

Wellington Region Emergency Management Office

# Quarterly Report

1 July – 30 September 2014.



# Executive Summary

## Overview

The three month reporting period has seen considerable activity; building and enhancing networks in the community, gaining the resource to upgrade Emergency Operations Centres, as well as defining our approach to developing a more visual workplace. This last aspect has resulted in a change in format for the WREMO Annual Plan and a new template for reporting, all aimed at helping staff and stakeholders better understand what we are doing, how, and why.

While all this very much represents business as usual, during the reporting period, elements of our current work programmes have been repackaged in support of national initiatives. A good example has seen added emphasis given to business continuity planning. This has been our primary focus during national “Get Ready week”, 22 to 26 September 2014 and has seen WREMO expand its linkages into business support organisations, a targeted advertising campaign, plus the printing and distribution of additional “Its Easy” - Business Continuity guidebooks.

## Wins

- 1. *International Awards.*** *During the period, WREMO was announced as the recipient of three awards by the International Association of Emergency Managers. One was the Global and Oceania award (under the category for technology and innovation) for our use of social media as an engagement tool to help build strong communities, promote disaster preparedness through clever marketing, and communicate official emergency management information during and after an event. The other was the Oceania Partners in Preparedness award for our relationship with the private sector to create practical and affordable preparedness solutions.*
- 2. *Social Media.*** *Support for WREMO on Facebook continues to grow, with just short of 41,000 followers. In comparison, Auckland has 5,390 and Canterbury 1,800.*
- 3. *Visual Workplace.*** *Considerable work has been applied to enhance the WREMO story as outlined above. Based on the Kaizen methodology, we now display hard copy material on boards. The intention is to be able to project the information electronically.*

# Executive Summary

## Developments

Behind the scenes there has been considerable effort expended on a variety of projects that will enhance the Group's ability to prepare for, respond to and recover from emergencies. The more notable include:

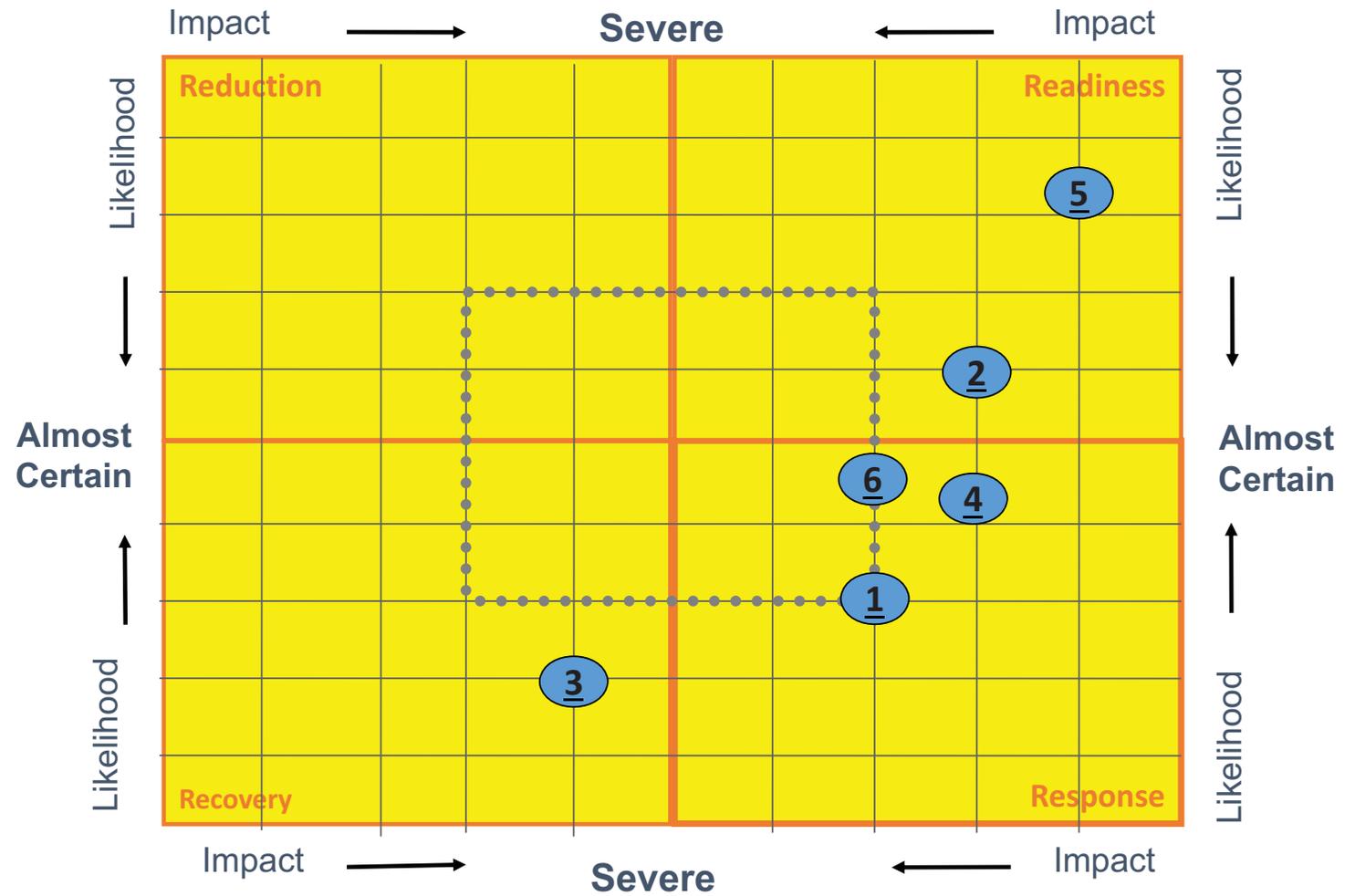
1. **Pre-Disaster Recovery Planning.** *Developing a framework that will see a recovery centric perspective influence actions in the risk reduction, readiness, and response domains;*
2. **Evolved Response Model.** *Investigating to see if there are better, more sustainable options for the delivery of CDEM response;*
3. **Tsunami Planning.** *Developing Group-wide plans that will see the region better prepared to respond to the tsunami threat (from warning to 72 hours after arrival);*
4. **EOC Upgrade.** *Investment of approx. \$100,000 to enhance current EOC connectivity, flexibility, and situational awareness. Much of the equipment has now been ordered/received and will be progressively installed over the next three months;*
5. **Regional Fuel Project.** *One of several projects arising from the Lifelines transport accessibility report;*
6. **Crisis Mapping.** *This project was scoped for inclusion in the annual bids to the MCDEM Resilience Fund. The project if approved will greatly enhance EOCs' ability to share/gain situational awareness during an emergency with the community;*
7. **Visual Workplace.** *Using technology and new templates for reporting, all aimed at helping staff and stakeholders better understand what we are doing, how, and why; and,*
8. **Communications Review.** *The rationalisation of communications networks and support arrangements throughout the region.*

# Executive Summary

30 Sep 2014

## Risk Matrix

1. Current response structures unsustainable
2. Lack of community interest in resilience building initiatives
3. Lack of an effective Recovery Framework
4. Switch to digital ES radio bands
5. The challenge in implementing MCDEM initiatives
6. Inadequate operational connectivity



# Executive Summary

## Risk treatment

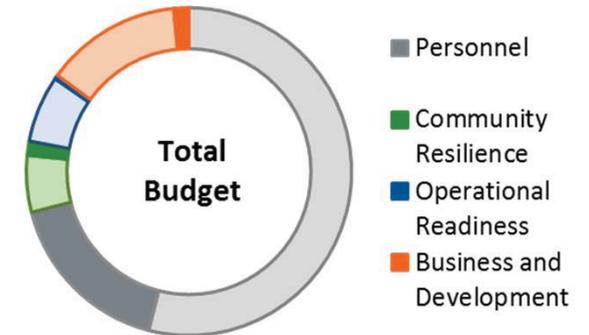
1. Current response structures may be unsustainable, particularly given the challenging training load and a lack of enthusiasm/commitment displayed by some council staff. Response Structure Review launched to determine more appropriate models for delivering response, to take account of emerging technologies and a more collaborative approach across the region. The project review point is 31 Oct 14. Section 17 and 59 of the CDEM Act 2002 requires councils to provide suitably trained and competent personnel to staff CDEM facilities.
2. As time passes since our last major emergency, interest in resilience building initiatives wanes. Projects in this space need to be part of a rolling programme with constant refreshes to take account of emerging knowledge as well as utilising innovative means to empower people to take ownership of their circumstances.
3. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Pre-disaster Recovery Framework project launched May 14 – progress is slow owing to the lack of dedicated resource.
4. Analogue CDEM radios and repeaters required to be replaced by digital sets in 2018. Project launched to achieve this. A budget for this purpose has been factored into the LTP process. Based on current arrangements across the region, this could require funding of \$2m. The current plan to rationalise repeaters and radio sets could see this reduced to \$1m. Further investigation is required to refine the strategy and resulting costs.
5. Challenges in implementing recent MCDEM initiatives. The need for up-skilling and a more rigorous national approach to Welfare has driven a need to recruit an in-house Welfare specialist and will require councils to commit to developing more comprehensive welfare support networks. The new 2 year training regime for Controllers will likely require a revised strategy for the provision of controllers throughout the region. New Group Welfare Manager being advertised. Group Controller participating in the inaugural training programme.
6. Proposal generated to upgrade current technology. Installation scheduled for completion by the end of 2014.

# Financial Summary

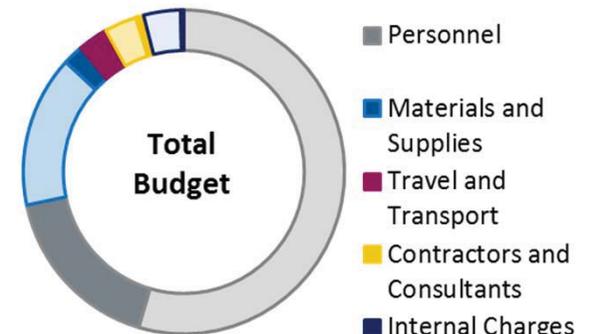
As at 30 September 2014

WREMO Income Statement For the 3 months ended 30 September 2014	YTD as at 30 September			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	197	197	-	786	786	-
Government Grants & Subsidies	-	-	-	-	-	-
2013 Carry forward	-	-	-	-	-	-
External Revenue	479	499	(20)	1,917	1,917	-
Investment Revenue	4	3	1	13	13	-
Internal Revenue	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>680</b>	<b>699</b>	<b>(19)</b>	<b>2,716</b>	<b>2,716</b>	<b>-</b>
less:						
Personnel Costs	515	539	24	2,157	2,157	-
Materials, Supplies & Services	73	128	55	512	512	-
Travel & Transport Costs	25	25	0	101	101	-
Contractor & Consultants	25	27	2	107	107	-
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	11	27	16	109	109	-
<b>Total Direct Expenditure</b>	<b>649</b>	<b>746</b>	<b>97</b>	<b>2,986</b>	<b>2,986</b>	<b>-</b>
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	15	17	2	66	66	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>664</b>	<b>763</b>	<b>99</b>	<b>3,052</b>	<b>3,052</b>	<b>-</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>16</b>	<b>(64)</b>	<b>80</b>	<b>(336)</b>	<b>(336)</b>	<b>-</b>
Add Back Depreciation	15	17	(2)	66	66	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	-	-	-	(70)	(70)	-
Net External Investment Movements	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>31</b>	<b>(47)</b>	<b>78</b>	<b>(340)</b>	<b>(340)</b>	<b>-</b>
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Reserve Investments Interest	(4)	(3)	1	(13)	(13)	-
Reserve Investments Transfer Out	-	-	-	353	353	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>31</b>	<b>(50)</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>

Portion of budget spent by team



Portion of budget spent by category



Personnel is marginally underspent but does not take full account of annual market adjustments which took effect 1 September 2014. Materials is \$59k underspent, largely as a result of timing variances. Internal charges are artificially low owing to a credit from GW during the period.

# Financial Summary - Reserve

As at 30 September 2014

## WREMO Reserves as at 30 September 2014

	30 June 2013			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	571	563	8 F	571	563	8 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	2	2	0 F	13	13	0 F
Transfers from reserves	0	0	0 F	-353	-353	0 F
<b>Closing Balance</b>	<b>573</b>	<b>565</b>	<b>8 F</b>	<b>231</b>	<b>223</b>	<b>8 F</b>

### Represented by:

	Actual \$000
WREMO (TA contributions) reserve	573
<b>Closing Balance</b>	<b>573</b>

	Forecast \$000
WREMO (TA contributions) reserve	231
<b>Closing Balance</b>	<b>231</b>

### Notes

Variations are stated favourable or unfavourable depending on their effect on the reserve balance

Current reserve balance is \$231,000. A total of \$353,000 has been transferred into the WREMO budget for the 2014/2015 year. This is to off-set the Councils funding (\$113,000), funds tagged for the EOC Upgrade (\$100,000) and additional staff costs (\$140,000). The variance of \$8K indicates interest earned.

# Community Resilience

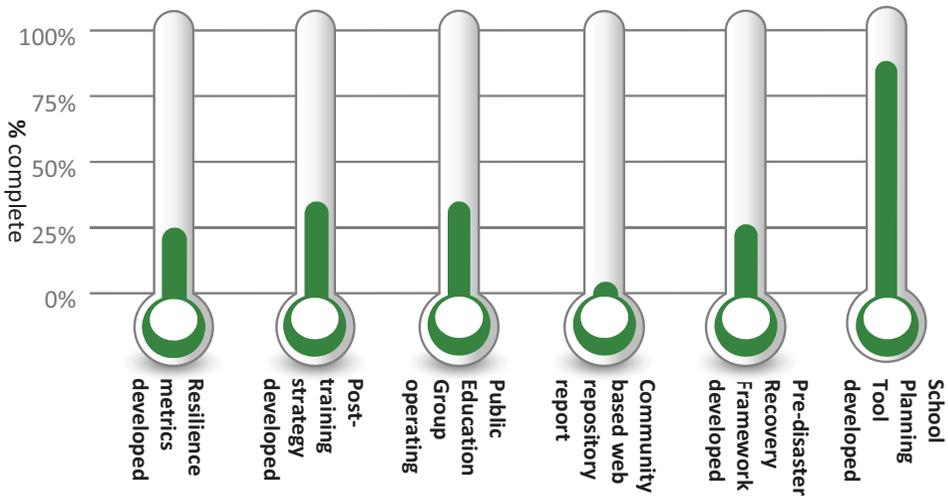
## Areas of progress:

- “It’s Easy” Households and Neighbours have been translated into Samoan, Arabic, Simplified Chinese, Spanish, Russian, Tamil and Burmese. The team is working to develop a Te Reo version with the translation provided by local iwi.
- Work being done on a Vulnerable Strategy to address specific challenges of people with disabilities, culturally and ethnically diverse and the elderly.
- Contacted more than 50 umbrella organisations representing businesses to promote It’s Easy: Prepared Businesses for Get Ready Week. Hard copies were distributed for these organisations to pass on to their networks.
- Pre-disaster Recovery Framework is being developed in conjunction with leading international researchers
- Approximately 50 community leaders participated in Newtown’s first Community Response Planning session. This marks a potential shift in the way the model is applied.
- The Australian Journal of Emergency Management asked CR to contribute an article on their model and work.
- CR featured as a key presenter at the Australian Fire and Emergency Services Council conference.
- The team is increasingly being contacted by a range of national and international researchers wanting to collaborate on resilience research and the team’s impacts
- The team has facilitated the donation of a significant amount of furniture from MBIE to schools across the region

## Areas of concern:

- Winter has been particularly brutal on the CR team with several staff were sick for weeks at a time. This delayed progress in a few areas. There will be a strong effort to catch this up in the next quarter.

# Community Resilience



- The development of resilience metrics are on hold until the Pre-disaster Recovery Framework is further advanced.
- School Planning Tool is developed and we are working with Ministry of Education to potentially make this a national tool.
- Community based web repository is awaiting approval from a Resilience Fund application.

## Community Based Organisations



## Schools



## Volunteer Programme



## Trained volunteers



## Community Response Plans



## Tsunami Blue Lines



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

Completed previous quarters
  Completed this quarter
  Remaining to be completed

# Community Resilience

## Volunteers

-  Volunteer contact details and training records are up-to-date.
-  Monthly newsletter send to all volunteers.
-  Recommendations for optimisation of volunteers are identified.
-  Recommendations for optimisation of volunteers are incorporated into volunteer programme and post training engagement strategy.

## Communication

-  New technologies for communicating to the public are provided to the Leadership Team as required.
-  Newspapers are utilized as required.
-  Regional radio advertisements and interviews are conducted monthly.

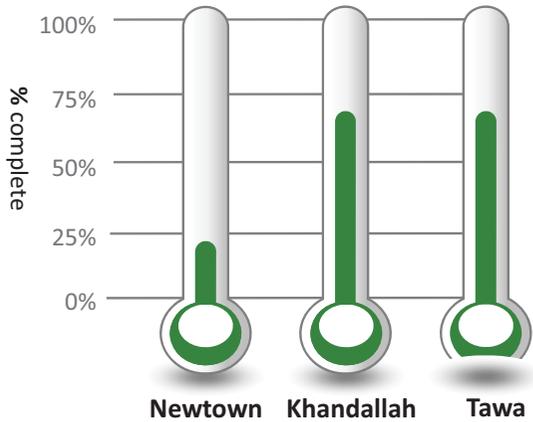
## Preparedness enablers

-  Water tanks will remain on sale across the region.
-  Other enablers are investigated and forwarded for approval as required.

- Opportunities are being developed to provide more engagement with volunteers after training

# Wellington City

## Community Response Plans



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

## Community Based Organisations



## Schools



## Volunteers trained



**Completed CRPs:** Thorndon

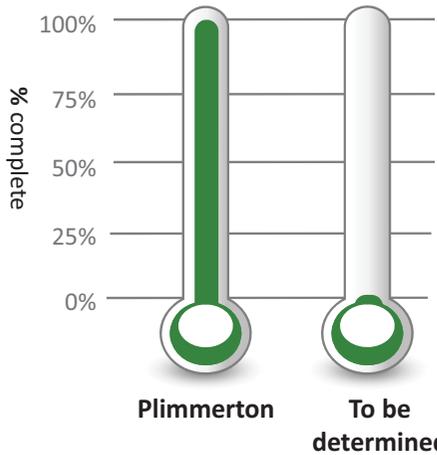
\* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- As a result of the CRP process, the Thorndon Resident’s Association organised a World Café meeting to socialise the plan and get community buy-in, cost of facilitator supported by WCC, lots of ideas and comments shared and a great way towards starting to get whole community buy-in.
- At Newtown’s first CRP meeting, nearly 50 community members attended.
- On the back of public interest from Bluelines project, Seatoun school & kindy have investigated options and received permission to cut a new tsunami escape route from their school field up onto the public land hill behind, providing alternative escape routes for the school and kindy, and the rest of the community where existing options were insufficient.
- We donated a big orange cabinet (ex CDC cabinet) to Brooklyn community centre.

# Porirua City

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

## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained

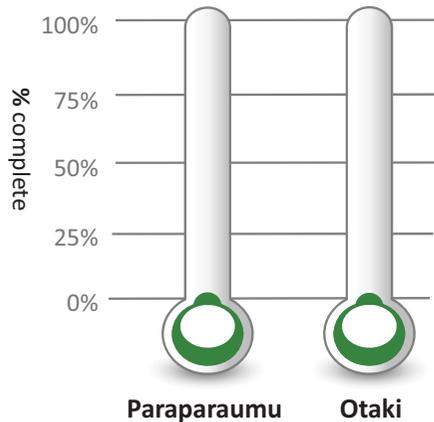


\* Totals shown above are annual totals per area as set in the WREMO Annual Plan

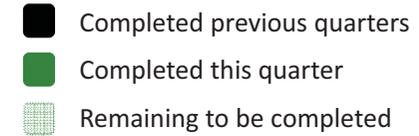
- As a result of delivering BCP to North City Plaza, a shop owner voiced that no emergency plans seemed to be in place and no procedures were evident after Aug 2013 quake, will work with Management see if we can help.
- Ran a teachers seminar (in conjunction with Partners Porirua) with 18 schools represented - lots of school buy in for emergency planning as a result, many completed our online plan, good relationship building between school emergency planners – and resources were shared between schools.
- As a result of visiting schools and talking to Porirua Fire Dept, some of the schools visited are now going to involve the Fire Dept at their fire drills 1x per year.
- Worked with PCC to have the Titahi Bay CRP promoted at an open day.
- Working with Whitby Lakes Retirement Village has highlighted the need to develop a plan for emergency sewerage disposal at populous level and because of it we have developed a plan to address this need.

## Kapiti Coast District

### Community Response Plans



**Completed CRPs:** Waikanae



### Community Based Organisations



### Schools



### Volunteers trained



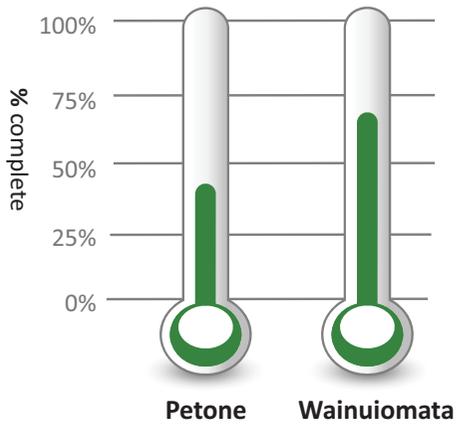
\* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- **Big boost to emergency water tanks sales in Kapiti over August/September** – as part of joint initiative with the Tank Guy, WREMO’s Kapiti Office and the Kapiti Coast District Council, a detailed water tank flyer accompanied the KCDC rates notices in late July and was well timed to coincide with the first water meter invoices for many Kapiti Coast residents. Over 22,000 flyers were distributed and in combination with Kapiti Menzshed’s offer to help install tanks for people who had no capacity to do so themselves, has resulted in nearly 500 tank sales in just under two months. To put this in perspective, as at early July this year Kapiti had sold just over 600 tanks, as at end of September this figure is now closer to 1140 tanks.
- A significant amount of advertising took place across the region in newspapers and radio ads for Get Ready Week.
- Initial meetings with Mitre 10 and Bunnings taking place to discuss how they might become WREMO Partners in Preparedness.

# Hutt City

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

## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained



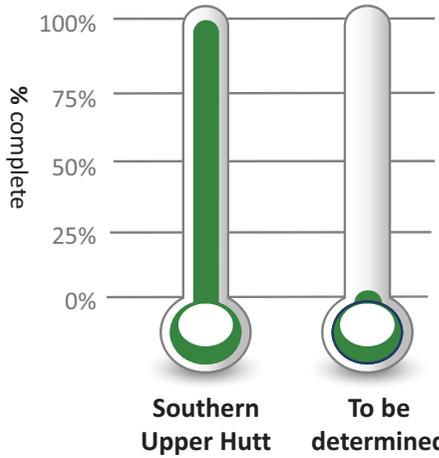
\* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- Ongoing progress and communication with Marae Resilience Forum has been a big part of our work recently, especially around volunteer training.

# Upper Hutt

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

## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained



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

- The Southern Upper Hutt CRP has now been signed off by all parties.
- The first Upper Hutt volunteer course will be held early next year.

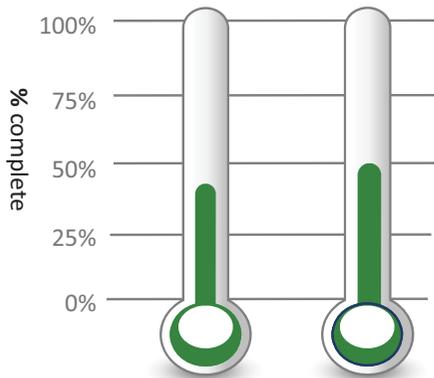
A spin off from the Mangaroa CRP was the Valley getting signs to promote their resilience network the members created for the valley.



## Wairarapa Districts

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

### Community Response Plans



Featherston Martinborough

### Community Based Organisations



### Schools



### Volunteers trained



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

- Attended first Public Event with Get Prepared display – Carterton Daffodil Festival.
- Get Ready Week – Radio and Newspaper coverage, Simulated earthquake Greytown, Business Forum Martinborough, Featherston “It’s Easy – Businesses” hard copy distributed.
- Volunteers are building advertising through schools and on radio.
- CRPs facilitating completion of pre-started plans.
- Social Agencies – Super Grans, WOOPs, Metlife Care, Wairarapa Community Centre.
- Engaged with Early Childcare Centres following Presentation to REAP.
- “It’s Easy” guides being distributed by Property Brokers, Harcourts, LJ Hooker, Leaders.
- Researching Rural Best practice.

# Operational Readiness

## Areas of Progress:

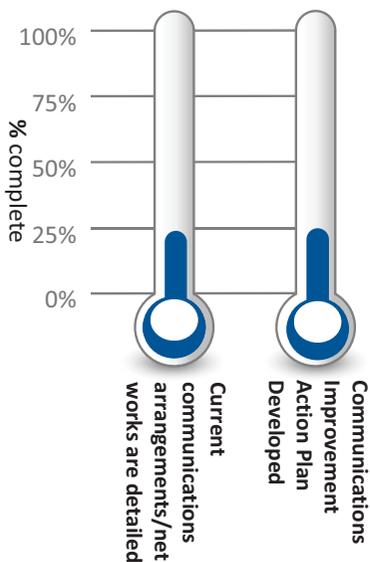
- Implementation of existing training programme and development of the second phase.
- Implementation of the new welfare registration system including training of council welfare staff and community volunteers.
- Completion of the Eketahuna Earthquake After Action Review and development of the Corrective Action Plan.
- Completion of an audit of the Regional Radio Communications network and development of a plan to address issues identified.
- Implementation of the first components of the EOC Upgrade project.

## Areas of Concern:

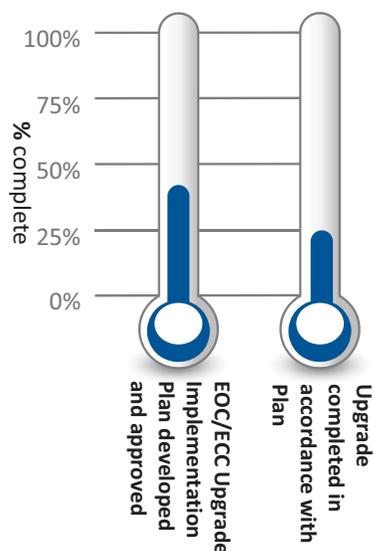
- Shortfalls in Emergency Coordination Centre staffing.
- Shortfalls in Wairarapa EOC staff.
- Turnover of staff in key roles within EOCs and ECC.
- Ability to resource the training of critical staff e.g. Controllers.
- Possible delays to Microsoft 365 implementation plan and the impact this may have on ability to deliver a critical component of the EOC/ECC upgrade project.
- Lack of some functioning Emergency Service Coordinating Committees and Local Welfare Committees.
- Insufficient resource to address gaps in existing response plans; to design and deliver an exercise programme and to plan and implement the Emergency Management Information Management System.
- Lack of ability to develop and implement realistic Operational Readiness work programme due to lack of clarity regarding WREMO/Council responsibilities.

# Operational Readiness

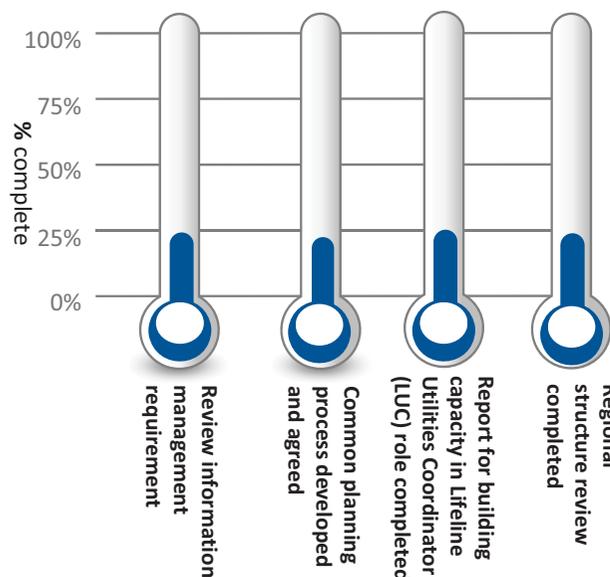
## Communications



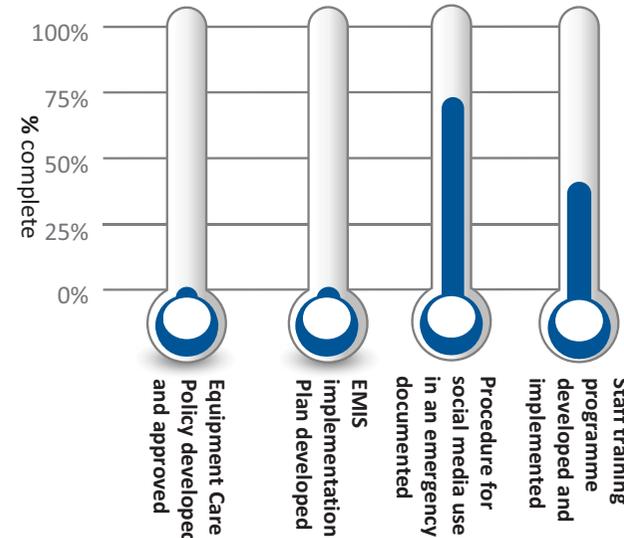
## EOC/ECC Upgrades



## Development



## Policies, Plans and Frameworks



### Communications – On Track

Regional radio network audit has been completed. Follow up work includes:

- Ensuring formal agreements to co-locate at all repeater sites are in place.
- Repairing radios at South Wairarapa District and Carterton District Councils.
- Putting a contract for the maintenance and repair of network out to tender .

Checks on radios in Civil Defence Centres are continuing. Intent is this by end of 2014.

### EOC/ECC Upgrade – On Track

- Wireless upgrades are complete and network connection installation planning has started.
- GWRC have purchased the Microsoft 365 licences. Currently awaiting installation plan.
- ICT and audio visual equipment installation in WCC EOC will be complete by Oct. Equipment for all sites less HCC EOC is ordered. Sufficient for 3 sites has been received. Remainder is expected by Nov. Work with council ICT depts to configure laptops continues.

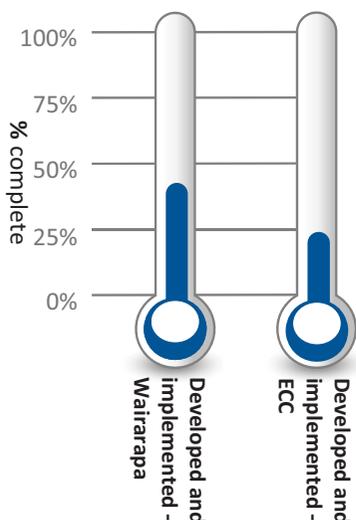
• **Main risks - Delays to Microsoft 365 implementation & to ICT equipment installation due to delays owing to insufficient resource.**

• **Regional Structure Review – Behind Schedule** -Initial findings are due end Oct.

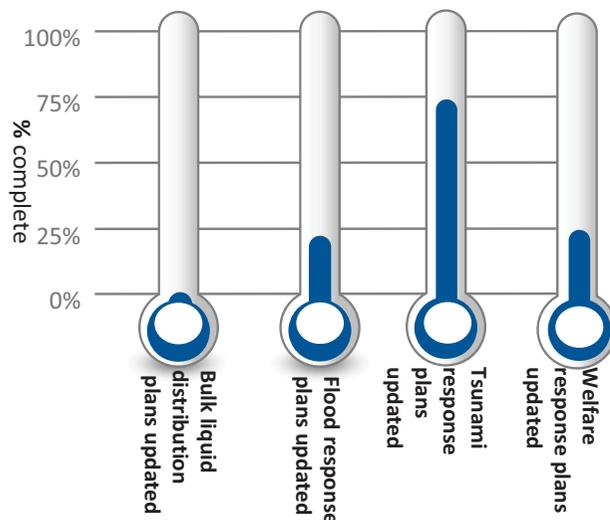
- **LUC capability development – On Track** – Richard Mowll is establishing a LUC team and reviewing/updating all existing lifeline utilities documentation.
- **Common Planning Process – On Track** - Process outlined in CIMS (ed. 2) has been adopted. Trevor Farmer is part of a MCDEM project preparing user guides and Clive Phillips is on the Steering Group overseeing the development of supporting training.
- **Information Management** - Current processes are being reviewed and refined as part of training programme development.
- **Staff Training – On Track** – All areas now receiving EOC staff training. 2 phase of training in development. Further development depends on extension of current trainers contract. Integrated Training Framework Intermediate course will be released by Nov and will be used in 2015.
- **Social Media in Emergency** – On Track – Policy prepared by CR team.
- **EMIS Implementation – Not Started** – Currently attending the National Users Group to inform implementation planning. **Risk - Implementation plan development work in Q3 & 4 is not yet resourced.**
- **Equipment Care Policy - Not Started** – Not planned until Q3/4.

# Operational Readiness

## Concept of operations



## Plan reviews



## Lessons learnt

- ✓ All events are subject to a debrief.
- ✓ Corrective action plans are developed to incorporate results of debriefs.
- ✓ Corrective actions monitored to ensure completion.

## Response teams

- ✗ NZRT 18 and NZRT8 are self-managing.
- ✓ Secondary schools programme completed by 30 May involving 80% of all secondary schools in Hutt Valley.

**ECC Concept of Operations – On Track** - Outline concept of operations has been drafted. It is being prepared for consultation with all CDEM Group members.

**Wairarapa Concept of Operations – On Track** – Concept of Operations has been developed and its content briefed to CDEM Group members in the Wairarapa. Intent is to obtain approval of the document in the next quarter. Follow on work is underway to ensure all agencies have appropriate plans and procedures in place to meet their responsibilities. This is a key component of the Eketahuna Earthquake Corrective Action Plan. **Risk – See comment related to Wairarapa response to Eketahuna Earthquake.**

**Welfare Response Plan Updates – On Track** –

- Group Welfare work plan has been developed to address gaps/inconsistencies in welfare response arrangements and account for changes national welfare arrangement due mid 2015. The plan is being briefed to obtain agreement by all stakeholders.
- Due to the resignation of the Group Welfare manager one of the Community Resilience team has been contracted 1 day/week to undertake some of the work.

**Risk - If the work plan is not agreed to and resourced by all parties, full implementation will not be possible and gaps in response capability will remain.**

**Tsunami Response Plan Updates – Behind Schedule** - Draft plan development has been delayed to enable other documents for sub CEG to be developed. Draft will now be sent out for comment by end September (1 month behind schedule).

**Flood Response Plan Updates – Behind Schedule** – Initial consolidation of existing plans completed. Further refinement will occur in training programme development work.

**Bulk Liquid Distribution Plan Updates – Not Resourced** -

**Lessons Learned - Wairarapa response to the Eketahuna Earthquake – On Track** - After Action Review has highlighted opportunities for improvement in response capability and capacity across the Wairarapa and understanding of how the response model works. The related report is being briefed to all CDEM Group agencies. A Corrective Action Plan (CAP) has been drafted and now needs to be agreed to by all parties. **Risk – If the CAP is not agreed to and resourced by all parties, full implementation will not be possible and gaps in response capability will remain.**

**Response Teams – On Track** - At the national NZRT workshop the NZRT 18 Team Leader was elected Chair of the Working Group. NZRT 9 also has a member on the group. It has been tasked with; developing the NZRT registration process; looking at the operational strands the teams will operate to and; a national funding Trust.

# Operational Readiness

## Stakeholder engagement

-  Support the council planning and budgeting process in relation to emergency management as required.
-  Provide emergency management advice to interagency partners, response teams, council contractors and elected officials across the region as required.
-  Recommendations for rationalisation of working groups completed.
-  Two WREMO operations training days are held annually.
-  Logistics, Planning/Intel, Operations, Controllers and Recovery Managers working groups have been established.
-  Support all projects and activities included in the Wellington Lifelines Group (WELG) Action Plan.

## Communications

-  Communications equipment checks and maintenance occurs in accordance with the relevant Communication Plan and Equipment Care Policy.

**Support to council planning and budgeting – On Track** – Advice has been provided to KCDC, PCC so far this year.

**Emergency Management Advice – On Track** – Advice and updates are provided to all council sub CEG reps on a monthly basis. In addition updates have been provided to new WCC Controller and sub CEG rep and to Wairarapa Controllers and sub CEG rep at OR team meetings. Local reps in all locations regularly engage with council staff on a range of emergency management issues. In the Wairarapa this includes briefs to all council CEOs. All local authority sub CEG reps were provided with briefs by Mgr, Operational Readiness before Sept sub CEG meeting. Written team updates are provided fortnightly to all sub CEG reps and lead Controllers.

**Working Group Rationalisation – Not Resourced** –

**WREMO Staff Training – On Track** - 3 training days are currently planned for 01, 22 and 29 Oct. These will take place in KCDC EOC, PCC EOC and UHCC EOC. These build on training delivered in late June.

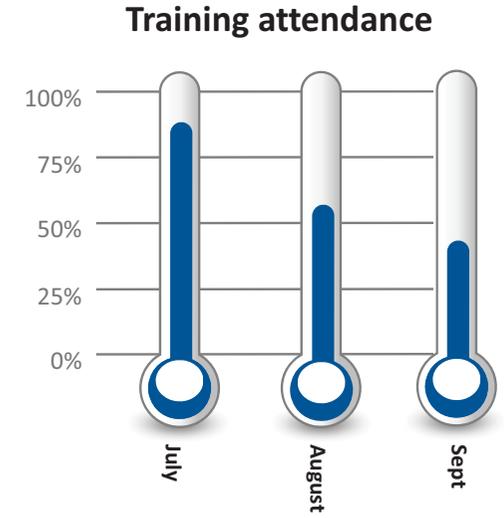
**Functional Working Groups – Not Resourced** -

**WELG Action Plan – On Track** – The team have contributed to Priority Utility sites workshops.

**Communications – On Track** – All regional and local checks have taken place. A rationalisation of the testing regime is being considered.

# Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
  Completed this quarter
  Remaining to be completed



34 out of 36 staff have attended at least 1 training session

**Personnel**  
 Until more training has been delivered and ability assessed some managerial posts will remain unfilled.  
 Recruitment of a Group Welfare Manager is underway.  
 Richard Mowll (Lifelines Utilities Coordinator) is working NZTA, Wellington Water, GWRC and the Telco sector to establish a Lifelines team. No specific alternate has been identified.

**Infrastructure/Equipment**  
 Until a replacement for Angela Marriott is recruited, ECC equipment will be managed by Adrian Glen.  
 A full exercise of the set up of the ECC is planned for 24 October.

**Procedures and Plans**  
 ECC staff activation process has yet to be confirmed and a full list of staff contact details has not yet been compiled.  
 An ECC work plan has been established to ensure all ECC plans and procedures required ahead of this exercise are completed.

## Other measures

- ✗ Maintain ECC contact list/resource register.
- ✗ Attend all Regional Inter-Agency Committees.
- ✓ Remediation Plans are developed and implemented for identified shortfalls.
- ✗ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Infrastructure and equipment records are correct and up-to-date.
- ✓ Maintenance checks are conducted according to policy.
- ✓ Chair Regional Welfare Coordination Group

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

# Wellington City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

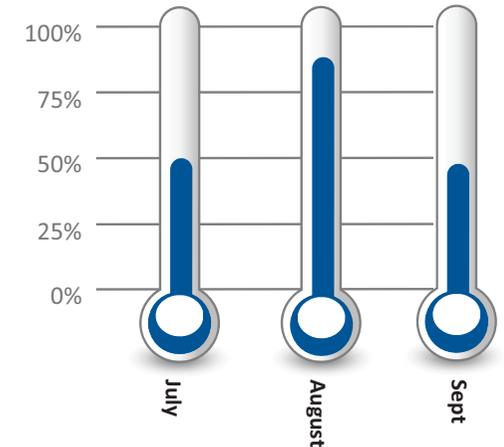


## Training sessions



All staff have attended at least 1 training session

## Training attendance



### Personnel

- Stavros Michael has been replaced by Neville Brown as Lead Controller. WCC are currently confirming its list of alternates.
- Wellington does not have an Emergency Services Coordinating Committee. Adrian is intending to discuss this informally with all emergency service agencies.

### Infrastructure/Equipment

- Requirement for existing radio channels at Wellington EOC to be discussed with WCC in order to determine the work required to resolve current interference issues.
- Upgrade of ICT and audio visual equipment in the EOC is underway.
- Radio checks are now managed by Gabor Toth (WCC).

### Procedures and Plans

- Obtaining WCC response plans

## Other measures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><span style="color: green; font-size: 2em;">✓</span> Maintain local EOC contact list/resource register.</li> <li><span style="color: green; font-size: 2em;">✓</span> Remediation Plan are developed and implemented for identified shortfalls.</li> <li><span style="color: green; font-size: 2em;">✓</span> Infrastructure and equipment records are correct and up-to-date.</li> <li><span style="color: red; font-size: 2em;">✗</span> Attend all local welfare committees.</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: red; font-size: 2em;">✗</span> Attend all local Emergency Services Coordinating Committees.</li> <li><span style="color: green; font-size: 2em;">✓</span> Up-to-date suite of response documents are in EOC/ECC.</li> <li><span style="color: green; font-size: 2em;">✓</span> Maintenance checks are conducted according to policy.</li> </ul> |
|---|--|

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# Porirua City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

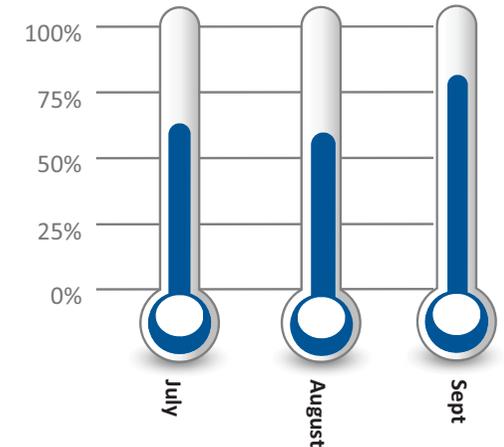


## Training sessions



All staff have attended at least 2 training sessions

## Training attendance



### Personnel

- Training times have been altered to remove scheduling clashes with PCC management team meetings.
- Contract with Mike Chapman (Lead Controller) ends Dec 14. 2 new potential Controllers (Helen Brookes & Willie Taurima) have been identified in training sessions.
- Local welfare committee is not functioning.

### Infrastructure/Equipment

- The current EOC remains in an unsuitable building. Plans to find an alternative are being investigated by PCC and Fire Service.

### Procedures and Plans

- A Concept of Operations document is being developed with PCC to confirm response roles and enable work to commence on ensuring appropriate plans and procedures are in place.
- Work has commenced on development of the PCC CDEM budget for FY15/16.

### Other

- PCC Emergency Response team have supported Wellington Rural Fire Authority Training

## Other measures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><span style="color: green; font-size: 2em;">✓</span> Maintain local EOC contact list/resource register.</li> <li><span style="color: green; font-size: 2em;">✓</span> Remediation Plan are developed and implemented for identified shortfalls.</li> <li><span style="color: green; font-size: 2em;">✓</span> Infrastructure and equipment records are correct and up-to-date.</li> <li><span style="color: red; font-size: 2em;">✗</span> Attend all local welfare committees.</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: red; font-size: 2em;">✗</span> Attend all local Emergency Services Coordinating Committees.</li> <li><span style="color: green; font-size: 2em;">✓</span> Up-to-date suite of response documents are in EOC/ECC.</li> <li><span style="color: green; font-size: 2em;">✓</span> Maintenance checks are conducted according to policy.</li> </ul> |
|---|--|

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# Kapiti Coast District

Completed previous quarters 
  Completed this quarter 
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



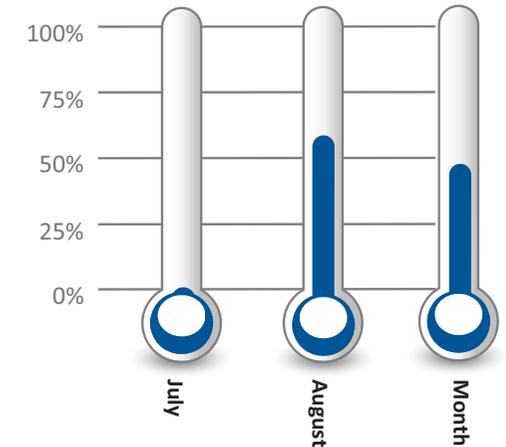
## Audit



## Training sessions



## Training attendance



### Personnel

- Change in Lead Controller to Tamsin Evans. Further recruitment of suitable candidates as lead Controllers required.
- Half of the staff identified as EOC function managers have yet to attend training.
- 3 members of the welfare team have or are about to depart the council.

### Infrastructure/Equipment

- Recent audit of radio communications equipment has identified a need to upgrade some of the KCDC equipment.
- KCDC intend to swap existing desktop computers in EOC for laptops.

### Procedures and Plans

- WREMO staff have provided information into the KCDC 10yr LTP budget.

## Other measures

- ✓ Maintain local EOC contact list/resource register.
- ✗ Attend all local Emergency Services Coordinating Committees.
- ✓ Remediation Plan are developed and implemented for identified shortfalls.
- ✓ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Infrastructure and equipment records are correct and up-to-date.
- ✓ Maintenance checks are conducted according to policy.
- ✓ Attend all local welfare committees.

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# Hutt City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

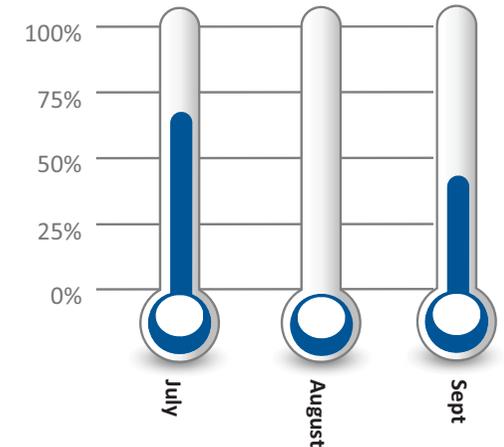


## Training sessions



All staff have attended at least 1 training session.

## Training attendance



### Personnel

- The local Controller has resigned. 2 x alternates remain in place. One of the PIM managers has also moved from HCC. An experienced PIM team remains.
- The Group Welfare Manager briefed the Hutt Valley Welfare Committee on their roles, responsibilities and the regions welfare arrangements. This is a prelude to further work.
- Inspector Sean Hansen has been appointed as Hutt Valley Police Area Commander starting 13 October. This provides an opportunity to influence the re-start of Emergency Services Coordinating committees which have not taken place since Feb 14.

### Infrastructure/Equipment

- HCC have yet to commit to the purchase of audio visual equipment as part of the EOC upgrade project.
- An audit of communications equipment held in Civil Defence Centres is underway.

### Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

### Other

- The EOC activated on 2/3 August in response to heavy rain. Minor flooding (Block Road and Riverbank Car park) occurred, no damage was sustained.
- Hutt City Response Team deployed to support the search for a missing person in Petone.

## Other measures

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><span style="color: red; font-size: 2em;">✗</span> Maintain local EOC contact list/resource register.</li> <li><span style="color: green; font-size: 2em;">✓</span> Remediation Plan are developed and implemented for identified shortfalls.</li> <li><span style="color: green; font-size: 2em;">✓</span> Infrastructure and equipment records are correct and up-to-date.</li> <li><span style="color: green; font-size: 2em;">✓</span> Attend all local welfare committees.</li> </ul> | <ul style="list-style-type: none"> <li><span style="color: red; font-size: 2em;">✗</span> Attend all local Emergency Services Coordinating Committees.</li> <li><span style="color: green; font-size: 2em;">✓</span> Up-to-date suite of response documents are in EOC/ECC.</li> <li><span style="color: green; font-size: 2em;">✓</span> Maintenance checks are conducted according to policy.</li> </ul> |
|---|--|

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# Upper Hutt City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

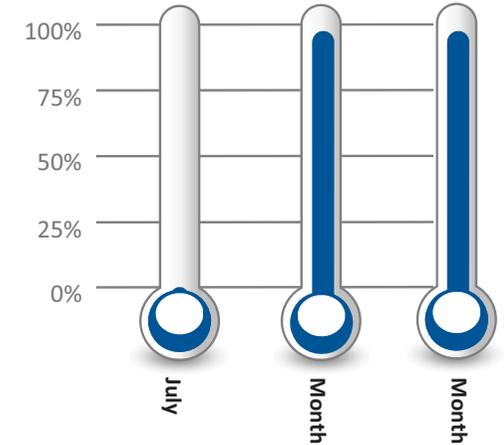


## Training sessions



All staff have attended at least 1 training session

## Training attendance



### Personnel

- The Group Welfare Manager briefed the Hutt Valley Welfare Committee on their roles, responsibilities and the regions welfare arrangements. This is a prelude to further work.
- Inspector Sean Hansen has been appointed as Hutt Valley Police Area Commander starting 13 October. This provides an opportunity to influence the re-start of Emergency Services Coordinating committees which have not taken place since Feb 14.

### Infrastructure/Equipment

- ICT and audio visual equipment for UHCC EOC has been purchased. Installation dates will be confirmed in October.
- UHCC have worked with IRD to identify an alternate EOC location.

### Procedures and Plans

- A new HCC Infrastructure response plan has been completed.

### Other measures

- ✗ Maintain local EOC contact list/resource register.
- ✓ Remediation Plan are developed and implemented for identified shortfalls.
- ✓ Infrastructure and equipment records are correct and up-to-date.
- ✓ Attend all local welfare committees.
- ✗ Attend all local Emergency Services Coordinating Committees.
- ✓ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Maintenance checks are conducted according to policy.

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

# Wairarapa District

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



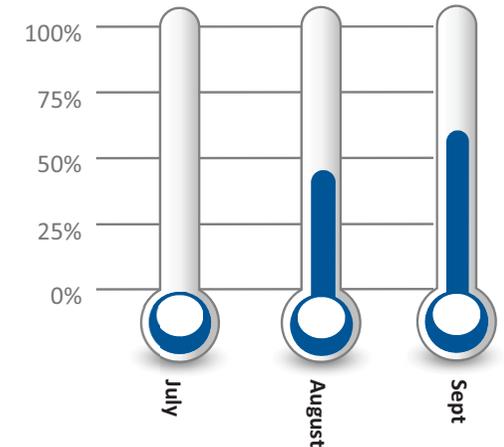
## Audit



## Training sessions



## Training attendance



### Personnel

- A number of GWRC staff in Masterton have been identified to supplement the contracted EOC staff. Inability of CDC and SWDC to provide staff to the EOC has been confirmed.
- EOC staff training commenced in August.
- Welfare Manager and alternate PIM roles remain to be filled.

### Infrastructure/Equipment

- Inventory of all communications equipment is 75% complete.
- ICT and audio visual equipment for Wairarapa EOC has been purchased. Installation dates will be confirmed in October.

### Procedures and Plans

- Eketahuna Earthquake After Action Review report and Corrective Action Plan have been drafted for consultation with other agencies.
- Concept of operations for the Wairarapa has been drafted and agencies consulted.

## Other measures

- ✓ Maintain local EOC contact list/resource register.
 ✓ Attend all local Emergency Services Coordinating Committees.
- ✓ Remediation Plan are developed and implemented for identified shortfalls.
 ✓ Up-to-date suite of response documents are in EOC/ECC.
- ✓ Infrastructure and equipment records are correct and up-to-date.
 ✓ Maintenance checks are conducted according to policy.
- ✗ Attend all local welfare committees.

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

# Business and Development

## Areas of progress:

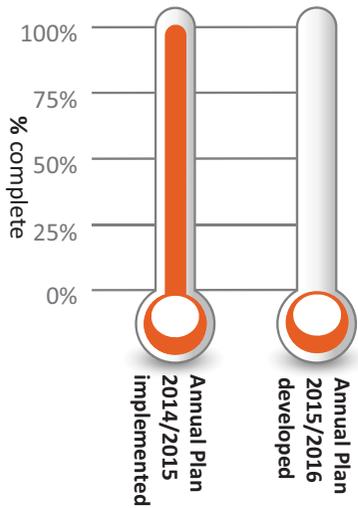
- Improved management of WREMO financial system.
- Development of WREMO's Annual Plan.
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).
- Enhancing ICT systems (new computers, phones, support).
- Project support to other WREMO teams (e.g. Fuel supply project).
- Engagement with hazards planning and risk management stakeholders.

## Areas of concern:

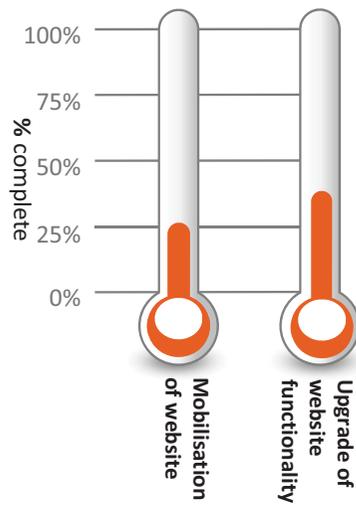
- Support for ICT work. Currently there is one staff member and the work load is very high. There is the potential for 'burn out' if further support is not provided.

# Business and Development

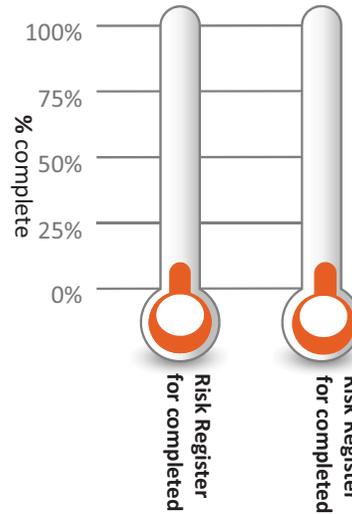
## Strategic Planning



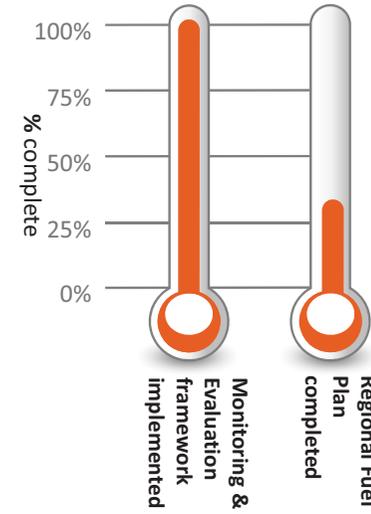
## Website



## Risk Registers



## Policies, Plans and Frameworks



## Scientific Information Lunchtime Seminars



## WREMO information sharing seminar



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

- As part of making scientific information more available and suitable for CDEM practitioners, we are currently working on setting up lunch time seminars to share the information. We intend to run one in the next quarter.
- The Annual Plan 2014/2015 has now been finalised for implementation.

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

# Business and Development

## Administration

-  All administrative requirements of the CDEM Group Joint Committee are met.
-  All administrative requirements of the CDEM committees are met.
-  A centralised library at Thorndon is maintained.
-  The following registers are regularly updated: Interagency contact list, and procurement registers.

## Finance

-  WREMO budget setting, reporting and processing of expenditure is managed.
-  Support is provided to Community Resilience and Operational Readiness on budgetary matters.
-  Petty cash is reconciled as required and correctly administered.

## Health and Safety

-  A WREMO staff member attends the Greater Wellington Health and Safety Committee meetings.
-  Any incidents are logged as per Greater Wellington Policy.

- Work has been done on budget reporting with all Managers now received budget information for each of their project codes (WBS). This has increased the level of details available and also allows the Managers to track their spending more easily.
- We are still yet to integrate WREMO into the Greater Wellington Health and Safety Committee. Discussions were held with GW H&S and a 'WREMO representative' will be invited to future meetings.

# Business and Development

## Professional Development

- ✓ All staff have the opportunity to attend at least one suitable professional development opportunity.

## Website

- ✓ The content on the website is up-to-date.

## IT

- ✓ IT support is provided to WREMO staff.
- ✓ Technical support required for the development and implementation of EMIS is provided.

## Planning Managers Group

- ✓ Planning Managers Group meetings are attended by a WREMO representative.
- ✓ Input is provided on behalf of WREMO.

## Values

- ✓ Have the WREMO mission, vision and values visible to all WREMO staff.
- ✓ One team building event for all WREMO staff.

- Staff have had the opportunity to attend several conferences this quarter:
  - CDEM Forum 2014
  - Australasian Natural Hazards Conference.
- A member from each team (CR,OR and B&D) have commenced the Greater Managers programme.
- Staff are also encouraged to identify and particular areas of professional development they would like to attend, and request this attendance through their managers.