

If calling, please ask for Democratic Services

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## **Civil Defence Emergency Management Group**

Friday 20 August 2021, 9.00am

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

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### **Members**

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

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

# Civil Defence Emergency Management Group Committee

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Friday 20 August 2021, 9.00am

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

## Public Business

No.	Item	Report	Page
1.	Welcome and Apologies		
2.	Public participation		
3.	Confirmation of the Public minutes of the Civil Defence Emergency Management Group Joint Committee on 30 July 2021	21.303	3
4.	Update on the Progress of Action Items from Previous Wellington Region Civil Defence Emergency Management Group meetings – August 2021	21.323	8
5.	COVID-19 Update: Boundaries & Checkpoints, Viking Bay and Vaccination Rollout	Oral Report	
6.	Emergency Management Sector Strategy Workshop Update	Oral Report	
7.	Wellington Region Emergency Management Office Annual Report 2020/21	21.375	12
8.	Civil Defence Emergency Management Group Appointments – August 2021	21.374	93
9.	Project Portfolio Management Office	Oral Report	
10.	Adverse Weather Events and Living with Risk	Oral Report	



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group meeting on 20 August 2021.

Report 21.303

## **Public minutes of the Civil Defence Emergency Management Group meeting on Friday 25 June 2021**

All members participating remotely via Microsoft Teams at 9am.

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### **Members Present**

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry (from 9.01am)	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Foster	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Lang	Carterton District Council
Council Chair, Councillor Ponter (from 9.38am)	Greater Wellington Regional Council

All members participated at this meeting remotely via Microsoft Teams, and counted for the purpose of quorum as per clause 25B of Schedule 7 to the Local Government Act 2002.

#### **1 Apologies**

There were no apologies.

#### **2 Declarations of conflicts of interest**

There were no declarations of conflicts of interest.

#### **3 Public participation**

There was no public participation.

#### **4 Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 25 March 2021 - Report 21.107**

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 26 March 2021 - Report 21.107

The motion was **carried**.

**5 Update on progress of action items from previous CDEM Group Joint Committee meetings – Report 21.288** [For Information]

Jeremy Holmes, Regional Manager, spoke to the report.

**6 COVID-19 vaccination rollout update – Oral Report**

Jeremy Holmes, Regional Manager, tabled a presentation and provided the Joint Committee with an update on the COVID-19 vaccination rollout, on behalf of the Capital and Coast and Hutt Valley District Health Boards (2DHBs).

Mr Holmes advised that the vaccine being distributed is the Pfizer vaccine, which has received MedSafe’s approval. The vaccine is free, safe, and effective.

Mr Holmes outlined the vaccination programme:

- Group 1 (February to April) – border workers and their household contacts;
- Group 2 (April to June)– Health workers; Māori and Pacific over 55s
- Group 3 (May to July) – Over 65s; long term health conditions, disabled
- Group 4 (July to November) – General population over 16.

Mr Holmes covered the 2DHBs equity first approach to engage with Māori, Pasifika, and disabled communities and help them to gain access to vaccines in an equitable way. Some For Māori By Māori health clinics have popped up with support from the 2DHB to help with engagement and access to Māori.

**Noted:** the Joint Committee requested that future updates on the COVID-19 vaccination rollout, and any other future health related updates contain information relating to the area covered by the Wairarapa District Health Board.

**7 Regional Leadership Group update – Oral Report**

Jeremy Holmes, Regional Manager, Mark Duncan, Operational Readiness and Group Controller, and Dan Neely, Manager, Community Resilience and Group Recovery, provided an update on the Regional Leadership Group and tabled a presentation.

Mr Duncan advised the Joint Committee that WREMO has been working actively with the Department of Prime Minister and Cabinet (DPMC), Waka Kotahi NZ Transport Agency (Waka Kotahi) and NZ Police on managing the regional boundaries for changes in the Alert Levels. Adjustments on the management of the western boundary have been made.

Mr Neely gave an overview to the Joint Committee on the latest Recovery Dashboard and Community Sentiment Survey. The Dashboard and Survey were circulated to the Joint Committee members prior to the meeting.

Mr Holmes advised the Joint Committee that the Wellington Regional Leadership Committee (a newly established joint committee of the Wellington Region’s local authorities, Horowhenua District Council, iwi organisations and Ministers of the Crown)

has housing and urban planning in its mandate to help address housing and accommodation shortages in the Region.

**Noted:** The Joint Committee requested officers to provide the CDEM Group with information on the welfare and management of displaced persons in the event of changes in Alert Levels.

## **8 National Emergency Management update – Oral Report**

David Coetzee, Manager, Regional Partnerships, National Emergency Management Agency (NEMA), updated the Joint Committee and tabled a presentation.

NEMA has finalised its Strategic Framework – Tā Mātou Anga Rautaki. This was informed by more than a year of conversations with NEMA staff, partners and stakeholders. It reflects the direction NEMA needs to move in to contribute to the Government’s vision for Aotearoa New Zealand’s emergency management system.

Mr Coetzee advised the Joint Committee of the review into the regulatory and legislative programme (Trifecta). This review looked at the Civil Defence Emergency Management Act 2002 and possible amendments, the National Civil Defence Emergency Management Plan Order and Guide, and the National Disaster Resilience Strategy and roadmap.

The legislative review has resulted in a shift from an amendment to a repeal and replace approach and is currently awaiting ministerial approval. This will likely extend the timeframe by approximately six months, with introduction of the proposed Bill to be early-mid 2022. This may have implications for CDEM Group Plans reviews and advice is not to wait for the new act. There will be transition arrangements in place to avoid another review immediately following the new legislation and National Plan.

The legislative review is looking at:

- Recognition of iwi Māori perspectives and incorporating Te Ao Māori in emergency management
- The legal framework – what regulations are required
- The role of NEMA and CDEM Groups’ and other agencies before, during and after a response
- Clarifying responsibilities for housing recovery
- Government funding
- How disabled people are recognised in the legal framework
- Clarifying the roles for lifeline utilities through events and reducing risks.

NEMA will work with CDEM Groups to co-design a CDEM Sector Strategy by end of 2021. It will build on the existing emergency management sector planning document and strategy and will support improved national, regional and local emergency management outcomes.

There is a commitment to recognise and enhance Māori in the Civil Defence Emergency Management Act 2002 to better enable Māori participation across all levels of emergency management. This includes iwi representation at strategic and operational levels.

**9 Wellington Region Emergency Management Office quarter three quarterly report 31 March 2021 – Report 21.287**

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

Moved: Mayor Baker / Mayor Beijen

That the Joint Committee approves the Wellington Region Emergency Management Office Quarter Three Quarterly Report 31 March 2021 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2020/21.

The motion was **carried**.

**10 Wellington Region Emergency Management Office Annual Plan 2021/22 – Report 21.285**

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

Moved: Mayor Baker / Mayor Foster

That the Joint Committee approves the Wellington Region Emergency Management Office Annual Plan 2021/22 (Attachment 1).

The motion was **carried**.

**11 Training and Exercises Plan 2021/22 – Oral Report**

Mark Duncan, Manager, Operational Readiness and Group Controller, provided an update on the Training and Exercise Plan for 2021/22 and tabled a presentation.

The end of training year exercise Parawhenua was held in May. It focussed on a distant source tsunami for all councils except Wellington City Council, who focussed on a landslide. In total 190 staff participated, and included partner agencies. All councils will receive post exercise reports with recommendations based on feedback from participants, exercise evaluation forms and observations.

Mr Duncan discussed the competency levels targets for 2020/21 and 2021/22. The 2021/22 targets were slightly revised by Coordinating Executive Group.

The CDEM Group was provided with the 2021/22 Training and Exercise Plan.

**12 Wellington Civil Defence Emergency Management Group Welfare Plan (2021-2026)**

Mark Duncan, Operational Readiness and Group Controller, spoke to the report and tabled a presentation.

Moved: Mayor Baker / Mayor Beijen

That the Joint Committee adopts the Wellington CDEM Group Welfare Plan (2021-2026).

The motion was **carried**.

**13 Civil Defence Emergency Management Group appointments – June 2021 – Report 21.284**

Jeremy Holmes, Regional Manager, spoke to the report.

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
  - a Ken Bailey as Alternate Controller (Porirua City Council)
  - b Geoff Stuart as Alternate Controller (Hutt City Council)
  - c Damon Simmons as Alternate Controller (Hutt City Council)
  - d Carolyn McKenzie as Alternate Controller (Combined areas of the district councils in the Wairarapa)

The motion was **carried**.

The public meeting closed at 10.12am.

Mayor A Baker

**Chair**

Date:



**4**

## For Information

# UPDATE ON PROGRESS OF ACTION ITEMS FROM PREVIOUS WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETINGS – AUGUST 2021

## Te take mō te pūrongo

### Purpose

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

## Te horopaki

### Context

2. Items raised at Joint Committee meetings, that require actions from officers, are listed in the table of action items from previous Joint Committee meetings (**Attachment 1 – Action items from previous CDEM Group Joint Committee meetings – August 2021**). All action items include an outline of the current status and a brief comment.

## Ngā hua ahumoni

### Financial implications

3. There are no financial implications from this report, but there may be implications arising from the actions listed.

## Ngā tūāoma e whai ake nei

### Next steps

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

**Ngā āpitihanga  
Attachment**

<b>Number</b>	<b>Title</b>
1	Action items from previous CDEM Group Joint Committee meetings – August 2021

**Ngā kaiwaitohu  
Signatory**

Writer	Jeremy Holmes – Regional Manager, WREMO
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**He whakarāpopoto i ngā huritaonga  
Summary of considerations**

***Fit with Council's roles or with Committee's terms of reference***

The action items are of an administrative nature and support the functioning of the CDEM Group Joint Committee.

***Implications for Māori***

There are no direct implications for Māori arising from this report.

***Contribution to Annual Plan / Long Term Plan / Other key strategies and policies***

Action items contribute to the CDEM Group Joint Committee and WREMO's related strategies, policies and plans to the extent identified in **Attachment 1**.

***Internal consultation***

There was no internal consultation.

***Risks and impacts - legal / health and safety etc.***

There are no known risks.

## Action items from previous CDEM Group Meetings – August 2021

Meeting date	Action	Status and comment
25 June 2021	<p><b>COVID-19 vaccination rollout update – Oral Report</b></p> <p><b>Noted:</b></p> <p>The Joint Committee requested that future updates on the COVID-19 vaccination rollout, and any other future health related updates contain information relating to the area covered by the Wairarapa District Health Board.</p>	<p><b>Status:</b></p> <p>Completed</p> <p><b>Comment</b></p> <p>Weekly vaccination data is now being provided for the whole Region (including the Wairarapa).</p> <p>On 28 July the Regional Manager met with the Chief Executive of Wairarapa District Health Board to understand her perspective of the relationship with Capital and Coast District Health Board and Hutt Valley District Health Board (2DHB). While they collaborate, she said, for all intents and purposes the Wairarapa District Health Board is separate from 2DHB and should be treated as such. All future updates from 2DHB will also be extended to Wairarapa District Health Board.</p>
25 June 2021	<p><b>Regional Leadership Group update – Oral Report</b></p> <p><b>Noted:</b></p> <p>The Joint Committee requested officers to provide the CDEM Group with information on the welfare and management of displaced persons in the event of changes in Alert Levels.</p>	<p><b>Status:</b></p> <p>Completed</p> <p><b>Comment</b></p> <p>The information was sent to Mayors and Council Chair on 12 August 2021. It was not sent sooner as the document contained an error in relation to the Regional Leadership Group (RLG) which the Regional Manager had asked NEMA to correct. While it had since been acknowledged by NEMA as an error, no change had yet been made to the document at the national level.</p>



## For Decision

# WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE ANNUAL REPORT 2020/21

## Te take mō te pūrongo

### Purpose

1. To advise the Wellington Region Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) of achievements and progress against the activities scheduled in the Wellington Region Emergency Management Office (WREMO) 2020/21 Annual Plan.

## He tūtohu

### Recommendation

That the Joint Committee **approves** the contents of the Wellington Region Emergency Management Office Annual Report (1 July 2020 - 30 June 2021)

## Te tāhū kōrero

### Background

2. The WREMO Annual Report (1 July 2020 - 30 June 2021) (the report) summarises achievements and progress against the activities set out in the WREMO Annual Business Plan 2020/21. The report also summarises additional areas of work identified by the WREMO leadership team, and notable occurrences such as responses to emergency events.
3. The Coordinating Executive Group (CEG) and the CEG Sub Committee recommend that the Joint Committee approve the report.

## Te tātaritanga

### Analysis

### *Key highlights*

4. Council staff and response partners turned out in high numbers for Exercise Parawhenua. The exercise was a truly multiagency affair and has seen overwhelmingly positive feedback from participants and exercise assessors alike.
5. Community Response Plans (CRPs) for all designated areas of the Wellington Region have been customised and completed, providing snapshots of local assets and priorities to help get communities responding to a large earthquake quickly and effectively.

6. The Bring Your Own Device (BYOD) approach to EOC and ECC staffing was trialled during Exercise Parawhenua and received a positive reception. This and other initiatives completed in 2020/21 streamline response and give staff a more familiar and accessible way to use ICT in response.

#### ***KPI statistics***

7. Out of 90 KPIs in total, 73 (81%) were completed as planned, 10 (11%) remain in progress, and 7 (8%) saw a reduction in expected delivery.
8. Delays and reductions were principally due to the high number of emergency responses in Q3 and Q4.

#### ***Financial performance***

9. The budget has tracked well this year with an underspend in personnel, materials, contractors and travel. These underspends are due to the ongoing effects of COVID and the delay of some projects like Fire Following Earthquake, some fixed term appointments and website upgrades. Many of these projects have transferred into the 2021/22 financial year.
10. The reserve balance as of 30 June 2021 totalled \$347,637. Of this total, \$313,000 has been allocated into the 21/22 financial year for projects and fixed term positions.

#### **Ngā hua ahumoni**

##### **Financial implications**

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

#### **Ngā tikanga whakataurua**

##### **Decision-making process**

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

#### **Te hiranga**

##### **Significance**

13. 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.

#### **Te whakatūtakitaki**

##### **Engagement**

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



**Ngā āpitihanga  
Attachment**

<b>Number</b>	<b>Title</b>
1	WREMO Annual Report (1 July 2020 - 30 June 2021)

**Ngā kaiwaitohu  
Signatories**

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

**He whakarāpopoto i ngā huritaonga  
Summary of considerations**

***Fit with Council's roles or Committee's terms of reference***

The Joint Committee reviews the work programme identified in the WREMO Annual Plan 2020/21, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.

***Implications for Māori***

Engagement with Māori and Pasifika communities is a key workstream in WREMO's COVID19 resurgence planning, identified as an organisational priority for 2020/21 in the WREMO Annual Plan 2020/21.

***Contribution to Annual Plan / Long term Plan / Other key strategies and policies***

WREMO's Annual Report – 1 July 2020 – 30 June 2021 details the progress in the year against the priorities identified in the WREMO Annual Plan 2020/21.

***Internal consultation***

See paragraph 3.

***Risks and impacts: legal / health and safety etc.***

There are no known risks.

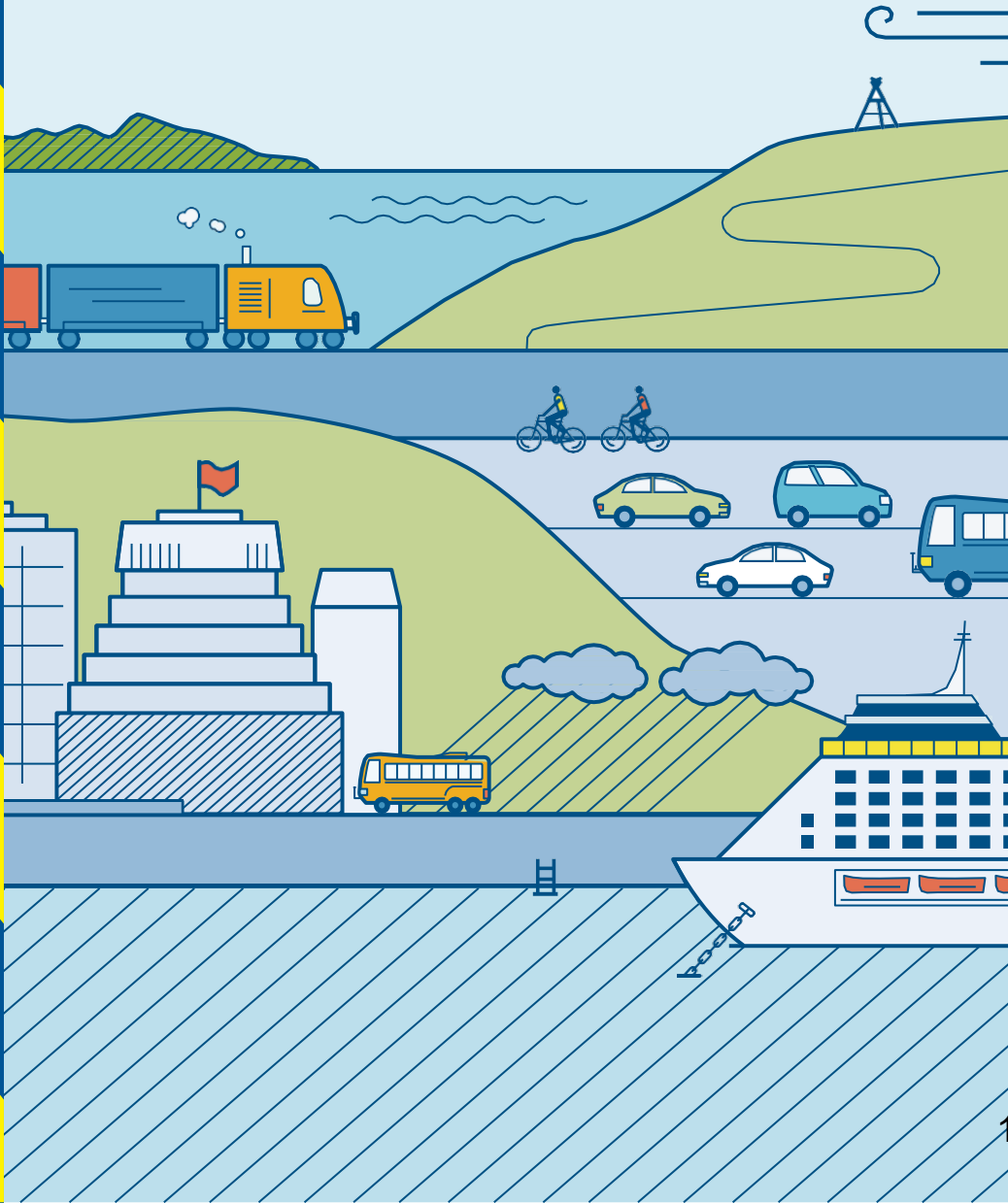


Wellington Region  
Emergency Management Office

# Annual Report


1 July 2020 to  
30 June 2021

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# Executive summary

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## Overview

The 2020/21 financial year has been a time of re-alignment and re-prioritisation for WREMO – an activity which has been carried out across all CDEM Groups, councils, central government and businesses alike. Never have the words ‘he waka eke noa’ (we are all in this together) seemed more appropriate as we adjust to the ‘new normal’ that the ongoing COVID-19 situation presents. Although the year has not been without its challenges, it is clear that both the country and the Wellington Region can pull together when we need to, and this bodes well for any other emergencies that may occur in the future.

A great celebration of the fourth quarter was the completion of the Wellington Region’s final Community Response Plan (CRP), a community led initiative facilitated by WREMO’s Community Resilience Team. Every part of the Wellington Region now has a customised CRP which outlines the resources available in their community and how they might be used by the community after a large earthquake.

In addition, more than 180 council staff and 30 liaison officers took part in the CDEM Group’s Annual Exercise ‘Parawhenua’, setting up an initial response to a distant source tsunami event. Reports from the exercise show a significant increase in capability across many EOC and ECC teams - a testament to the experience staff gained during last year’s COVID-19 response and the success of the training programme implemented by WREMO’s Capability Development team.

Alongside this, another Kaiwhata River landslide in early November, the Plimmerton flood event in late November, the 5 March earthquake and tsunami warning sequence and the 29-30 June significant swell event for Wellington and the Wairarapa made 2020/21 an interesting year for WREMO and the wider CDEM Group. Each of these events have tested our emergency processes and our response to any future events will only be stronger for it.

*J Holmes*

Jeremy Holmes

Regional Manager

Wellington Region CDEM Group

## Wins

1

### Win 1: Exercise Parawhenua

Council staff and response partners turned out in force across the Wellington Region to take part in Exercise Parawhenua, coordinating an initial response to a distant source tsunami. With attendees from FENZ, Police, Waka Kotahi NZTA, District Health Boards, the Ministry for Social Development and others, the exercise was a truly multi-agency affair and has seen overwhelmingly positive feedback from participants and exercise assessors alike.

2

### Win 2: Completion of Community Response Plans

This financial year has seen the completion of customised Community Response Plans (CRPs) for all designated areas of the Wellington region, with the completion of the Hataitai CRP in the fourth quarter. The completed plans form Section 5 of each local community’s Community Emergency Hub guide, providing a snapshot of local assets and priorities to help get the community responding to a large earthquake quickly and effectively.

3

### Win 3: Bring Your Own Device (BYOD)

The Bring Your Own Device (BYOD) approach to EOC and ECC staffing was trialled during Exercise Parawhenua and received a positive reception. Alongside the launch of the wrem.nz intranet sites for EOCs and the ECC, this is just one of many ICT initiatives completed in 2020/21 to streamline the way ICT technology is used in emergency response. It brings working in the EOC or ECC as close to the everyday work experience for staff working in a response, no matter which council or agency they come from.



## Risk matrix

Risk matrix as at 30 June 2021:

- 1

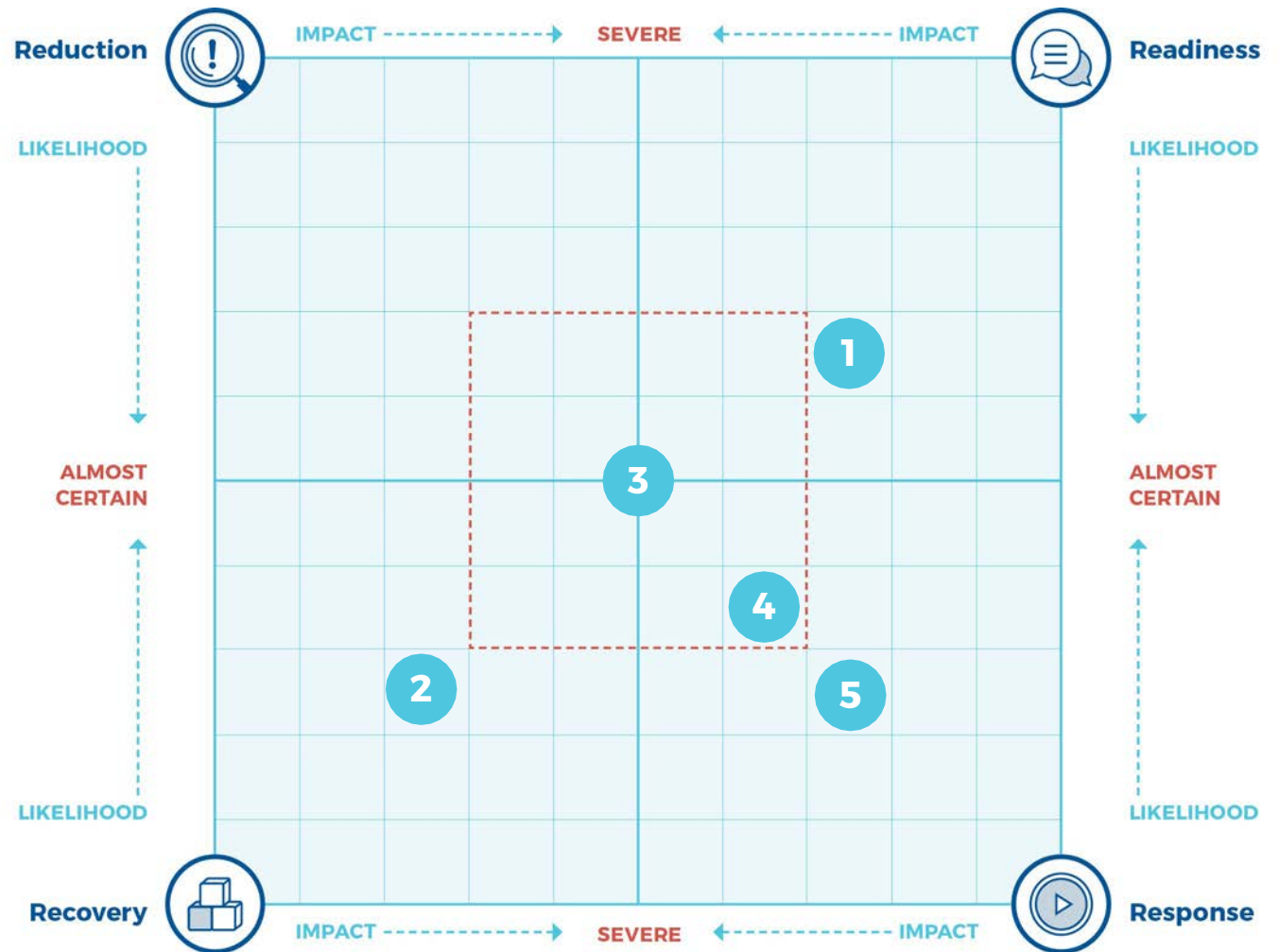
Waning community motivation for resilience initiatives
- 2

Recovery Framework (Developing)
- 3

Impact of NEMA and DPMC-led initiatives (2017/18 Emergency Management Sector Review and COVID-19 improvements)
- 4

Numbers of council staff attending EOC/ECC training
- 5

Health, safety and wellbeing of staff





## Financial summary

WREMO Income Statement 30 June 2021	YTD as at 30 June 2021			Full year Budget \$(000)
	Actual \$(000)	Budget \$(000)	Variance \$(000)	
Rates & levies	1246.74	1,246.74		1,246.74
External revenue	2693.8	2,563.58	130.2	2,563.58
Council reimbursement on charges		-		-
Internal revenue	3.3	-	3.3	-
<b>Total income</b>	<b>3943.8</b>	<b>3,810.32</b>	<b>133.5</b>	<b>3,810.32</b>
<b>Less:</b>				
Personnel costs	3061.50	3063.73	102.20	3063.73
Materials, supplies and services	453.10	476.59	23.50	476.59
Travel and transport costs	59.60	80.00	20.40	80.00
Contractor and consultants	26.30	55.00	28.70	55.00
Internal charges	27.10	25.00	(2.10)	25.00
<b>Total direct expenditure</b>	<b>3627.60</b>	<b>3700.32</b>	<b>73.12</b>	<b>3700.32</b>
Corporate overhead costs	123.10	110.00	(10.70)	110.0
Depreciation	80.60	69.90	(6.95)	69.9
Loss (Gain) on sale of assets/investments	(20.00)	-	20.00	-
<b>Total expenditure</b>	<b>3810.9.30</b>	<b>3880.22</b>	<b>69.32</b>	<b>3880.22</b>
<b>Operating surplus/(deficit)</b>	<b>132.90</b>	<b>(69.9)</b>	<b>202.80</b>	<b>(69.9)</b>
Add back depreciation	80.60	69.9	10.70	69.9
Other non cash		-		-
Vehicles and other plant purchases		-		-
Net external investment movements		-		-
<b>Net funding before debt and reserve movements</b>		-		-
Debt additions / (decrease)		-		-
Council reimbursements		-		-
Reserve investments interest		-		-
Reserve investments transfer out		-		-
<b>Net funding surplus (deficit)</b>	<b>213.50</b>	-	<b>213.50</b>	-

The budget has tracked well this year with an underspend in personnel, materials, contractors and travel. These underspends are due to the ongoing effects of COVID and the delay of some projects like Fire Following Earthquake, some fixed term appointments and website upgrades. Many of these projects have transferred into the 2021/22 financial year.

**BALANCE OF RESERVE  
AS AT 30 JUNE 2021  
\$347,637.18\***

\*Of this total, \$313,000 has been allocated into the 21/22 year for projects and fixed term positions.





# KPI Summary

Reduction	7
Readiness	8
Response	15
Recovery	17



# Reduction

## KPI Summary

### Progress



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

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

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



# Readiness

## KPI Summary

### Progress



ORGANISATIONAL PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Work with local, regional and national partners on COVID-19 resurgence capability to ensure that appropriate plans are in place to respond to a resurgence of COVID-19.	In progress	In progress	In progress	Completed		26	

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



# Readiness

## KPI Summary (continued)

### Progress



HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop the WREMO Annual Plan (2021-22).	Not started	Not started	In progress	Completed		34
Perform secretariat duties for CDEM governance groups, including the Coordinating Executive Group, Sub-Committee and Regional Leadership Group (RLG).	In progress	In progress	In progress	Completed		36
Develop and implement a regional Welfare Needs Assessment Framework for use in any emergency, regardless of type or scale.	In progress	In progress	In progress	In progress		37
Hold 20 Emergency Services Coordination Committee (ESCC) meetings (4 in each of the designated areas).	In progress	In progress	In progress	Completed	20 / 20	39
Hold 4 Regional Inter-Agency Planning Committee (RIAPC) meetings.	In progress	In progress	In progress	Completed	4 / 4	41
Chair 4 Wellington Region Welfare Coordination Group (WCG) meetings to enhance individual and collective agency capability and planning.	In progress	In progress	In progress	Completed	4 / 4	41
Coordinate the CDEM Group's contribution to the GWRC Flood Risk Management Programme to ensure the Group meets its requirements across the three workstreams.	In progress	In progress	In progress	Completed		42
Lead the CDEM Group's contribution to Workstream 2 (Warning) of GWRC's Flood Risk Management Programme.	Not started	Not started	Not started	Not started		42
Lead the CDEM Group's contribution to Workstream 3 (Response) of GWRC's Flood Risk Management Programme.	In progress	In progress	In progress	Completed		42
Finalise the CDEM Group Welfare Plan for implementation no later than 30 June 2021.	In progress	In progress	In progress	Completed		43



# Readiness

## KPI Summary (continued)

### Progress



HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Hold 4 Duty Officer meetings to review and refine Duty Officer processes and ensure the system is fit for purpose.	Not started	In progress	Completed		5 / 4	43
Coordinate implementation of swell warnings across the region.	Not started	In progress	In progress	Completed		46
Engage with Lifeline Utilities stakeholders to share information, develop plans and strengthen coordination arrangements.	Not started	In progress	In progress	Completed		46
Complete monthly operational equipment and documentation checks and resolve issues as required.	In progress	In progress	In progress	Completed		48
Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.	In progress	In progress	In progress	Completed		48
Ensure that WREMO and Get Prepared website content is up-to-date and accurate.	In progress	In progress	In progress	Completed		57
Develop and implement radio advertisements that support community resilience campaigns and general preparedness.	In progress	In progress	In progress	Completed		57
Audit 127 hubs across the region to ensure an understanding of their role and ability to function effectively in an emergency.	In progress	In progress	In progress	Completed	127 / 127	63

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



# Readiness

## KPI Summary (continued)

### Progress



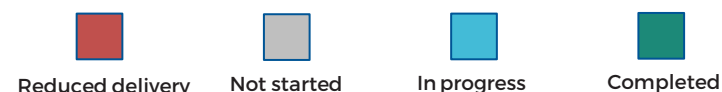
MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Support NEMA's development and delivery of the Controller foundation course.	Not started	Not started	Not started	Not started		32
Administer the Wellington region CDEM training fund for volunteers.	In progress	In progress	In progress	Completed		33
Coordinate Wellington region Response Teams to provide consistent training, deployment processes and legislative compliance.	In progress	In progress	In progress	Completed		33
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	In progress	In progress	In progress	Completed		34
Develop and test a regional Emergency Assistance Centre (EAC) framework.	Not started	Not started	In progress	In progress		37
Refine the Group's Information Management Systems, processes and procedures (including Emi).	In progress	In progress	In progress	Completed		37
Investigate a robust notification process for alerting WREMO staff in response, with consideration of its viability for use as a region wide notification system.	Not started	In progress	In progress	Completed		38
Organise direct engagement opportunities with technical experts like GNS & MetService, emergency services, lifelines, welfare agencies and organisations and NEMA.	Not started	In progress	In progress	Completed		44
Develop and maintain regional and local Welfare networks to ensure Welfare readiness and response initiatives are coordinated and responsive to community needs.	In progress	In progress	In progress	Completed		44
Develop and maintain regional and local PIM networks to ensure readiness and response initiatives are coordinated and responsive to community needs.	In progress	In progress	In progress	Completed		44



# Readiness

## KPI Summary (continued)

### Progress



MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Test the ECC and EOC activation notification process every three months.	In progress	In progress	In progress	Completed		47
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure they are accurate.	Not started	Not started	Not started	Reduced delivery	6 / 7	49
Develop and amend Wellington CDEM Group operational readiness processes, plans and Standard Operating Procedures to inform the development of the Regional Response Framework.	Not started	In progress	In progress	Completed		51
Develop a Regional Response Framework that clearly articulates the operational doctrine for the region.	Not started	In progress	In progress	In progress		51
Update the Wellington Region Earthquake Plan (WREP) and local / regional tsunami response plans to ensure accuracy.	Not started	Not started	In progress	Completed		51
Develop 6 territorial authority Local Earthquake Response Plans.	In progress	Completed			6 / 6	52
Implement the CBD engagement plan with the delivery of 5 Earthquake Planning sessions, attend 2 CBD based events and finalise the flyer for inner city residents on emergency toilets.	In progress	In progress	In progress	In progress		53
Hold 53 Household Earthquake Planning sessions across the region for members of the community.	In progress	In progress	In progress	Completed	74 / 53	55
Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.	Not started	In progress	In progress	Completed		57
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.	Not started	In progress	In progress	Completed		57



# Readiness

## KPI Summary (continued)

### Progress



MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop and pilot an engagement plan for youth and young people, including a youth-led multimedia campaign.						60
Implement an engagement plan for people with disabilities, including the delivery of a pilot train-the-trainer workshop with service providers.						60
Deliver 3 Early Learning Service Workshops across the region.					3 / 3	56
Support national preparedness initiatives like ShakeOut and Tsunami Hīkoi by attending an event related to this campaign during the week						58
Distribute 4 quarterly email newsletters to the WREMO mailing list.					4 / 4	56
Deliver 2 Business Continuity Planning (BCP) workshops for marae.					1 / 2	61
Investigate an emergency toilet product and commence a formal partnership process with the preferred supplier.						62
Complete 7 Community Response Planning workshops.					7 / 7	64
Deliver 14 Community Emergency Hub Awareness activities.					13 / 14	64





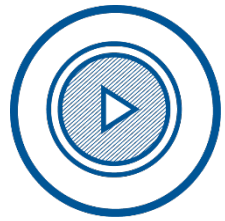
# Readiness

## KPI Summary (continued)

### Progress



LOW PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Develop a CDEM Group Marketing and Communications Plan for implementation from 1 January 2021.	Not started	Completed				27
Support national level capability development advisory groups, programmes and initiatives.	In progress	In progress	In progress	Completed		34
Explore the feasibility of completing a national Capability Assessment process for the region.	Not started	Not started	Not started	Not started		36
Develop Terms of Reference for the PPMO.	Not started	Not started	In progress	Completed		36
Develop reporting systems, tools and processes for the PPMO.	Not started	Not started	Not started	In progress		36
Attend 7 public events across the region to provide preparedness information and advice to the public.	In progress	Completed			22 / 7	56
Support the development and promotion of the Alphero tsunami app.	Not started	In progress	In progress	Completed		58
Encourage councils to roll out Blue Lines and assist with the implementation process and community engagement.	Not started	Not started	In progress	Completed		58
Complete 21 Earthquake (Hub) Drills.	In progress	In progress	In progress	Reduced delivery	16 / 21	64
Review and update the Community Emergency Hub Guide template as required.	Not started	Not started	Not started	Completed		62



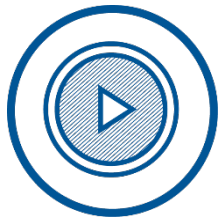
# Response

## KPI Summary

### Progress



HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Install Network Attached Storage across the region with data syncing to WREMO SharePoint.	Not started	In progress	In progress	Completed		66
Develop documentation for Network Attached Storage to assist users with connection and trouble shooting.	Not started	In progress	In progress	Completed		66
Provide media coordination, management and support to the Regional Manager and the ECC in an emergency.	In progress	In progress	In progress	Completed		66
Provide ICT advice to the EOCs/ECC using WREMO supported hardware and networks in an emergency.	In progress	In progress	In progress	Completed		66
Provide Response Managers to EOCs and the ECC during an activation.	In progress	In progress	In progress	Completed		68
Manage staff rostering, health and wellbeing in an emergency.	In progress	In progress	In progress	Completed		68
Deliver just-in-time training to staff as required.	In progress	In progress	In progress	Completed		69
Facilitate an after-action review process following an EOC/ECC activation or as required.	In progress	In progress	In progress	Completed		69
Carry out a corrective actions process to implement relevant actions to address lessons identified in response.	In progress	In progress	In progress	Completed		71
Strengthen the Group's Emergency Mobile Alert capability and capacity by expanding the group of trained personnel and developing pre-prepared messages for hazards.	In progress	In progress	In progress	Completed		71



# Response

## KPI Summary *(continued)*

### Progress



MEDIUM PRIORITY							
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page	
Expand the group of trained social media personnel in response and refine documentation and procedures as required.	In progress	In progress	In progress	Completed		71	



# Recovery

## KPI Summary

### Progress



ORGANISATIONAL PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Work with local, regional and national partners on COVID-19 recovery to ensure alignment between councils, agencies and social services.	In progress	In progress	In progress	Completed		73

HIGH PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Distribute 2 recovery newsletters to partners to communicate recovery updates and ideas.	Not started	Not started	In progress	Reduced delivery	1 / 2	73
Develop a recovery planning process and supporting guidance that accounts for impact assessment, leadership and governance, strategy, implementation and monitoring.	In progress	In progress	In progress	In progress		73
Develop a set of recovery indicators for each of the five environments.	In progress	In progress	In progress	Completed		76

MEDIUM PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Establish a resource library for Recovery Managers.	In progress	In progress	In progress	Completed		76



# Recovery

## KPI Summary *(continued)*

### Progress



LOW PRIORITY						
KPI	Q1	Q2	Q3	Q4	Completed YTD	Page
Create guidance for temporary housing after an earthquake.						<b>74</b>
Deliver a Recovery Round-Up to provide a forum to build capability, share information and strengthen relationships.						<b>74</b>



# Outputs

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## How to interpret the Annual Report

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

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



**Group Plan goal component**

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



**Annual Plan output**

This icon indicates which team is the lead:

Identifies the KPI.

<p><b>KPI:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>PRIORITY BAR</b></p>	<p><b>Status:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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Business and Capability Development (B&CD)



Community Resilience and Recovery (CR&R)



Operational Readiness and Response (OR&R)

Priority bar:

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

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

Provides an update on the KPI and its year end status.

Shows the total number completed in the year to date.

Shows the total number completed this reporting period.



Shows the total number completed in a previous reporting period.



# Reduction





## Capable

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



### Raise Hazard Awareness (CR&R)

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

<p><b>KPI:</b> Develop a coastal hazards workshop and deliver one pilot workshop on the South Coast of Wellington City.</p>	HIGH PRIORITY	<p><b>Status: Completed</b> The pilot workshop for Coastal residents was completed on Sunday 15 November. This was well received by attendees, including 38 local residents, Councillor Fleur Fitzsimmons and Deputy Mayor, Councillor Sarah Free.</p>
<p><b>KPI:</b> Update the hazard information in WREMO's community engagement outputs and communication channels to reflect current research and best practice.</p>	MEDIUM PRIORITY	<p><b>Status: Completed</b> No major updates were required to hazard information during the 2020/21 financial year.</p>



**EVENT**

**Coastal Communities’  
Preparedness Workshop**

**WHEN**

15 November 2020

**WHERE**

Ōwhiro Bay

**ABOUT**

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

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



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



## Ready

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

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



### Develop Hazard Communications (B&CD)

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

<p><b>KPI:</b></p> <p>Lead the CDEM Group's contribution to Workstream 1 (Awareness) of GWRC's Flood Risk Management Programme.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Completed</b></p> <p>Key messages have been developed and finalised through a series of workshops between the GWRC Flood team, Tonkin + Taylor and WREMO staff. An engagement plan has been developed and is expected to progress into the 2021/22 financial year.</p>
<p><b>KPI:</b></p> <p>Develop flood risk management content as the pilot for a one-stop-shop website for all hazard information.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Not Started</b></p> <p>Content development is expected to begin in the 2021/22 financial year to incorporate the finalised key messages from the Awareness workstream of the Flood Risk Management Programme.</p>



### Lead the Natural Hazards Steering Group (CR&R)

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

<p><b>KPI:</b></p> <p>Chair the Natural Hazards Steering Group.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Not Started</b></p> <p>No meetings for the Natural Hazards Steering Group were held this financial year. The future of the group is expected to be reviewed in the 2021/22 financial year.</p>
<p><b>KPI:</b></p> <p>Develop consistent hazard policies and objectives through the Natural Hazards Steering Group.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Not Started</b></p> <p>No meetings for the Natural Hazards Steering Group were held this financial year. The future of the group is expected to be reviewed in the 2021/22 financial year.</p>



# Readiness



## Ready

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

### COVID-19 Resurgence Planning (OR&R)



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

#### *KPI:*

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

ORGANISATIONAL PRIORITY

#### *Status: Completed*

The emergence of COVID-19 cases in the Wellington Region in late 2020 and June 2021 provided multiple opportunities to test the Wellington CDEM Group's resurgence capability.

The COVID-19 activity and associated increase in alert levels during June 2021 saw collaboration and a joint awareness of response partner activities with clear communication between response partners including health agencies, Territorial Authorities, Waka Kotahi NZTA, local iwi and the Ministry for Social Development, facilitated largely by WREMO staff on behalf of the CDEM Group. This enabled current planning to be refined and changes incorporated into the Welfare Resurgence Plan and Regional Resurgence Plan.



## Capable

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

### Capability Development Initiatives (OR&R)



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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

Training was delivered to staff at all levels of the Professional Development Pathway throughout the year, including seven modules at the Foundation Level, ITF Intermediate and all CIMS function courses at the Intermediate Level, and 3 Incident Management Team modules at the Advanced level.

Two exercises were conducted across each EOC and the ECC. A number of staff across the region also received credit for Recognised Prior Learning (RPL) as a result of their experience staff gained responding to emergencies this year.



### Develop a Marketing and Communications Plan (B&CD)

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

**KPI:**

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

LOW PRIORITY

**Status: Completed**

The Marketing and Communications Plan was finalised in the second quarter.



<b>EVENT</b>	<b>Incident Management Team (IMT) Training</b>
<b>WHEN</b>	17 November 2020
<b>WHERE</b>	Hutt City Emergency Operations Centre
<b>ABOUT</b>	<p>Members of the Hutt City Council Emergency Operations Centre (EOC) team participated in the first Incident Management Team (IMT) training in the Wellington region.</p> <p>This training was the first of three modules and is the first of its kind to be delivered nationally.</p> <p>The training is for staff looking to progress along the Professional Development Pathway to the Advanced Level where they can supervise others in the EOC/ECC.</p>



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



## Capable

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



### Capability Development Update

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

#### 2020-2021 Target:

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

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

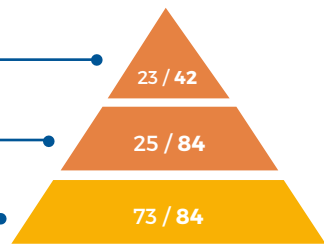
Training was delivered to EOC and ECC staff across the region in the 2020/21 year, with multiple opportunities offered at the Foundation, Intermediate and Advanced levels.

Many EOC and ECC staff are very close to each of the levels of the Professional Development Pathway, with further progress expected following the first exercise in September 2021.

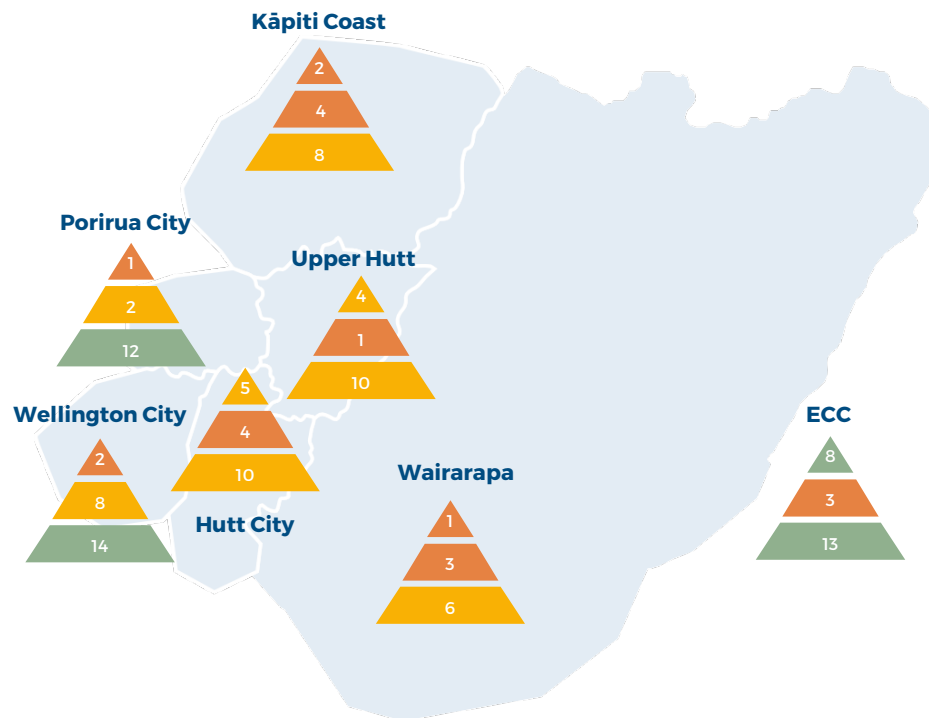
Advanced

Intermediate

Foundation



Regional Total



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





## Capable

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



### Implement the Active Directory System (B&CD)

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

<b>KPI:</b> Develop and test technical requirements for implementation and transition to an Active Directory System.	HIGH PRIORITY	<b>Status: Completed</b> The networking equipment required to operate the Active Directory System has been installed in all six EOC sites, with the last site completed in the third quarter.
<b>KPI:</b> Connect all ECC and EOC computers to WREMO's Active Directory.	HIGH PRIORITY	<b>Status: Not Started</b> This is no longer required due to EOCs and the ECC moving to a Bring Your Own Device (BYOD) policy. The Active Directory is available for use for the BYOD devices if the internet or cloud based information is unavailable.



### Provide ICT Support (B&CD)

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

<b>KPI:</b> Complete help desk tickets in accordance with the SLA and ensure that equipment upgrades and maintenance are completed as per schedule.	HIGH PRIORITY	<b>Status: Completed</b> Help desks tickets continue to be resolved in accordance with agreed timeframes. An online portal for submitting tickets has been created for WREMO staff and EOC users to submit support requests.
<b>KPI:</b> Upgrade the WiFi network across the ECC and EOCs to improve ICT remote access and configuration.	HIGH PRIORITY	<b>Status: Completed</b> New networking equipment has been installed at all sites. The new equipment enables ICT staff to monitor network health for each site from anywhere in the region and perform regular updates to ensure the most current and secure network protocols are applied.



<b>EVENT</b>	<b>Emergency Management (EM) Planning Course</b>
<b>WHEN</b>	25 March 2021
<b>WHERE</b>	Porirua Emergency Operations Centre
<b>ABOUT</b>	<p>The EM Planning course was the first of four function courses developed by WREMO staff in alignment with CIMS, bridging the gap until nationally developed training becomes available.</p> <p>This course provided the first platform for the region's Planners to come together and learn more about the Planning function.</p> <p>With 18 in attendance, the course focused on building relationships and a common understanding about how Planning should be implemented at the different levels of response, with a focus on local and regional planning.</p>



Staff from councils across the Wellington Region take part in the first Emergency Management Planning function course.



## Capable

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

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



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

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

**KPI:**

Transfer the WREMO websites to a new hosting platform.

HIGH PRIORITY

**Status: Completed**

The migration of wremo.nz and getprepared.nz to a new host was completed in the second quarter. The migration resulted in reduced website load times and a 36% decrease in monthly hosting costs.



### Develop CIMS function courses (OR&R)

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

**KPI:**

Develop and deliver Welfare and Operations Coordinated Incident Management System (CIMS) function courses in collaboration with the National Emergency Management Agency (NEMA) where available.

MEDIUM PRIORITY

**Status: Completed**

One-day courses for both the Operations and Welfare CIMS functions were developed and delivered to the region, with approximately 20 function managers and staff attending each course.

**KPI:**

Support NEMA's development and delivery of the Controller foundation course.

MEDIUM PRIORITY

**Status: Not Started**

There have been no further updates from NEMA on the status of this course. This gap will be filled with a regionally developed Controllers' foundation course in 2021/22.



## Capable

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

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

### Administer the CDEM Training Fund (OR&R)



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

**KPI:**

Administer the Wellington Region CDEM training fund for volunteers.

MEDIUM PRIORITY

**Status: Completed**

A number of training opportunities were offered across the region to increase the capability of CDEM volunteers, including Response Teams, Red Cross volunteers and other response partners.

Courses delivered included Psychological First Aid, First Aid for Co-responders, CIMS level 3, Urban Search and Rescue, confined space safety and quad bike safety.

### Coordinate Response Teams (OR&R)



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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

The region's Response Teams continue to provide a significant level of capability to the Wellington CDEM Group's response, supporting communities during the Plimmerton Floods in 2020, and the June 2021 severe swell event.

In the fourth quarter, Response Teams deployed to support the response to June's severe swell event, playing a key role in supporting the evacuations of Breaker Bay residents.



## Capable

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



### Reporting and monitoring (B&CD)

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

<p><b>KPI:</b> Provide quarterly reports to the CEG Sub Committee reporting on progress against the WREMO Annual Plan (2020-2021) activities.</p>	HIGH PRIORITY	<p><b>Status: Completed</b> The current Annual Report document outlines the status of agreed KPIs at the end of the 2020/21 Financial Year.</p>
<p><b>KPI:</b> Develop the WREMO Annual Plan (2021-22).</p>	HIGH PRIORITY	<p><b>Status: Completed</b> The 2021/22 Annual Plan was approved by the CDEM Joint Committee on 25 June 2021.</p>



### Capability development initiatives (OR&R)

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

<p><b>KPI:</b> Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.</p>	MEDIUM PRIORITY	<p><b>Status: Completed</b> The Wellington CDEM Group Learning Management System takatū is currently being upgraded. Any changes identified during the 2020/21 financial year were made as required.</p>
<p><b>KPI:</b> Support national level capability development advisory groups, programmes and initiatives.</p>	LOW PRIORITY	<p><b>Status: In Progress</b> The Wellington CDEM Capability Development Team attended the national Capability Development Working Group workshop in May. This team will co-Chair future meetings to ensure the group can work efficiently across the country.</p>



**EVENT**

**ECC Exercise Para Whenua**

**WHEN**

25 May 2021

**WHERE**

Te Apārangi Royal Society of New Zealand

**ABOUT**

A Bring Your Own Device (BYOD) approach was trialed at the Emergency Coordination Centre's exercise Parawhenua.

Many Greater Wellington staff and external liaisons participated in the exercise using their own device to access the CDEM Group's newly created Emergency Management Intranet.

The new site, referred to as WREM.nz, gives users direct access to emergency management files and tools using their usual work credentials, allowing them to contribute to an emergency response from anywhere.



Greater Wellington Regional Councils staff take part in Exercise Parawhenua, alongside some CDEM Group response partners.



## Capable

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



### Reporting and monitoring (B&CD)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

The required secretariat duties were performed for each of the Wellington CDEM Group's governance groups held in the 2020/21 financial year



### Capability assessment (B&CD)

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

**KPI:**

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

LOW PRIORITY

**Status: Not Started**

The National Emergency Management Agency is not currently conducting capability assessments for CDEM Groups.



### Establish the PPMO (B&CD)

Establish the Project Portfolio Management Office (PPMO).

**KPI:**

Develop Terms of Reference for the PPMO.

LOW PRIORITY

**Status: Completed**

The draft Terms of Reference for the PPMO are complete, to be reviewed and approved by Wellington CDEM Group governance in the 21/22 financial year.

**KPI:**

Develop reporting systems, tools and processes for the PPMO.

LOW PRIORITY

**Status: In Progress**

Development of systems, tools and processes is underway. These processes will be further refined and finalised following approval of the PPMO Terms of Reference.



## Capable

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



### Coordinate welfare service delivery (OR&R)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

A draft of an initial Needs Assessment Framework has been completed.

Workshops are being conducted with local and regional welfare partners on a monthly basis to further refine the framework.

**KPI:**

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

MEDIUM PRIORITY

**Status: In Progress**

A review has been completed of existing EAC guidelines, training and resources to identify gaps and further development required.



### Refine information management systems (OR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

Significant progress has been made in information management for response. 2020/21 saw the adoption of SharePoint online and Office 365 across all EOCs and the ECC. The nationally consistent collaboration tool Emi (MS Teams) has improved the way information is shared and managed in a response.

Each of these new systems and tools were used in recent responses and Exercise Parawhenua in May with a positive reception from EOC/ECC staff.

The focus of 2021/22 will be on providing training to EOC and ECC staff to increase capability in their use of information management tools needed in response.





## Capable

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



### Refine information management systems (B&CD)

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

#### *KPI:*

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

MEDIUM PRIORITY

#### *Status: Completed*

An options analysis was carried out to identify a system which best fitted the project's scope and requirements, resulting in a 12-month contract for AlertMedia.

The AlertMedia system allows the distribution and tracking of National Warning System messages to WREMO staff and key response partners. The system is being trialed using WREMO staff before any decision is made around rolling it out across the region in the 2021/22 financial year.



## Capable

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



### Work with partner agencies (OR&R)

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

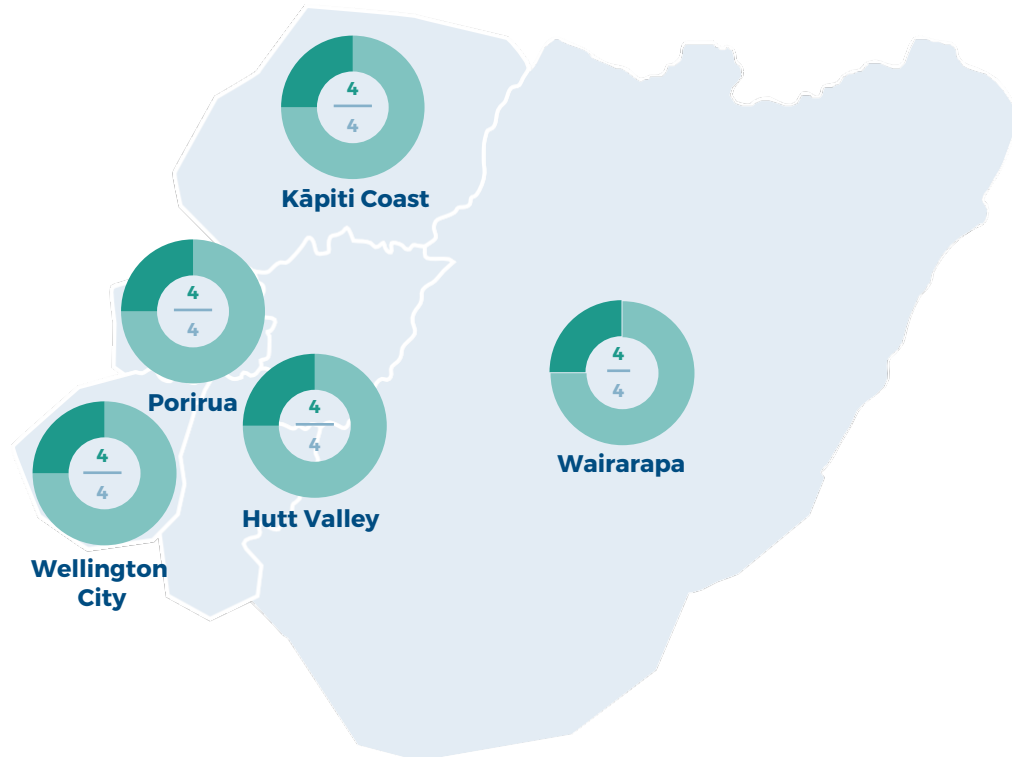
#### KPI:

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

#### Status: Completed

All designated areas held ESCC meetings in the fourth quarter, achieving a total of 20 held across the region in 2020/21.

HIGH PRIORITY





**EVENT**

**Marine Oil Spill Response Training**

**WHEN**

9 June 2021

**WHERE**

Pauatahanui Inlet, Porirua

**ABOUT**

WREMO staff attended the Harbourmaster's Marine Oil Spill exercise held in the Pauatahanui inlet to provide CDEM input and considerations in conjunction with Councils.

A number of agencies were involved including Maritime New Zealand, Response Teams, and Fire and Emergency NZ. This was an opportunity to observe the approach to a hazard response led by another agency, and to understand what the requirements may be for CDEM to offer support.



Representatives from multiple agencies take part in a marine oil spill exercise on a fine day in the Pauatahanui Inlet.





## Capable

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



### Work with partner agencies (OR&R)

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

<p><b>KPI:</b> Hold 4 Regional Inter-Agency Planning Committee (RIAPC) meetings.</p>	HIGH PRIORITY	<p><b>Status: Completed</b> The final RIAPC of the year was held at the Remutaka Fire Station on 3 June. FENZ presented an After-Action Review of the response to the Napier Floods and provided an overview of a range of FENZ capabilities including their mobile response vehicles, drone and GIS capabilities.</p>	 <b>RIAPC Meetings</b>
<p><b>KPI:</b> Chair 4 Wellington Region Welfare Coordination Group (WCG) meetings to enhance individual and collective agency capability and planning.</p>	HIGH PRIORITY	<p><b>Status: Completed</b> The Welfare Coordination Group met on 14 of June, with discussions focused on the provision of financial support in an emergency. This was followed by an emergency scenario discussion, based on a significant Hutt Valley flood event.</p>	 <b>WCG Meetings</b>



## Capable

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



### Flood risk management programme (B&CD)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

WREMO has contributed to all relevant areas of the GWRC Flood Risk Management Programme in 2020/21 and will continue to support the required elements of Phase 2 of the programme into the next financial year.

**KPI:**

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

HIGH PRIORITY

**Status: Not Started**

No input was required from WREMO in 2020/21 on Workstream 2 (Warning). This workstream is awaiting GWRC's selection of a flood forecasting tool to inform the development of warning messaging.



### Flood risk management programme (OR&R)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

Engagement with Greater Wellington on this project as been ongoing, with input provided on the new flood response procedures, the approach to public information management and through after-action discussions held following some of the region's minor flood events.



## Capable

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



## Ready

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



### Manage the WREMO Duty Officer system (OR&R)

Manage the WREMO Duty Officer systems and processes.



### Finalise the Group Welfare Plan (OR&R)

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

#### KPI:

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

HIGH PRIORITY

#### Status: In Progress

Five Duty Officer meetings were held throughout the year to review recent events requiring Duty Officer action, identify areas for improvement, and provide an update on any completed actions and process improvements.



Duty Officer Meetings

#### KPI:

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

HIGH PRIORITY

#### Status: Completed

The Joint Committee approved the Wellington Region Group Welfare Plan 2021-2026 on 25 June 2021. The Plan is due for implementation in the 2021/22 financial year.



## Capable

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



### Engage with partner agencies (OR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

WREMO staff visited the Powerco Gas Gate in Tawa to discuss how the gas reticulation network operates in an emergency and how the CDEM Group could support in a response. A number of similar visits were conducted throughout 2020/21 to enhance collaboration between response partners.

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

Meetings and workshops on a range of welfare topics across welfare partners took place with Wellington Region welfare partners, the North Island Group Welfare Managers group, and the National Welfare Coordination Group.



### Engage with partner agencies (B&CD)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

Regional Public Information Managers have been kept informed of the latest COVID-19 updates. Planning is underway to hold a regional media and PIM forum in the first quarter of 2021/22.



<b>EVENT</b>	<b>Tsunami Awareness Campaign</b>
<b>WHEN</b>	March – April 2021
<b>WHERE</b>	Wellington Region
<b>ABOUT</b>	<p>The tsunami awareness campaign was fortuitously timed to begin one week after the East Cape and Kermadec Island earthquakes and tsunami alerts. The campaign ran for two months and included the launch of the Tsunami Ready App designed in partnership with Alphero Ltd.</p> <p>The campaign included social media ads, posts and quizzes, radio ads, bus back posters, flyers, a motorway-side billboard, pavement stickers, a tsunami expert Facebook live panel and a campaign video that reached 104,000 people.</p> <p>The campaign was launched to address the need identified in the 2020 Community Survey for greater understanding of the 'long OR strong, get gone' message.</p>



Bus back posters were one of many pieces of collateral designed for the tsunami awareness campaign to raise awareness of the 'long OR strong, get gone' message.





## Capable

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

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



### Coordinate swell warnings (OR&R)

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

**KPI:**

Coordinate implementation of swell warnings across the region.

**Status: Completed**

MetService, Greater Wellington Regional Council and WREMO have worked together to agree the criteria and threshold for swell warnings that will cover the entire coastline for the region.

The warnings for areas not already covered (Paekakariki, Lake Ferry and Wellington Harbour) will be implemented over the next 2-3 months as MetService roll out their website upgrade project.

HIGH PRIORITY



### Strengthen coordination with lifeline utilities (OR&R)

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

**KPI:**

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

**Status: In Progress**

Focus areas for lifeline utility engagement have included work with Wellington Water on the Community Infrastructure Resilience (CIR) project and wastewater planning, Waka Kotahi NZTA on COVID-19 checkpoint planning and MBIE on the travel exemptions process if checkpoints are established.

HIGH PRIORITY



## Capable

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



### Test activation notification processes (OR&R)

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

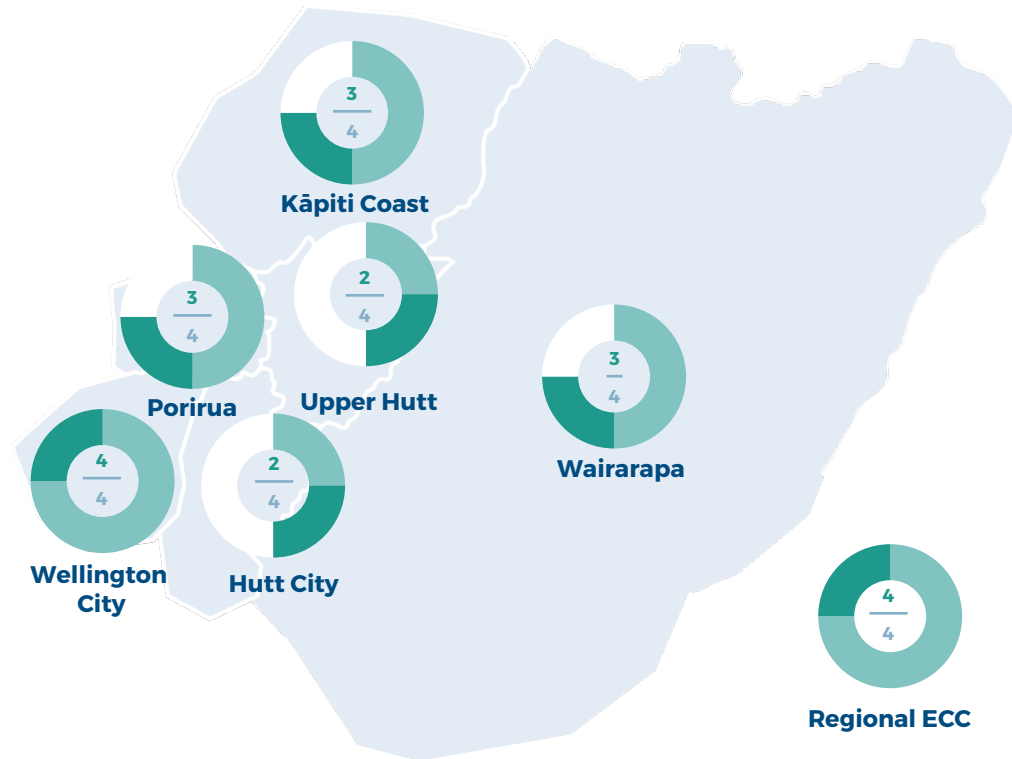
**KPI:**

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

**Status: Completed**

Notifications processes were tested widely across the region during the course of Exercise Parawhenua held in May.

MEDIUM PRIORITY





## Capable

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



### Complete operational equipment checks (OR&R)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

Monthly equipment checks were completed consistently across the region.

There were some exceptions to the monthly checks due to equipment and facilities being used in an emergency response or lack of access, but all EOCs and the ECC are in a state of readiness.



### Complete ICT equipment checks (B&CD)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

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



## Capable

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



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

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

**KPI:**

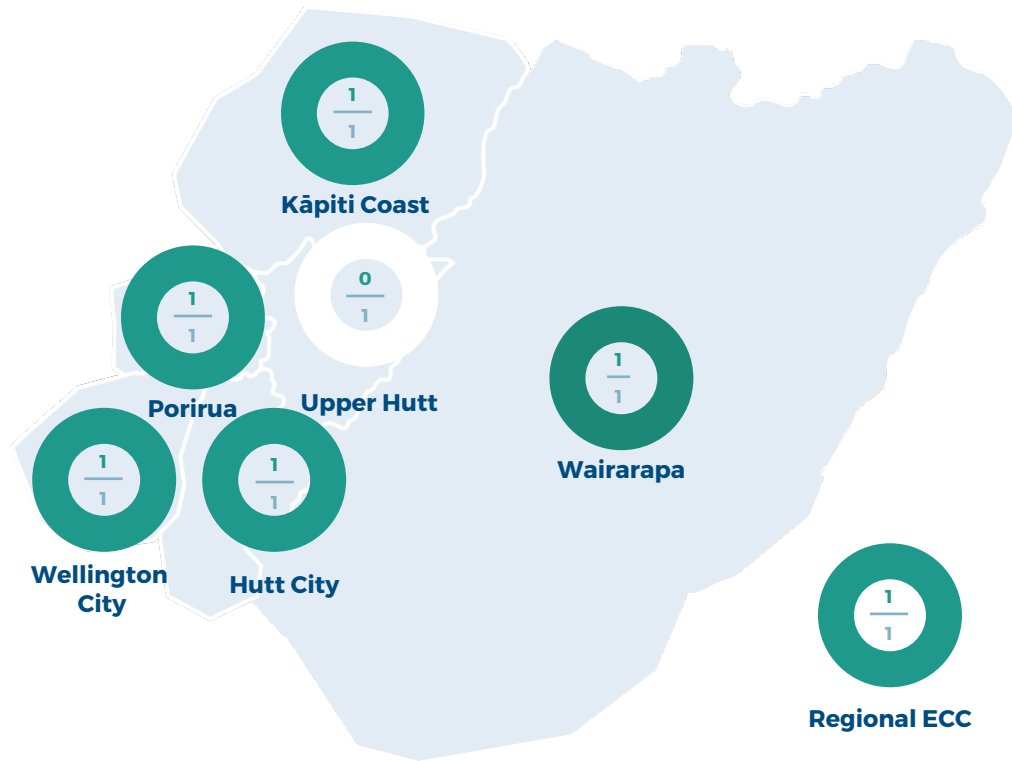
Complete an annual audit of all ECC and EOC operational documentation and resources to ensure they are accurate.

MEDIUM PRIORITY

**Status: Reduced Delivery**

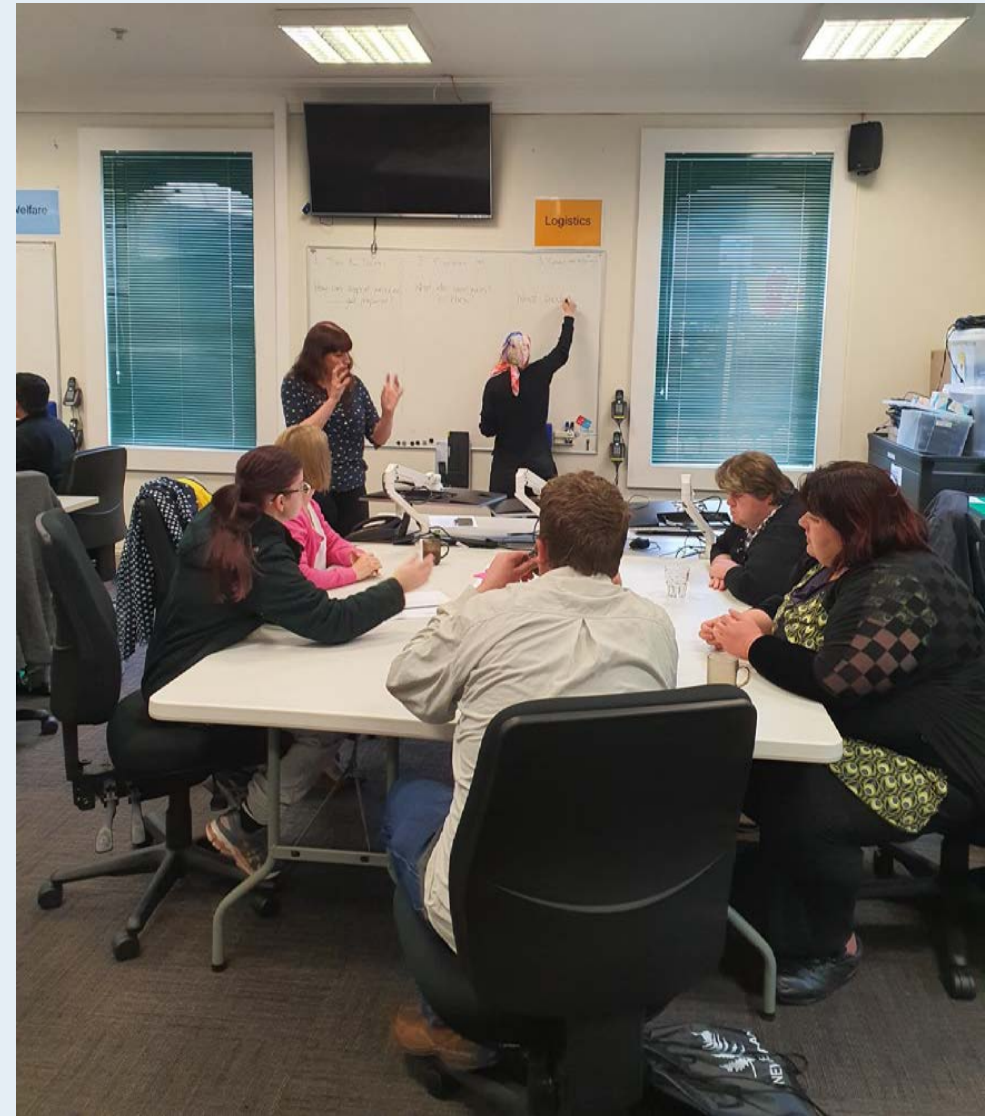
A comprehensive series of annual audits were conducted across the region in the lead up to Exercise Parawhenua, with the exception of Upper Hutt City Council EOC due to access limitations.

Feedback from Exercise Parawhenua indicates generally that the critical tools, process and procedures needed to support a response are readily available and fit for purpose.





<b>EVENT</b>	<b>Disability Service Providers Co-design Workshop</b>
<b>WHEN</b>	18 November 2020
<b>WHERE</b>	WREMO Thorndon
<b>ABOUT</b>	<p>International research continues to show that people who are disabled are more likely to be adversely affected by a disaster.</p> <p>Together with Wellington City Council and the Wellington Accessibility Advisory Group, WREMO hosted a co-design session to create a pilot workshop to train agencies who support people with disabilities in emergency preparedness.</p> <p>The session was well-attended by disabled people’s organisations and agencies that work with people who are disabled. Participants provided invaluable input on both the materials and workshop delivery. Further engagement is planned for the next steps of workshop design and delivery.</p>



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



## Capable

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

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



### Develop operational plans (OR&R)

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

<p><b>KPI:</b></p> <p>Develop and amend Wellington CDEM Group operational readiness processes, plans and Standard Operating Procedures to inform the development of the Regional Response Framework.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Completed</b></p> <p>A suite of generic response documents have been reviewed and updated to align with CIMS 3 and placed in a master file structure for each EOC and the ECC that can be accessed by any CDEM staff in the region.</p>
<p><b>KPI:</b></p> <p>Develop a Regional Response Framework that clearly articulates the operational doctrine for the region.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: In Progress</b></p> <p>A Regional Response documents Framework is in the final stages of refinement. The first version of the framework is expected to be finished by end of July 2021.</p>



### Develop operational plans (OR&R)

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

<p><b>KPI:</b></p> <p>Update the Wellington Region Earthquake Plan (WREP) and local / regional tsunami response plans to ensure accuracy.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Completed</b></p> <p>The region's tsunami plans were updated in April and used in Exercise Parawhenua in May. Suggestions for further improvement out of the exercise will be incorporated in 2021/22.</p> <p>Minor updates were made to the WREP in June 2021.</p>
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## Capable

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



### Local Earthquake Response Plans (OR&R)

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

#### KPI:

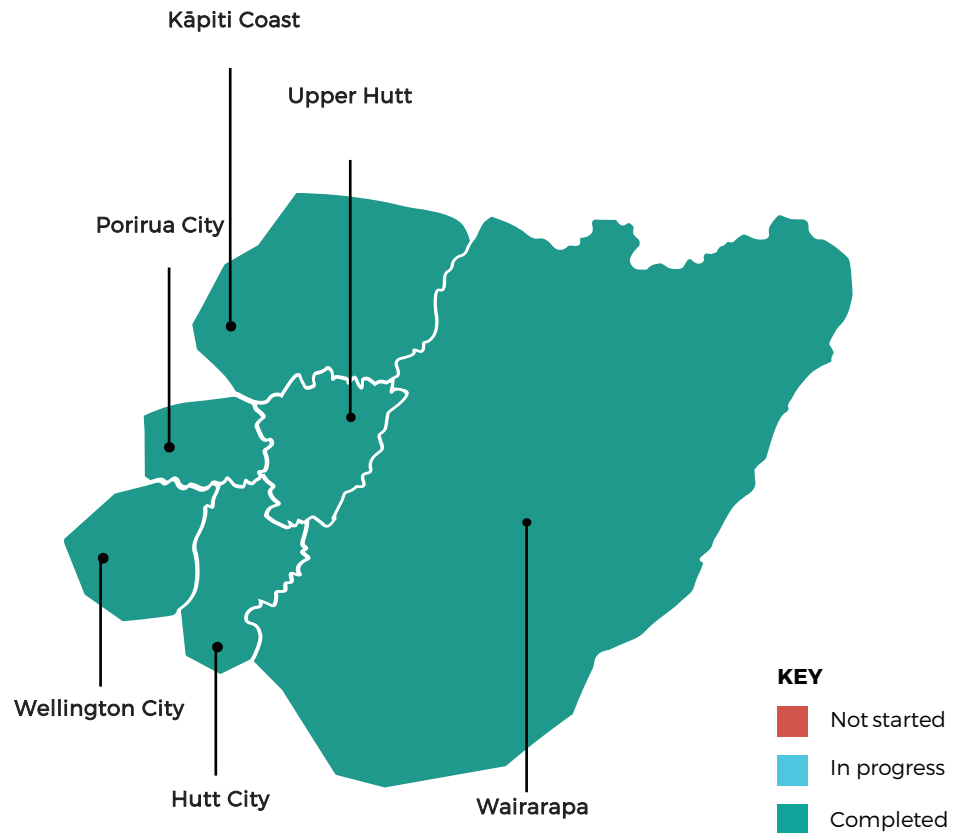
Develop 6 territorial authority Local Earthquake Response Plans (LERPs).

MEDIUM PRIORITY

#### Status: Completed

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

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





## Capable

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



### Central Business District engagement plan (CR&R)

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

#### KPI:

Implement the Central Business District (CBD) engagement plan with the delivery of 5 Household Earthquake Planning sessions, attendance at 2 CBD based public events and the finalization of the flyer for inner city residents on emergency toilets.

MEDIUM PRIORITY

#### *Status: Reduced Delivery*

##### Earthquake Planning Sessions

One further Household Earthquake Planning Session was held in the fourth quarter, bringing the total delivered to CBD residents to four.



**EQ Planning Sessions**

#### *Status: Completed*

##### Public Events

A total of five public events were attended in Wellington's CBD during 2020/21



**Events**

#### *Status: Completed*

##### Emergency Toilet Flyer

Content for the emergency toilet flyer has been finalized. The flyer is being reviewed by the relevant response partners before it is distributed.





**EVENT**

## Household Earthquake Planning with Kaumatua

**WHEN**

February 2021

**WHERE**

Porirua

**ABOUT**

Ora Toa Health Services invited WREMO to the monthly Kaumatua Hui hosted in Cannon's Creek. These monthly catch ups provide kaumatua a space to network and come together to discuss different topics.

The aim of these hui is to increase social connectedness for older members of their local community who may not have strong support networks.

A member of WREMO's Community Resilience Team facilitated the korero around personal preparedness, as well as how kaumatua can contribute to their community's response in a major disaster.



Participants at the Kaumatua Hui in Cannon's Creek discussed their role in supporting their community's response to an emergency event



## Capable

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



### Earthquake Planning sessions

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

#### KPI:

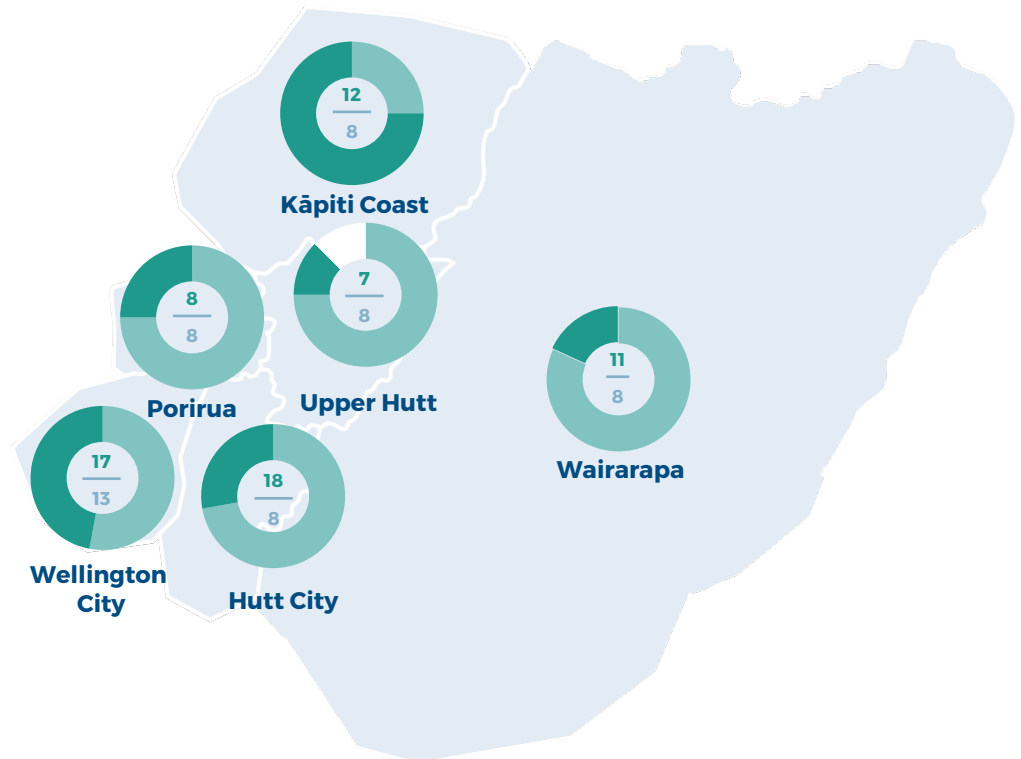
Hold 53 Household Earthquake Planning sessions across the region for members of the community.

#### Status: Completed

27 Household Earthquake Planning sessions were held in the fourth quarter, with a total of 73 delivered in 2020/21.

The development of the interactive resources for this session has enabled better information sharing and meaningful discussions with people who work in the CBD and younger audiences.

MEDIUM PRIORITY





## Capable

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



### Engage with community groups (CR&R)

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

<p><b>KPI:</b> Distribute 4 quarterly email newsletters to the WREMO mailing list.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Completed</b> The final newsletter was sent out, with a focus on promoting the opening of ShakeOut registrations.</p>	 <p><b>Newsletters</b></p>
<p><b>KPI:</b> Deliver 3 Early Learning Service Workshops across the region.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Completed</b> The team partnered with the regional Ministry of Education team to deliver three Early Learning Services workshops to a total of 55 attendees from across the region.</p>	 <p><b>Workshops</b></p>
<p><b>KPI:</b> Attend 7 public events across the region to provide preparedness information and advice to the public.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Completed</b> This KPI was far exceeded in 2020/21 with ample opportunity to promote emergency preparedness at events across the region. Key highlights include partnering with WCC Community Development team at Newtown Festival and providing personal preparedness messaging at NZDF's Wellbeing expo.</p>	 <p><b>Events</b></p>



## Capable

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

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



### Review WREMO websites (B&CD)

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

<p><b>KPI:</b></p> <p>Ensure that WREMO and Get Prepared website content is up-to-date and accurate.</p>	HIGH PRIORITY	<p><b>Status: Completed</b></p> <p>Updates to content on the WREMO and Get Prepared websites continue as required.</p> <p>Updates were made this quarter to communicate key information about current emergency events in the region promote upcoming events.</p>
<p><b>KPI:</b></p> <p>Review the function of the WREMO and Get Prepared websites and make structural and content changes as required.</p>	MEDIUM PRIORITY	<p><b>Status: Completed</b></p> <p>No structural changes were required to the WREMO and Get Prepared websites in 2020/21.</p>



### Targeted media campaigns (B&CD)

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

<p><b>KPI:</b></p> <p>Develop and implement radio advertisements that support community resilience campaigns and general preparedness.</p>	HIGH PRIORITY	<p><b>Status: Completed</b></p> <p>New radio advertisements have been developed and are set to start running in July 2021.</p>
<p><b>KPI:</b></p> <p>Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.</p>	MEDIUM PRIORITY	<p><b>Status: Completed</b></p> <p>This year's annual campaign focused on tsunami awareness. The campaign included digital advertising, print material, a campaign video shared on social media, an electronic billboard, animated videos and digital banners, and a partnership with Alphero to promote the Tsunami Ready app.</p>



## Capable

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

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



### Support public messaging initiatives (CR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

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

**KPI:**

Support the development and promotion of the Alphero tsunami app.

LOW PRIORITY

**Status: Completed**

WREMO's tsunami awareness campaign was carried out alongside the successful launch of the Tsunami Ready app. Alphero are now in talks with NEMA to roll it out across the country.



### Tsunami Blue Lines (CR&R)

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

**KPI:**

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

LOW PRIORITY

**Status: Completed**

Work has progressed within the South Wairarapa District Council Area during 2020/21 and is expected to lead into the next financial year.



<b>EVENT</b>	<b>Interactive Household Earthquake Planning session</b>
<b>WHEN</b>	March 2021
<b>WHERE</b>	Paraparaumu
<b>ABOUT</b>	<p>The Paraparaumu Scouts invited WREMO to present the new interactive Household Earthquake Planning session to the troop.</p> <p>The group enjoyed the variety of activities which included practicing drop cover hold, putting together a grab bag and working out how much water they would need for their households in a disaster.</p> <p>The session was a great opportunity for the participants to learn more about local hazards and preparedness and to pass those lessons on to parents and whānau.</p>



Members of the Paraparaumu Scouts calculate how much emergency water their household needs to get through the first week after an earthquake.



## Capable

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



### Youth engagement plan (CR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: Completed**

Resources have been developed for the delivery of an interactive workshop. The Marketing and Communications Team this year launched an Instagram page and TikTok account to expand into social media platforms that reach young people.



### Engagement plan for people with disabilities (CR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: In Progress**

The scope of the project has been updated to a more deliberate plan to focus on people with disabilities who live independently. A co-design working group will be formed to start developing resources in the next financial year.



## Capable

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



### Business continuity planning for marae (CR&R)

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

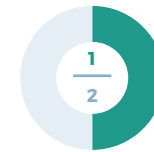
#### KPI:

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

MEDIUM PRIORITY

#### Status: *Reduced Delivery*

Delivery of this KPI has been deferred to prioritise building meaningful partnerships with whānau, marae, hapū and iwi and work towards a co-design approach for future resources. A presentation was developed and delivered to marae in the Wairarapa which incorporated elements of business continuity planning.



Workshops





## Capable

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

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



### Emergency toilet planning (CR&R)

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

**KPI:**

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

MEDIUM PRIORITY

**Status: In Progress**

The emergency toilet partnership is in the final stages with a preferred supplier identified. This contract will be finalized in 2021/22.



### Review the Community Emergency Hub Guide (CR&R)

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

**KPI:**

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

LOW PRIORITY

**Status: Completed**

No updates to the Hub Guide template were required in 2020/21.



## Connected

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



### Community Emergency Hub audits (CR&R)

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

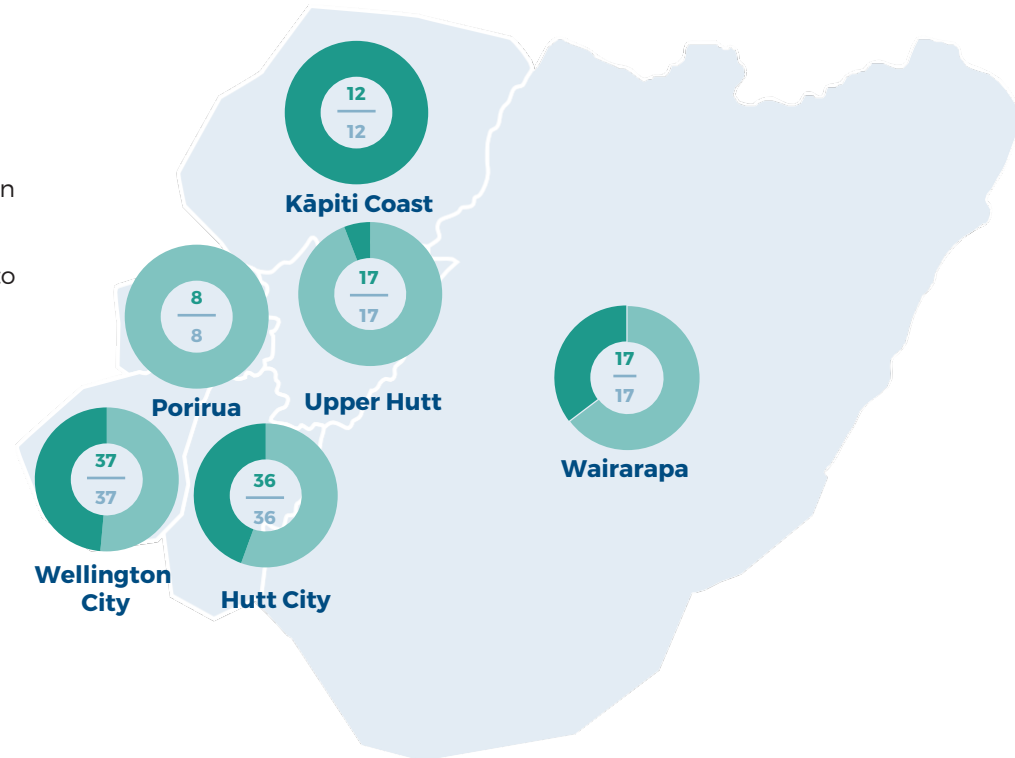
#### KPI:

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

#### Status: Completed

Audits have been completed for all 127 Community Emergency Hubs. Updates were made to batteries within all the kits across the region, and the decision was made to remove items that were no longer valid or expired (e.g. saline).

HIGH PRIORITY





## Connected


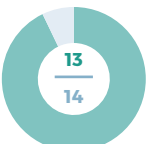
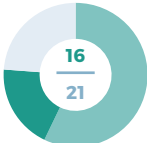
Communities are aware of and contribute to local Community Response Planning.

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



### Community Response Planning (CR&R)

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

<p><b>KPI:</b> Complete 7 Community Response Planning workshops.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Completed</b> All outstanding Community Response Plans for the region were completed this financial year, with the final workshop delivered in Wellington City in the fourth quarter.</p>	 <p><b>CRP Workshops</b></p>
<p><b>KPI:</b> Deliver 14 Community Emergency Hub Awareness activities.</p>	<p>MEDIUM PRIORITY</p>	<p><b>Status: Reduced Delivery</b> The final Hub awareness activity scheduled for Saturday 26 June was cancelled due to the region's shift to Alert Level 2. A total of 13 Hub awareness activities were completed in 2020/21.</p>	 <p><b>Hub Awareness Activities</b></p>
<p><b>KPI:</b> Complete 21 Earthquake (Hub) Drills.</p>	<p>LOW PRIORITY</p>	<p><b>Status: Reduced Delivery</b> A total of 16 Earthquake (Hub) Drills were completed in 2020/21, with staff changes and an event cancellation due to Alert Level 2 restrictions contributing to the reduced delivery of this KPI.</p>	 <p><b>Earthquake Drills</b></p>



# Response



## Capable

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



### Network Attached Storage (B&CD)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

A network attached storage solution has been installed in each site. Each of these sites are synchronized with the WREM Group SharePoint, enabling access to critical response files in the event of internet failure.

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

Instructions have been developed for users in the event of internet failure. Documentation and training videos for this equipment will continue to be developed.



### Provide support in a response (B&CD)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

Public Information Management staff for the CDEM Group provided media coordination across a range of emergency events in 2020/21, including tsunami and storm events and COVID-19 resurgence.

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

ICT support was provided to EOCs and the ECC in emergency responses throughout the year, and during Exercise Parawhenua in June. Positive feedback was received from the newly introduced EOC and ECC Intranet.



**EVENT**

**Severe Sea Swell Response**

**WHEN**

29-30 June 2021

**WHERE**

Wellington City, Hutt City and  
Wairarapa

**ABOUT**

Following a warning from MetService of severe sea swells, staff from WREMO and Greater Wellington activated the ECC to provide support and coordination for the response, working to build situational awareness, produce clear public messaging, and support local councils to respond to community needs.

Leveraging the relationships built through prior swell responses, the ECC used up-to-date expert assessments from MetService and NIWA to inform public messaging, including supporting an evacuation in Breaker Bay with an Emergency Mobile Alert.



Large waves were observed along Wellington's South Coast, with peak activity during high tide seeing damage and closures along some coastal roads.



## Capable

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



### Provide support in a response (OR&R)

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

#### KPI:

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

#### Status: Completed

WREMO staff fulfilled a range of response roles across the region for emergency events, including COVID-19 resurgence, flooding in Plimmerton, the Kaiwhata River landslide and severe sea swell event on 29-30 June 2021.

WREMO staff also led the initial regional response to the Hikurangi Trench and Kermadec earthquakes and resulting tsunami alerts on 5 March 2021.

HIGH PRIORITY



### Provide support in a response (B&CD)

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

#### KPI:

Manage staff rostering, health and wellbeing in an emergency.

#### Status: Completed

Staff stand down time was actively managed during the June 2021 ECC activation, after staff were required to respond to the COVID-19 Alert Level increase, regional flooding from adverse weather and then a sea swell event in quick succession.

The first stage of the GWRC ECC workforce project was completed and is expected to result in more streamlined rostering and improved wellbeing outcomes for staff taking part in an ECC response. It is hoped that the lessons identified can be shared with EOCs in the next financial year.

HIGH PRIORITY



## Capable

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



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

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

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

No further just-in-time training was required this financial year.



### Conduct after-action reviews (OR&R)

Capture and implement solutions for lessons identified in a response.

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

A number of after-action reviews have been completed this financial year, covering COVID-19 resurgence, the 5 March earthquake and tsunami sequence and minor flooding events. The after-action review associated with the June 2021 severe sea swell event will be completed in July 2021/22.





**EVENT**

**Plimmerton Flooding**

**WHEN**

20 November 2020

**WHERE**

Plimmerton

**ABOUT**

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

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



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



## Capable

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



### Corrective actions process (B&CD)

Capture and implement solutions for lessons identified in a response.

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

A multi-agency project led by WREMO delivered improvements to sea swell warning systems and preparedness education, as well as stronger working relationships between CDEM, councils, technical experts and communities.

These relationships were leveraged during the June 2021 sea swell event, enabling rapid coordination and clear communication.



## Ready

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



### Public alerting capability (B&CD)

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

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

The CDEM Group's Emergency Mobile Alert (EMA) capability have been strengthened, with a team of 10 trained staff now capable of using the EMA system. Training and practice scenarios are conducted on a monthly basis.

**KPI:**

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

MEDIUM PRIORITY

**Status: In Progress**

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



# Recovery



## Connected

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



## Capable

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



### COVID-19 recovery (CR&R)

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

#### KPI:

Work with local, regional and national partners on COVID-19 recovery to ensure alignment between councils, agencies and social services.

ORGANISATIONAL PRIORITY

#### Status: Completed

The Recovery Dashboard and the Community Sentiment Survey continue to be provided on request from the COVID-19 Regional Leadership Group (RLG).

These measures allow the Group to monitor change resulting from COVID-19. Ongoing collaboration is taking place with the national data sharing working group led by Statistics NZ.



### Coordinate with recovery partners (CR&R)

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

#### KPI:

Distribute 2 recovery newsletters to partners to communicate recovery updates and ideas.

HIGH PRIORITY

#### Status: Reduced Delivery

The second newsletter was not sent as the focus has been on communicating with Recovery Managers to track regional recovery from COVID-19.

#### KPI:

Develop a recovery planning process and supporting guidance that accounts for impact assessment, leadership and governance, strategy, implementation and monitoring.

HIGH PRIORITY

#### Status: In Progress

The planned Recovery 'Playbook' has evolved into a Recovery Operations Guide which is largely complete. Testing on end-users will begin early in the 2021/22 financial year, with a completed first version expected to be ready in early 2022.



## Capable

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

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



### Temporary housing plan (CR&R)

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

**KPI:**

Create guidance for temporary housing after an earthquake.

LOW PRIORITY

**Status: In Progress**

The material has been aggregated into a useable product to inform future policy work.



### Recovery resources (CR&R)

Develop a set of resources and tools for Recovery Managers.

**KPI:**

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

LOW PRIORITY

**Status: Completed**

Recovery Managers from around the region met on a regular basis to inform each other of progress and risks in their respective areas and provide updates on COVID-19 recovery.

A more formal Recovery Roundup is planned for 2021/22.



**EVENT**

**COVID-19 Recovery Dashboard**

**WHEN**

Ongoing

**WHERE**

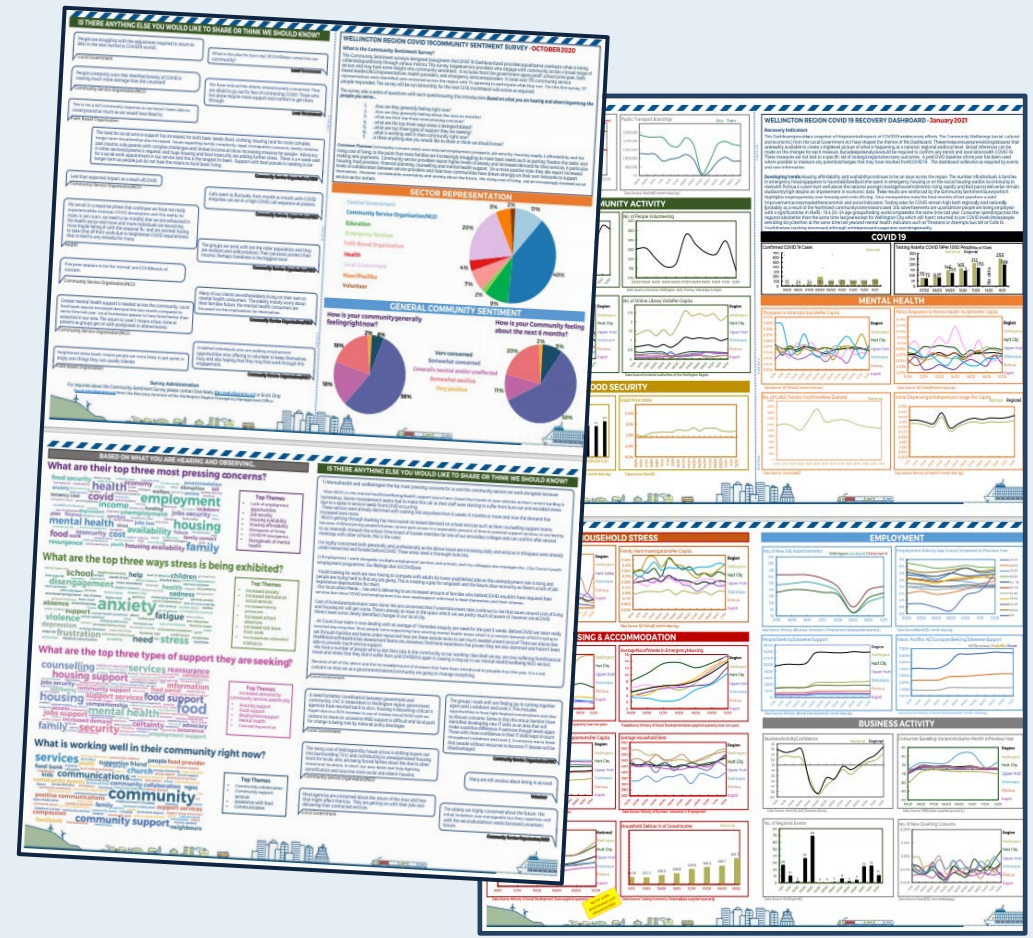
Wellington Region

**ABOUT**

The COVID-19 Dashboard and Community Sentiment Survey were developed this year to meet the changing needs of COVID-19 recovery.

This led to the development of an indicator repository, listing over 200 potential measures which could be used in the current and future events. WREMO continues to work with a range of academic, central and local government partners to develop this tool for use in future events.

The region’s recovery monitoring efforts have provided a useful evidence base for decision makers and highlighted what can be achieved through collaboration of diverse partnerships.



Reports generated from the COVID-19 dashboard and community sentiment survey were regularly provided to recovery managers and other recovery partners to inform decision-making.



## Capable

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



### Recovery indicators (CR&R)

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

**KPI:**

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

HIGH PRIORITY

**Status: Completed**

The COVID-19 recovery dashboard and community survey have become nationally endorsed products by NEMA and will continue to be developed as part of a wider national project team.



### Resource library (CR&R)

Develop a set of resources and tools for Recovery Managers.

**KPI:**

Establish a resource library for Recovery Managers.

MEDIUM PRIORITY

**Status: Completed**

The library has been completed and is available for Local Recovery Managers to access. The library will continue to be built over time.





## For Decision

# CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – AUGUST 2021

## Te take mō te pūrongo

### Purpose

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

## He tūtohu

### Recommendation

That the Joint Committee:

- 1 **Approves** the removal of the following statutory appointees:
  - a Ken Bailey as Alternate Controller (Porirua City Council)
  - b Olivia Dovey as Alternate Controller (Porirua City Council)
  - c Steve Perdia as Recovery Manager (Porirua City Council)
  - d Geoff Stuart as Alternate Controller (Hutt City Council)
  - e Damon Simmons as Alternate Controller (Hutt City Council)
  - f Tom Williams as Alternate Controller (Wellington City Council)
  - g Carolyn McKenzie as Alternate Controller (Combined areas of the district councils in the Wairarapa)
  - h Kate Conroy as Recovery Manager (Combined areas of the district councils in the Wairarapa)
  - i Glenn O'Connor as supplementary controller (Kapiti Coast District Council)
- 2 **Approves** the addition of the following statutory appointees:
  - a Anthony Robinson as Alternate Controller (Hutt City Council)
  - b Solitaire Robertson as Alternate Controller (Combined areas of the district councils in the Wairarapa)
  - c David Wilson as Recovery Manager (Combined areas of the district councils in the Wairarapa)

## Te horopaki

### Context

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

### Civil Defence Emergency Management Group appointments

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

**Bold** – New appointee

~~Strikethrough~~ - Removed appointee

Standard – Current appointee

### *Group Controllers and alternates*

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

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

Area to which appointed	Appointee name and designation
Wellington City Council	Derek Baxter (primary) Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate) Mike Mendonca (alternate) <del>Tom Williams (alternate)</del>
Porirua City Council	Jerry Wrenn (primary) Alison Wiley (alternate) <del>Olivia Dovey (alternate)</del> <del>Ken Bailey (alternate)</del> Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (primary) Steve Cody (alternate) Kevin Currie (alternate) Rian van Schalkwyk (alternate) Paul Busing (alternate) <del>Glen O'Connor (supplementary)</del> Scott Dray (supplementary)
Hutt City Council	Lester Piggott (primary) <del>Geoff Stuart (alternate)</del> Craig Cottrill (alternate) <del>Damon Simmons (alternate)</del> Jay Houpapa (alternate) <b>Anthony Robinson (alternate)</b>
Upper Hutt City Council	Geoff Swainson (primary) Richard Harbord (alternate) Craig Cottrill (alternate) Liezel Jahnke (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	David Hopman (primary) Jonathan Hooker (alternate) Tim Langley (alternate) <del>Carolyn McKenzie (alternate)</del> Richard Harbord (alternate) Murray Johnston (alternate) <b>Solitaire Robertson (alternate)</b> Darryl McCurdy (supplementary)

### **Group and Local Recovery Managers and alternates**

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

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

### **Non statutory appointments**

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

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

### **Ngā hua ahumoni**

#### **Financial implications**

9. There are no financial implications associated with the decision to approve the WREMO Annual Report (1 July 2020 - 30 June 2021)

**Ngā tikanga whakatau**  
**Decision-making process**

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

**Te hiranga**  
**Significance**

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

**Te whakatūtakitaki**  
**Engagement**

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

**Ngā tūāoma e whai ake nei**  
**Next steps**

13. No further external communication is required.

**Ngā kaiwaitohu**  
**Signatories**

Writer	Sam Ripley – Emergency Management Advisor, Business and Development, WREMO
Approvers	Jess Hare – Manager – Business and Capability Development, WREMO Jeremy Holmes – Regional Manager, WREMO

**He whakarāpopoto i ngā huritaonga  
Summary of considerations**

***Fit with Council's roles or Committee's terms of reference***

The CDEM Group makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).

***Implications for Māori***

There are no known implications for Māori.

***Contribution to Annual Plan / Long term Plan / Other key strategies and policies***

There are no known implications for Council's strategies, policies or plans.

***Internal consultation***

All local authority chief executives were engaged and support the proposed appointees.

***Risks and impacts: legal / health and safety etc.***

While there is no significant legal or health and safety risk, it is important that all Controllers, Recovery Managers and Group Welfare appointments are appropriately contracted to the council for which they hold the appointment. Each council is responsible for managing their own appointments and advises the CDEM Group of any changes to statutory appointments.