



If calling please ask for: Democratic Services

13 April 2018

Civil Defence Emergency Management Group

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

Friday, 20 April 2018 at 9.00am

Membership of Group

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

Civil Defence Emergency Management Group (CDEM Group)

**Meeting to be held on Friday, 20 April 2018 at 09.00am in the
Council Chamber, Level 2, Upper Hutt City Council, 838
Fergusson Drive, Upper Hutt**

Public Business

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| 1. | Apologies | | |
| 2. | Public Participation | | |
| 3. | Confirmation of the Minutes
(1 December 2017) | Report 17.495 | 3 |
| 4. | CDEM Group Appointments | Report 18.138 | 7 |
| 5. | Declaration Guide & Documentation | Handout | |
| 6. | WREMO Quarterly Report
(1 October 2017 to 31 December 2017) | Report 18.137 | 11 |
| 7. | Group Plan Update | Brief | |
| 8. | TAG Process Update | Brief | |
| 9. | NZRT update | Brief | |
| 10. | Porirua Emergency Operations Centre | Presentation | |

Next meeting: 22 June 2018



Please note that these minutes remain unconfirmed until the Civil Defence and Emergency Management Group (Joint Committee) meeting on 20 April 2018

Report 17.495
1/12/2017
File: CCAB-21-202

Public minutes of the Civil Defence and Emergency Management Group (Joint Committee) meeting held in the Council Chamber, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt, on Friday, 1 December 2017 at 9:03am

Present

Mayor Patterson (Chair)	(Masterton District Council)
Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Napier	(South Wairarapa District Council)
Mayor Tana (from 9:06am)	(Porirua City Council)

1 Apologies

Moved (Mayor Booth/ Mayor Napier)

That the CDEM Group accepts the apologies for absence from Mayors Wallace and Lester.

The motion was **CARRIED**.

2 Public Participation

There was no public participation.

3 Confirmation of the minutes of 25 August 2017

Moved (Mayor Napier/ Mayor Guppy)

That the CDEM Group confirms the minutes of the meetings of 25 August 2017, Report 17.312.

The motion was **CARRIED**.

4 **CDEM Group Appointments**

Report: 17.478

File: Z/01/04/19

Moved

(Mayor Gurunathan/ Mayor Booth)

That the CDEM Group:

1. *Receives the report;*
2. *Notes the content of the report;*
3. *Approves the following controller appointments:*
 - a. *David Russell, Group Controller (Operational Readiness Manager)*
 - b. *Barbara McKerrow, Alternate Local Controller, Wellington City*
 - c. *Simon Fleisher, Alternate Local Controller, Hutt City*
 - d. *Glen O'Connor, Alternate Local Controller, Kapiti Coast District*
 - e. *Rian Van Schalkwyk, Alternate Local Controller, Kapiti Coast District.*
4. *Removes the following appointee from the list of Controllers:*
 - a. *Craig Cottrill, Alternate Local Controller, Hutt City*
 - b. *Rian Van Schalkwyk, Alternate Local Controller, Hutt City*
 - c. *Matt Reid, Alternate Local Controller, Upper Hutt City*
 - d. *Ian Johnson, Alternate Local Controller, Upper Hutt City.*

The motion was **CARRIED**.

Mayor Tana arrived during consideration of this item at 9:06am.

5 **Declaration Guide and Documentation**

Rian Van Schalkwyk, Manager, Business and Development, handed to the members of the CDEM Group guidance for declaring a state of emergency and associated documents that would need to be completed by territorial authorities if they did wish to declare an emergency.

6 **WREMO Quarterly Report 1 July – 30 September 2017**

Report: 17.479

File: Z/01/04/19

Moved

(Mayor Napier/ Mayor Tana)

That the CDEM Group:

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

The motion was **CARRIED**.

7 **Wellington Region CDEM Review: Executive Summary Report**

Report: 17.480

File: Z/01/04/19

Dan Neely, Manager, Community Resilience, spoke to the report.

Moved

(Mayor Gurunathan/ Mayor Guppy)

That the CDEM Group:

1. *Receives the report;*
2. *Notes the content of the report;*
3. *Notes the findings of the CEG Sub Committee and CEG.*
4. *Agrees to the proposed extension of the current Group Plan until December 2018 to provide sufficient time for the new Group Plan to be developed effectively.*

The motion was **CARRIED**.

The meeting adjourned at 9:21am and recommenced at 9:38am.

8 **Wellington Region Lifelines Update**

Hon Dame Fran Wilde, Chair, Wellington Lifelines Group, gave a presentation to the CDEM Group on the activities of the Wellington Lifelines Group.

Hon Dame Fran Wilde spoke about the Wellington Region's unique vulnerability to earthquakes and the importance of investment in infrastructure to create resilient assets. The Kaikoura earthquake in November 2016 proved the consequences of such an event to the Regional economy.

The Wellington Lifelines Group has used data to commission a model of a scenario event of a 7.5 magnitude earthquake on the Wellington Fault. Following the results of this model becoming available, Hon Dame Fran Wilde will visit each council individually in the Region in the new year and have more detailed discussions with each one.

9 **Next meeting: 23 March 2018**

The meeting closed at 10:00am.

Chair, Wellington Civil Defence Emergency Management Group.

Date:



Report 18.138
Date 12 April 2018
File CCAB-21-209

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

CDEM Group Appointments

1. Purpose

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

2. Background

Sections 26 and 27 of the Civil Defence Emergency Management Act 2002 (the Act) requires a CDEM Group to appoint, either by name or reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area, and to appoint at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller if they are absent from duty for any reason. It also states that a CDEM Group may appoint one or more persons to be a Local Controller.

3. CDEM Group appointments

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

Statutory appointments:

Controllers	
CDEM Group	David Russell (Group Controller) Rian van Schalkwyk (alternate) Dan Neely (alternate) Alistair Allan (alternate) Davor Bejakovich (alternate) Bruce Pepperell (alternate) Jeremy Holmes (alternate) Adrian Glen (alternate)
Wellington City	Simon Fleisher (Local Controller) Steve Cody (alternate) Gunther Wild (alternate) Dan Neely (alternate)

	Toni Thompson (alternate) Nicola Brown (alternate) David Chick (alternate) Kane Patena (alternate) Barbara McKerrow (alternate)
Porirua City	Jerry Wrenn (Local Controller) Trevor Farmer (alternate) Brian Anderson (alternate) James Jefferson (alternate) Scott Martin (alternate) Bruce Pepperell (alternate)
Kapiti District	Max Pedersen (Local Controller) Scott Dray (alternate) Bruce Johnston (alternate) Kevin Currie (alternate) Glen O'Connor (alternate) Rian van Schalkwyk (alternate)
Hutt City	Lester Piggott (Local Controller) Matt Reid (alternate) Bruce Sherlock (alternate) Geoff Stuart (alternate) Debra Nicholas (alternate) Simon Fleisher (alternate)
Upper Hutt City	Richard Harbord (Local Controller) Mike Ryan (alternate) Steve Taylor (alternate) Jessica Hare (alternate) Geoff Swainson (alternate)
Wairarapa	David Hopman (Local Controller) Jonathan Hooker (alternate) Murray Johnstone (alternate) Mark Allingham (alternate) Darryl McCurdy (alternate)

Non-statutory appointments:

Recovery Managers	
CDEM Group	Nigel Corry (Recovery Manager) Dan Neely Luke Troy Deborah Hume

Wellington City	Mike Mendonca (Recovery Manager) Paul Andrews Danny McComb
Porirua City	Tamsin Evans
Kapiti Coast District	Sarah Stevenson
Hutt City	Kim Kelly
Upper Hutt City	Steve Taylor (Recovery Manager) Geoff Swainson
Wairarapa	Tania Madden (Masterton) Jennie Mitchell (South Wairarapa) Dave Gittings (Carterton)
Lifelines Co-ordination	
CDEM Group	Richard Mowll

4. **Comment**

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

5. **Communication**

No further external communication is required.

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

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

6.1 **Significance of the decision**

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

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

6.2 **Engagement**

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

7. **Recommendations**

That the CDEM Group:

1. *Receives the report.*

2. *Notes the content of the report.*
3. *Approves the following controller appointments:*
 - a. *Adrian Glen, Alternate Group Controller*
 - b. *Jeremy Holmes, Alternate Group Controller*
 - c. *Max Pedersen, Local Controller, Kapiti District*
4. *Removes the following appointees from the list:*
 - a. *Mark Constable, Alternate Local Controller, Wellington City*
 - b. *Wayne Maxwell, Local Controller, Kapiti District*
 - c. *Anita Dixon, Alternate Local Controller, Kapiti District*

Report prepared by:

Jeremy Holmes
Regional Manager



Report 18.137
Date 12 April 2018
File CCAB-21-207

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

WREMO Quarterly Report 1 October–31 December 2017

1. Purpose

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

2. Background

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

3. Quarterly Report

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

The content of the Quarterly Report has been reviewed and endorsed by both the CEG Subcommittee and CEG.

4. The decision-making process and significance

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

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

6.1 Engagement

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

5. Recommendations

That the CDEM Group:

- 1. **Receives** the report.*
- 2. **Notes** the contents of the report.*
- 3. **Approves** the report as an accurate record of those activities occurring in the second quarter of 2017/18.*

Report prepared by:

Jeremy Holmes
Regional Manager

Attachment 1: WREMO Quarterly Report (1 October – 31 December 2017)

**WELLINGTON REGION
EMERGENCY MANAGEMENT OFFICE**

Quarterly Report

1 October – 31 December 2017



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COMMUNITY
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Executive Summary

Overview

A busy quarter, dominated by the completion of Wellington Region CDEM Review, the handover between the incoming and outgoing Operational Readiness Manager / Group Controller, and the first anniversary of the 2016 Kaikoura Earthquake.

Wins

1. *Wellington Region CDEM Review*

The ambitious schedule of interviews and workshops designed to help inform the blueprint for CDEM in the Wellington Region for the next 5 to 10 years was successfully completed on 15 October. 55 recommendations for the Group were identified, 52 of which were endorsed by the CEG Sub-Committee on 20 October. On 3 November the CEG noted all recommendations, along with the ongoing delay in the release of the findings of the Ministerial Review on Better Responses to Natural Disasters and Other Emergencies. It was agreed that a meeting should be scheduled for the Council CE's in early February to discuss WREMO's direction and funding levels once the findings of the Ministerial Review were known. In response, the Joint Committee agreed to delay the development of the next Group Plan by six months to ensure the content of the new Group Plan was aligned with the new national direction.

2. *New Group Controller*

On 2 October David Russell was appointed as the new Operational Readiness Manager and Group Controller. During October he completed his handover with the outgoing Group Controller, Bruce Pepperell. The handover included a one day Controller's Course to familiarise David with the legislative requirements of the Group Controller role. In November David completed the online and residential components of the MCDEM Controllers Development Programme. In December his appointment as the new Group Controller was approved by the Joint Committee.

3. *Kaikoura Earthquake Anniversary.*

On 14 November the region recognised the anniversary of the 2016 Kaikoura earthquake and tsunami with schools, businesses and council staff practicing drop, cover, hold and/or walking out of their local tsunami zone during work hours. In the evening, households were encouraged to do similar. The activity was designed to increase workplace preparedness and awareness of tsunami evacuation routes and safe zones. The event provided a good platform for future anniversary events.

Executive Summary

Developments

The more notable activities occurring during the quarter include:

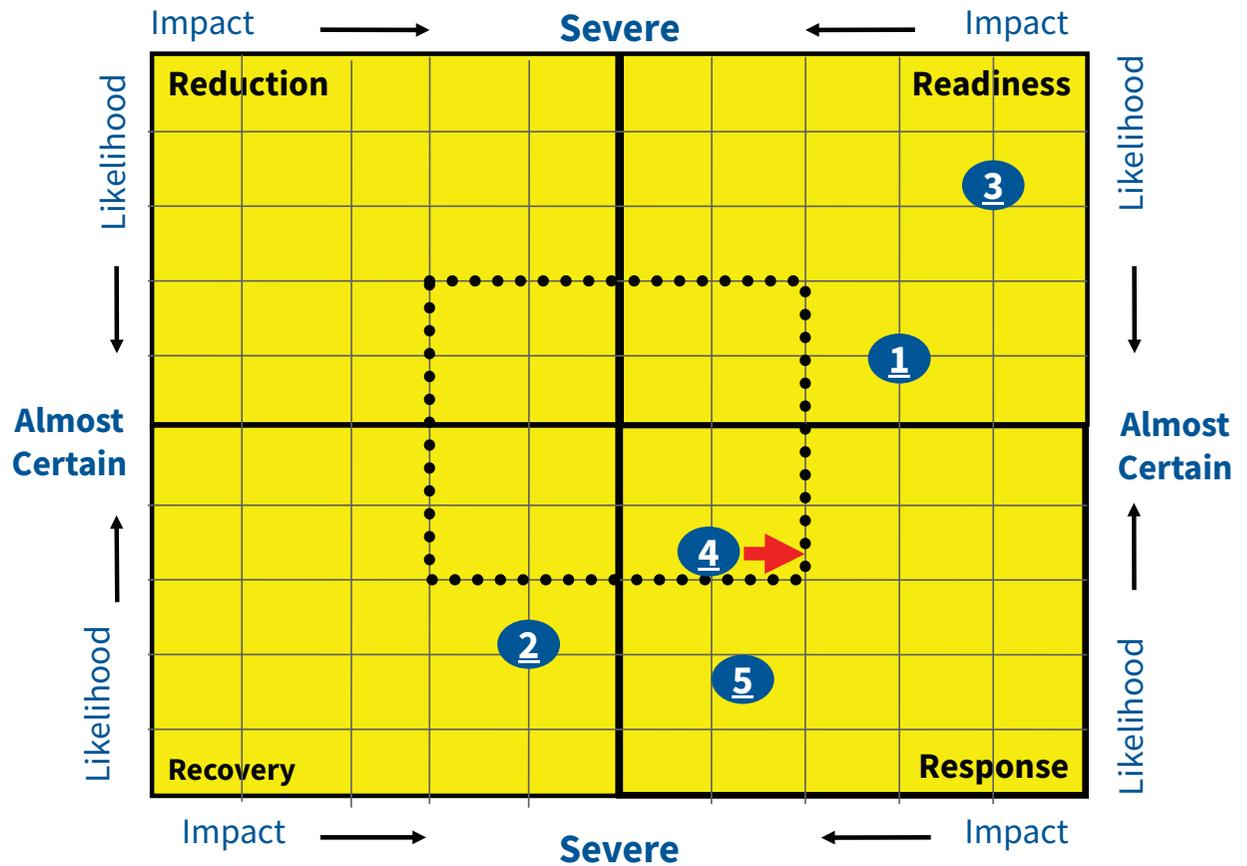
1. **Wellington Region Earthquake Plan (WREP).** Over the October/November period more than 530 council staff around the region attended training on the WREP.
2. **Training Attendance.** While the numbers attending training fluctuated from month to month within councils, the numbers of staff attending training across the region generally remained stable over the quarter. That said, some improvement was made in the number of GWRC staff attending ECC training. A comprehensive plan has also been developed by GWRC to make further improvements in this area. The changes will start being implemented in the New Year.
3. **Community Emergency Hubs (CEH).** An increased emphasis was placed on Hub activation exercises around the region as a way of engaging communities and encouraging them to improve their level of emergency preparedness. The new Minister for Civil Defence Emergency Management, the Honourable Kris Faafoi, attended one of the exercises in Porirua sharing his positive views of the Hub model and experience via his Facebook page
4. **Earthquake Planning Guide.** While sufficient copies of the earthquake planning guide were produced to support a mass mail-out across the entire region before the 14 November anniversary of the Kaikoura earthquake, the contractor responsible for the mail-out failed to deliver them all. Another mail-out is planned for the New Year.
5. **Water Tanks.** The long period of fine weather that was experienced during the months of November and December, and the associated pressures on the region's water supply, helped raise public awareness of the importance of water. Increased sales of water tanks around the region were experienced as a result.

Executive Summary

Risk Matrix as at 31 December 2017

Risks

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



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Executive Summary

Risk explanation and treatment

1. As time elapses since our last significant emergency (November 2016), public interest in resilience building initiatives continues to wane. However, initiatives like the #TsunamiWalkout on the anniversary of the Kaikoura Earthquake – a date that has particular significance to people in the Wellington region – are proving popular and providing a good basis for similar events in the future to continue to improve regional resilience. .
2. The lessons arising from Christchurch’s recovery programme must be incorporated into a framework tailored for the Wellington region. Work on this is underway, also incorporating those lessons from the November series of events. The aim is to have a robust framework that aligns at a national, regional, and local level and it be included in the next Group Plan.
3. Central Government policies and initiatives often take a top down approach, with minimal consideration being given to the interpretation and/or implementation of the policies concerned. Such an approach can sometimes pose significant challenges for regions who are responsible for the interpretation and/or implementation of these policies. At the December Group Managers' Forum these challenges were highlighted to MCDEM, with a more collaborative approach being proposed as the way forward. It was agreed that more work was needed in this space and it would be raised as an agenda item at the next Regional Managers' meeting in March.
4. This risk reflects the fluctuating numbers of council staff attending EOC/ECC training. While the total numbers attending training have generally remained stable over the reporting period these numbers now need to be maintained and (preferably) improved upon. Where numbers have fluctuated or progress has not been made, councils and WREMO staff are being encouraged to look critically at the reasons why and to develop plans to increase the number of staff attending. This risk has regularly been highlighted to council executives, noting council obligations under the CDEM Act 2002 and the WREMO founding agreement which requires councils to make staff available for EOC/ECC training and operations. The November 2016 series of events also highlighted the importance of being able to activate and maintain sufficient staff to perform required emergency functions.
5. Answers to key Health and Safety factors, as they relate to CDEM, were promulgated in the 30 June 16 report. Health and Safety is constantly being assessed by WREMO and council staff in accordance with mandated requirements.

Financial Summary - As at 31 December 2017

WREMO Income Statement 31-Dec-17	YTD as at 31 December			Full Year
	Actual \$000	Budget \$000	Variance \$000	Budget \$000
Rates & Levies	512	442	70	883
Government Grants & Subsidies	-	-	-	-
External Revenue	1,090	1,091	(0)	2,181
Investment Revenue	2	2	0	4
Internal Revenue	-	-	-	-
TOTAL INCOME	1,604	1,534	70	3068.6
less:				
Personnel Costs	1,165	1,123	(42)	2,246
Materials,Supplies & Services	227	241	14	482
Travel & Transport Costs	26	35	9	70
Contractor & Consultants	109	88	(21)	177
Internal Charges	64	63	(1)	125
Total Direct Expenditure	1,590	1,550	(40)	3099.1
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Transition Costs - operational	-	-	-	-
Depreciation	35	43	8	85
Loss(Gain) on Sale of Assets / Investments	(27)	-	27	(40)
TOTAL EXPENDITURE	1,598	1,592	(6)	3144.1
OPERATING SURPLUS/(DEFICIT)	6	(58)	64	(76)
Add Back Depreciation	35	43	(8)	85
Other Non Cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	(120)
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	41	27	56	(111)
Debt Additions / (decrease)	-	-	-	-
COUNCIL reimbursements	-	-	-	-
Reserve Investments Interest	(2)	(2)	-	(4)
Reserve Investments Transfer Out	-	-	-	115
NET FUNDING SURPLUS (DEFICIT)	39	26	56	0

The second quarter has seen WREMO's spend align with the budget. The WREMO team are actively managing their spend against their budgets and are looking are on track for the remaining quarters.

**Balance of reserve as at
31 December 2017
\$86,000***

* Once 2017/2018 allocations have been transferred

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Community Resilience

Regional update



Community Resilience

Community Emergency Hubs – The team is continuing to work through the project plan to bring all of the Hubs up to a shared standard for activation and operation. Radio communications and connectedness to the EOCs are the current focus of the programme, in particular addressing the legacy issues associated with each council having different equipment and maintenance processes. WREMO is scoping the potential requirements for standardizing this system from the ECC right down to the Hubs.

Your Earthquake Planning Guide – To coincide with the Nov 14th Anniversary, the new Earthquake Planning Guide was distributed to households across the region via direct distribution. Unfortunately, there were some gaps in the delivery. Wellington City Council are currently working with the delivery agent to ensure all households in the region will receive the planning guide in the New Year.

Business Continuity Planning Workshops – This year has had a particular focus on improving business continuity and targeting community service organisations, in particular, to better position them to look after their clients in times of stress. WREMO has had good attendance at the workshops. The team will be updating the BCP guide and workshops later in the year to bring it in line with other WREMO materials.

New Zealand Geographic – WREMO's approach was profiled in NZ Geographic and recognised for it's leading approach to enhancing community resilience to disasters. <https://www.nzgeo.com/stories/%C2%AD%C2%ADready-or-not/>

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Community Emergency Hub Exercises

Increasingly, the team is putting more emphasis on Hub activation exercises as a way to engage our communities and channel their energy. The feedback has been very positive. Exercises are promoted through the revised Emergency Preparedness Course, Community Response Planning sessions and the wider public through other promotional activities.

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

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



SUMMARY

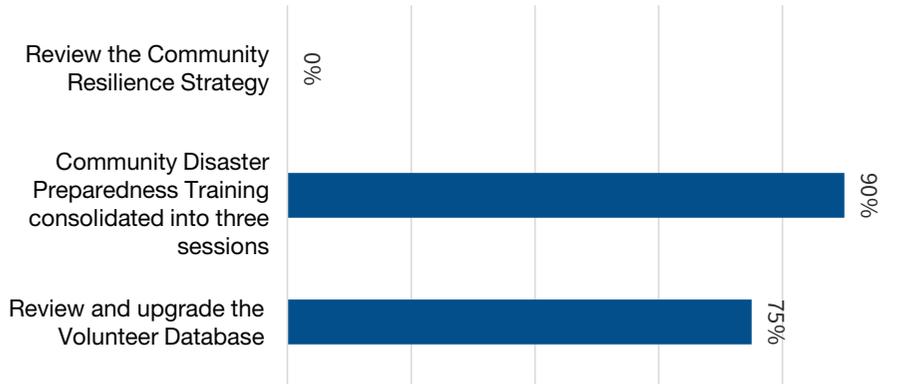
COMMUNITY RESILIENCE

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Community Resilience

Completed previous quarters
 Completed this quarter
 Remaining to be completed



Aged Residential Care Workshop



School-based Workshop



Community Hub Activations



Community Preparedness Training



Community Response Plans



8 CRPs are in development around the region.

Prepared Business Workshop



Prepared Apartment Workshop



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Community Resilience – Pre Disaster Recovery Planning

In this quarter, WREMO delivered a three session workshop series to grow our region’s capabilities in recovery planning. The workshop focused on developing a common base of understanding for recovery concepts, the use and development of a strategic framework for recovery, and applying critical thinking to how councils can lead and convene a range of partners to solve complex recovery challenges.

The first workshop brought together a number of common themes and challenges to show how recovery differs from response, and to highlight the overarching themes common in disaster recovery efforts in New Zealand and around the world.

The second workshop moved from the context and structures for recovery into the legal powers activated in the transition from response to recovery, and the priorities for medium to long-term recovery. While early recovery focuses on stabilisation and reducing uncertainty, most of the strategies and actions in medium and long-term recovery use the laws and processes councils use in their BAU work. This workshop helped clarify how council staff can apply their wealth of knowledge of their BAU roles to the unique and time-compressed setting of recovery.

The final workshop introduced Recovery Action Plans as one of primary tools that councils can use to set strategic direction and provide transparency on current actions as well as their intentions for future work. Understanding how to develop a Recovery Action Plan enables councils to provide clear strategic direction in the otherwise hectic post-disaster environment, and to help clarify priorities to external stakeholders.

Throughout the workshop process, council staff asked many questions, demonstrated ways to connect BAU roles to recovery challenges, and derived key insights into how our region will need to work cooperatively and creatively in disaster recovery. WREMO and local council Recovery Managers will continue to develop key concepts and work towards a recovery framework. Further actions are likely to include an improved model for including community leaders in a recovery organisation, common standards for exercising and monitoring, and the evaluation of pre-disaster strategies to improve recovery outcomes.

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Community Resilience – Natural Hazard Management Strategy

The purpose of the Wellington Region Hazard Management Strategy

This quarter marked the establishment of the Hazards Strategy Steering Group. The purpose of the Steering Group is to strengthen a risk-based planning approach for councils and lifelines in the Wellington Region by advancing the goals of the Wellington Region Natural Hazards Management Strategy. The objectives of the Strategy are to ensure our natural hazards and risks are understood, our planning takes a long term risk-based approach, consistent approaches are applied to natural hazard risk reduction, and we have an agreed set of priorities to reduce the risk from natural hazards

Successfully advancing these objectives will require regional collaboration. To achieve this, the Steering Group is comprised of representatives from all of the councils within the region (except the Wairarapa), Wellington Water, the Wellington Lifelines Group and WREMO (which has been appointed as the Chair of the Steering Group).

Why this work matters

Strengthening risk-based policies that promote the effective mitigation or avoidance of major hazards will increase the resilience of communities and economies in the Wellington region, and promote more reliable long-term urban planning outcomes. Starting by setting consistent, agreed-upon planning policies for two primary hazards – earthquake and sea-level rise – the region will enable safer, smarter growth with reduced safety and financial risk.

What's being done

During the course of this quarter, the Steering Group set and assigned immediate actions for 2018 and defined Terms of Reference for three Working Groups for planning, research and engagement respectively.

The main tasks for the Steering Group and its three Working Groups are to draft planning policies for addressing two primary hazards: earthquake and sea-level rise. Other hazards such as flooding, fire and storms are part of the Strategy, but as earthquake and sea-level rise represent two of the greatest hazard challenges for the Wellington Region, they will be the substantive focus for the first year. Planning policies will aim to align the way earthquake hazards and sea-level rise are dealt with through a variety of options, ranging from mitigating key infrastructure and buildings to directing development away from high-hazard areas. Finally, development of planning policies will begin with research and policy assessment of what works or doesn't work now, and ultimately propose a best-practice approach for development affected by earthquake hazards and sea-level rise.

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Community Resilience

Public education

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

Community engagement

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

Public Education

As part of #TsunamiWalkOut, WREMO organised Facebook Live posts and introduced Jeremy as the new Regional Manager.



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#TsunamiWalkOut 14 November 2017

On the one year anniversary of the Kaikoura Earthquake, the team promoted #TsunamiWalkOut across the region to highlight tsunami risk and promote the actions to take after a long or strong earthquake. Schools, as well as some councils and businesses, across the region participated in evacuation drills. Additionally, public education messages went out encouraging the public to have the conversation and practice where to go after dinner. The team received positive feedback from the event and will build it into an annual promotion to align with International Tsunami Day on the 5th of November.

Photo: Staff from Bowen House, taking part in #TsunamiWalkout, meet at the edge of the evacuation zone.

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Community Resilience

Preparedness enablers

- ON-GOING** Promote emergency water tanks as a fundraiser to increase distribution.
- NOT STARTED** Support the logistics to sell discounted Home Foundation Kits and Emergency Toilets.
- IN PROGRESS** Support and develop the logistics of an ongoing sales promotion through a large homeware stores and supermarkets.

Tsunami Blue Lines

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

WREMO website

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

Preparedness Enablers

WREMO had a stand at the Petone Mitre 10 Mega to promote preparedness products in the lead up to the 14 November Anniversary of the Kaikoura Earthquake.

Tsunami Blue Lines

As more cities are implementing or exploring the adoption of Tsunami Blue Lines, WREMO can continue to support as an advisor, facilitator and connector to ensure a similar approach is rolled out across the region.

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Operational Readiness

Regional update



Operational Readiness

Operational events

There were no significant events during this reporting period.

Operational Readiness

Over this three month period the main focus was on information sharing workshops and ECC/EOC staff training. Over the October/November period more than 530 people attended training on the Wellington Regional Earthquake Response Plan.

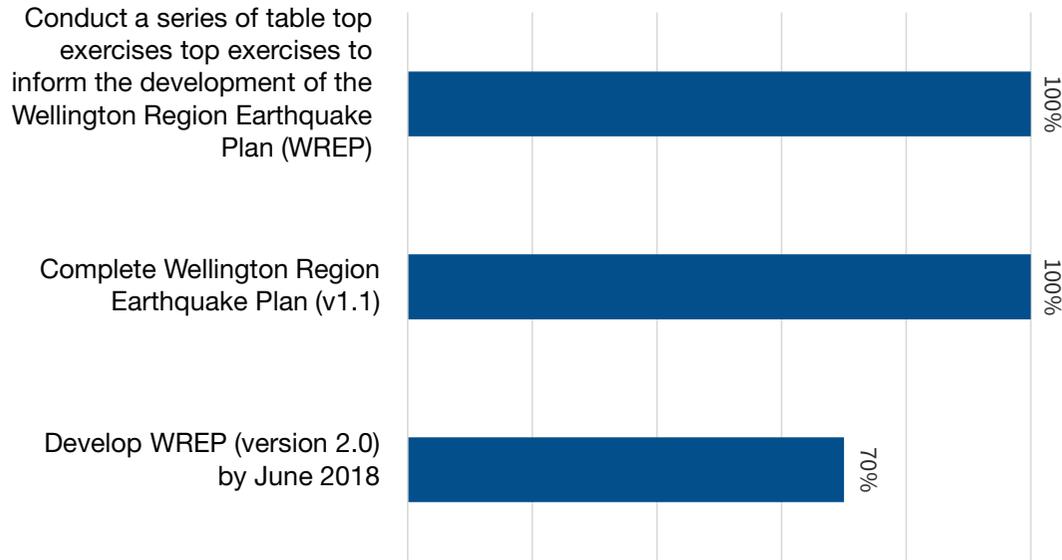
Good progress has also been achieved on the development of the Wellington Region Earthquake Plan (WREP) with Version 1.1 endorsed by the Coordinating Executive Group on 3 November 2017. WREP Version 2.0 is scheduled to be presented to the Joint Committee on 22 June 2018.

Operational Capacity

The key success factors for emergency management operational capacity are: strong stakeholder engagement, skilled personnel, capable systems and operational equipment/infrastructure to enable a timely and appropriate response to an emergency. Work has now started on each of these element to improve the operational capacity of the region.

In October the new Porirua Emergency Operations Centre at 2B Raiha Street was completed. The Porirua EMA continues to facilitate the introduction of equipment to support the Centre's operation.

Operational Readiness



Earthquake Response Plans

We continued to provide regional CDEM contributions to the Wellington Earthquake National Initial Response Plan (WENIRP) Version 2.0.

With the endorsement of the Wellington Regional Earthquake Response Plan (WREP) v1.1 attention is now focused on the local earthquake response plans being developed for the six Emergency Operations Centres.

Duty Officer Activation



SUMMARY
COMMUNITY RESILIENCE
OPERATIONAL READINESS
BUSINESS & DEVELOPMENT

Operational Readiness

Stakeholder engagement

- ON-GOING** Operational equipment checks are completed monthly.
- ON-GOING** Support the regional ECC and local EOCs after action review process following any activation of the ECC or EOCs.
- COMPLETE** Ensure the primary Lifelines Utility Coordinator (LUC) role is contracted and managed.
- ON-GOING** Participate in the local Emergency Services Coordination Committees and Regional Inter-agency Liaison Committee.
- ON-GOING** Engage with Lifeline Utilities organisations to enable regional resilience, readiness and response coordination.
- ON-GOING** Conduct information sharing sessions/workshops with emergency management stakeholders.
- ON-GOING** Work with the Wellington Lifelines Group (WeLG), the Wairarapa Engineering Lifelines Association (WELA) and individual lifelines agencies to enhance capability.

Information sharing sessions/workshops with emergency management stakeholders

The following sessions were held in this quarter:

- **3 Oct 17** - WREMO, GWRC Flood Protection, Hydrology, and Communications meet to better understand each other's roles and responsibilities in a flood response.
- **10 Oct 17** – WREMO, the Harbourmaster and CentrePort discussed the use of the Wellington Port and harbour in event of a major earthquake.
 - **14 Nov 17** – meeting with Dam Safety Intelligence to discuss development of a Dam Emergency Action Plan for Greater Wellington Regional Council's three park dams.
 - **17 Nov & 4 Dec 17** – meeting with Fire and Emergency NZ to better understand the threat of fire following earthquake and the response requirements.

Fuel Response Plan

Work has begun on updating the Regional Fuel Response Plan.

SUMMARY

COMMUNITY
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Operational Readiness

Exercises and Training

- ON-GOING** Develop and deliver staff training in accordance with Operational Readiness Training Programme.
- ON-GOING** Deliver ECC/EOC staff induction training (as required).

Documentation

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

Emergency Management Information System (EMIS)

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

Duty Officer system & alerting

- ON-GOING** Develop a robust notification process for alerting WREMO staff for response actions, as a model to assess viability of a region wide notification system.
- ON-GOING** Manage the duty officer systems and processes.

EOC training

Over the October/November period more than 530 personnel attended training on the Wellington Regional Earthquake response.

Invites were extended to other organisations to attend these sessions and representatives of the following agencies were able to attend:

- Capital and Coast DHB
- Coast Guard
- Fire and Emergency New Zealand (FENZ)
- Hutt Valley DHB
- GWRC Harbours
- Lifeline
- Ministry for Vulnerable Children
- New Zealand Defence Force
- New Zealand Police
- New Zealand Red Cross
- Porirua Emergency Response Team (PERT)
- Regional Public Health
- Wellington Lifelines Group (WeLG)
- Victim Support
- The Warehouse

Special thanks to the 12 volunteers who set up an Emergency Assistance Centre (EAC) as part of the Hutt City Council exercise.

SUMMARY

COMMUNITY RESILIENCE

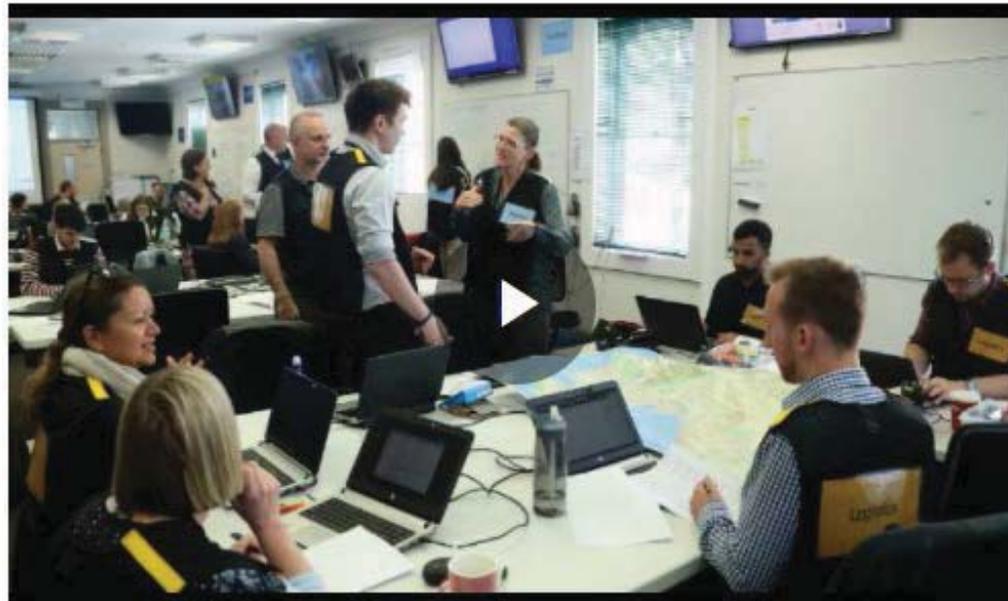
OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Emergency services tackle simulated Wellington earthquake on anniversary of Kaikōura quake

GED CANN

Last updated 16:45, November 14 2017



CAMERON BURNELL/STUFF

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

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

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

SUMMARY

COMMUNITY
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Group Welfare Developments

Manage the Regional Welfare work programme

- A Group Welfare Managers' Forum was held in Wellington on 29 and 30 November hosted by the Wellington Region CDEM Group and MCDEM. It brought Group Welfare Managers together from across the country to share resources and discuss challenges and recent events. The forum received positive feedback and reflected well on the Wellington Region CDEM Group.
- The Group Welfare Manager is participating and contributing as a member of the:
 - National Registration and Needs Assessment review project team; and
 - Resilience Funded Welfare toolbox steering group (this Group is developing tools and guidance to support Welfare Managers in planning and response).
- WREMO is currently working on a process for WREMO volunteers to be trained as surge capacity for EACs across the Region should it be requested by a Local EOC during a response. The process covers the initial interaction, checks and codes of conduct, training, deployment information and ongoing engagement. The surge capacity is currently sitting at around 25 people.

Support local welfare planning and activities

- Work continued on the EAC Best Practice Guide and role descriptions for EAC staff. It will be available as supporting documentation for those EAC staff undergoing ongoing training.
- Following flooding events in the region in August (primarily Wellington City and Porirua) there was much discussion around the role and responsibilities of Council (and supporting agencies) in supporting displaced people. It was decided at the Local Welfare Managers' Forum in August that a paper would be put to the CEG Sub-Committee and CEG, with a case study of these events, to outline the process and responsibilities of Council in these types of events. The case study is being drafted by a contractor paid for by the MCDEM Resilience Fund and will be included in agendas for the CEG Sub-Committee and CEG in the New Year.
- The Group Welfare manager attended Local Welfare Committees as and when they occurred.
- A Local Welfare Manager's Forum quarterly meeting was held on 27 November in Hutt City. Presentations were given by most TA Welfare Managers. The main discussions were around the Needs Assessment process.

Group Welfare Developments

Continue to advocate for Welfare as part of the WENIRP and WREP Planning activities

- The Group Welfare Manager continued engagement within CDEM (and wider) to advocate for welfare and ensure its inclusion in planning at all levels of the WENIRP and WREP (and other planning).
- The welfare content of the WREP is now in its final stage of development, and will be included in version 2.0. The content focuses mainly on the expectations for a welfare response in the days following a Wellington earthquake, the connection to the community response and key response priorities.
- The Group Welfare Manager presented on the complexities of welfare planning and response to the National Controllers Course (held in Christchurch) in November. The presentation generated a wider appreciation for welfare arrangements and its considerations.
- Engagement occurred with the Wellington SPCA on companion animal welfare planning to ensure a joined up and collaborative approach for animal welfare is part of the wider welfare readiness and response planning.
- Emergency Assistance Centres (EACs) and Needs Assessment remain key activity areas in working towards WREP planning and arrangements. This includes documentation, training and engagement with staff at the National level around Needs Assessment processes and key data sets. EACs require oversight and management by the responsible Local Council, and all staff within EACs are to have Police Safety checks completed (as per the Vulnerable Children's Act 2014).
- Group Welfare Manager provided welfare guidance and support to most EOC November table-top scenario exercises (where applicable).

SUMMARY

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Group Welfare Developments

Chair and drive the Wellington Regional Coordination Group to enhance individual and collective capability and planning

- Ongoing quarterly meetings of agencies with responsibilities and support functions in welfare sub-functions (approximately 15 agencies present at each meeting).
- Expectations have been set that in the initial stages of a response, agencies will hold actions (primarily around Needs Assessment) to allow for a (tele)conference to ensure best use of resources and collaboration and action planning to reduce duplication and reputational risks to CDEM.
- Progress is still being made on clarifying roles and responsibilities within welfare and documenting this as part of the Group Welfare Plan and Concept of Operations. Better engagement and buy-in from some agencies is required to ensure a consistent and effective welfare response.
- Continued effort is being made towards better communication and information to welfare agencies during responses, even if the ECC and Regional Welfare Coordination Group is not activated.
- The 2018 schedule of meetings has been confirmed and each meeting will work towards the review of the Group Welfare Plan, table-top scenarios and the building of the Concept of Operations.
- The Group Welfare Manager attended the MBIE Temporary Accommodation forum – outlining the resource and capability that MBIE is putting towards their sub-function responsibility of Temporary Accommodation.
- Collaboration with MFAT about the role of the Diplomatic Corps in Wellington and how they respond to events.

SUMMARY

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Group Welfare Developments

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

KEY: Completed In progress Not started

This table highlights gap areas within welfare arrangements and planning across the Wellington Region. Progress has been made since the last QR, with Local Welfare Committees up and running, or planned, in most areas during the next few months. This will be important in building relationships amongst agencies with responsibilities and supporting roles in welfare delivery, particularly in larger events. This table will be updated on progress for each QR going forward.

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

To acknowledge progress in these areas over the last year, the next QR Group Welfare matrix will identify new areas for attention and development, along with some quantitative measures.

SUMMARY

COMMUNITY RESILIENCE

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Geographical Area

**Community Resilience and
Operational Readiness updates**



Emergency Coordination Centre (GWRC)

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



ECC equipment is audited every 6 months.

Activation procedure



Council ECC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 21%

Attendance

Greater Wellington Staff attendance at the two training sessions was

- 14 people (WREP Movement of People)
- 15 Exercise Ngateri

Exercise Ngateri was supported by Lifelines Utility Coordinator, the Harbourmaster and representatives from Capital and Coast DHB, and NZ Defence Forces.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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



Exercise Ngateri

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

SUMMARY

Welfare

COMMUNITY RESILIENCE

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Emergency Coordination Centre staffing

In late October 2017 the WREMO Regional Manager presented a paper to GWRC's ELT outlining the concept of operations for the Emergency Coordination Centre (ECC) during the response phase of an emergency. The paper highlighted GWRC's responsibilities in delivering a fully functioning ECC. In a large scale event GWRC roles in an ECC activation are likely to be around 48 staff per shift. Over an extended 24/7 period this requires at least two shifts i.e. 96 staff. Only 69 GWRC staff had been identified to fill these positions. During the reporting period only 21% of the identified staff had attended the training that was provided. The numbers attending indicated that a fundamental re-think of the approach to training was required.

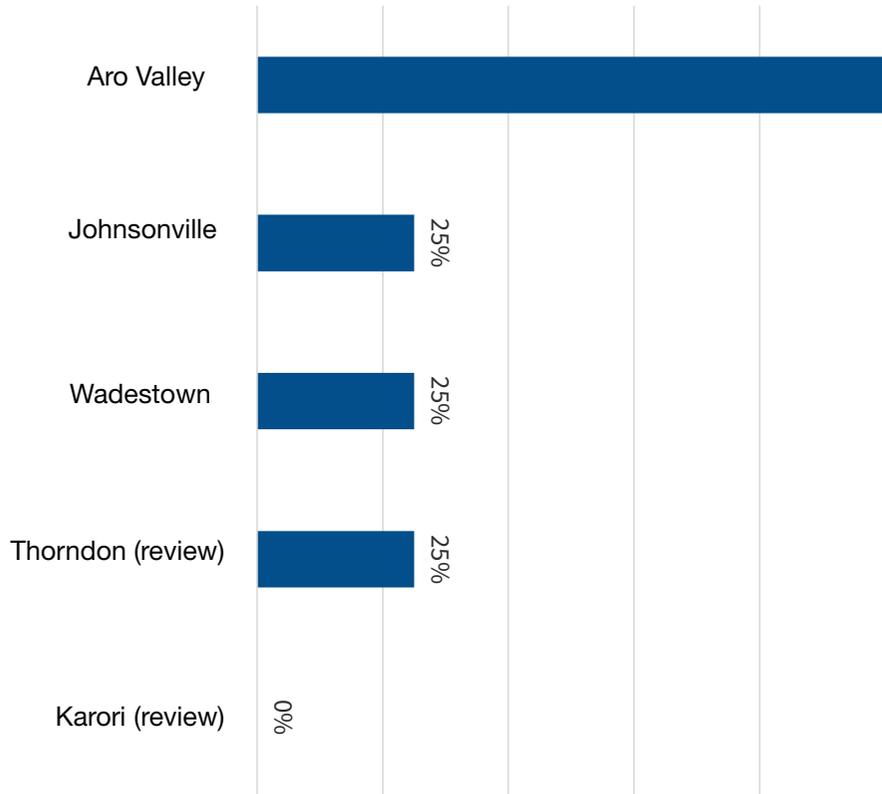
The meeting identified that the previous approach to training GWRC staff to fill ECC posts had not achieved the required objective of providing suitably trained and competent personnel to fill an ECC. This being the case, the GWRC ELT agreed to a more collaborative and systemic approach going forward, comprising of:

- a) socialisation of the statutory and regional CDEM staffing requirement;
- b) explaining to middle tier managers the importance of the role and the need to release their people to attend training;
- c) identification of the right GWRC staff for the various ECC roles based on their business as usual GWRC duties that would be complementary to the regional coordination requirements in an ECC (e.g. flood protection, harbour management, water collection, public transport, natural hazard management, public information, planning; and relationship management);
- d) appropriate HR processes such as employee screening to determine staff suitability, and employee and manager agreements;
- e) socialisation of the ongoing time commitment; and
- f) changing the perspective of 'ECC volunteers' to ECC committed staff.

The first step taken towards implementing this change was the scheduling of a GWRC Leaders Forum workshop in February 2018 to raise staff awareness of the requirement and get managerial buy-in to all of the changes that were required.

Wellington City

Community Response Plans



Workshops

Business-based



Apartments



School-based



- IN PROGRESS** A community area guide is developed
- IN PROGRESS** 100% of hubs are ready to activate

Community Course



Hub Activations



Fair Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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#TsunamiWalkOut

Owhiro Bay school practice their tsunami evacuation procedure

SUMMARY

COMMUNITY
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Wellington Community

- During the period the Peninsula Local Emergency Group met. This Group spans the local health sector. The theme of the meeting was Emergency Management Planning. It highlighted the importance of connecting with organisations and ensuring key messages are aligned across sectors. The WREMO Business Continuity Planning (BCP) workshops were promoted during the meeting, resulting in a number of health practices attending the November BCP workshop.
- A Business Continuity Planning workshop was delivered on Tuesday 28 November. Up to 20 people representing government agencies, not-for-profit, medical centres and small businesses attended. They came from across the Wellington city area and were either familiar with emergency management planning or are reviewing their need to have a continuity plan.
- WREMO are also involved in the planning for the 50th Anniversary of the Wahine Disaster (10 April 2018).
- As a part of #TsunamiWalkOut, and with extra support from Greater Wellington Regional Council, a day was spent filming around Wellington City & Seatoun School asking people how prepared they were and if they knew about tsunami evacuation zones. The videos were uploaded to Facebook to raise community awareness of tsunami evacuation zones and the actions to take in the event of a long or strong earthquake.
- WREMO attended the Thorndon Fair again this year. It was a great turn out with people engaging WREMO throughout the day. The Water tank display was a great talking point with lots of people coming up and taking the opportunity to ask questions about the tanks and where/how to buy them.

SUMMARY

COMMUNITY
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Wellington Community

- During the Mt Victoria and Oriental Bay Community Response Plan review process, many members of the community expressed interest in running a Community Emergency Hub Activation, this was held in November. We had a great turnout (around 25 people who were very engaged). We talked through the Community Response model. Attendees had a good chance to have a look at the Hub Kit and Guides. Participants then chose a lanyard and had a group discussion on how information could flow between the different roles in the Hub.
- WREMO staff also attended this year's Mt Cook Spring Fling, held in the Papwai Reserve. This was a great opportunity to network with local residents and gauge the level of support for running a Community Response Plan in 2018. While the focus of the event was the launch of Predator Free Mt Cook, the themes of resilience and community cooperation and coordination were very applicable to the conversations WREMO staff had with locals.
- WREMO also gave a Personal Preparedness talk to the new arrivals at the US Embassy in Wellington. This was well received by those who attended. Most came away with more clarity about how they should be preparing. There was a big focus on the Community Emergency Hub concept and getting to know the local area. Staff were impressed with the concept and eager to attend activation exercises in their areas. The US Embassy also held an internal BCP session so staff could understand what was expected of them post event and the options they had for continuing work.
- The first of the new Phantom bollards have been installed in the CBD. WREMO is working with Wellington City Council, Councillors and local residents to determine what should be stocked in these bollards and how these could be managed and maintained going forward. In the New Year we hope to have these stocked and have key access given to local businesses and residents.

SUMMARY

COMMUNITY
RESILIENCE

OPERATIONAL

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DEVELOPMENT

Wellington City

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



ECC equipment is audited every 6 months.

Activation procedure



Council ECC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 42%

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

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Activation Notification - This is on hold. WCC does not have a functional system

Supporting Local Plans - Monthly training is providing input into the local earthquake Plans.

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

Equipment Audit - This has stalled as we are experiencing issues with the transition to Asset Tiger (the off-the-shelf asset tool). It is expected to re-start in the New Year.

Emergency Services Coordination Committee - Next Wellington City meeting is scheduled early in 2018.

SUMMARY

COMMUNITY RESILIENCE

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BUSINESS & DEVELOPMENT

Wellington City Council

- WCC has been undertaking an internal review of its CDEM functions. It is expecting the consultant's report in the next New Year. This review is expected to set the agenda for the council for the next few years and will cover such actions as Policy Review, roles and responsibilities, EOC developments, and other improvements which were raised as part of the Kaikoura Earthquake response debrief.
- WCC have been upgrading the EOC ICT systems and hardware including more laptops and headsets and are about to undertake a recruitment drive for new alternate Controllers.
- Training for the 2017 year culminated in a full EOC activation exercise in November. Two exercises were held to accommodate all staff. The first of these coincided with the anniversary of the November 16 Kaikoura Earthquake. Some staff felt a sense of deja vu as the exercise was an earthquake scenario. At precisely 1202 pm, an impromptu sizable aftershock was scripted into the exercise to see how the staff responded. All staff responded appropriately (i.e. all staff did required the drop, cover, hold). The exercises were a good opportunity for many of the staff who were involved in the 2016 event to reinforce learnings from the actual event a year earlier.

SUMMARY

COMMUNITY
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BUSINESS &
DEVELOPMENT

Porirua City

Community Response Plans



Workshops

Business-based



School-based



IN PROGRESS A community area guide is developed

IN PROGRESS 100% of hubs are ready to activate
Currently at 88%

Community Course



Hub Activations



Fair Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



Titahi Bay Hub

Members of the community practice setting up a community emergency hub

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Porirua Community

- The Titahi Bay Community were keen to run an activation to learn more about the new Hub process. This was run successfully at the end of October, with over 30 people present. In addition, the Minister for Civil Defence Emergency Management and the Porirua Mayor attended, as well as a local Councillor. After a brief presentation and facilitated discussion on Community Emergency Hubs and how they run, those present ran through a scenario and set up a Hub to assist others in the community. They were able to radio through to the Porirua Emergency Management Office, and pass on information to the Porirua Emergency Response Team.
- The new Community Preparedness Course was delivered over three sessions in late November/early December. This covered personal preparedness, and how to work with the community after a disaster. The course was well received by those attending. Four of the participants have shown a keen interest in joining the Porirua Emergency Response Team as a result.
- WREMO attended the Wellness and Safety Pop-Up Hub organised by Safer Porirua. At the Hub we promoted the importance of storing water for emergencies and having a household plan that is well communicated and understood by those living in the house. We also educated people on how to check their foundations and possible ways to make them more secure. Many of those we spoke to were keen to purchase the 200 litre rainwater tanks from the council.

Porirua City Council #Tsunami WalkOut

Porirua City Council staff at the new Emergency Operations Centre being briefed by Mayor Mike Tana, Chief Executive Wendy Walker and Alternate Controller Scott Martin after the #TsunamiWalkout.

Seventy council staff arrived in good order, with their new emergency gear bags and had a tour of the new operations centre site.



SUMMARY

COMMUNITY
RESILIENCE

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BUSINESS &
DEVELOPMENT

Porirua City

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



ECC equipment is audited every 6 months.

Activation procedure



Council ECC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 78%

New Emergency Operations Centre

Porirua staff are enjoying the new Emergency Operations Centre facility with the open space and breakout rooms. The EOC has been host to multiple agency workshops, meetings, PCC staff training sessions and is fulfilling one of its primary roles of being a multi-agency, multi-use training space and Emergency Operations Centre.

Training

EOC training in the last quarter was largely practical and combined the use of SKYPE meetings where welfare leaders from the Edgecumbe flooding, the Havelock North water problem and the Hawkes Bay fires gave an insight into large scale events and the considerations/problems that the EOC teams faced.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Porirua City Council

- The EOC Communications room has been fitted with a range of UHF/ VHF radios and an HF radio set. The room has also been fitted as an alternate site for the Council's Contact Centre staff with dual screen work stations that link into the Councils ICT network and soft phone system.
- Externally, groundworks are underway with a grassed parking/training area being laid and sown. A large tarmac area is currently being worked on and there is planning for another 3 emergency water tanks to bring our onsite water reserve up to 100,000 litres.
- Information from Exercise Ngateri is being integrated into Desk Action Plans that will enable the Porirua EOC to rapidly respond after a major earthquake event.
- Staff also received training of their functional roles and they would communicate effectively within the EOC and externally to the community.

SUMMARY

COMMUNITY
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Exercise Ngateri

The large scale floor map was used to allow staff to walk through the city looking at potential road outages, water reservoir sites and emergency water tank locations, along with potential emergency assistance centre sites in preparation for the Regional Earthquake Plan and Exercise Ngateri. In November staff worked through a series of task-based workshops for Exercise Ngateri such as:

- Establishing emergency aid stations for displaced people in days 1-4 after the event
- Establishing support services for Community Emergency Hubs
- Enabling water access to the community from the cities 18 reservoir sites
- Enabling water access to the 65 community emergency water tanks
- Setting up an Emergency Assistance Centre
- Planning for reconnaissance of the community and development intelligence.



SUMMARY

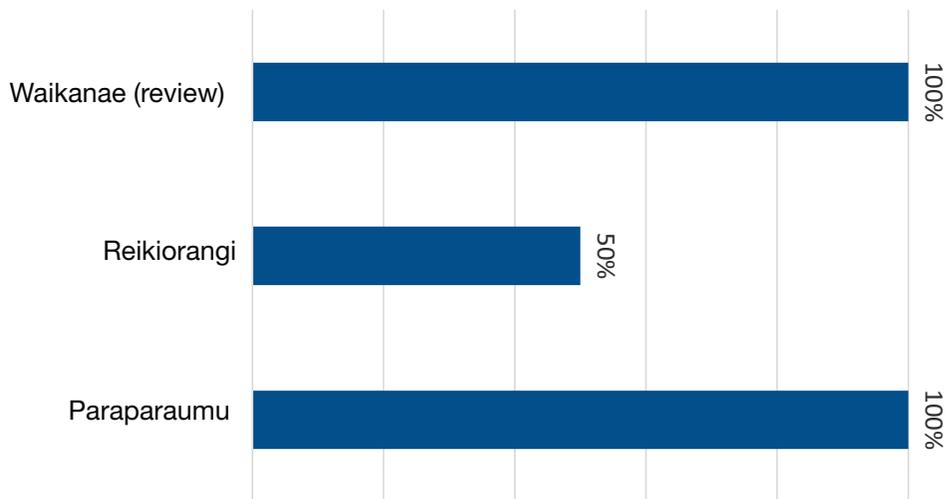
COMMUNITY
RESILIENCE

OPERATIONAL
READINESS

BUSINESS &
DEVELOPMENT

Kapiti Coast

Community Response Plans



Workshops

Business-based



Aged Residential Care



School-based



A community area guide is developed



100% of hubs are ready to activate

Community Course



Hub Activations



Fair Attendance



Completed previous quarters

Completed this quarter

Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Preparedness Workshops

Preparedness workshops specifically targeting aged care facilities, small & medium businesses, and schools and early childhood centres were held in Kapiti. The Business Continuity Planning Workshop targeted medical centres and pharmacies. Despite numbers being small, participants shared ideas and picked up tips on how to make their businesses more resilient.

The School and Early Childhood Centre Workshop had a focus on tsunami preparedness. It was good to see many schools taking their tsunami planning very seriously.



SUMMARY

COMMUNITY
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DEVELOPMENT

Kapiti Coast Community

- WREMO staff attended the Kapiti Festival in mid November. Most people were familiar with the new Earthquake Guide on display but were keen to see the new updated tsunami maps for the district (due late December). There were also questions about when tsunami signage would be installed (funds have been requested in the Council's LTP). The dry weather helped prompt members of the public to buy emergency water tanks direct from the stall display.
- Hub Activations have been happening across the district, with Te Horo running its second activation in six months. More work needs to go into developing similar response planning groups in the south of the district, so WREMO is looking to identify a motivated base of people to help develop and embed the Community Emergency Hub concept. Discussions are also happening with Kapiti College to see if senior students would be interested in Hub training. As the next generation of adults it would be a good to see them becoming more familiar with the community response model.
- Paraparaumu established its third Community Emergency Hub at the Connect Church on Realm Drive. To ensure this new Hub could operate in a disaster an application was submitted to the Paraparaumu Community Board to fund two emergency water tanks for the facility. The Community Board agreed to this funding request and two 800 litre water tanks were installed in mid December, with the installation and plumbing cost funded by the Council. All three Hubs in Paraparaumu now have some capacity to provide a small emergency water supply for the community. Similar funding requests were also made to the Waikanae and Otaki Community Boards for water tanks at their new Hubs. Both applications have also been approved with tanks to be installed in the New Year.
- On 14th November various schools and early childhood centres across the district participated in #TsunamiWalkout. Evacuation drills were held at two of Kapiti's most at risk schools - Kenakena Primary and Paraparaumu Beach Kindergarten.

SUMMARY

COMMUNITY
RESILIENCE

OPERATIONAL

BUSINESS &
DEVELOPMENT

Kapiti Coast

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



ECC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 63%

Good progress was made in the training space in Kapiti this quarter. A pilot video was created as a potential option for future training delivery. The video provides a seven minute introduction to the Kapiti EOC and how to set up for a response.

Feedback from several EOC staff who have experienced the video has been very positive and it is likely videos may make up part of the training suite in the future.

Equipment Checks - Monthly checks are being completed.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Kapiti Coast District Council

- The local Welfare Coordinator has made excellent progress during the quarter. Work underway includes the identification of potential Emergency Assistance Centres (EAC), early scoping work around identifying council staff to operate EACs and how they will be trained. Additionally a training session was run for the Welfare Desk, which provided a good opportunity to work through roles and responsibilities and address a number of really good questions that came up.
- The major milestone in Kapiti this quarter was the reconvening of the Local Welfare Committee after a break of several years. A committee meeting was well attended by representatives from a number of local agencies. These agencies would need to work closely together in an emergency to deliver an effective response for the community. The reinvigoration of this committee is seen as a crucial way of building solid working relationships prior to an emergency actually occurring. A big thanks to the local Welfare Coordinator who put in a lot of work to make this happen!
- Exercise Ngateri was the culmination of the training year for 2017. The exercise was used as an opportunity to test a slightly different approach to traditional CDEM exercises. Staff were broken into two planning teams supported by a number of partner agencies. Each group to focused on a single priority and the compressed timelines and volume of tasks that sometimes occur in CDEM exercises were removed. This enabled the teams to work through the task in a more deliberate and focussed way. By doing this, staff were able to spend more time working through a detailed planning process. Feedback regarding this approach was very encouraging and could be part of the suite of CDEM training options going forward.

SUMMARY

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Local Welfare Committee Meeting

Welfare representatives from council, WREMO and other local agencies meeting at the Kapiti EOC.

COMMUNITY

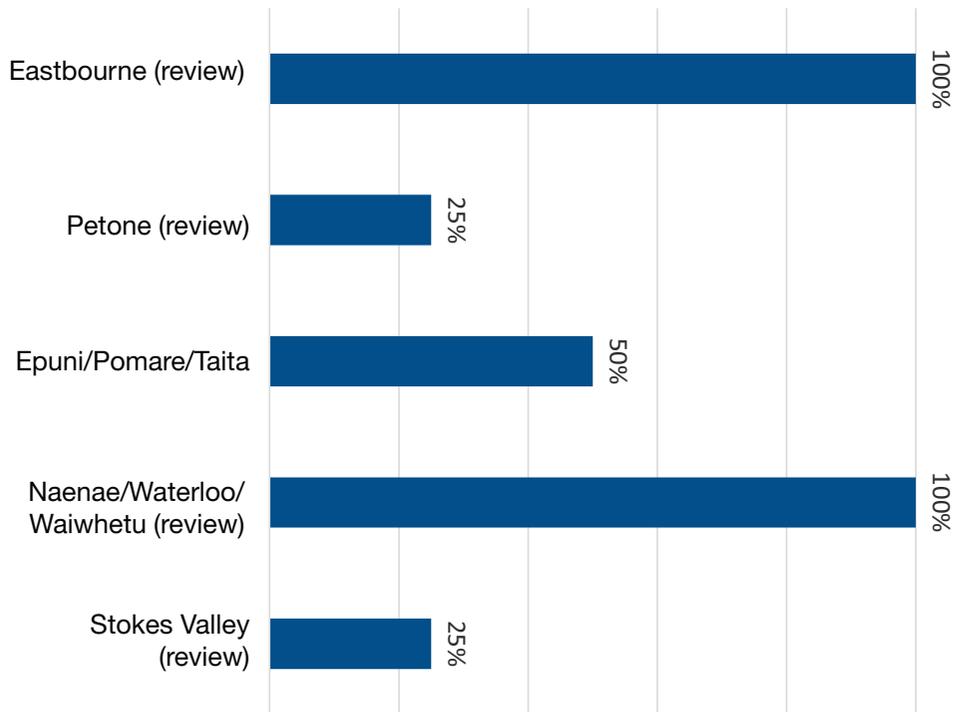
RESILIENCE

OPERATIONAL
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DEVELOPMENT

Hutt City

Community Response Plans



Workshops

Business-based



School-based



A community area guide is developed



100% of hubs are ready to activate

Currently at 65%

Community Course



Hub Activations



Fair Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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Hutt City Community

- During the quarter the Western Hills communities expressed strong interest in running Community Emergency Hub activations and two were held in November, one in Maungaraki and the other in Kelson. This was a great chance to give members of the community an idea of what they can expect at a Community Emergency Hub. Both sessions generated a lot of good discussion around personal preparedness. The Western Hills communities are looking to review their Community Response Plans next year.
- WREMO has been working with the Eastern Bays communities. Three Community Emergency Hub Guides completed have now been completed for these communities and are available on the Get Prepared website.
- WREMO and Hutt City Council jointly presented to the Hutt and Petone Citizen's Advice Bureau volunteers on community response and Council's official welfare response. Some of the volunteers had been through Emergency Assistance Centre training before. However for most it was their first time learning about the planning the Council has been doing on welfare. The volunteers responded positively to the Community Emergency Hub concept and now know where they can go to help their communities after a major emergency.

SUMMARY

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#TsunamiWalkOut in the Hutt

On the 14 November a number of schools, early childhood education centres and businesses in the tsunami zone participated in #TsunamiWalkOut. It was a great opportunity to practice their tsunami evacuation and help raise awareness in the community of what to do in a long or strong earthquake.

SUMMARY

COMMUNITY
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Hutt City Community

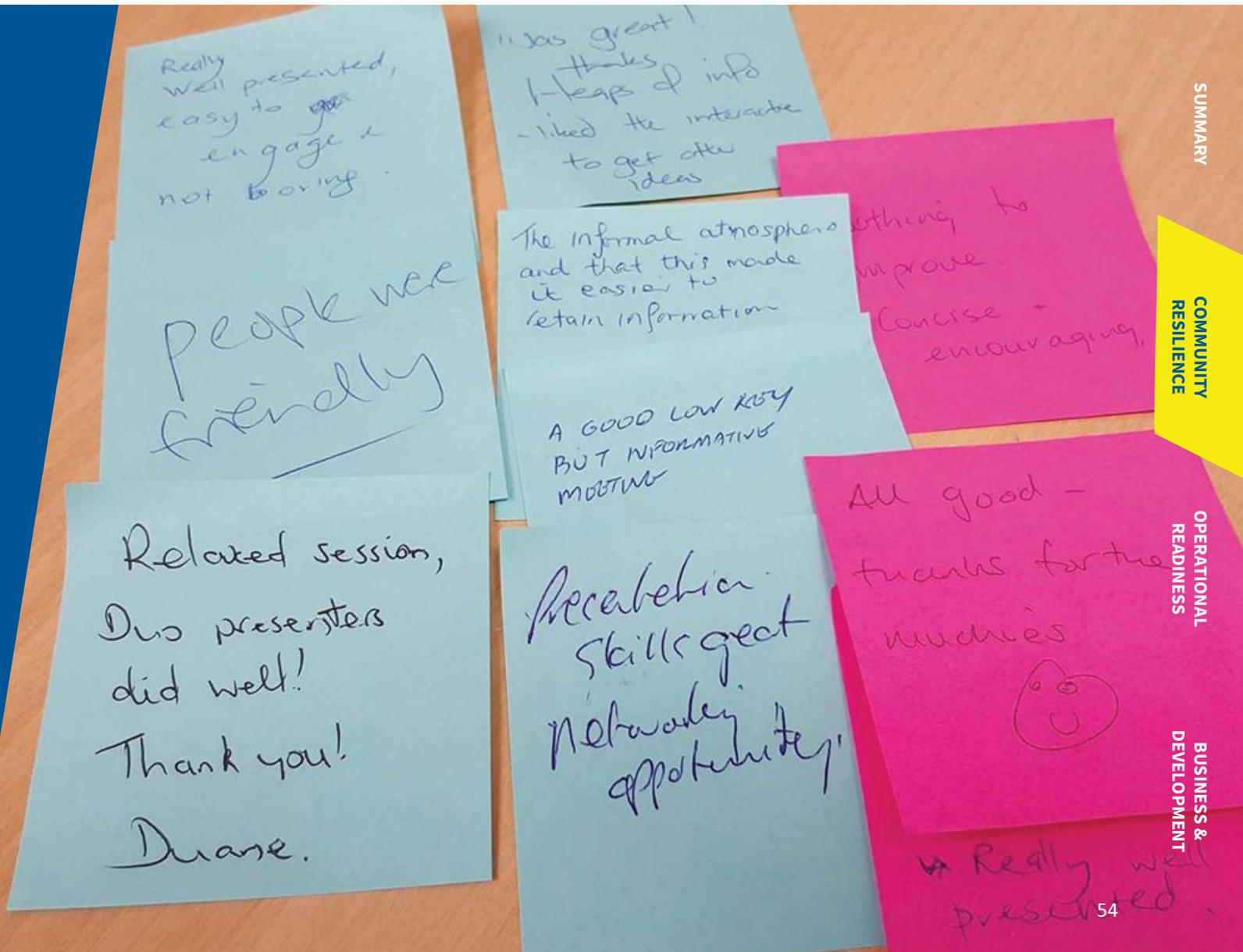
- A number of community based organisations, as well as businesses, attended our Business Continuity workshop in October. The workshop was an opportunity for networking and hearing how other organisations were overcoming challenges and improving their emergency planning since the Kaikoura Earthquake.

Participants enjoyed meeting other people and seeing how the Hutt Council would operate, meeting other business owners, talking through different scenarios, getting to know other business practices and their plans and looking at things from different perspectives.

- In October fifteen schools and early childhood education centres in the tsunami zone participated in a planning workshop focussing on tsunami evacuation. The educators discussed practical evacuation routes, safe points and communication with their staff and parents. The schools and early childhood education centres were also encourage to take part in #TsunamiWalkOut in November.
- The second session for the Taita and Pomare Community Response Planning was held at Pomare School. The group discussed ways of building the resilience of the community. During the meeting a strong focus was placed on the key agencies that work in the community, key community champions, as well as the cultural and faith based communities.

Business Continuity Planning Workshop

Feedback from the October Business Continuity Planning Workshop in the Hutt.



Hutt City

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every quarter.

Training sessions and attendance



Average attendance (quarter): 40%

No training was held in December

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

The October training was supported by the addition of representatives from the Hutt Valley DHB and Regional Public Health.

Exercise Ngateri
At the table top exercise on 28 November an Emergency Assistance Centre (EAC) was setup with volunteers and welfare agency representatives.

Emergency Services Coordination Committee
The Hutt Valley ESCC continues to be strong and adds value to the relationships built between the agencies and representatives of Hutt City and Upper Hutt Councils.

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



Exercise Ngateri

The Hutt Council EOC during Exercise Ngateri.

SUMMARY

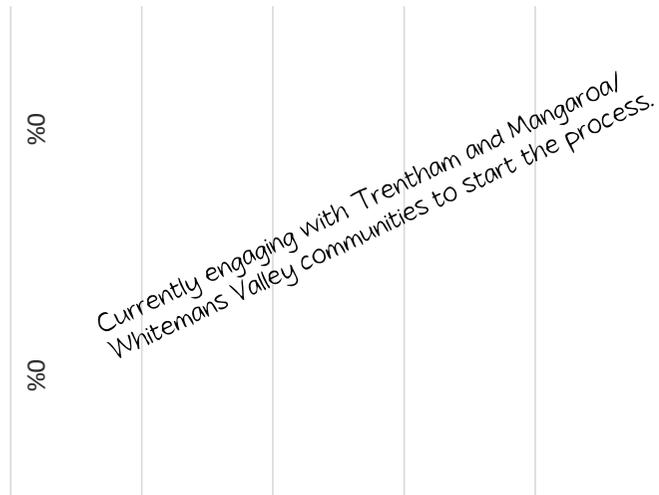
COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Upper Hutt City

Community Response Plans



Workshops

Business-based



School-based



A community area guide is developed



100% of hubs are ready to activate
Currently at 88%

Community Course



Hub Activations



Fair Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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Emergency Preparedness Training



Attendees at the Upper Hutt community course

Upper Hutt City Community

- An emergency planning workshop targeted at early childhood education centres was held in Upper Hutt. Ten centres attended discussing questions around duty of care responsibilities. Attendees shared their experiences of the 2016 Kaikoura earthquake and how their plans have been changed to reflect that experience.
- The new Community Preparedness Course was delivered over three sessions in Upper Hutt at Trentham School. The participants learnt how to prepare themselves for an emergency and how to help their community.
- A number of local businesses in Upper Hutt attended the Business Continuity Workshop held at the Upper Hutt Emergency Operations Centre. A variety of businesses attended, from construction to social and education agencies. A number of ideas were shared around security and the storing of business information and records.



Setting up a Hub

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

SUMMARY

COMMUNITY
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DEVELOPMENT

Upper Hutt City

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 92%

EOC training attendance continues to be very high. The year's training culminated with a very successful table top exercise in November based around the Wellington Region Earthquake Plan.

All staff contributed to the effective running of the EOC. This highlighted the increased level of experience of the team and how the EOC can now operate with much less guidance.

Emergency Services Coordination Committee
The Hutt Valley ESCC continues to be strong and adds value to the relationships built between the agencies and representatives of Upper Hutt City Council and Hutt City Councils.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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



Exercise Ngateri

The Upper Hutt Controller giving his briefing at the start of the November exercise.

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Wairarapa

Community Response Plans



Workshops

Business-based



School-based



Aged Residential Care



IN PROGRESS A community area guide is developed

IN PROGRESS 100% of hubs are ready to activate
Currently at 88%

Community Course



Hub Activations



Fair Attendance



Completed previous quarters
 Completed this quarter
 Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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Get Ready Week

In partnership with the three Neighbourhood Support Coordinators in Masterton, Carterton and Featherston, WREMO promoted preparedness to the community. We had conversations with people waiting for the morning trains about how they would get home if the trains were unable to operate, and gave them the Earthquake Preparedness Guide. About 700 people were reached.

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Wairarapa Community

- WREMO continues to engage with a broad cross section of the community, providing Emergency Preparedness presentations to Destination Wairarapa AGM, Whaiora Medical Centre staff and clients, Wellington Free Ambulance's Executive Leadership Team, Regional Public Health Wairarapa staff, Work and Income staff, Victim Support and Literacy Wairarapa. These presentations were requested primarily as a result of the different organisations attending the Business Continuity Planning workshop and wanting to further engage with their staff and colleagues.
- Eastside Community Response Planning occurred in October. Twenty two people attended and planned for what their community would do if it was isolated in a large scale emergency. As a result of this planning, their local Community Emergency Hub Guide has now been completed will shortly be available on the Get Prepared website.
- The Wairarapa DHB funded a Red Cross' Psychological First Aid training course. Due to the existing relationship with WREMO, the DHB offered places to WREMO volunteers. Twenty one people attended including people from Featherston, Greytown, Carterton, Tinui, Taueru, Eastside, Rangitane, East Coast Rural Support Trust, Neighbourhood Support, Child and Adolescent Mental Health, Wairarapa DHB and Work and Income. As well as being very valuable training, it allowed people from different communities in the Wairarapa - who have been involved with their local Community Emergency Hub or other training - to meet each other.
- A workshop for Aged Residential Care Facilities was held at Carter Court on 28 November. Representatives from three Age Care Facilities attended. The workshop provided information about how to prepare for and plan for an emergency.

SUMMARY

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Wairarapa

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every quarter.

Training sessions and attendance



No training was held in December

Average attendance (quarter): 53%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Exercise Ngateri

Earthquake planning and Exercise Ngateri dominated the training schedule. Many strategies built by the EOC staff have now been added to the local earthquake response plan. Key issues identified were the lack of space in the operations room, and that staff need to continue to build a depth of knowledge and confidence in their assigned roles. Staff provided feedback that they needed further knowledge about demarcation between roles, and more practical training and exercises.

Wairarapa Engineering Lifelines Association

The Wairarapa Engineering Lifelines Association (WELA) has reformed. Two meetings occurred in this quarter to get work underway. A contracted project coordinator is yet to be identified. Once this occurs it is expected to provide some good momentum for the WELA group.

Emergency Service Coordination Committee

The Emergency Service Coordination Committee (ESCC) met this quarter and have initiated planning towards a table top exercise involving all agencies in May 2018.

SUMMARY

COMMUNITY RESILIENCE

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Exercise Ngateri

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

SUMMARY

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SITUATION TODAY

1. 700 displaced tourists in Marlborough
2. Western coast of South Island in a Red Alert
3. Cell phone & internet services down in some areas
4. Weather forecast - heavy rain & strong winds

EARTHQUAKE FELT REPORT

Magnitude: 6.0
Location: Wairarapa

SPECIAL WEATHER BULLETIN

Area Affected: Wairarapa
Period: 12-14 Nov
Amount: Heavy rain & strong winds

Controller's initial objectives:

1. Protect the lives of members of the public, and of emergency responders.
2. Develop operational objectives.
3. Provide information and public messaging.

Wairarapa EOC

1. Check in all staff
2. Check in all contractors
3. Check in all volunteers
4. Check in all support staff
5. Check in all emergency services
6. Check in all other agencies
7. Check in all other agencies
8. Check in all other agencies
9. Check in all other agencies
10. Check in all other agencies

Wairarapa EOC

1. Check in all staff
2. Check in all contractors
3. Check in all volunteers
4. Check in all support staff
5. Check in all emergency services
6. Check in all other agencies
7. Check in all other agencies
8. Check in all other agencies
9. Check in all other agencies
10. Check in all other agencies

#Regent 3 Cinema

- Engineers check - ok for rescue to
- Fire + Police coordinating onsite
- Casualties - 3 dead

#Hood Aerodrome

- Open
- Fuel levels ok
- Contingency plan in place

#Roadway Status

- Open
- Plane conducting aerial survey
- SH2 north (Mt Bruce)
- Route north through Marlborough
- Route north through Blenheim
- Masterton CBD to be closed off
- CBDs in other towns being affected

#Responders Capability Status

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

Wairarapa District Councils

- A presentation on CDEM was made by the Operational Readiness Advisor to the Wairarapa DHB Executive Leadership Team during an emergency management training day on 12 October.
- The Wairarapa Red Cross Disaster Welfare and Support team undertook Emergency Assistance Centre (EAC) training on 14 November. This gave them a basic understanding of what a welfare response would look like, and what roles they would specifically carry out during an EAC activation. Planning is underway for a welfare exercise with Red Cross in the second half of 2018.
- A presentation was made to the Wellington Free Ambulance Executive Leadership Team on 16 November. This was well received by the audience.
- A head office representative from FMG Insurance met with the Local Welfare Manager and both Wairarapa Emergency Management Advisors to gain a better understanding of emergency management and how they could add CDEM information into their marketing material. Particularly interest was expressed in the areas of resilience and welfare of rural clients.
- Students at the rural schools at Tinui, Whareama and Wainuioru were given vouchers and thanked by WREMO staff for their participation in school radio checks for the year. In 2018 the rural school radio checks will not continue. The radios will be moved into the Community Emergency Hubs in line with the new regional model of community response. The rural school principals were informed by letter of this change.

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Business and Development

Regional update



Business and Development

- The Business and Development Team continue to provide ongoing support the Wellington Region CDEM Review.
- Work has now started on reviewing the current Wellington CDEM Group Plan.
- All WREMO staff are transitioning to a single SharePoint platform.
- Ongoing support is being provided to the development of the New Zealand Common Alerting Protocol (CAP) Guideline.
- Ongoing support is provided to the Red Cross' Hazard App.
- Ongoing support is provided to the regions Public Information Managers. A particular focus of the quarter was communicating the release of Emergency Mobile Alerts.
- Two WREMO staff attended the GNS Short Course on the Hikurangi Subduction Zone. A WREMO representative has been appointed to the Hikurangi Response Plan Project Team. This project starts in 2018.
- Ongoing support has been provided to the Community Resilience and Operational Readiness Teams, including the provision of design work (e.g. translations of the Emergency Preparedness Guide and new Hub Guides), maintaining the content of the WREMO website and developing standard alert messages across a range of platforms.

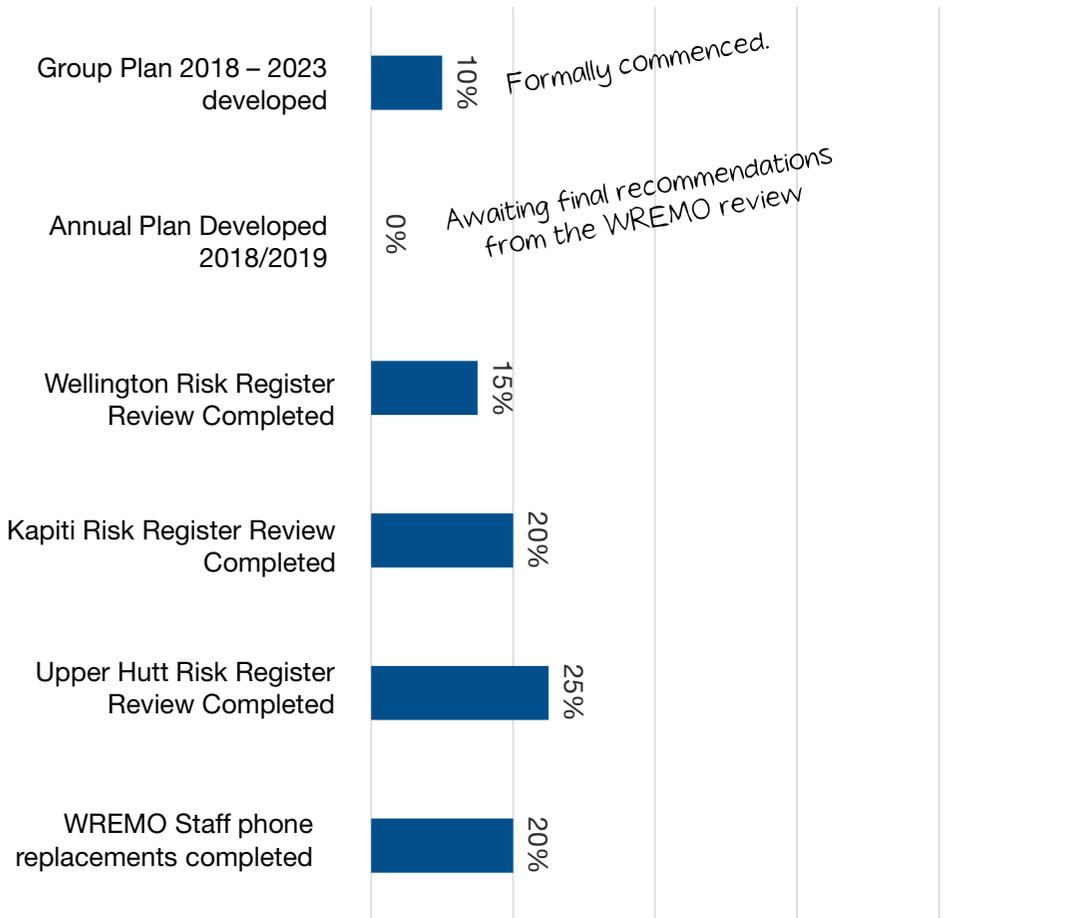
SUMMARY

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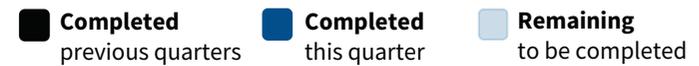
Business and Development



WREMO information sharing seminar

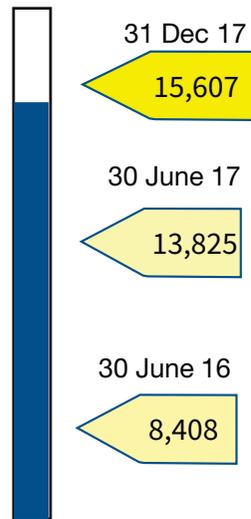


Dr Iain Dawe and Dr Alex Pezza of Greater Wellington Regional Council presented on Climate change, flood risks and other weather extremes.



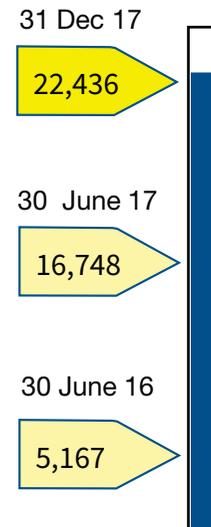
Water tanks and Hazard App

Water tank sales



The demand for the 200 litre household water tanks has taken off again as a result of the regional drought.

Red Cross Hazard App downloads



A side effect of the launch of Emergency Mobile Alerts (EMAs) was a large number of people downloading the Hazard App as their phones were unable to receive EMAs.

SUMMARY

COMMUNITY RESILIENCE

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Business and Development

Policy and strategic planning

- ON-GOING** Existing procedures are reviewed, in accordance with the schedule.
- ON-GOING** New policies are developed as required.
- ON-GOING** Revised or new policies are distributed to all WREMO staff.

Finance

- ON-GOING** WREMO budgets are set, monitored, and reported on in a timely and effective manner.
- ON-GOING** Support is provided to Community Resilience and Operational Readiness on budgetary matters.
- ON-GOING** Processing of expenditure is managed in accordance with procurement policy.
- ON-GOING** Agreed portions of Councils CDEM budgets are administered by WREMO.

WREMO Policies

- All WREMO Policies were reviewed and placed in a centralised reference document, which will be available to all staff.

Finance

- WREMO finances are monitored to ensure expenditure is managed in accordance with the procurement policy.
- Budget options were revised as a result of the CDEM Group Review recommendations, for consideration by Chief Executives.

SUMMARY

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Business and Development

ICT & Website

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

Administration

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

ICT

WREMO ICT have implemented a Microsoft SharePoint system across the organisation. This implementation is as standard and off-the-shelf as possible to ensure that it is easily supportable by any SharePoint-trained individual. The filing structure has been designed to encourage cross-organisation collaboration by using the same storage location for common functions. For example, each team previously had their own “Projects” folder – now WREMO has one “Projects” library and all staff have full visibility of what everyone’s working on.

Security and resilience are key for WREMO’s document management. WREMO ICT have continued to use the industry-leading Sophos Anti-Virus and Security software across all WREMO and EOC/ECC devices, including laptops, desktops, tablets and smartphones. This ensures that we have a common approach to security and can easily maintain compliance across the board with the click of a mouse.

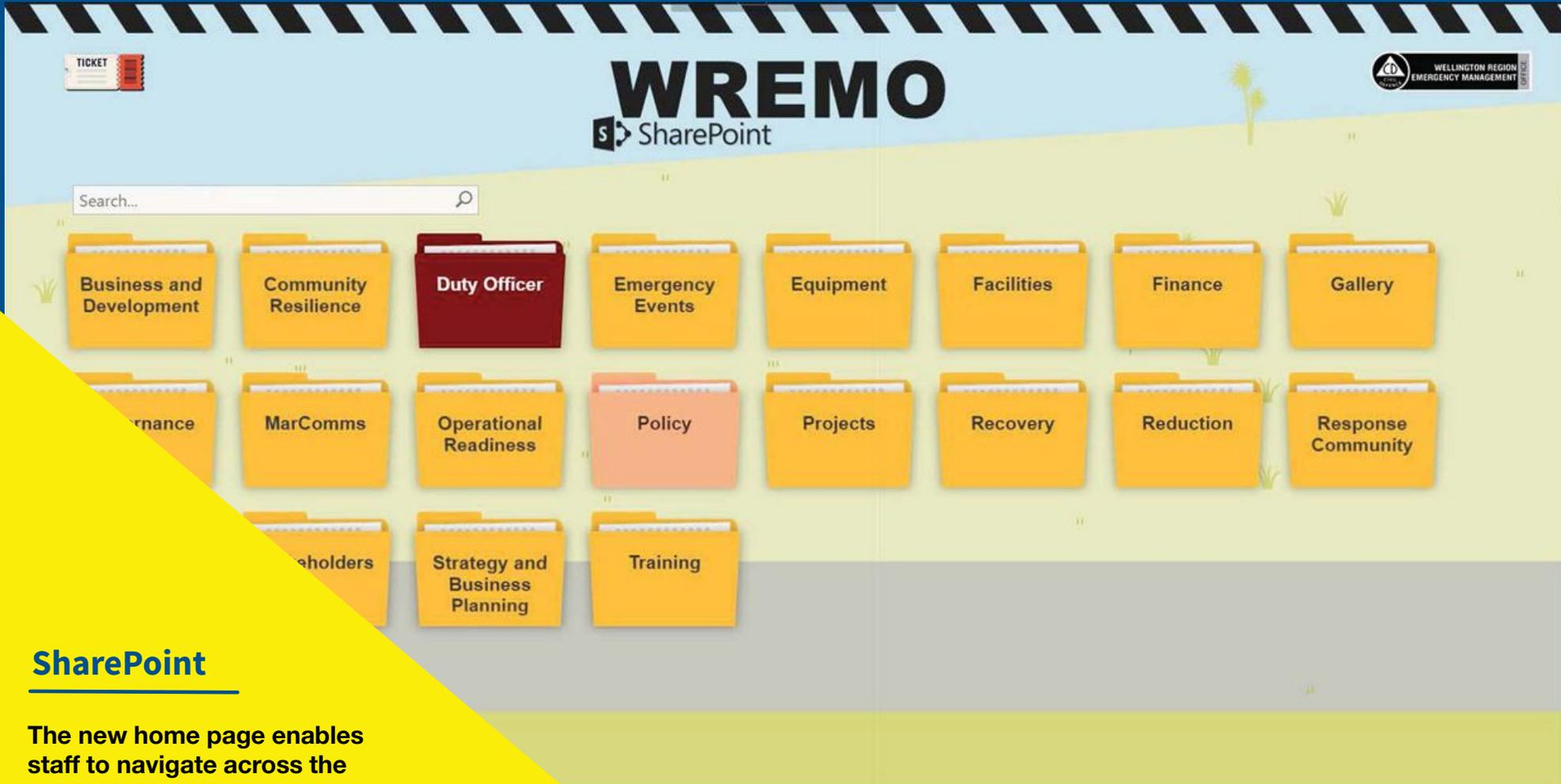
Over the coming quarter, WREMO ICT will be continuing to refine the filing structure in conjunction with the WREMO Leadership Team, and will be training all WREMO staff comprehensively in its use. As mobility and accessibility are of paramount importance, extra training will be provided, specifically around the use of SharePoint on mobile devices, when the new WREMO mobile phones are rolled out next quarter.

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SharePoint

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

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Business and Development

Health and Safety

GN-GOING

All activities comply with Council Policy and legislative requirements.

GN-GOING

Work incidents and near misses, are managed as per Greater Wellingtons Health and Safety Management System.

GN-GOING

Health and Safety is included in 6-monthly audits.

Professional Development

GN-GOING

All staff have the opportunity to attend at least one Professional Development opportunity. Policies are reviewed in accordance with the schedule.

Health and Safety

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

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Business and Development

Values

ON-GOING

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

COMPLETE

Arrange one team building event for all WREMO staff.

ON-GOING

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

Planning Managers Group

ON-GOING

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

Common Alerting Platform

ON-GOING

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

Emergency Mobile Alerts

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

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

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

The Ministry of Civil Defence & Emergency Management (MCDEM) tested the new national Emergency Mobile Alert on 26 November 2017.

The test was preceded by a national advertising campaign including print, TV and radio advertising, social media campaign. WREMO supported this advertising campaign. Staff responded to a large number of queries regarding the test and the capability of phones to receive alerts. A webpage with answers to the ten most common questions was compiled and is available at:

<https://getprepared.nz/alerts/faq>

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