planning day. This provided an opportunity to work through their response to emergency events and look at the planning tasks they needed to improve on. This good work will be shared with other aged-care facilities on the Kāpiti Coast. As a result of their hard work, WREMO nominated them to receive a water tank donated by the Nikau Foundation.



Photo: Raumati Beach School shaking out!

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



Long Walk Home

Participants start their Long Walk Home from Wellington to Kāpiti

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Kāpiti Coast District

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



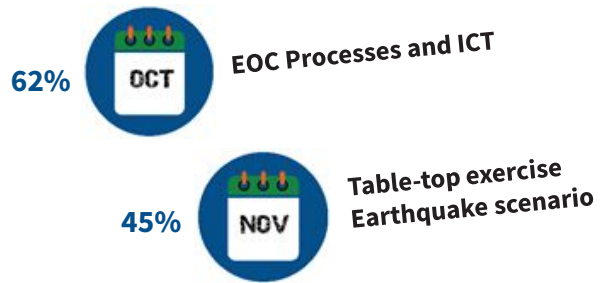
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for ECC Staff



No training was held in December

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

The Kāpiti Earthquake Response Plan is progressing as planned.

Several meetings have been held with emergency response agencies and other CDEM stakeholders in the district to improve local response arrangements

Research has also been carried out to help inform the development of the Local Earthquake Response Plan

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

Kāpiti Coast District

- The Kāpiti EOC has been provided with upgraded (Kāpiti Coast District Council network) laptops
- Ultra-fast fibre broadband has been installed at the Kāpiti EOC
- Several new EOC staff have been recruited over the last quarter
- An EOC Earthquake Exercise was successfully held on 27 November. One Emergency Assistance Centre was activated to participate in the exercise.

Photo: An Emergency Assistance Centre established as part of the November exercise



EMERGENCY ASSISTANCE CENTRE

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

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SUMMARY
COMMUNITY RESILIENCE &
RECOVERY

OPERATIONAL
READINESS & RESPONSE

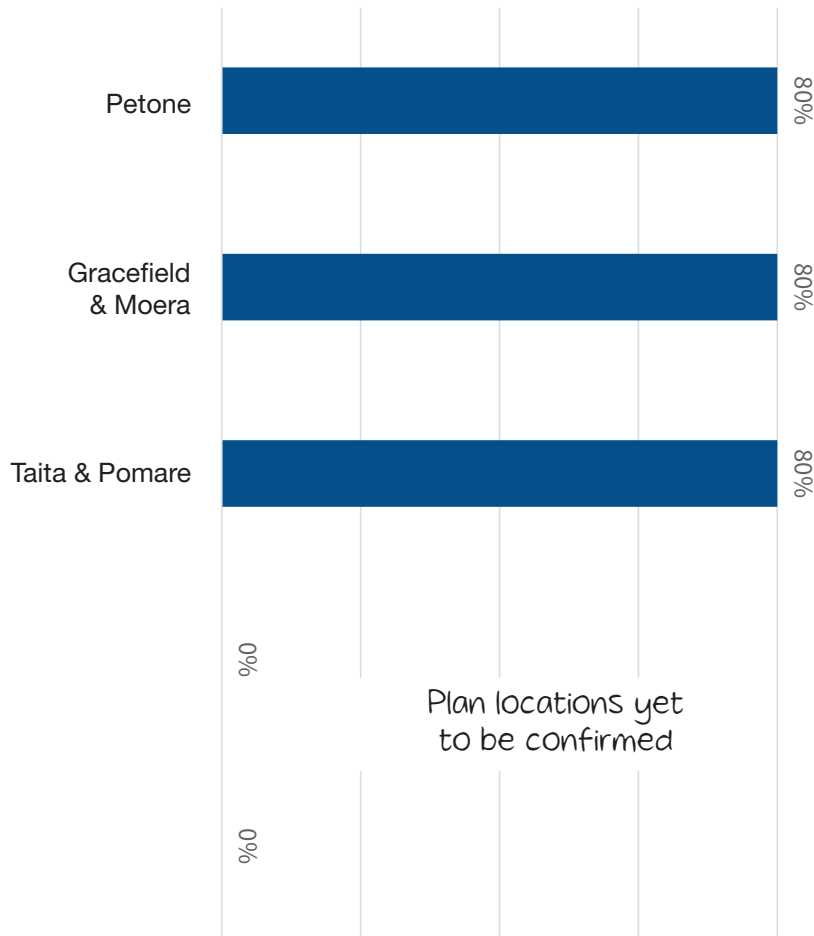
BUSINESS & CAPABILITY
DEVELOPMENT

November Exercise

Kāpiti EOC staff participate in the November Earthquake Exercise

Hutt City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

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



Long Walk Home

Participants walk beside SH2 as part of the Hutt Valley Long Walk Home

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Hutt City Community

- Community members from Stokes Valley played a key role in November's EOC Exercise for Hutt City Council, setting up a Community Emergency Hub and providing a Hub report which was received and actioned as part of the exercise. This provided a great opportunity for the community members to link in with the official response and demonstrate how Hubs will play a key role in developing situational awareness in an emergency.
- Progress was made towards finalising the Taita & Pomare's Community Response Plan - due to be completed in 2019.
- Two Plan and Prepare classes were hosted at the GNS Science offices in Avalon and Gracefield. Key takeaways for staff, especially those who were new to the area, centred around getting a greater appreciation of Wellington's hazards and impacts, ways they can be personally prepared and be part of the wider community's response.
- Early October saw the delivery of a Plan and Prepare class to a volunteer managers' meeting organised by Volunteer Hutt. Representatives from a number of social agencies operating locally in Lower Hutt participated in a valuable discussion around emergency planning, with a strong focus on providing continuity of service to clients and communities who could be vulnerable in an emergency.

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



Table-top Exercise

Members of the Hutt City Council EOC participate in the November Earthquake Exercise focussing on a local response in the Hutt Valley after a major earthquake

SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Hutt City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



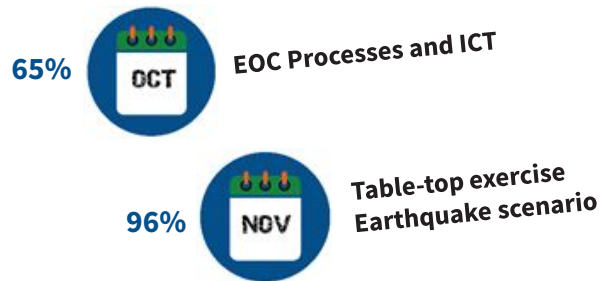
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for EOC Staff



No training was held in December

Average attendance (quarter): 81%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

October's training session introduced new EOC QuickStart guides and an easier to use event log system

Four HCC EOC staff attended the first ITF Intermediate course for the region

Work continued on the local Earthquake Response Plan, with HCC revising and testing their Reconnaissance Plan during the November exercise

Filming of the HCC EOC for an online video tour was completed

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



NZDF equipment

The Hutt Valley ESCC meeting was held at 5/7 RNZIR, Trentham Military Camp. During the meeting a tour was given of the facilities and equipment available for emergency responses.

SUMMARY

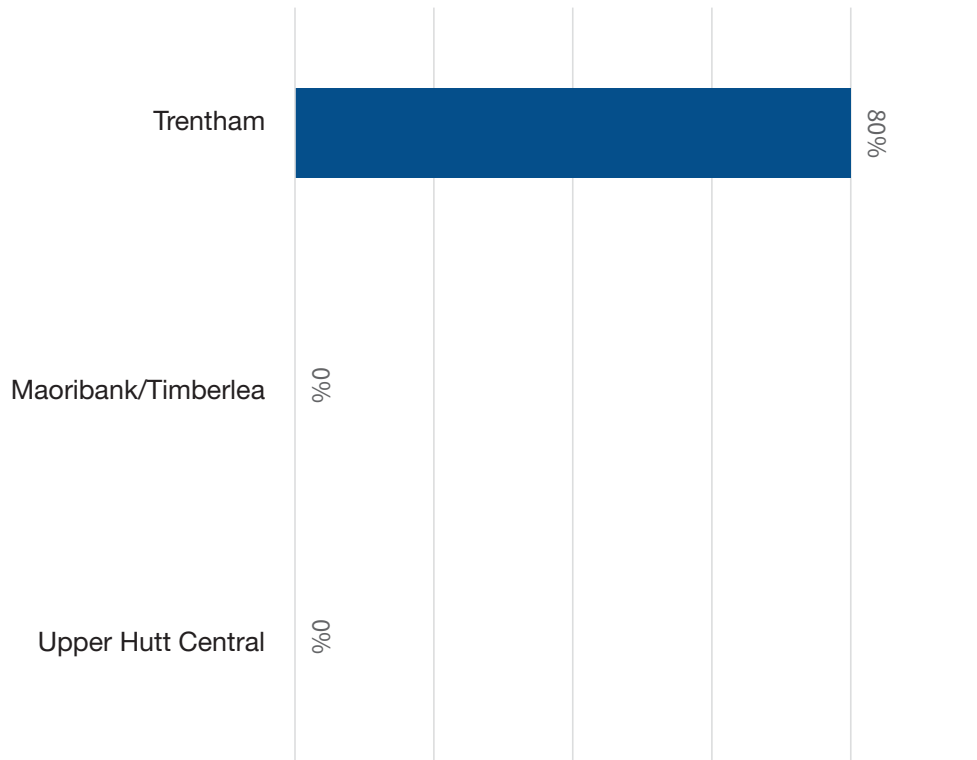
COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Upper Hutt City

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed

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

Upper Hutt City Community

- ShakeOut 2018 provided opportunities to engage with a number of local audiences around emergency preparedness. One of these was the New Zealand Defence Force. A Plan and Prepare class was delivered to staff at the Messines Defence Centre. Discussion centred around household preparedness and the status of lifeline utilities and access, with participants invited to join the Trentham Community Response Planning Workshop the following month to contribute to the plan and strengthen connections among the local community.
- The project to make all radios in Upper Hutt Community Emergency Hubs mobile was completed, ensuring that they can be transported to another location if the Hub is not fit for use during a significant disaster. This was part of WREMO's ongoing work to make sure all Hubs are capable of opening in an emergency.
- Members of the Trentham business and residential community took part in a Community Response Planning session. Participants used their local knowledge to identify key assets and resources within the Trentham community which will be helpful when responding to an emergency event. Representatives from Upper Hutt Community Patrol and the Community Rescue Team helped to give valuable insight into how they might support the local response.
- The first newly developed Plan and Prepare workshop was delivered to a group of twenty people at Orongomai Marae. Open to both the Marae and wider Upper Hutt community, participants took part in an interactive discussion on the local hazards, being better prepared personally and how communities can contribute to the wider response. Feedback for the workshop was positive, with one respondent noting that "*the hands-on elements made the workshop engaging*".

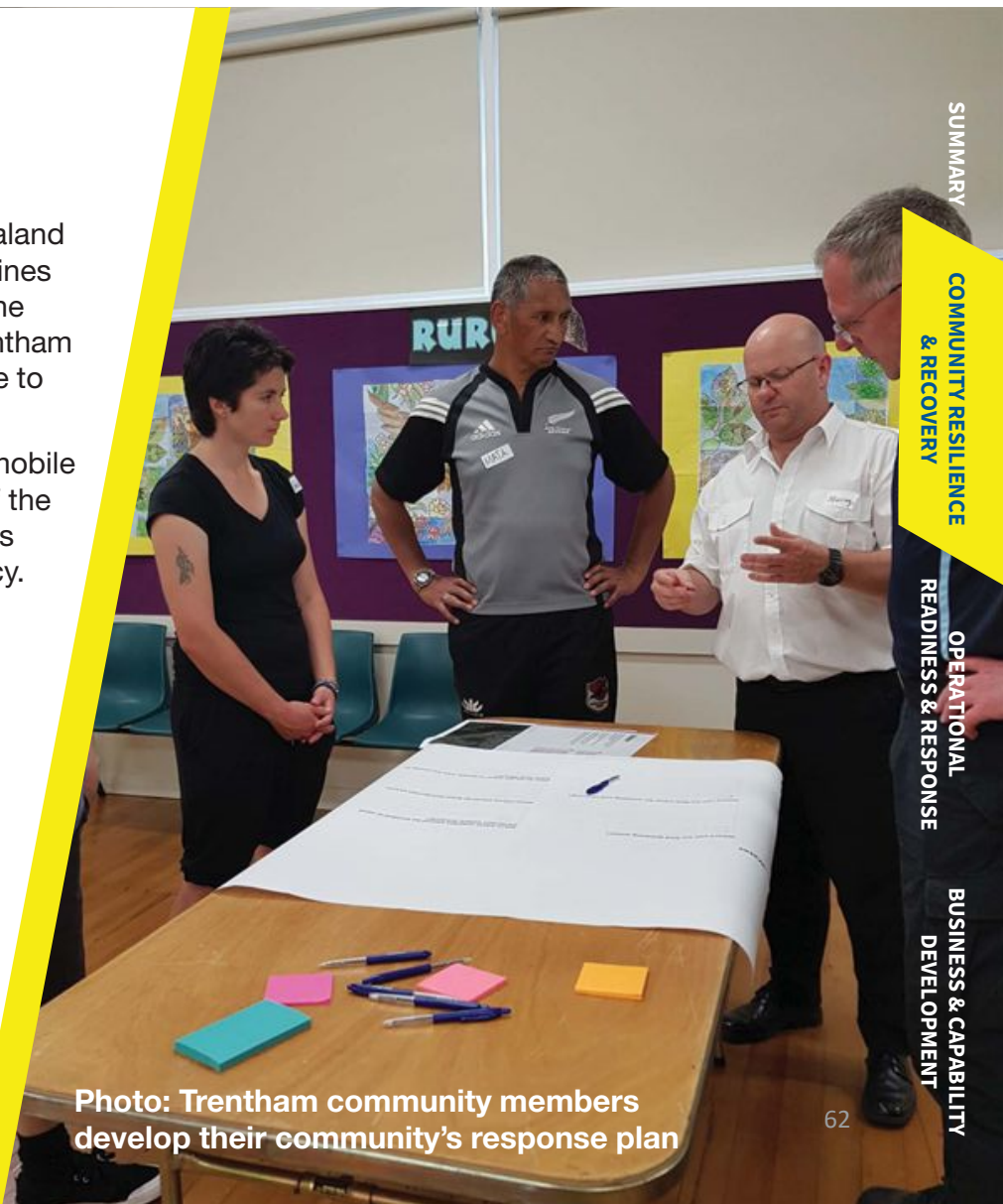


Photo: Trentham community members develop their community's response plan

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SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Upper Hutt Community Rescue

Members of Upper Hutt Community Rescue attended the Upper Hutt November Earthquake Exercise

Upper Hutt City

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



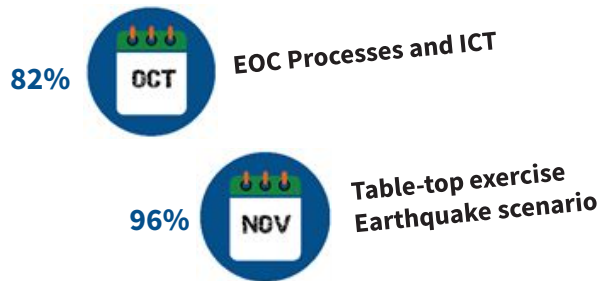
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for ECC Staff



No training was held in December

Average attendance (quarter): 89%

There was a great turn out of staff for the November Earthquake Exercise, including the Mayor and new Chief Executive

The Upper Hutt Community Rescue also attended the exercise and worked alongside Council's reconnaissance team

Upper Hutt City Council participated in ShakeOut and have subsequently made improvements to their earthquake evacuation plans

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

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



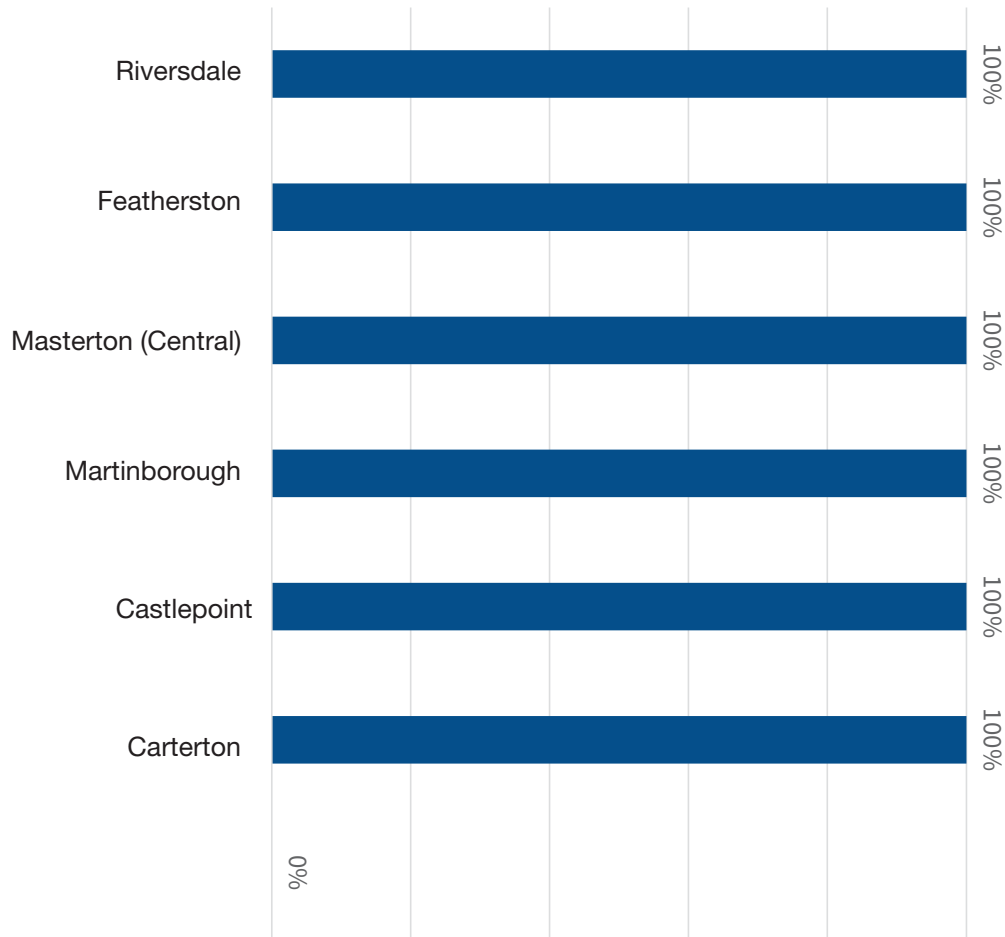
Table-top Exercise

Upper Hutt City council staff practice their earthquake response in the November Earthquake Exercise

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

Wairarapa

Community Response Plans and Reviews



Plan and Prepare Workshops



School Leadership Engagement



Plan and Prepare Classes



Hub Audits



Business Continuity Planning Workshops



Public Event Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Engaging train commuters

Councillors, Neighbourhood Support and WREMO spoke to commuters waiting for the morning trains in Featherston, Carterton and Masterton about their plans to get home after a large disaster, encouraging them to have a household plan, and think about how they could get home.



COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Wairarapa Community

- During the quarter the Carterton Community ran a Community Emergency Hub exercise simulating a 7.8 earthquake on the Wairarapa Fault and the community being isolated. Residents participated by taking on the roles outlined in the Community Emergency Hub Guide. They worked to communicate with the public and find local solutions to local problems. They also reviewed their local community plans. Some feedback from a participant: *"I really enjoyed the Emergency Management workshop yesterday, it was very well organised and I found it hugely beneficial to my understanding of what the council Hubs' responsibilities are and how we would fit in... marvellous to have that better depth of understanding. Congratulations to the organisers!"*.
- Masterton Neighbourhood Support had a "Speed Dating" event which WREMO participated in. Volunteers learned about emergency services and other services in the community so that they could support new neighbourhood support members who are from culturally and linguistically diverse communities.
- ShakeOut 2018 provided opportunities to engage with a number of local audiences around emergency preparedness. This included schools, businesses and community organisations.
- A new Plan and Prepare three-hour workshop was run in Carterton covering hazards and impacts, being personally prepared and how to help in the community. Feedback from a participant said *"Enjoyed the whole concept. A must for all households."* The workshop will run again in March with a focus on involving Neighbourhood Support Coordinators.

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT



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Castlepoint Response Plan

Castlepoint residents
celebrate the completion of their
Community Response Plan

SUMMARY

COMMUNITY RESILIENCE
& RECOVERY

OPERATIONAL
READINESS & RESPONSE

BUSINESS & CAPABILITY
DEVELOPMENT

Wairarapa

Personnel



The number of staff made available to operate the EOC

Activation Notification Procedure



EOC activation procedure tested every three months

Operational Equipment Check



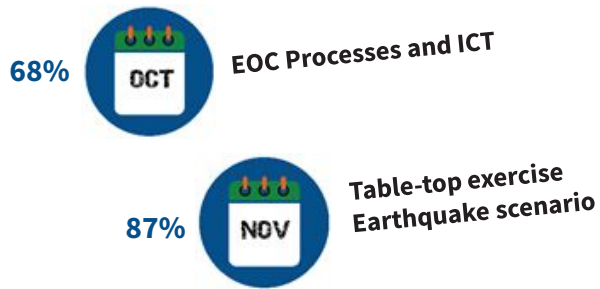
Complete monthly EOC operational equipment checks

Operational Equipment Audit



Conduct a six monthly audit of all EOC operational equipment

Regular Training Sessions for ECC Staff



No training was held in December

Average attendance (quarter): 78%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Consideration of the re-location of the EOC to another facility is still underway

The exercise held on 20 & 21 November marked the culmination of the year's training and provided valuable material to be added to the Local Earthquake Response Plan (LERP)

The Wairarapa LERP is continuing to be developed

Equipment checks are continuing to be completed on key equipment.

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

Combined Wairarapa Councils

- Two new Alternate Controllers were appointed by the Joint Committee in December. One is from Carterton District Council and the other is an Alternate Controller for Upper Hutt City Council who resides in Greytown. This takes the total number of Wairarapa Controllers up to seven. The Controllers are meeting on a regular basis to discuss developments and share ideas.
- The Wairarapa ESCC has met twice this quarter and is still well attended by agencies. Discussion has occurred on the findings from the South End School hazardous substances incident in September.
- On 16th October an ESCC Pandemic table-top exercise was held at Wairarapa DHB.
- ESCC terms of reference have been amended and were accepted by the committee.
- The Local Welfare Plan is currently being drafted by the Local Welfare Manager, this should be completed by early 2019.
- A presentation on local CDEM arrangements was delivered by WREMO staff to Kath Ross, CE of Masterton District Council in November.
- A WREMO staff member attended the new Tinui Fire Station opening in November.
- A Wairarapa Engineering Lifelines Association (WELA) meeting was held in Martinborough on 25 October.

Photo: Wairarapa EOC staff participate in the November Earthquake Exercise



SUMMARY

COMMUNITY RESILIENCE & RECOVERY

OPERATIONAL READINESS & RESPONSE

BUSINESS & CAPABILITY DEVELOPMENT

Business and Capability Development

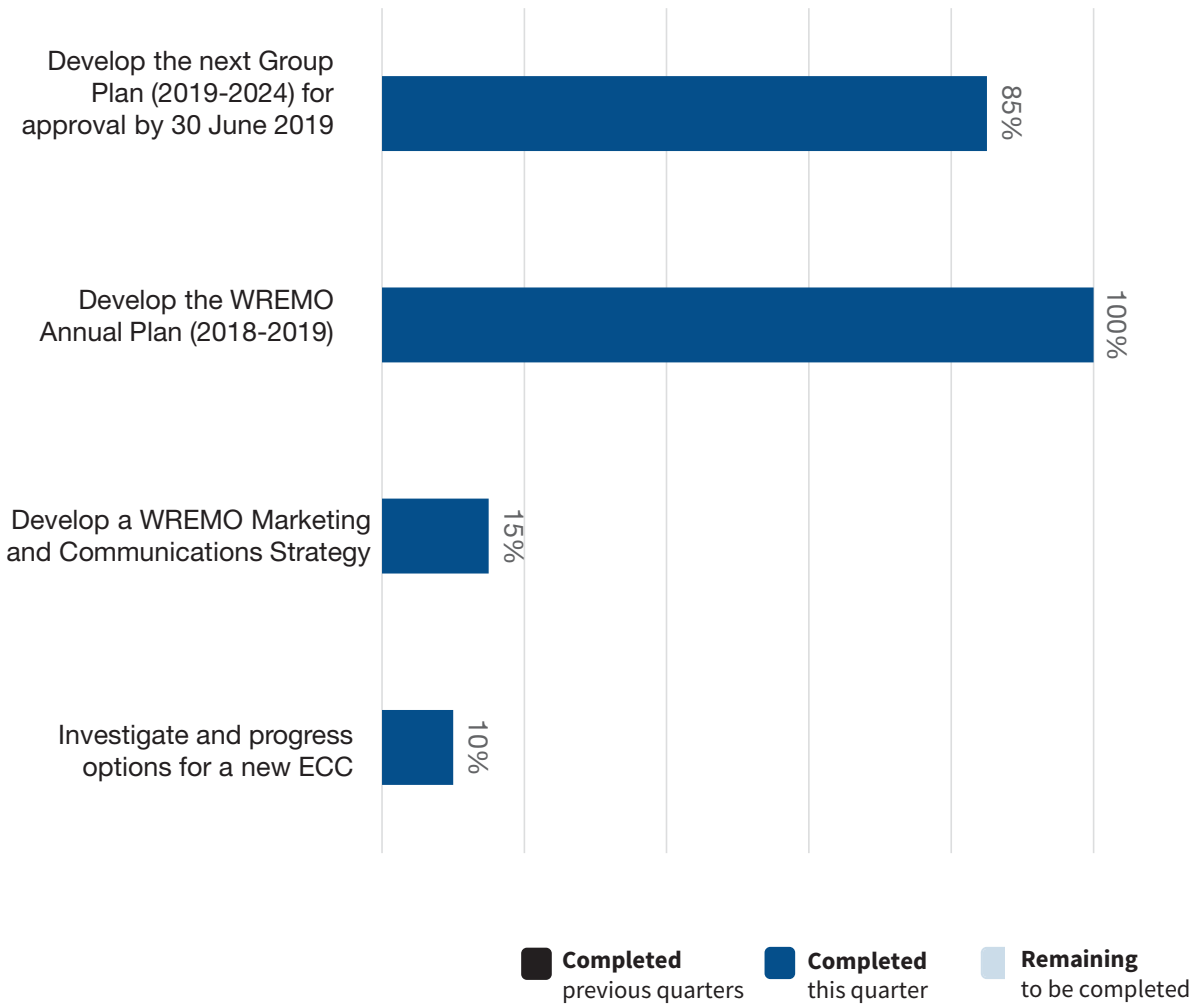
Regional Update



Business and Capability Development

- WREMO continue to deliver on their KPIs outlined in the 2018/19 Annual Plan
- Organisationally, professional development continues as a priority to ensure our staff are confident both in their Business As Usual (BAU) and response roles.
- The addition of the Marketing and Communications staff member has seen WREMO develop and manage a number of public campaigns in-house. It has also added a significant resource to the Public Information Management (PIM) function in response.
- The ICT team completed the function role user guides for the EOC's and the ECC. These will greatly assist staff when activating an EOC or the ECC as they provide the step-by-step actions required to establish a desk function.
- Development of the Group Plan continued with the sector consultation phase. Cabinet's response to the recommendations of the Ministerial CDEM (Technical Advisory Group) Review and the content of the draft National Resilience Strategy have been incorporated and work continues on aligning the content of the Group Plan with these guiding documents.

Business and Capability Development



New Emergency Coordination Centre (ECC)

We are currently considering a range of options for a new purpose-built ECC in the region

Inter-Agency Contact List



Update and distribute the Inter-Agency Contact List every quarter

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

Business and Capability Development

Implement the Capability Development (Skilled People) Strategy



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



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



Lead the development and implementation of a regional Learning Management System



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

Photo: Attendees at the first Integrated Training Framework (ITF) Intermediate Course undertake practical exercises as part of the training



Not yet started



On Going or underway



Completed



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Implement the Capability Development (Skilled People) Strategy

The first Integrated Training Framework (ITF) Intermediate Course was delivered to a number of council staff and partner agencies. Participants from Wellington City Council, Hutt City Council, Porirua City Council, WREMO and NZ Police attended the course which was hosted at the Porirua City EOC. The two-day workshop-style training provided the opportunity for ECC and EOC staff to develop the skills, knowledge and experience needed to work effectively in a co-ordination centre, as well as meeting and engaging with members of the wider Wellington Region CDEM Group.

Feedback from the course was extremely positive: *“Able to spend more time working through to understand key concepts. Also working alongside people from different councils.” “It brought everything I'd learned in the 2 hour blocks together and made it easier to see the whole picture.” “The activities were most useful/practical. I enjoyed hearing how local EOC's staff 'really' operate in activation (far more detail than other CIMS courses attended)” “Interaction with other staff and facilitators. Very hands on course. Lots of good information to be learned.”*

The success of this pilot reinforces the value these courses will add to our ability to respond to emergencies as we roll this training out across the region in 2019.

The Group Training and Exercising Plan has been finalised for 2019 and the information will be communicated to the Wellington Region CDEM Group through a training booklet that will be distributed in February.

Lead the development and implementation of a regional Learning Management System

Takatū has been selected as our new Learning Management System (LMS). Takatū is a moodle-based system administered by the Ministry of Civil of Defence and Emergency Management.

Takatū will host online courses, such as the induction module, hold learning information and provide EOC/ECC staff much needed feedback on how people are progressing through training pathways.

Business and Capability Development

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

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

Marketing and Communications

- The first WREMO marketing campaign to raise awareness of Community Emergency Hubs continues to be developed
- WREMO's Business Continuity Planning Guide content was reviewed and sent for design
- A template script and storyboard was developed to support the creation of the ECC/EOC tour videos
- PIM materials were developed in advance of the November table-top exercises
- A flyer to promote the 2019 Skilled People ECC/EOC training programme was designed in-house for distribution in November

In October, WREMO received media coverage for the national Shakeout and tsunami hīkoi event

In November, WREMO proactively sought media coverage for the Kaikōura earthquake anniversary and Long Walk Home. In addition, WREMO's channels were used to regionally promote the national test of the emergency mobile alert system.

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

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

Develop and maintain WREMO's strategic documents

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

 **Not yet started**  **On Going** or underway  **Completed**

ICT

The ICT team have completed the EOC laptop computer upgrade across the region. This upgrade has provided a significant improvement to the speed and reliability of the aging laptops. The freshly upgraded laptops were introduced along with the new Quick Start Guides during the November exercise and were well received by ECC and EOC staff.

EOC and ECC training in October was delivered by the ICT team. These training sessions focused on the technology found in the EOC/ECC and an introduction to the new Event Log system.

In December, filming began on EOC introduction videos. Each of these videos feature local EMAs introducing their EOC along with key messages on:

- How to perform a building check and entering the EOC in an event
- Setting up the EOC and undertaking initial tasks
- Building features and a tour of the facilities

During the holiday period (to cause minimal disruption to staff), ICT continued replacing networking equipment around the region. The networking upgrade paves the way for the replacement of the region's Wi-Fi equipment next quarter.

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Quick Start Guides



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Business and Capability Development

Provide organisational administrative functions for both WREMO and the Group

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

Administrative functions

Work has begun on the development of an intranet for WREMO staff

The intranet complements the SharePoint system that was introduced earlier in 2018

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Report 19.138
Date 2 April 2019
File CCAB-21-287

Committee Joint Committee
Author Jeremy Holmes, Regional Manager

CDEM Group Appointments

1. Purpose

To request the Joint Committee to approve 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	
CDEM Group	David Russell (Group Controller) Alistair Allan (alternate) Davor Bejakovich (alternate) Bruce Pepperell (alternate) Jeremy Holmes (alternate)

	Adrian Glen (supplementary) Rian van Schalkwyk (supplementary) Dan Neely (supplementary)
Wellington City	Simon Fleisher (primary) Toni Thompson (alternate) David Chick (alternate) Barbara McKerrow (alternate) Phil Becker (alternate) Sarah Murray (alternate) Kane McCollum (alternate) Stephen McArthur (alternate) Michelle Riwai (alternate) Baz Kaufmann (alternate) Deborah Howse (alternate) Moana Mackey (alternate) Adrian Glen (supplementary)
Porirua City	Jerry Wrenn (primary) Brian Anderson (alternate) Scott Martin (alternate) Trevor Farmer (alternate) Bruce Pepperell (alternate)
Kapiti District	James Jefferson (primary) Janice McDougall (alternate) Wayne Maxwell (alternate) Bruce Johnston (alternate) Kevin Currie (alternate) Glen O'Connor (alternate) Rian van Schalkwyk (supplementary) Scott Dray (supplementary)
Hutt City	Lester Piggott (primary) Geoff Stuart (alternate) Craig Cottrill (alternate) Damon Simons (alternate) Simon Fleisher (alternate)
Upper Hutt City	Geoff Swainson (primary) Richard Harbord (alternate) Mike Ryan (alternate) Steve Taylor (alternate)

	Jessica Hare (supplementary)
Wairarapa	David Hopman (primary) Jonathan Hooker (alternate) Murray Johnstone (alternate) Mark Allingham (alternate) Carolyn McKenzie (alternate) Darryl McCurdy (supplementary)

Non-statutory appointments:

Recovery Managers	
CDEM Group	Dan Neely (Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate) Deborah Hume (alternate)
Wellington City	Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City	Vacant
Kapiti Coast District	Natasha Tod (Recovery Manager)
Hutt City	Kim Kelly (Recovery Manager) Geoff Stuart (alternate) Matt Reid (alternate)
Upper Hutt City	Steve Taylor (Recovery Manager) Geoff Swainson (alternate)
Wairarapa	Tania Madden (Masterton) Dave Gittings (Carterton) Jennie Mitchell (South Wairarapa)
Lifelines Co-ordination	
CDEM Group	Richard Mowll

4. Comment

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

5. Communication

No further external communication is required.

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Joint Committee:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Confirms** the following changes to the controller appointments:
 - a. Adding James Jefferson and Janice McDougall (Kapiti Coast District Council), Moana Mackey and Adrian Glen (Wellington City)
 - b. Removing James Jefferson (Porirua City Council), Stephen Cody, Gunther Wild and Kane Patena (Wellington City Council)

Report prepared by:

Jeremy Holmes
Regional Manager