

WELLINGTON REGION
EMERGENCY MANAGEMENT OFFICE

Quarterly Report

1 July – 30 September 2016



Executive Summary

Overview

A busy quarter, dominated by the national Tsunami Exercise, Tangaroa.

Wins

1. *Exercise Tangaroa.*

The lead up to this exercise saw considerable planned activity, including desktop exercises with Emergency Service and support partners, the remodeling of inundation zones for Wellington and Hutt City, road block mapping, and the forecasting of likely utility outages. In addition to this, EOC training from March 2016 was conducted using a tsunami scenario with staff tailoring the standard operational planning guides specifically for this threat. The exercise proper, for the Wellington region was conducted over two half days and saw approximately 420 staff in two shifts, activate as part of 6 EOCs and the ECC. Follow-up workshops on welfare and recovery also formed part of the programme. As fate would have it, the day following the exercise, a large earthquake occurred off East Cape resulting in a small tsunami, albeit the impact for the Wellington region was minimal.

2. *External Recognition.*

- During the quarter, we received confirmation that WREMO had received the **2016 IAEM-Oceania Public Awareness Award, Division 2 (regional/nonprofit)** for the development and presentation of a series of Organizational Resilience Symposia, to build organizational resilience for small businesses, school, and aged residential care facilities. These were designed to guide participants through disaster preparedness and continuity of operations; and support relationship building amongst peers within a sector. It is recognized that these three groups are some of the most vulnerable to disaster. The symposia have allowed WREMO to connect with much larger numbers than traditional one-on-one planning while also encouraging cross-pollination of ideas among participants.
- The Otago Group have now completed their reorganisation modelled on the WREMO concept of operation.

3. **Red Cross Hazard App.** The App launch was conducted in June 2016 and the product (offered free to users) has now been adopted by other Groups across New Zealand. To date the number of downloads for the Wellington region totals 8627.

4. **Rain water tanks.** Sales of this product (a partnership between WREMO, Councils and the Tank Guy) now total 8990 units, representing additional storage of nearly 1.8 million litres, at minimal (admin only) cost to councils.

Executive Summary

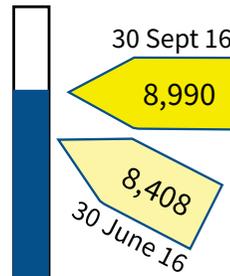
Developments

The more notable activities progressed throughout the year include:

- 1. Pre-Disaster Recovery Planning.** A draft Strategic Recovery Plan was presented to the CEG, gaining agreement in principle for the approach proposed. This plan, developed with input from the Christchurch Recovery Lessons Learned Legacy Programme being run out of DPMC, plus international experts, Drs Laurie Johnson and Scott Miles (University of Washington) helps clarify structures, roles, responsibilities, and explains how recovery challenges are different from business as usual. The next step in the process will see the establishment of a steering group plus a series of workshops to address all the recovery domains – social, natural, cultural, economic and built environments.
- 2. Regional Natural Hazards Strategy.** WREMO has been participating as part of an ongoing working group comprising council planning managers. During the quarter, a stakeholder engagement workshop was held and the draft document amended following feedback from WREMO and councils. The next step is public consultation commencing in October.
- 3. Its Our Fault Project Phase 2.** Working with partners WCC, GNS Science and EQC, this project has been refocused to take direction from the Natural Hazards Strategy and the Pre Disaster Recovery Project when determining future research requirements. It is intended that this arrangement be reviewed at the five year mark (2021).
- 4. Crisis Mapping.** This project, conducted in conjunction with Massey University Open Labs and software company 3Months, applied a design thinking process to generate a web based situational awareness tool. The deliverables – project reports have been forwarded and a minimum viable product prototype demonstrated. Funding has been sought from the national Resilience Fund to create a production model.
- 5. Communications review.** Rationalisation of regional VHF communications networks and support arrangements has been progressed to the point where an RFP has now been issued. The responses have since been evaluated however further work is required before any recommendations can be made. A budget of \$1m was established in 2014 planning documents however it is now considered that this can be trimmed to under \$300k.
- 6. Firefighting following an earthquake.** Meetings various, were held with WCC, Wellington Water, FENZ, GNS Science, and contractor Cardno on this subject. Modeling of many of the variables associated with the challenge has been completed and workshops will commence in the next quarter to address tactics, resources, and community preparedness.

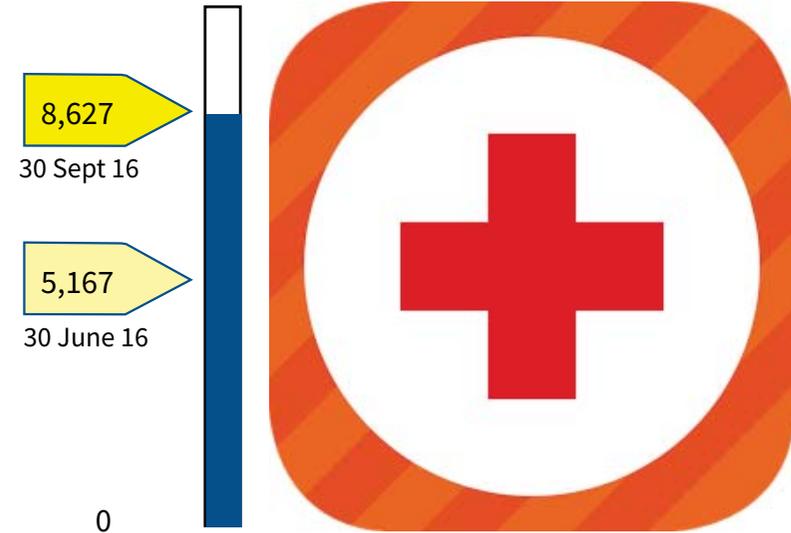
Executive Summary

Water tank sales



Water tank sales have been steady since the partnership between Councils, WREMO and the Tank Guy was launched in July 2013.

Red Cross Hazard App downloads

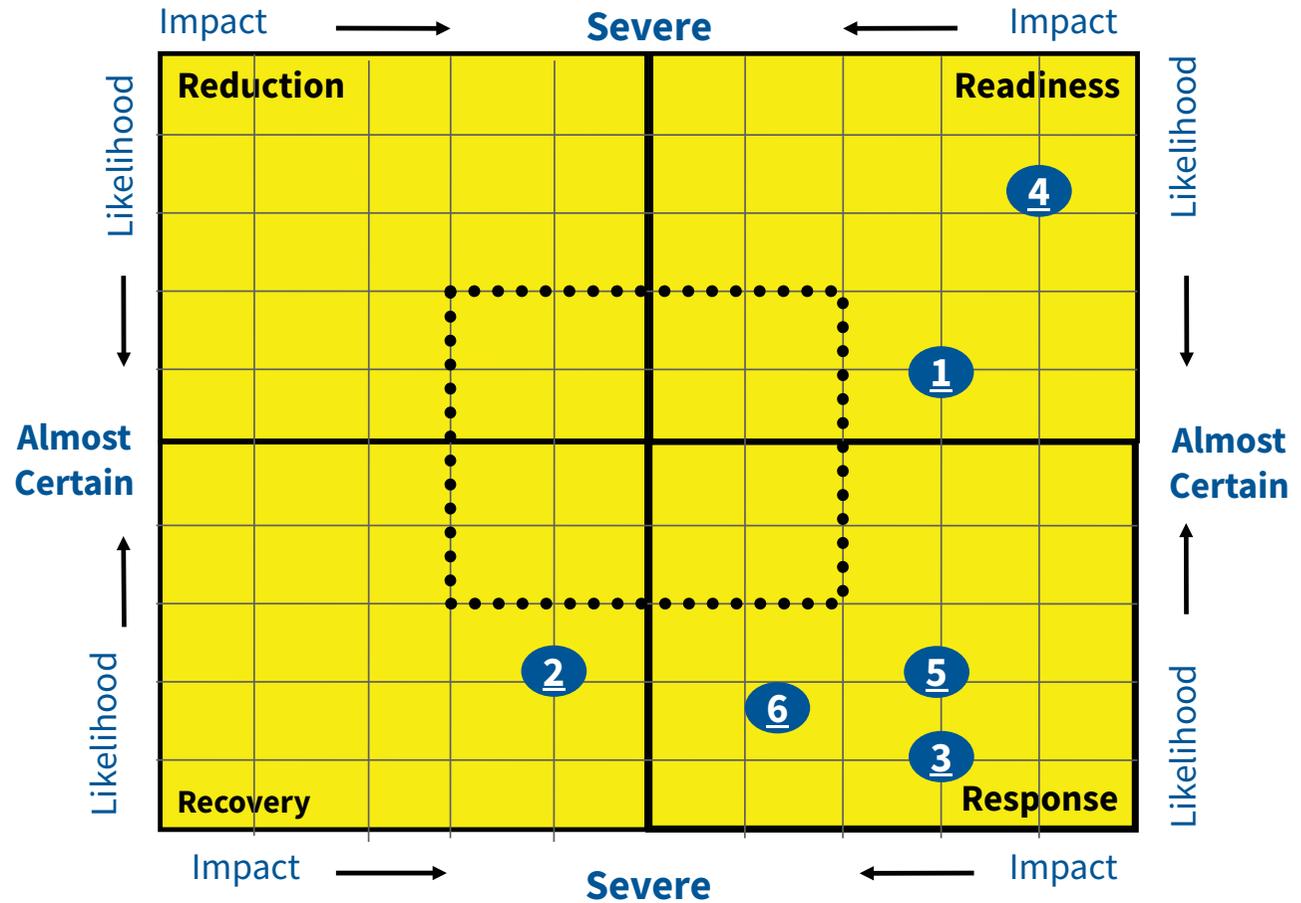


The Red Cross Hazard App was officially released in November 2015. Since then 8,627 people have downloaded the App in the Wellington Region.

Executive Summary

Risk Matrix as at 30 September 2016

1. Waning community motivation for resilience building initiatives
2. Lack of effective Recovery Framework
3. Switch to digital ES communications
4. Challenge implementing MCDEM initiatives
5. Council staff attending EOC training
6. Health and Safety



Executive Summary

Risk explanation and treatment

1. As time elapses since our last significant emergency (May 2016), public 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. Our social media following continues to rise and is now above 53,000.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. A draft Strategic Recovery plan has now been produced. Considerable work is still required, however now at least we have a robust approach.
3. The original direction was that analogue CDEM VHF radios and repeaters were required to be replaced by digital sets by 2018. A project was launched to achieve this and a budget for this purpose was factored into the LTP process. RFP responses are currently being evaluated; however the original risk has been debunked, replaced by the need to keep this system operational while it still provides operational value.
4. Central Government policies often take a top down approach, resulting in some challenges when implementing at a local level. Following an approach to MCDEM by a delegation representing CDEM Groups, a joint strategic planning workshop is to be held December 2016.
5. This risk reflects the fluctuating numbers of council staff attending EOC training. Considerable positive progress has occurred, however these numbers need to be maintained. This risk will continue to be monitored.
6. Health and Safety – answers to key H&S factors as they relate to CDEM, were promulgated in the 30 June 16 report.

Risks since removed from the matrix

Sustainability of response structures

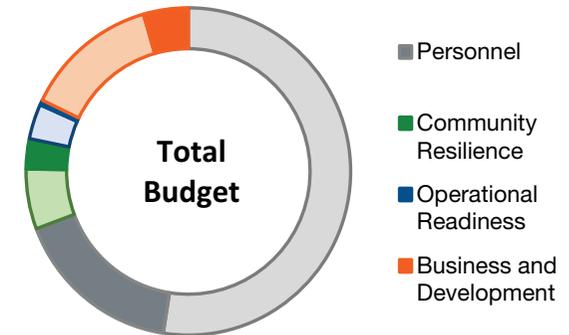
Inadequate operational connectivity

Financial Summary - As at 30 September 2016

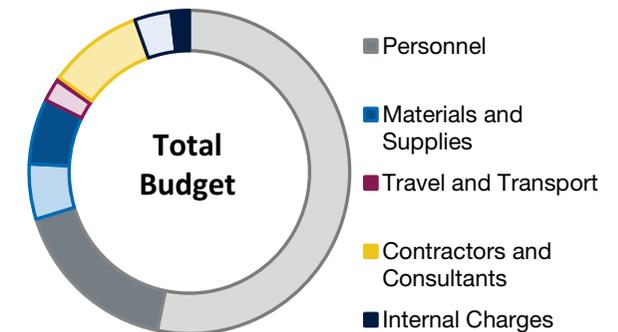
WREMO Income Statement For the 3 Months 30 September 2016	YTD as at 30 September			Full Year
	Actual \$000	Budget \$000	Variance \$000	Budget \$000
Rates & Levies	223	214	-	856
Government Grants & Subsidies	-	-	-	-
External Revenue	534	528	-	2,112
Investment Revenue	2	2	0	7
Internal Revenue	-	-	-	-
TOTAL INCOME	759	744	0	2974.5
less:				
Personnel Costs	497	516	18	2,063
Materials,Supplies & Services	194	99	(95)	397
Travel & Transport Costs	12	20	8	80
Contractor & Consultants	(36)	71	108	285
Internal Charges	54	41	(13)	164
Total Direct Expenditure	721	747	26	2987.5
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Transition Costs - operational	-	-	-	-
Depreciation	18	13	(5)	52
Loss(Gain) on Sale of Assets/ Investments	-	-	-	(20)
TOTAL EXPENDITURE	739	760	20	3019.1
OPERATING SURPLUS/(DEFICIT)	19	(16)	20	(45)
Add Back Depreciation	18	13	5	52
Other Non Cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	-
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	37	(3)	40	7
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Reserve Investments Interest	(2)	(2)	-	(7)
Reserve Investments Transfer Out	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	37	(9)	34	0

Personnel is marginally underspent but does not take account of annual market adjustments which take effect 1 September 2016. Materials is \$95k overspent, largely as a result of timing variances where significant charges (such as radio advertising) occur at the beginning of the financial year. Contractors are showing a credit due to an accrual. Internal charges are overspent by \$13k, however there is a \$22.5k credit to be applied (IT charges). Both personnel and the reserve have yet to be adjusted to reflect the appointment of the Recovery Coordinator position (\$75k p.a for 2 years).

Portion of budget spent - By team



Portion of budget spent - By category



Balance of reserve as at
30 September 2016
\$207,000

SUMMARY
COMMUNITY RESILIENCE
OPERATIONAL READINESS
BUSINESS & DEVELOPMENT

Community Resilience

Regional update



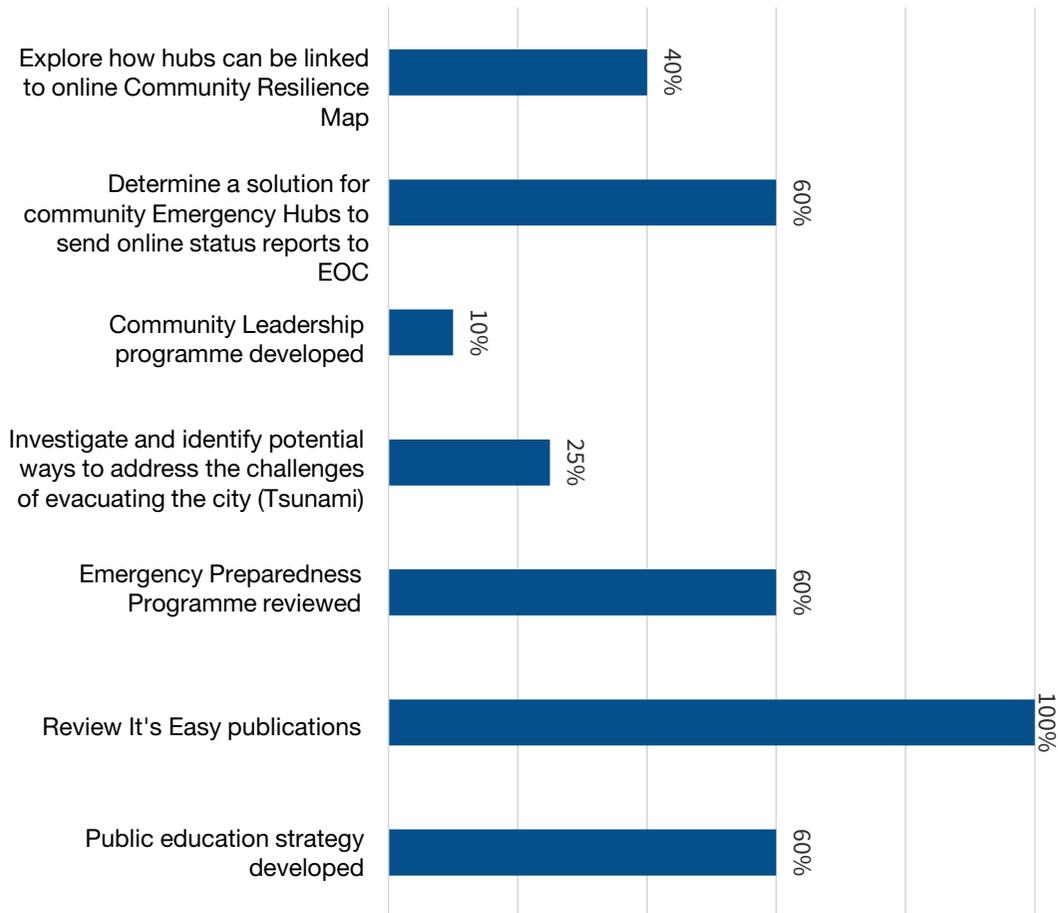
WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE

Community Resilience

- Firstly, we welcome a new member to the CR Team! Based in the Wairarapa with many years of community development experience, and a rich set of existing local relationships.
- The first quarter of the year has seen the CR Team lay the foundation for a number of strategic initiatives. First, the team has finalised the role and responsibility of the traditional Civil Defence Centres (CDC) in the community. Despite decades of existence, these marked community facilities have never had a clear and stated purpose. To bring the region into alignment with the new MCDEM guidelines, the existing locations are being rebranded as Community Emergency Hubs. This wording better reflects the purpose of the facility and alignment of the community's expectations. Related to this, the Community Emergency Hub guide has been completed and existing Community Response Plans will be transferred into this format. Other Groups in the country are planning to adopt this guide and implement it in their regions.
- Building on this success, the team is refining its training and engagement approach with Emergency Management volunteers. Two years ago, the training was opened up to anyone that applied. The requirements were relaxed with a goal of enabling a wider group of residents to participate. This goal was achieved as a result of this change and WREMO has been able to connect with and train a more diverse group of people than ever before. Unfortunately, opportunities to engage volunteers to receive further training and participate in local events has diminished during this period. To address this, the team is treating 2016/17 as the "Year of the Volunteer" and sharpening the community training and volunteers structures to reflect the new Health and Safety requirements, provide structured opportunities to stay engaged and receive ongoing training and get involved in more community-driven initiatives. A new framework is in the final stages of development and will be in place by the new calendar year.
- In light of recent changes in public education like Community Emergency Hubs and promoting seven days' worth of water, the team is refreshing the It's Easy preparedness guide. To get the biggest impact possible, the team is collaborating with behavioural economists to help shape subtle messaging and layout of the guide and nudge risk awareness toward risk reduction.
- Across the region, Community Response Plans are being delivered or developed, tsunami evacuation planning is increasing in communities as a result of the team bringing Exercise Tangaroa into a range of community organisations, and WREMO staff continue to be asked to share their experiences and knowledge with a range of national and international practitioners and academics.
- Finally, the Draft Recovery Framework and planning process continues to move forward. Further work is taking place and the framework is being integrated as a key initiative into Wellington's Resilience Strategy. A Recovery Coordinator will be recruited to assist in the roll-out across the region and will be in place by the end of the calendar year.

Community Resilience



Aged Residential care Symposia



School-based Symposia



Prepared Business symposia



Prepared Apartment symposia



Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

SUMMARY

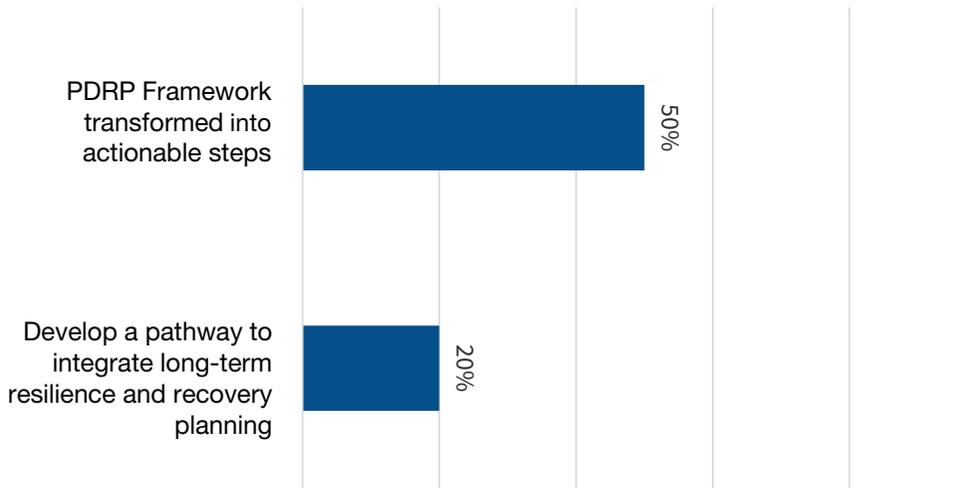
COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Community Resilience

Recovery



Commence a facilitation of involving councils and stakeholders in PDRP

Public Education Online Videos



Community Preparedness Training



2 training sessions are to be Marae/ Youth and or disability based

Participate and support community driven projects



Community Response Plans



CRPs on a 2 year cycle are scheduled for review

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Community Resilience

Public education

- ON-GOING** Three Facebook posts per week.
- ON-GOING** Public fair attendance.
- ON-GOING** Regional radio advertisements and interviews conducted monthly.
- ON-GOING** Presentations are conducted in the Community.
- ON-GOING** 5% of staff time allocated to engaging with local community leaders.

Preparedness enablers

- ON-GOING** Preparedness enablers available across the region.

Resilience Map

- NOT STARTED** Test the Community Resilience Map in an activation / exercise.
- IN PROGRESS** WREMO and Social Media teams are trained to use resilience mapping tools.

Community driven projects

- Community resilience staff have been involved in a number of community driven projects over the last quarter. Many of these projects have eventuated out of the CRP process. Working with communities on projects that are 'not CDEM led', means the team can continue to build relationships and keep the connections with members of the community.

Symposia

- A number of symposia have been planned for delivery in the second quarter.
 - Prepared Business Symposia are to be delivered in Porirua, Wellington and Hutt City.
 - Aged Residential Care symposia are scheduled to be delivered in Kapiti, Wairarapa, Wellington and Porirua.

Community Resilience

Hubs

**NOT
STARTED**

50% of Hubs have access arrangements in place.

**NOT
STARTED**

70% of Hubs have a memorandum of understanding (MOU) in place with facility owner.

**NOT
STARTED**

All Hubs associated with a CRP have a tailored Hub Guide.

Tsunami Blue Lines

**ON
HOLD**

Explore new innovations for the process to raise awareness in Wellington CBD.

Facilitate the process of TBL in Wellington CBD.

Volunteers

**IN
PROGRESS**

Volunteer database is updated to reflect changes in remodeled approach.

Hubs

- The Hub Guide is now complete and ready to begin the customisation process for each Hub associated with a CRP in the 2nd quarter.
- The MOU is currently being reviewed by lawyers. Work will commence with facility owners in the 2nd quarter.

Tsunami Blue Lines

- The TBL project is currently on hold in Wellington City, awaiting approval from the Council to proceed.

Operational Readiness

Regional update



WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE

Operational Readiness

Areas of progress

- We have successfully used the tsunami themed Exercise Tangaroa to achieve a number of innovative 'firsts' in our approach to operational readiness. It was the first regional exercise, covering all operational areas at the same time, since WREMO was formed in 2012. It was the first exercise on this scale where a specific and tailored nine-month training programme, delivered across all our operating areas, was designed to lead into an exercise. We have successfully implemented a new approach to our operational planning, where the design of training builds and socialises the action plan and desk action plans that our staff need to use in each Emergency Coordination Centre (ECC) and Emergency Operations Centre (EOC). Finally, it has been the first major exercise for many of the staff in our centres, where the chaos and complexity of an emergency response has been experienced. The feedback from our staff is not only of enjoyment, but more importantly a greater sense of confidence in being able to manage an event of this nature. We are better placed in our capability as a result of all of these firsts.
- Exercise hot debriefs have been conducted and the evaluation material from all 7 centres has been collated. A final exercise evaluation and accompanying report will be generated before the end of the next quarter.

Activations / Interesting events

- The earthquake off the coast of East Cape, the day after Exercise Tangaroa, provided the opportunity to practice our internal activation process for this type of event again. Timeliness of our internal alert and threat assessment were excellent which enabled a clear decision of 'not to activate' to be made. The event also provided a good opportunity to touch base with our coastal coordinators in the Wairarapa.
- The operational readiness team took the opportunity to take a closer look at the Havelock North water contamination event to establish how we might position ourselves when CDEM is not the lead agency. The key lessons from this event are around being proactive in supporting the lead agency early on and providing the necessary leadership to ensure the response is coordinated across a number of different agencies. The wider WREMO team were subsequently privy to a presentation on the response and tour of the Te Marua water treatment plant by Wellington Water.
- Ministry of Primary Industries requested welfare support to those impacted by the pea weevil event in the Wairarapa. The Group Welfare Manager and Local Welfare Manager engaged local contacts and agencies to establish response requirements. The conclusion being that those impacted did not require welfare support, but the engagement was seen as a positive rehearsal for larger events.
- Maritime New Zealand used the Wellington City Emergency Operations Centre to run a large Oil Spill response exercise. Whilst CDEM support was not required from a staff point of view, the facility was well utilised with positive feedback.

Operational Readiness



Duty Officer Activation



Asset Management Framework

Currently fine-tuning the template that has been used to log all EOC assets (managed by WREMO). Once the template is fully operational this will be expanded to include life of the asset, replacement dates and projected costs for replacement.

Notifications process and Duty Officer reviews

A number of projects have reinforced the need to take a closer look at the effectiveness of our notifications processes. This links into the review of the Duty Officer system and the connections to our partner agencies. Project Plans for both of these reviews have been developed and work has commenced.

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

Operational Readiness

Stakeholder engagement

ON-GOING Operational equipment checks are completed monthly.

IN PROGRESS Contribute to flood warning system review.

IN PROGRESS Facilitate the After Action Review process following an EOC activation.

COMPLETE Primary LUC is contracted until 2017.

Currently 40% of After Action Review completed for Exercise Tangaroa

Emergency Management Information System (EMIS)

IN PROGRESS Implement EMIS in accordance with the implementation plan.

Flood warning review

- The internal and external stakeholder workshops have been held, with a good diversity of participants to represent the full extent of those that utilise the existing flood warning system. A draft Levels of Service has subsequently been developed and sent out to stakeholders who were invited to attend the workshops. Phase 3 is underway with GNS, the contractor, assessing the current system in anticipation of a comparison against the new Levels of Service.

Emergency Management Information System (EMIS)

- The EMIS implementation plan is being progressed with preparation for a 'show and tell' to key council staff to be rolled out in November. Part of the programme is aimed at establishing how EMIS will integrate and complement existing council systems used in the Emergency Operations Centres. In addition, training, using the resilience funded EMIS trainer, has been scheduled in for early next year.

Operational Readiness

Exercises and Training

COMPLETE Participate in National Exercise – Exercise Tangaroa.

COMPLETE Conduct a regional exercise to test all EOC and ECC response capability.

IN PROGRESS Develop and deliver staff training in accordance with Operational Readiness Training Programme.

Documentation

IN PROGRESS Implement revision programme for operational response plans.

EOC training

- Training during the last quarter focussed on preparing the ECC and EOC staff for Exercise Tangaroa and participating in the exercise. The preparation included a review of tsunami orange zone evacuation plans, building knowledge on the impacted areas and implications for the community; and a refinement of desk action plans for the evacuation. The ECC and all EOCs successfully participated in Exercise Tangaroa on 31st August and 1st September.

Operational response documents

- 2 standard operating procedures have been updated, teleconference and declarations. Both tested during Exercise Tangaroa.
- MCDEM have approached us with a view to reviewing the Wellington Earthquake National Initial Response Plan. This provides the opportunity to cross reference the key activities highlighted in the plan with the work done by the Wellington CDEM Group since 2010.
- The tsunami action plans and desk action plans tested during Exercise Tangaroa are now being brought up to date with smaller learnings.
- Further work on operational documentation is paused until the opportunities for improvement from Exercise Tangaroa have been identified and prioritised.

Group Welfare Developments

Regional Updates

- Group Welfare Plan 2016-2018 created – a high level plan for understanding roles and responsibilities under the new welfare arrangements, clarity on role of agencies and welfare’s role under the 4Rs.
 - Exercise Tangaroa increased understanding of welfare considerations and gap areas – being included within the current work programme and training framework.
 - Regional Welfare Coordination Group Terms of Reference reviewed and updated.

Develop and manage regional welfare work programme



Management of work programme on-going

WELLINGTON REGION WELFARE PATHWAY at the Local Level for 2016/2017	
EMERGENCY ASSISTANCE CENTRES (EACS/CDCS)	LOCAL WELFARE COMMITTEES
<ul style="list-style-type: none"> At least 2 EACS identified MOUs in place 2 supervisors (and staff) identified for each EAC Consideration of Health & Safety Process feedback to the EAC Best Practice Guide 	<ul style="list-style-type: none"> Core group established Membership reviewed at least once Group meets at least twice Terms of Reference created/updated Understanding roles and responsibilities Understanding local risks and vulnerabilities
COLLABORATION AND DEVELOPMENT PLANS	LOCAL WELFARE PLANS
<ul style="list-style-type: none"> All courses and out-lets Attend 5 or more EOC training sessions Participate in the quarterly Local Welfare Managers' Forum Attend at least 2 RWCG meetings Provide feedback on other plans or processes 	<ul style="list-style-type: none"> Local Welfare Plan drafted via Local Welfare Committee Focus on welfare delivery & collaboration across agencies Consideration of Registration & Needs Assessments sub-Committee Acknowledging Community Response Plans
ADVOCACY AND SUPPORT AND FUTURE CONSIDERATIONS	
<ul style="list-style-type: none"> Supporting activities and advocacy for more welfare staff Raising the profile and importance of welfare Needs Assessments sub-Committee coordination Transition to Recovery and role of Well-are function Scoping of further EMIS Registration training Building relationships with key stakeholders Continue support and advocacy from the Group Welfare Manager's Senior Leadership documentation 	

Welfare Pathway Updates

- Local Welfare Pathway document completed – outlining the activities for local-level welfare over the next year to increase capability, capacity, and local welfare planning.
- Local Welfare Committees engaged in Porirua, Wellington, and the Wairarapa. Progress is being made on establishing Local Welfare Committees in Upper Hutt, Hutt City, and Kapiti.
- Welfare implications of the Havelock North water contamination, and Pea Weevil biosecurity incursion events shared.
- Focus on Emergency Assistance Centres (EACs) as a means of welfare services delivery in the community – staffing, training, resourcing, location, facilities, coordination, and partnership with responsible and supporting agencies. Wellington City Council has created some training for staff likely to supervise, or work, in an EAC. A similar regional training opportunity is currently being investigated.
- Regional collaboration of Local Welfare Managers and teams through the Local Welfare Managers' Forum.
- Continued efforts to build the profile and importance of welfare.

Geographical Area

**Community Resilience and
Operational Readiness updates**



**WELLINGTON REGION
EMERGENCY MANAGEMENT**

OFFICE

Emergency Coordination Centre (GWRC)

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



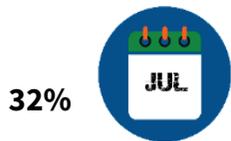
ECC equipment is audited every 6 months.

Activation procedure

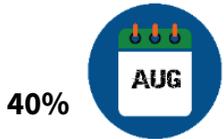


Council ECC activation procedure tested every quarter.

Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

COMPLETE
Facilitate a scenario based discussion at the Regional Interagency Liaison Committee.

Average attendance (quarter): 34%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

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

Attendance at training and exercises for the ECC remains under 40%. On average, 15 people attended each day of Exercise Tangaroa (practice days 31 August and 1 September). Unfortunately this is below what would be required to staff a fully-functioning ECC (approx. 50 people per shift). Those who did participate in Exercise Tangaroa found the experience consolidated their learning and increased confidence, therefore enhancing the ECC team overall.

The MTXT activation method for ECC staff was tested on both practice days of Exercise Tangaroa and no issues were logged with the method. The Exercise was also an opportunity to test ECC equipment and set up procedures. Feedback from the Exercise relating to ECC technology and documentation have been logged and will be worked through in a coordinated manner across the region, and through the ECC staff training programme.



ECC setup before the exercise



Signing of the Group Declaration

Exercise Tangaroa

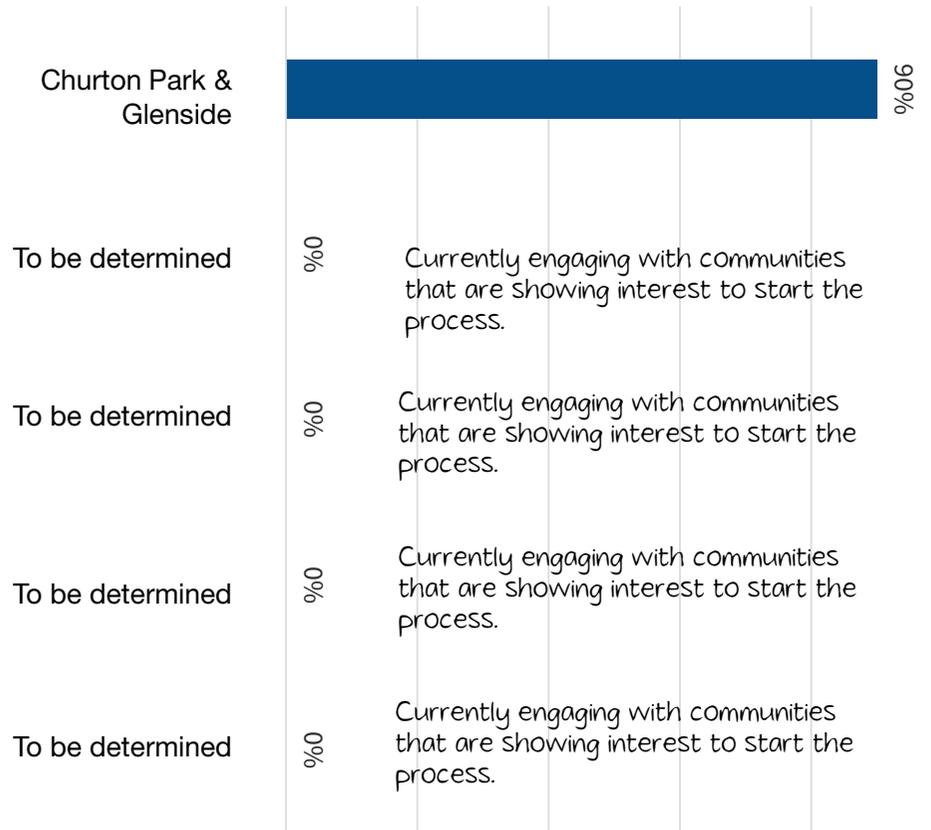
A few pictures of the ECC activation during Exercise Tangaroa.

ECC staff
in action
during
Exercise
Tangaroa



Wellington City

Community Response Plans



Symposia

Business-based



Apartments



School-based



Community preparedness training



NOT STARTED

A community profile is developed

NOT STARTED

Two community Emergency Hub exercises completed

NOT STARTED

Two Hub inductions are offered to volunteers

Completed previous quarters
 Completed this quarter
 Remaining to be completed



Seatoun's tsunami evacuation steps

Seatoun School has received considerable positive feedback from their local community about the new Tsunami evacuation steps; such as, great for day to day enjoyment of the outdoors, and the residents are feeling safer. Over the past few years, Seatoun School has embraced their hazard profile; developed a well thought-out plan which incorporates the neighbouring Kindergarten; designed, funded and installed tsunami evacuation steps; and practiced a full blown family reunification process. It has been very fulfilling working through this with an engaged principal and his staff!

Churton Park & Glenside Response & Resilience Planning

These meetings were a great example of people from two communities with strong identities working together on a shared goal of building resilience and being able to respond together in an emergency. Ideas for community projects from these sessions have included safer shared pathways and cycleways linking the communities, a Time Bank, resource library, and communal barbecues and picnic facilities in parks to help bring people together.



SUMMARY

COMMUNITY
RESILIENCE

OPERATIONAL
READINESS

BUSINESS &
DEVELOPMENT

More Wellington community stories

- As a result of discussions at the Island Bay CRP meetings, Island Bay New World has purchased a defibrillator available for community use.
- It's great to see the impact of our schools' symposia in follow up meetings with schools requesting further advice. They really appreciate the assistance in helping them understand their obligations, and best practices solutions.
- Based on the relationship fostered with the Island Bay community during the CRP, one on our staff has been asked as a neutral person to facilitate the Island Bay Parade / cycleway re-engagement.

Wellington City

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



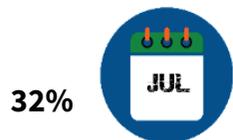
EOC equipment is audited every 6 months.

Activation procedure

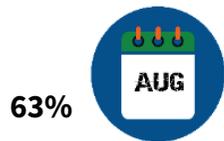


Council EOC activation procedure tested every quarter

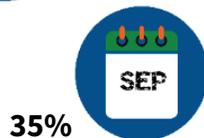
Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

COMPLETE
Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 44%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

In the months leading up to Tangaroa, there was feverish activity in the Wellington EOC installing the extra equipment that Wellington City Council had provided.

Eleven new large display screens were installed, aimed at improving information display within the EOC. One screen per functional desk and four dedicated to traffic cam display.

A further 16 laptops were also provided bringing the number of laptops available in the EOC to thirty-two.

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

Tangaroa a Controllers Perspective - Simon Fleisher Wellington City's Primary Controller

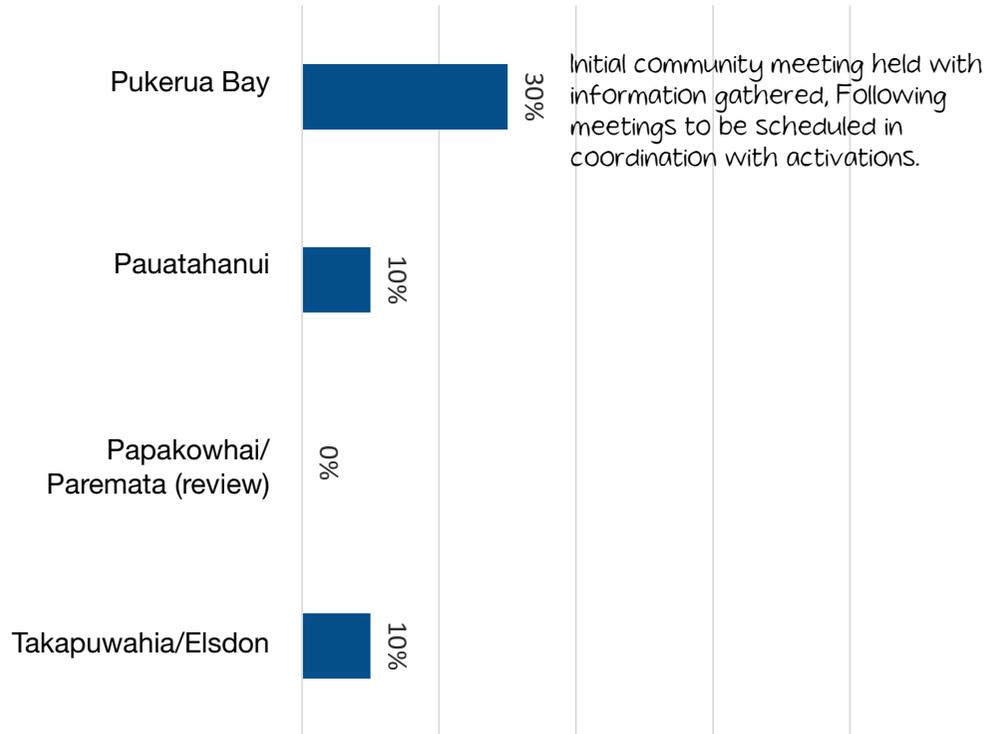
“After quite a few months’ preparation, Wellington City’s EOC finally got the chance to have a go at the challenging Orange Zone Tsunami, based on an event in the Kermadec Trench that gave us approximately 3 hours to coordinate and control a sizable evacuation from Wellington’s crowded suburbs and coastal areas, including a significant number of the larger venues that would otherwise have been used for Emergency Assistance Centres. The Standard Operating Procedures and Action Plans that we had been working on, finally got a run and (to our very pleasant surprise) seemed to work well, given the circumstances. What was also really good from an exercise perspective was the activation of the Wellington Region’s ECC just over the road and this gave Controllers and Desk Managers the next best thing to a really good run out and a chance to hone their skills.

In particular, we’ve got quite a few new Controllers and they got a chance to cut their teeth in a relatively high intensity training exercise, and they all really enjoyed having the opportunity to practice their GSMEAC briefs and conduct teleconferences with the Group Controller. In summary, this was a really good training exercise for Wellington City and will stand us in good stead for future activations, whenever they occur.”



Porirua City

Community Response Plans



Symposia

Business-based



Aged Care Facility



School-based



Community preparedness training



A community profile is developed

1 of 2 completed

Two community Emergency Hub exercises completed



One Hub induction is offered to volunteers

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

Hub Open Day

As a result of the Plimmerton/Mana/Camborne CRP review last financial year, the community group involved decided to run a Hub Open Day. The Hub Open Day took place on Saturday September 10th. It included a mock Hub activation, reconnaissance teams using the radios, a demonstration from the Porirua Emergency Response Team, and talks from WREMO staff and community members about preparedness. There was also a BBQ and the Plimmerton School's Year 8 students ran a bake sale. It was attended by approximately 30-40 community members, including elected officials, Police and Volunteer Fire crew. A great day out for all involved.



More Porirua community stories

- The Samoan 7th Day Adventist Church in Ranui, approached WREMO to give a presentation on emergency preparedness. As a result of the talk, booklets were requested and distributed to families and networks. This has generated further engagement with other Samoan churches and an increased interest from early childhood centres in the area. This is all part of ongoing engagement with communities in East Porirua, where the focus will be faith-based organisations for the next several months.
- As part of the preparation for Exercise Tangaroa, many schools and organisations were approached. There were many good outcomes, including two schools carrying out a full evacuation test and several schools agreeing to be identified as safe gathering points for the community.
- Whitireia Polytec are looking into incorporating our messaging into their students theme 'Safety starts with ME'.
- As a result of the Whitby CRP, a few members of the community group decided to build on the momentum by selling the 200L household water tanks. These were sold on a Saturday morning at the Whitby shops, as well as orders given directly to group members. Over 30 tanks were sold on the day. Grab&Go bags were also promoted along with the WREMO Volunteer course.

Porirua City

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



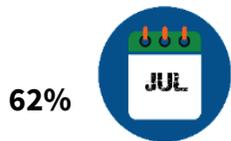
EOC equipment is audited every 6 months.

Activation procedure

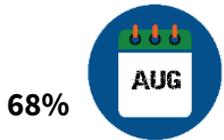


Council EOC activation procedure tested every quarter

Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

NOT STARTED

Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 64%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

The work completed during this year's training resulted in an active planning process with first actions for each desk that can be applied to any emergency.

In the build-up to Exercise Tangaroa, The EOC staff has produced effective desk action plans for tsunami response which were tested during Exercise Tangaroa. This progress has taken the teams past the initial emergency response and into post event damage assessment, welfare support and recovery planning.

PEOC had new information display systems and laptops installed along with a new desk layout which has enhanced information displays and made working together as one team more effective.

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

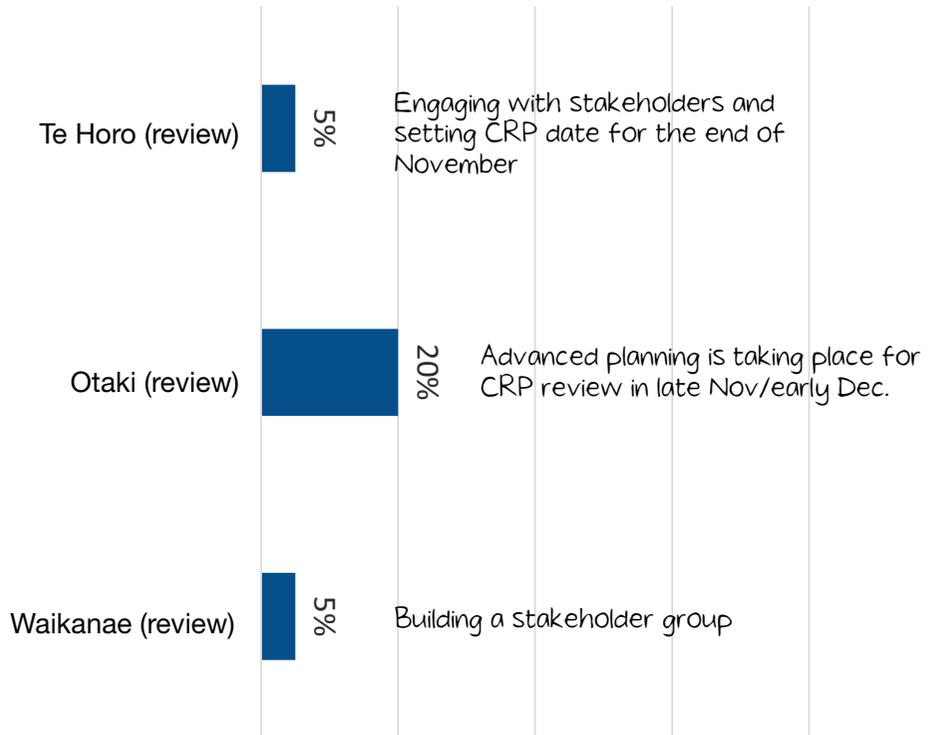
Exercise Tangaroa – Porirua City Controller Jerry Wrenn

“It was intense and action packed – and fortunately, all just an exercise. As a City Council, among more than 100 organisations nationwide that took part in Exercise Tangaroa, it tested our preparation response and recovery from a major tsunami. I’m really pleased with how staff responded to this tsunami alert at short notice and it showed the work we’ve done to get prepared is paying off. Responding to emergencies is an important part of the work we do at the Council and it involves staff from all areas of our business. It’s good to see so many staff prepared to drop everything and respond when needed. Working alongside Council staff in the Porirua EOC were Police, Fire, Mana Coastguard, the Porirua Emergency Response team, Wellington Water, Downer, Regional Public Health and of course the team from the Wellington Regional Emergency Management Office. It was a chance to put our planning into action and now we follow that up with the next phase of dealing with an emergency. We’re learning a lot through these exercises and it means we’ll be ready for action when a real emergency does hit the city.”



Kapiti Coast

Community Response Plans



Symposia

Business-based



Aged Care Facility



School-based



Community preparedness training



NOT STARTED A community profile is developed

NOT STARTED One community Emergency Hub exercise completed

NOT STARTED One Hub induction is offered to volunteers

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Kapiti Coast community stories

- Kapiti College, Raumati Primary and two adjacent childcare centres practiced their tsunami drill for Exercise Tangaroa. 3,500 students and staff were involved in the evacuation including Kapiti's Red Cross Response Team.
- Discussed with Otaki Ministers Group their plans to conduct a silent vigil to target drug dealers in the town. This also involved discussions around them being involved in the next Otaki CRP review.
- A number of preparedness briefs with Green Streets participants in Otaki, Waikanae, Raumati and Paekakariki.
- During the quarter WREMO staff assisted the Wairarapa running a CRP session in Featherston.

Kapiti Coast

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



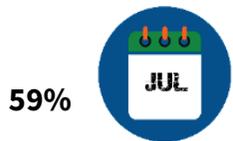
EOC equipment is audited every 6 months.

Activation procedure

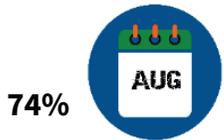


Council EOC activation procedure tested every quarter

Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

COMPLETE
Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 61%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

The operational focus in Kapiti this quarter has been on the response to a tsunami threat. To assist in this area work was done to finalise the Kapiti Coast Orange Zone Tsunami Evacuation Guide. This provides a set of action points for EOC Staff to follow in a response. It is regionally consistent but developed locally in conjunction with the wider CDEM team in Kapiti.

In the process of developing this guide over 30 stakeholder groups were involved including schools, tourism businesses, surf lifesaving clubs, DOC, Red Cross, Downers and Electra to name a few. This guide was tested as part of a national exercise, Exercise Tangaroa.

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

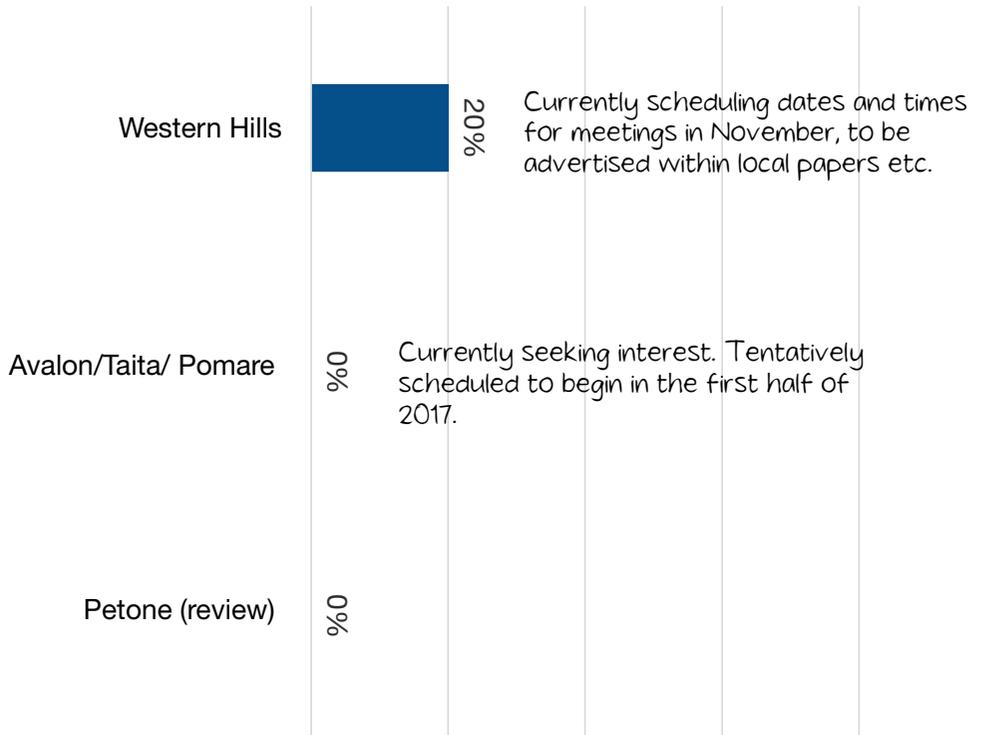


Exercise Tangaroa – KCDC perspective

Council staff teamed up with emergency services, Red Cross and WREMO representatives to take part in Exercise Tangaroa – which tested plans for responding to a regional-source tsunami and included an exercise activation of the emergency operations centre in Kāpiti. About 3500 pupils and staff from schools, kindergartens and childcare centres within the Paraparaumu Beach and Raumati Beach tsunami zones also took the opportunity to put their emergency evacuation plans into practice. The Council’s Emergency Controller Kevin Currie says it was a great opportunity to practice and review response plans while working in with our partner agencies. “Practicing emergency management plans is critical to being able to respond in the right way if we are ever faced with a real emergency,” he says. “With the coastline running the length of our district, its important people who live or work near the beach know where the tsunami evacuation zones are and have a plan for how to self-evacuate quickly.”

Hutt City

Community Response Plans



Symposia

Business-based



Aged Care Facility



School-based



Community preparedness training



- NOT STARTED** A community profile is developed
- NOT STARTED** One community Emergency Hub exercise completed
- NOT STARTED** One Hub induction is offered to volunteers

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Working together

WREMO and Arthritis N.Z. partnered to facilitate a workshop targeted at those with arthritis in the Hutt Valley Community. The workshop aim was to brainstorm ways participants could enhance their household and community preparedness. The group was also shown demonstrations of gadgets and devices available to assist with joint protection to reduce pain and fatigue both in everyday situations and in emergencies.

Prepared, Resilient Communities

Mischa Hill



More Hutt City community stories

- Schools and early childhood centres have begun taking a proactive role in how they can plan to successfully evacuate in advance of a tsunami. This extends beyond just the schools and ECEs sitting directly in the evacuation zones. Schools up in the Western Hills have recognised that they may be evacuation points, and following a major tsunami large groups of people will be evacuating up the hills. First and foremost the schools have a duty to take care of their own students, but the schools also understand that it is important to act as a coordinating point to help connect people with friends and family and help get them to a more comfortable place to stay, or with Emergency Assistance Centres that may be activated in the region.
- Connecting with communities is important to our work, but so is building relationships with Council partners. By taking the time to sit down with our colleagues at Hutt City Council, we have found opportunities to align efforts, share what we know, and ensure that the work we do has mutual benefits.
- WREMO staff were invited to present to the School of Architecture LAND421 paper at Victoria University of Wellington. The lecture included discussions on the intersection of disaster management, recovery and urban planning and the implications urban planning has on disaster risk. Students identified how they might address these challenges in their honours research projects and also how they could practically build resilience when they enter the land architecture field.

Hutt City

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



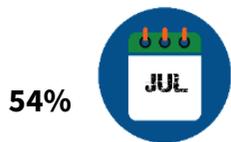
EOC equipment is audited every 6 months.

Activation procedure

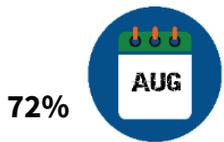


Council EOC activation procedure tested every quarter

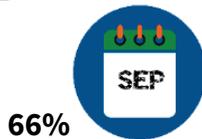
Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

NOT STARTED

Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 64%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Exercise Tangaroa was the culmination of a huge amount of preparation by many people. The Hutt Council staff have assisted with writing and reviewing plans which were well tested on the day. Opportunities for improvement were identified and solutions found, and we can feel confident that should a tsunami threaten the Orange Zone, we are well placed to respond.

The reconnaissance teams were activated and sent to different parts of the valley to assist with notifications and were also sending back real time information via the IRAP system to be displayed in the EOC.

EOC staff should be extremely proud of what they have achieved. It was a great experience to be involved in.

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

Tangaroa - A Controller's Perspective – Lester Piggott – Controller Day 1

“I thought Tangaroa was a very valuable process, with the main value being in all the lead up work that was done creating desk action plans, rehearsing actions etc. You and the WREMO team, together with key players in Hutt City council, deserve a lot of credit for that. That process was also very effective in re-energising the commitment of Hutt City staff towards civil defence and a high standard I think was achieved by the end of that process. I feel very confident that the Hutt City EOC is now at a good state of readiness to respond to any emergency.

I have emphasised the word "process", because as an exercise I was slightly disappointed in Tangaroa on the actual day of the race. I acknowledge my view is almost certainly coloured by my exposure to large scale exercises in my previous life, but the absence of exercise injects during the morning meant that at no stage did we have to react to the unexpected - rather we went through the well created (and well-rehearsed) extant action plans. That had value in and of itself I guess - it certainly helped create self confidence in the team, as they were dealing with the familiar - but it was a missed opportunity to test us in thinking outside the square.”



Tangaroa - A Controller's Perspective – Craig Cottrill – Controller Day 2

“Even though I'd shadowed Lester the day before, I walked into the EOC for the first time as a Controller with a bit of apprehension; probably what made it worse was the fact that Lester was there as well (no offence meant!), you know like a tradesman performing a task in front of a client.

Once I'd had a briefing and looked around at the capable and confident team that I saw before me I instantly started to feel a bit more confident! I was probably there a bit later than I had intended to because I had not received the group text, as I was normally part of Team One. Once I scheduled and held the first desk mangers meeting I started to feel like I was in control, I asked the intelligence team to display some key points and times on the main screen and by then I was well and truly into the groove.

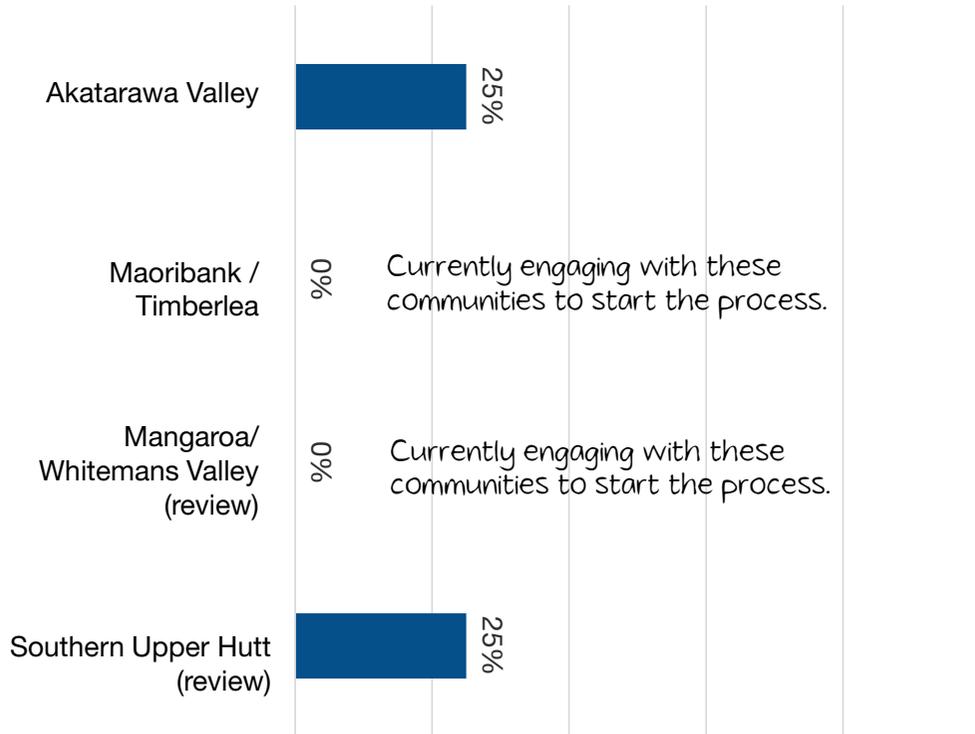
I've seen the Hutt City team transform their thinking and actions from a reliance on WREMO, to what they were displaying at the exercise which was a team working with support from WREMO, confident in their abilities and recently learnt skills. The prepared written materials were of tremendous value and the teams used their knowledge of their area of expertise, which was not too dissimilar from the business as usual, to plan and deliver a great response.

During and after the event many of us have discussed what we can do to be better prepared for an emergency event, I think the teams are looking forward to really testing their abilities one day. Twenty-four months ago I would have rated our readiness and ability to control and manage a large scale event as 4/10 today after Exercise Tangaroa I'd give us a 9/10, let keep up the momentum... Go Hutt City.”



Upper Hutt

Community Response Plans



Symposia

Business-based



School-based



Community preparedness training



A community profile is developed



One community Emergency Hub exercise completed



One Hub induction is offered to volunteers

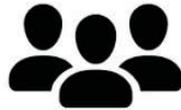
- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Hutt Valley Employers Forum

After engaging with the Hutt Valley Employers Forum steering group around our Business Continuity Planning workshops, we were invited to speak at the annual Hutt Valley Employers Forum. The forum brought together a diverse range of around 55 businesses throughout the Hutt Valley. The theme for the forum was around health and safety, with an emphasis on business continuity and emergency preparedness. WREMO presented following local business Alrich Aluminium who talked about the impacts of the May flooding event last year.

What do businesses that survive disruptions have in common?

Relationships



Flexibility



Adaptability



Upper Hutt

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



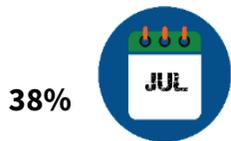
EOC equipment is audited every 6 months.

Activation procedure

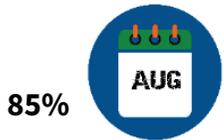


Council EOC activation procedure tested every quarter

Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)

NOT STARTED

Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 70%

Completed previous quarters
 Completed this quarter
 Remaining to be completed

This quarter was dominated by getting both the EOC staff and the EOC equipment ready for Exercise Tangaroa.

EOC Staff

EOC staff have worked hard over the past year, learning new processes in preparation for an activation.

EOC equipment

New equipment was installed in the EOC this quarter. Computer Sticks (that make TVs a computer), more laptops and also a few tablets for map drawing. Staff thought the new technology was fantastic and spent quite some time familiarising themselves with the new technology.

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

“A useful exercise that highlighted the need for areas susceptible to Tsunami to have in place response plans with realistic estimates of evacuees and likewise for the receiving catchments. There also needs to be a wider regional view on ability to handle large numbers of evacuees without sending them all in the direction of one council. The speed of a tsunami highlights the need for EOC’s to be faster in response than currently.” Lachlan (Controller)



Exercise Tangaroa a success

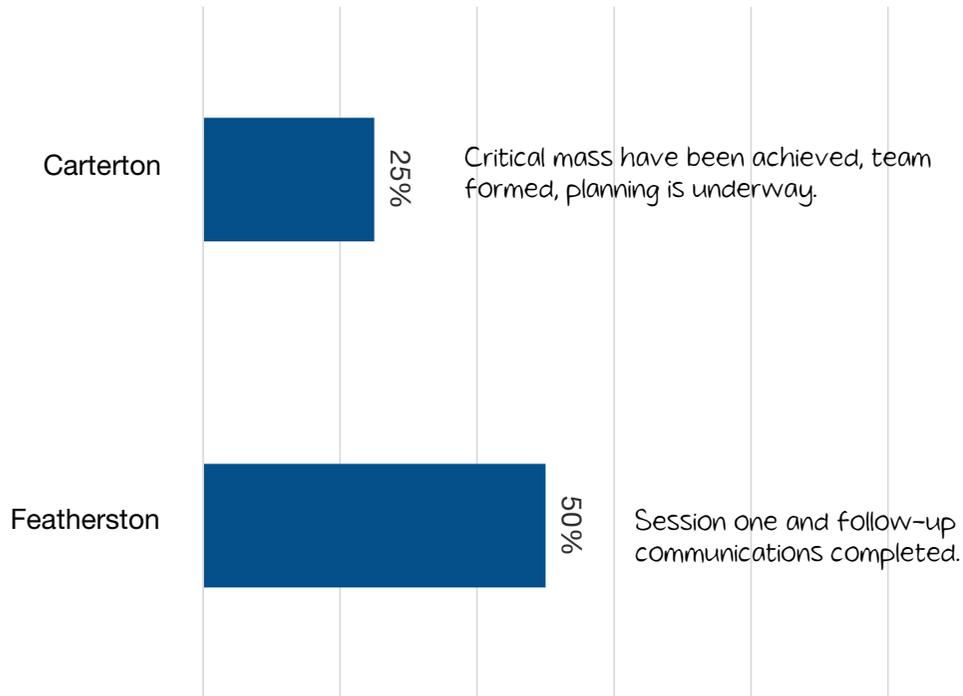
As with all EOCs in the region, Upper Hutt EOC activated for Exercise Tangaroa.

A point of difference for Upper Hutt was the city’s **no tsunami risk**. This made for an interesting situation with thousands of displaced people being sent to Upper Hutt.

All EOC staff responded exceptionally well and were confident in their ability to operate the EOC effectively. The hot debriefs following the exercises captured extremely positive remarks, with all staff looking forward to improving further over the coming months.

Wairarapa

Community Response Plans



Symposia

Business-based



School-based



Community preparedness training



- NOT STARTED** A community profile is developed
- NOT STARTED** One community Emergency Hub exercise completed
- NOT STARTED** One Hub induction is offered to volunteers

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Wairarapa community stories

- Commenced the planning for a Carterton CRP, including briefing council staff, Resilient Carterton and Neighbourhood Support on the new Hub Guide.
- Completed the first CRP session in Featherston with 30 people attending and very engaged. Next session planned for mid October.
- Attended (as a stall) the Aging with Attitude Expo in Masterton which had approximately 60 stalls including Red Cross, Hospice, Police, Fire, Community Law Centre, Women's Centre, Community Centre, Neighbourhood Support, Care providers and Aged Residential. Over the day approximately 600 attendees, over 150 discussions with people at the stand and handing out information, promoted GrabnGo, water tanks and volunteer training.

Wairarapa

Personnel



The number of staff made available to operate the EOC.

EOC Equipment Audit



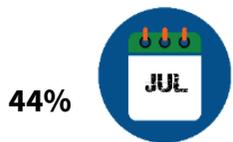
EOC equipment is audited every 6 months.

Activation procedure

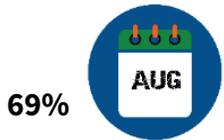


Council EOC activation procedure tested every quarter

Training sessions and attendance



EOC:204 Briefings



EOC:501 National Exercise Tangaroa (EOC activation)



EOC: 501 National Exercise Tangaroa (Welfare + Recovery)



Facilitate a scenario based discussion at the Emergency Service Coordinating Committee.

Average attendance (quarter): 63%

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

There is now a portfolio of facilities around the Wairarapa that are potential Emergency Assistance Centre's (EAC). Further work will be conducted in the Welfare space on implementing MOU's with chosen facilities.

The training program has been dominated by preparation required for Exercise Tangaroa. The EOC staff have developed and refined their Desk Action Plans to a detailed level. This is an area that will require further work to create event specific Desk Action Plans that staff can refer to.

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

More Wairarapa operational activities

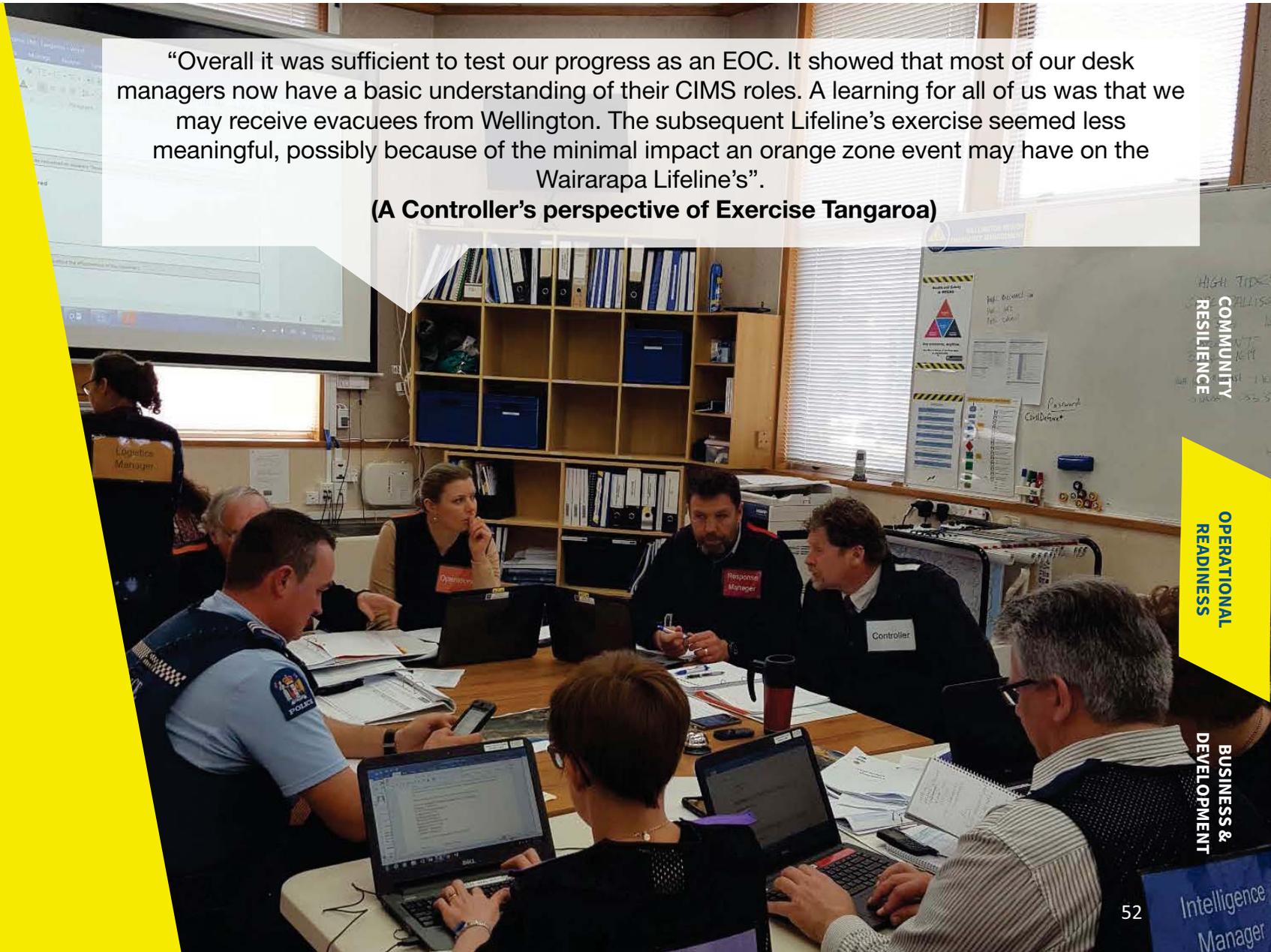
- MPI are the lead agency controlling the Pea Weevil incursion in the Wairarapa district. In late July they requested local CDEM Welfare support, particularly in determining if there was a requirement for needs assessment. The Local Welfare Manager is in ongoing consultation with MPI, MSD, Federated Farmers and East Coast Rural Support Trust among other organisations and support agencies. The incursion has a minimum 2 year exclusion period which requires long term consultation.
- A Wairarapa District Rural Advisory Group has been set up by the Local Welfare manager and will meet biannually. This includes Beef+Lamb NZ, DairyNZ, Deer NZ, East Coast Rural Support Trust, Federated Farmers, MPI, NZ Post – Rural, Primary ITO, Road Transport Association, Rural Contractors, Taratahi Agricultural Training Centre and the Wood Council.
- The EOC facility located in the remaining part of the Masterton District Council municipal building is becoming an increasingly challenging environment. The Operations Room/Office is constantly booked out for MDC meetings (due to meeting room shortage), therefore the two local WREMO staff are increasingly working elsewhere. In addition, the small room size presents functional challenges when 13 or more people are working in the Operations Room.
- Follow up facilitation has been carried out with the Carterton District Council Incident Management Team. They are in the final stages of designing how they will operate their Incident Management Team (IMT). Carterton is now at the point of writing an IMT plan including coming up with their specific team objectives.
- Support from Operational Response had been provided to the Community Response team at the Featherston CRP in August.
- Close liaison with the local NZ Red Cross Disaster Welfare and Support Team has been taking place. Red Cross have been building their local response capability of 15 volunteers during 2016 and are now at the stage they will be able to assist supporting EAC's or with any CDEM and Welfare task.

Exercise Tangaroa

Exercise Tangaroa was well attended by EOC staff and supported by multiple agencies. Many lessons were learnt during and after the exercise. The debrief phase of the exercise identified areas that needed improvement which were already known, and some other areas that will provide improvements to event response.

“Overall it was sufficient to test our progress as an EOC. It showed that most of our desk managers now have a basic understanding of their CIMS roles. A learning for all of us was that we may receive evacuees from Wellington. The subsequent Lifeline’s exercise seemed less meaningful, possibly because of the minimal impact an orange zone event may have on the Wairarapa Lifeline’s”.

(A Controller’s perspective of Exercise Tangaroa)



COMMUNITY
RESILIENCE

OPERATIONAL
READINESS

BUSINESS &
DEVELOPMENT

Intelligence
Manager

Business and Development

Regional update



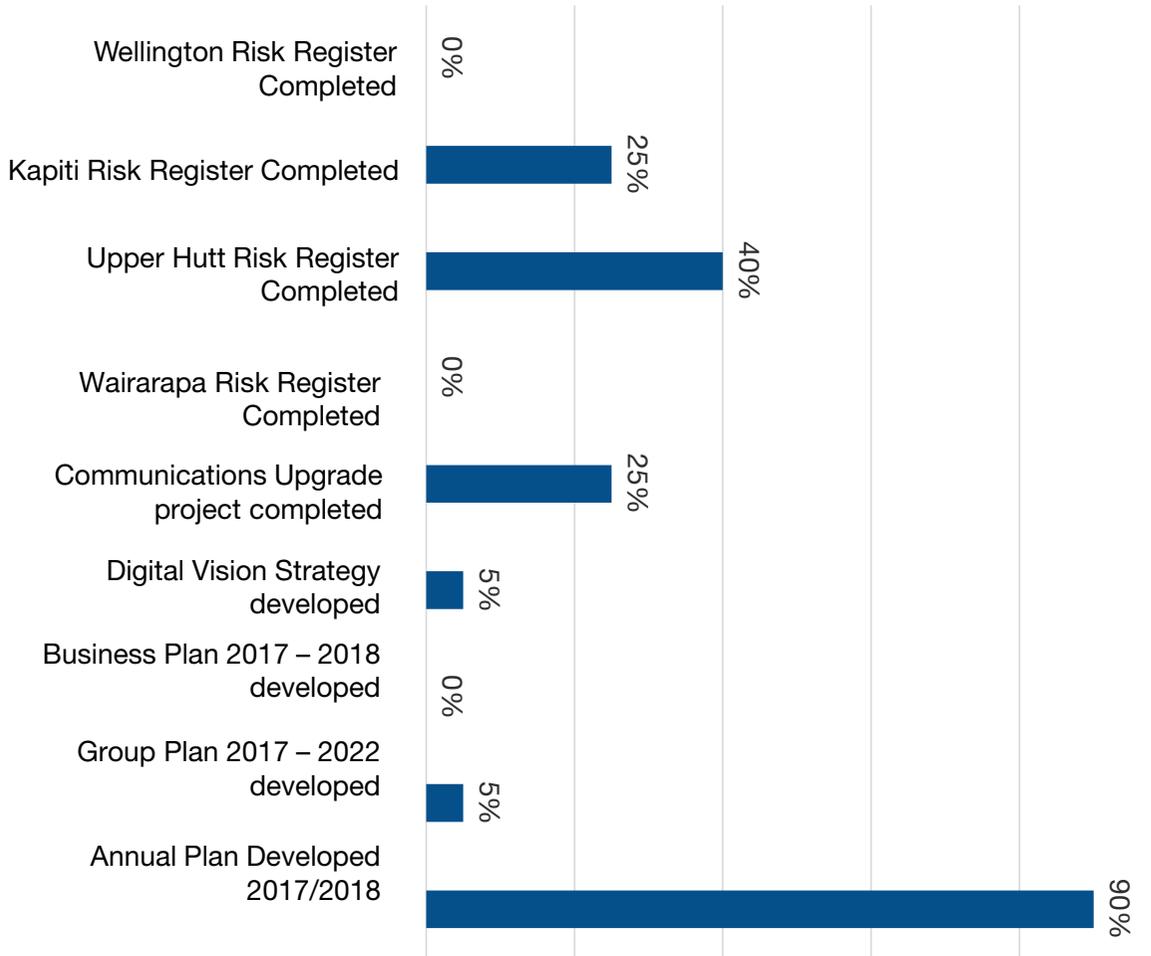
WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE

Business and Development

- Commenced the development of the 2017/2018 Annual Plan and associated budget.
- Facilitated the Communications Upgrade RFP Process, including the development of the RFP documentation and the evaluation of the submissions that were received.
- Continued with the EOC upgrades in preparation of Exercise Tangaroa.
- Further deployment of WREMO staff IT upgrades.
- All staff participated in Exercise Tangaroa in a variety of roles.
- Commenced the development of a series of EOC basic technology videos, to assist those in the EOC who are not familiar with the new technology.
- Further development of risk registers.
- Administration support provided to all WREMO staff.

Business and Development



WREMO information sharing seminar



Every quarter, all WREMO staff are invited to an information sharing meeting.

This quarter the Metservice presented as part of the quarterly lunchtime seminar series organised by WREMO for WREMO staff and staff of partner agencies, including NZTA, JCDR, Greater Wellington Regional Council and local councils around the region.

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Information seminars

How does the MetService forecast severe weather events that impact the region and country? How is this information then communicated to a wide range of stakeholders? Will it rain on Christmas Day? These and a number of other questions about the MetService's process for issuing severe weather warnings were covered in a presentation by Chris Noble, Manager of Specialist Weather Services, MetService in September 2016.

Chris presented on the severe weather forecasting and the challenges it presents, including communication of information to the public in a clear and timely fashion. He also discussed the differences in the types of warning's issued by the MetService, the integration of CAP (Common Alerting Protocol) and how weather warnings might evolve in the near future.



Business and Development

Policy and strategic planning

ON-GOING

Existing procedures are reviewed, in accordance with the schedule.

ON-GOING

New procedures are developed as required.

ON-GOING

Revised or new policies are distributed to all WREMO staff.

Finance

ON-GOING

CDEM Group interests, as part of the Natural Hazard strategy, are promoted.

ON-GOING

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

ON-GOING

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

ON-GOING

Petty cash is reconciled as required and correctly administered.

ON-GOING

Process of expenditure is managed in accordance with procurement policy.

ON-GOING

Agreed portions of Councils CDEM budgets are administered by WREMO.

Finance

- The 2017/2018 draft budget has been developed based on the proposed 2017/2018 Annual Plan activities.
- Monthly expenditure updates have been provided to all WREMO Managers.

Aligning with the Sendai Framework

This year the team will be managing the development of the 2017-2023 Group Plan and the associated 2017-2020 Business Plan. During the initial scoping process, it became apparent that the Group planning process can be altered to align with the Sendai Framework. The Sendai Framework is a 15-year international agreement which recognises the “state has the primary role to reduce disaster risk but that responsibility should be shared with other stakeholders including local government and the private sector”.

The Sendai Framework is a result of three years’ consultations coordinated by United Nations Office for Disaster Risk Reduction (UNISDR). The framework was developed to have a set of common standards and a comprehensive framework with achievable targets. As with the Hyogo Framework the Sendai Framework sets specific priorities for action:

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

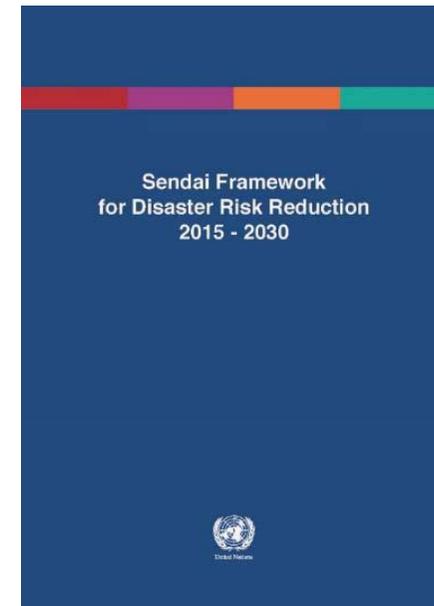
1 OUTCOME

The substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries

1 GOAL

Prevent new and reduce existing disaster risk through the implementation of integrated and inclusive economic, structural, legal, social, health, cultural, educational, environmental, technological, political and institutional measures that prevent and reduce hazard exposure and vulnerability to disaster, increase preparedness for response and recovery, and thus strengthen resilience.

4 PRIORITIES



Business and Development

ICT & Website

- ON-GOING** The content on the website is up-to-date.
- ON-GOING** Effective IT support is provided to WREMO staff.
- ON-GOING** Technical support for the implementation of EMIS.
- ON-GOING** Good working relationships are fostered and maintained with Council IT 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 are working on a Strategic Plan for the coming 3 years, which seeks to encompass the BAU and Operational needs of the organisation, taking future technology and constraints into account.
- Key WREMO staff have been assigned Surface Pro 4 devices, this has greatly enhanced productivity and is driving collaboration within the organisation.
- Approximately 50% of WREMO laptops are now operating on Windows 10 and Office 2016. This is to gain maximum benefit from the use of Office 365 and its collaboration tools.

Business and Development

Health and Safety

ON-GOING

All activities comply with Council Policy and legislative requirements.

ON-GOING

Staff practice, including incidents and near misses are managed as per Greater Wellington policy.

ON-GOING

Health and Safety is included in 6-monthly audits.

Professional Development

ON-GOING

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

- At WREMO every reported incident and near miss is thoroughly examined according to GW's KESAW (Keeping Employees Safe at Work) system and policies. Over the last quarter WREMO has experienced some minor incidents, for example, slips, dangerous stacking of furniture and materials, a hot water burn, injuries through crawling under desks, and a near miss (other driver on the wrong side of the road) while driving a WREMO vehicle. All these incidents/near misses were immediately registered in KESAW, investigated and corrective actions taken where possible.

Health and Safety

- At WREMO the leadership team and their 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 also other (community or private) sites where we conduct our services (for example, after hours volunteer training, community meetings, neighbourhood gatherings, etc.).
- WREMO's H&S focus is on targeting risk, working smarter, working safer and working together. WREMO is actively working towards having a 100% reporting culture while the Leadership Team consistently provides safety awareness messages to staff (for example, tidiness and cleanliness of workspaces, things not being returned to their rightful places, cluttered desks, and any other unsafe practices) and in the process striving to develop a good safety culture in WREMO.
- 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. WREMO also uses its visual boards to promote H&S through posters, articles and quarterly report displays.

Business and Development

Values

ON-GOING

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

ON-GOING

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

Promote CDEM Group interests as part of the Natural Hazards Strategy.

WREMO staff training day at Te Marua

- Recently WREMO staff went to a training day at the Te Marua Treatment Plant. Staff were given a very thorough tour of the treatment plant, enabling all staff to get a much greater understanding of how involved the process is for treating the water in the region.
- The trip to the treatment plant also provided the staff with an opportunity to hear from a staff member from Wellington Water who was involved in the recent Havelock North water crisis. This was very beneficial to the staff, as some parallels could be drawn to our region, and some of the lessons learnt from Havelock North are already being integrated into their business, to reduce the potential risk of a similar event occurring in the Wellington Region.

SUMMARY

COMMUNITY
RESILIENCE

OPERATIONAL
READINESS

BUSINESS &
DEVELOPMENT