

WELLINGTON REGION  
EMERGENCY MANAGEMENT OFFICE

# Quarterly Report

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1 January – 31 March 2017



# Executive Summary

## Overview

An extremely busy three months dominated by an acceleration of resilience building activities; and while the significant wins might seem few in number, the section on developments (following pages) better highlights the considerable workload undertaken; much of which will come to fruition during the following quarter.

## Wins

### *Community Emergency Hubs*

- The Community Emergency Hub concept of operation along with the hub guide and kit have been progressively rolled out throughout the region. Further details on progress are in the body of the report. This concept is already being adopted across New Zealand and internationally.

### *Preparedness enablers*

- **Water tank** sales have hit 12902, now representing 7.28% of the region's dwellings. With post-quake sales starting to diminish, demand is being stimulated through schools;
- **Grab and Go** sales now total approximately 32,500 bags.
- **Compostable toilet system.** Following discussions with Grab and Go, a prototype package (twin buckets, seats, and accoutrements) has been produced for a sale price of \$35 approx. Similar packages in outdoor shops are currently \$100 - \$140.



# Executive Summary

## Developments

The more notable activities progressed throughout the quarter include:

- **Resilience Symposiums for schools, elderly care facilities and businesses.** These continue to prove popular. During the coming quarter, it is intended to create a version for apartment dwellers.
- **Regional VHF Communications Network upgrade** – The contract has now been awarded, with a completion date of 30 June 2017.
- **Lifeline Group Projects** – During the months January to March 2017, the Wellington Lifelines Group concentrated efforts on the start-up of a Programme Business Case (PBC). The PBC will provide a case for the investment in infrastructure resilience for the region and will be complete by December 2017
- **Group Plan** – The programme for developing the next generation plan has been delayed as a result of the November 2016 series of events. While the planned workshop programme is available to promulgate, the arrangements have again been placed on hold, this time pending the appointment of the replacement Regional Manager and commencement of the planned CDEM Review.
- **EOC Training** – Training for the year has commenced with Emergency Management Information System (EMIS) courses.
- **Website developments** – A scope of work to further enhance the [getprepared.org.nz](http://getprepared.org.nz) website has gone to tender and the resulting contract has been prepared. The work proposed will be complete by 30 June 2017.
- **WENIRP and WREP** – Considerable progress was made assisting MCDEM to develop version 1.1 of the Wellington Earthquake National Initial Response Plan (WENIRP) and to scope the Wellington Region Earthquake Plan (WREP). We are indebted to the NZ Defence Force for seconding Col David Russell to the Group to assist the Operational Readiness team conduct this task.

# Executive Summary

- **Pre-disaster Recovery Planning.** This quarter, the first phase of Pre-disaster Recovery Planning has focused on determining the current levels of infrastructure performance to better understand our different recovery times across the region. In order to do this, the Community Resilience team has built on existing knowledge such as the reports generated by the Wellington Lifelines Group, and has looked to how WREMO could support other long-term assessments such as the Lifelines Business Case.
- **Tsunami Blue Lines.** There is a strong interest in rolling out Tsunami Blue Lines across the region. Each council is approaching the process slightly differently and WREMO is providing guidance to ensure as smooth and effective rollout as possible. In both Hutt City and Wellington City, the team has spoken alongside council staff community presentations. Further, in Wellington City, work is underway to determine how to rollout the process for a densely populated urban environment. It is understood that MBIE is developing guidelines for vertical evacuation for release in the near future. A contract has been prepared to conduct next generation tsunami modelling for Porirua and Kapiti.

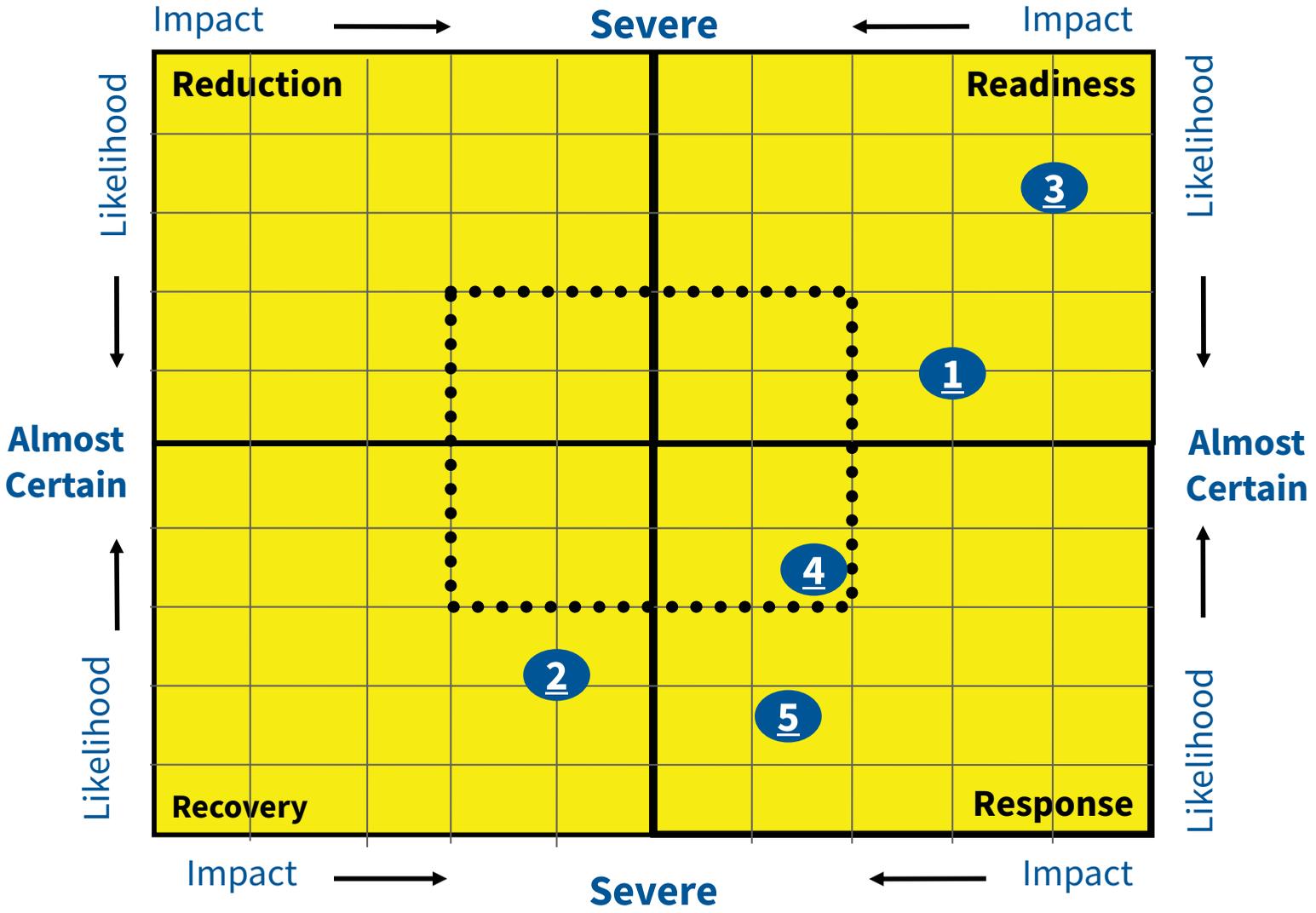


**Tsunami Blue Lines are being adopted in Indonesia and is being rolled out in high-risk areas.**

# Executive Summary

Risk Matrix as at 31 March 2017

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



# Executive Summary

## Risk treatment

1. As time elapses since our last major emergency (November 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. A major resilience building promotional campaign is currently underway.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Work on this is underway; also, incorporating those lessons from the November 2016 series of events.
3. Capacity has been enhanced in the Controller, Welfare, and Recovery areas.
4. This risk reflects the fluctuating numbers of council staff attending EOC training. While considerable progress has occurred in some councils "encouraging" staff to attend, these numbers need to be maintained. This risk has been highlighted to senior council staff and training numbers will continue to be monitored.
5. Health and Safety. A summary of those issues specific to CDEM was highlighted in the 30 June 2016 report.

## Risks Removed from the matrix

Sustainability of response structures.

Inadequate operational connectivity.

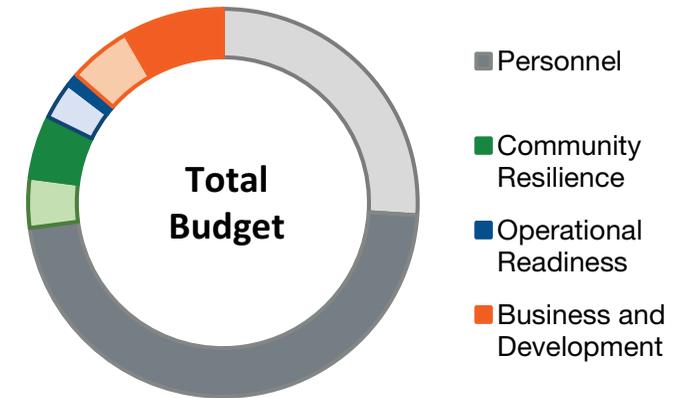
VHF Radio network unsustainable.

# Financial Summary - As at 31 March 2017

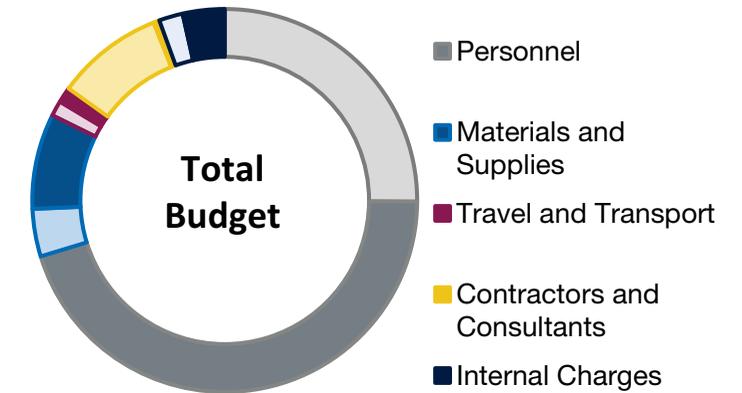
WREMO Income Statement For the 9 Months 31 March 2017	YTD as at 31 March			Full Year
	Actual \$000	Budget \$000	Variance \$000	Budget \$000
Rates & Levies	669	642	28	856
Government Grants & Subsidies	-	-	-	-
External Revenue	1,579	1,624	(45)	2,166
Investment Revenue	6	5	0	7
Internal Revenue	-	-	-	-
<b>TOTAL INCOME</b>	<b>2,254</b>	<b>2,271</b>	<b>(17)</b>	<b>3028.3</b>
less:				
Personnel Costs	1,568	1,585	18	2,114
Materials,Supplies & Services	364	326	(38)	434
Travel & Transport Costs	41	60	19	80
Contractor & Consultants	24	214	190	285
Internal Charges	92	123	30	164
Total Direct Expenditure	2,089	2,307	218	3076.3
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Transition Costs - operational	-	-	-	-
Depreciation	54	39	(16)	52
Loss(Gain) on Sale of Assets / Investments	-	-	-	(20)
<b>TOTAL EXPENDITURE</b>	<b>2,143</b>	<b>2,346</b>	<b>203</b>	<b>3107.9</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>111</b>	<b>(75)</b>	<b>186</b>	<b>(80)</b>
Add Back Depreciation	54	39	16	52
Other Non Cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	(175)
Net External Investment Movements	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>165</b>	<b>(36)</b>	<b>201</b>	<b>(203)</b>
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Reserve Investments Interest	(6)	(5)	1	(7)
Reserve Investments Transfer Out	-	-	-	210
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>159</b>	<b>(42)</b>	<b>195</b>	<b>-</b>

Personnel is now aligned with the budget as the annual market adjustments took effect 1 September 2016. Materials is \$32k overspent, largely as a result of timing variances where significant charges (such as radio advertising) occur at the beginning of the financial year. Expenditure for the final quarter is projected to be \$1M. This will leave an estimated final end of year balance of \$100,000 (surplus).

Portion of budget spent - By team



Portion of budget spent - By category



Balance of reserve as at  
30 June 2017  
\$207,000

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# Community Resilience

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Regional update



# Community Resilience

## Community Emergency Hubs

- As a result of the Kaikoura Earthquake, the third quarter has seen a particular emphasis on bringing forward the Community Emergency Hub concept rollout to ensure a basic activation is possible, if required. The team has reprioritised its work programme to facilitate this. Although the original KPI was to have 50% of the Hubs with arrangements in place by the end of the financial year, the team reoriented the approach from developing a high-engagement MOU, to simply notifying facility owners of their responsibilities and clarifying what the transition from an existing Civil Defence Centre to Community Emergency Hub entails. As a result, the team has been able to bring almost all of the Hubs up to a basic operational capacity during this quarter. It is worth noting that this is the first time in the region, and possibly the country, where Hub requirements and operation have been clearly articulated for the end-user. This Phase 1 approach involved meeting face-to-face with almost all of the facility owners. The concept has been very well-received in the vast majority of locations (see the Seatoun School example) Additionally, each facility has been provided a Hub kit along with a workable Hub guide and day-to-day key holders have been notified of their responsibility to open a local Hub in the event of an earthquake so that the community can begin immediately self-organising.
- In the final quarter of the year, the team will begin Phase two which involves installing Hub signs on the facilities, performing radio checks and repairs where required, continuing to clean out Civil Defence relics, and confirming the status of Hubs where governance boards require approval. We will also complete the online status reports for Hubs to connect with EOCs and will launch a public education campaign to realign public expectations around the role of Hub and how the public should contribute to them during a response.
- The team has modified the Community Emergency Preparedness training to reflect the Hub concept and the results are very positive. In the past, the final community exercise used to take more than 90 minutes and involved a fair bit of ambiguity before being able to complete their objectives. This was meant to mimic real life and most people got to grips with things by the end of the course. The Hub concept has since been introduced and reduced the exercise to 30-40 minutes. Training participants have commented on the clarity of purpose the Hub guide has provided.
- The concept of Community Emergency Hubs has gained traction elsewhere in New Zealand and internationally. A number of CDEM Groups are already using the guide and modifying WREMO's planning process to suit their local needs. Further, the city of San Francisco is adopting the model and attributing development to WREMO. This is a strong acknowledgement of this concept considering San Francisco's progressive reputation as a leader in community engagement and disaster preparedness. Further, a number of other cities from the US, Australia and the Middle East have enquired about the model and expressed an interest in adopting it.

# Community Resilience

## Preparedness Symposia

- The Kaikoura Earthquake has created strong demand for our Preparedness Symposia right across the region. The team was inundated with requests to deliver Business Continuity Planning and pulled out all the stops to meet this demand by scheduling additional workshops. Both schools and residential care facilities also expressed strong interest in receiving preparedness training. Almost all of these KPIs have been met. Recently, the Pacific Community, an International NGO funded by the United Nations has adopted WREMO's BCP guide and delivery programme after an extensive search for an easy-to-use model for small businesses. See feedback below.

*“We found your toolkit after extensive desk based research looking for simple tools that are easy to understand for SMEs from a broad range of stakeholders with some connection to the Pacific. Initially I assessed it and found it to be the easiest to follow and then today presented the findings of our research to our working group which includes a range of private sector and UN agencies. They all agreed this is a tool they felt was perfect for the level many SMEs in the region are at. The fact it is simple and easy to follow was critical... assessing their risk and vulnerability and then looking at how they can prepare better to mitigate it hence why this tool is SO USEFUL!”* Lisa Kingsberry, Disaster Risk Communications Officer for Pacific Communities based in Fiji.

# Community Resilience

## Pre Disaster Recovery Planning

Over the last two years, WREMO has actively been developing an approach to better understand and plan for, recovery challenges. The Draft Strategic Recovery Plan completed in August 2016 was used as a foundation to guide initial recovery planning after the Kaikoura Earthquake. The work programme for Pre-disaster Recovery Planning has narrowed on three specific streams that are in development through the Wellington Region Resilience Coordination Group.

- 1. Infrastructure Resilience Indicator Evaluation** – Determine the current and target performance times of lifelines and buildings to a minimal, usable and restored levels. The gap between current and target performance amongst 17 geographical zones across the region will provide insight for future investments and priority planning for post-event Recovery Management.
- 2. Post-event Recovery Management** – Clarify roles, responsibilities, decision-making processes and essential partnerships for councils and key stakeholders in government, non-government and the private sector. This will enable councils to transition and manage recovery more effectively.
- 3. Post-event Governance** – Develop an agreed approach to managing a long-term recovery organisation between local and central government. One of the biggest challenges of large-scale recovery, this project will create a shared approach and set of expectations both parties can enter into from day one.

### Why is this important?

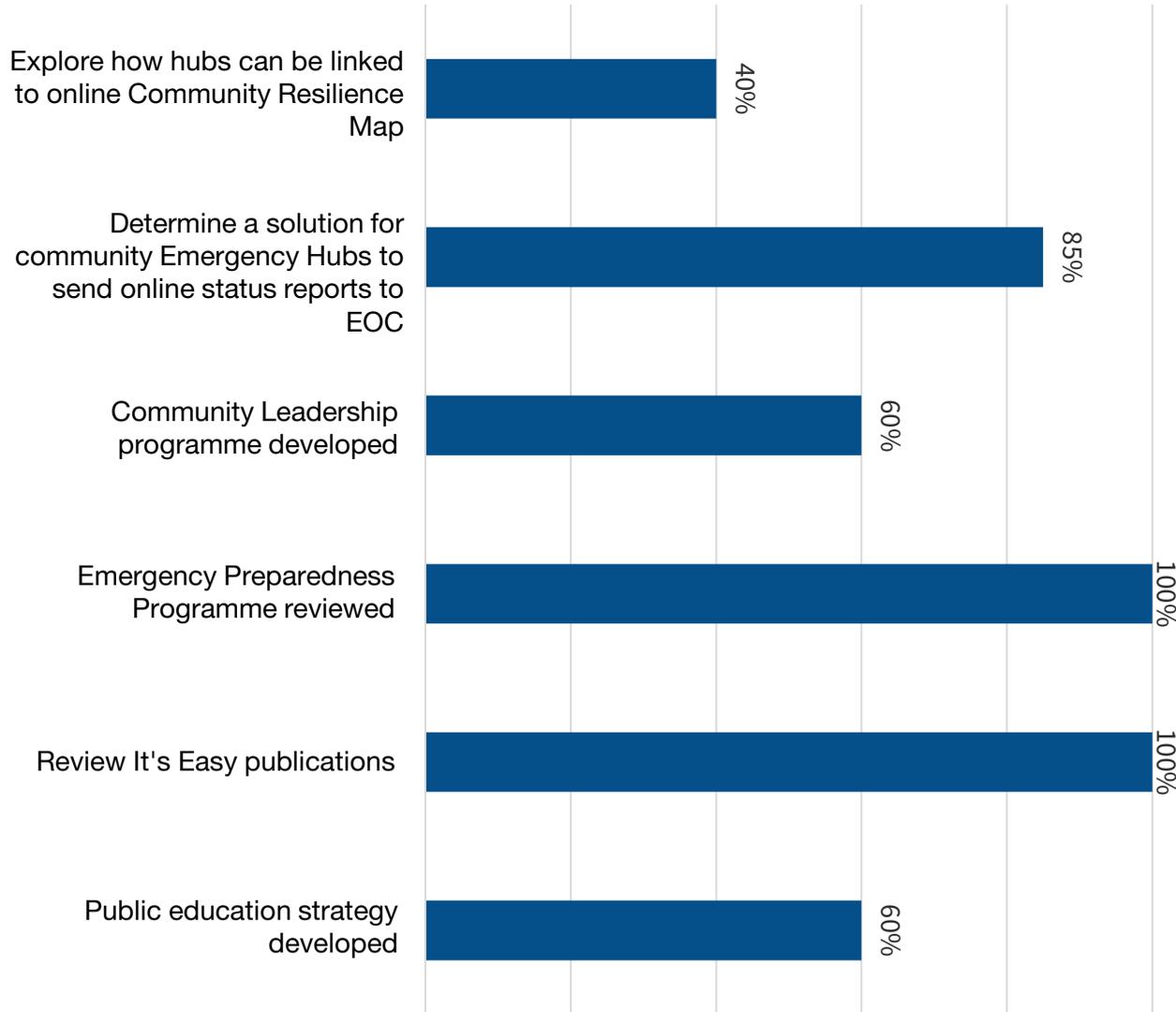
Christchurch showed that lack of regional planning and non-aligned leadership prevents recovery from moving forward and risks local government forcibly ceding autonomy. Councils need to take the time now, long before a disaster, to build relationships and position themselves for partnership in the time-compressed and strenuous context of recovery. Moreover, a recovery plan with a focus on pre-disaster investment in resilience reduces recovery challenges before disaster occurs, and positions Councils to build back stronger than before.

### How is WREMO progressing this?

This quarter, WREMO's focus has been on building a picture of our region's resilience, by estimating how long it would take to restore different levels of functionality. In order to do this, the Community Resilience team began by building on existing knowledge such as the reports generated by the Wellington Lifelines Group, and then looked to how WREMO could support other long-term assessments such as the Lifelines Business Case.

The current draft plan includes a sound structure for organising and identifying potential recovery strategies pre-disaster. WREMO recognises that these structures and strategies need to be adapted to local Councils and their unique capacities, capabilities and needs, and incorporated into the Group Plan. This phase will bring all local Councils through a series of workshops and 1-on-1 support sessions with Council staff such as Local Recovery Managers and local infrastructure experts. This process will commence following the completion of the initial Infrastructure Resilience Indicator Evaluation.

# 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



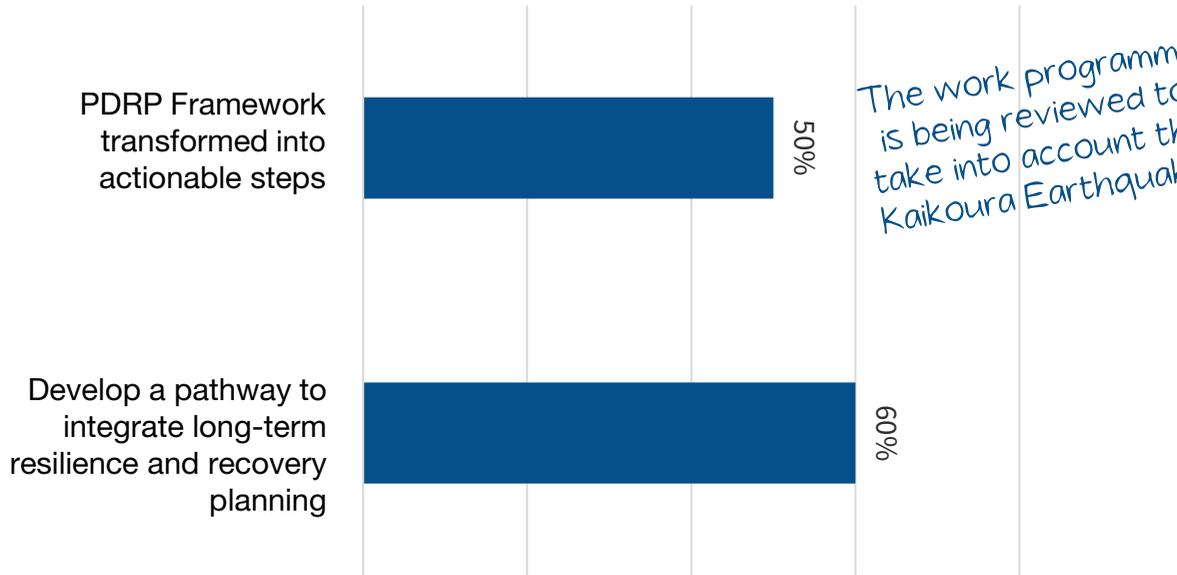
COMMUNITY RESILIENCE

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

- Continued working on the development of ongoing training and engagement opportunities for WREMO Volunteers. There will now be structured programmes for volunteers to help oversee Community Emergency Hubs, assist with public education and provide surge capacity for Emergency Assistance Centres. Final development and training will occur in the 4th quarter.

SUMMARY

COMMUNITY RESILIENCE

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# Community Resilience

## Hubs



50% of Hubs have access arrangements in place.



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



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

## Tsunami Blue Lines



Facilitate the process of TBL in Wellington CBD.

Investigate and identify potential ways to address the challenges of evacuating the city (Tsunami).

## Volunteers



Volunteer database is updated to reflect changes in remodeled approach.

## Hubs

- The transition from signposted Civil Defence Centre to Community Emergency Hub is being worked through and making good progress, in the midst of this earthquake event. A notification letter has been developed advising long-standing signposted facilities about their role in the community and how WREMO will work with them to put an appropriate level of structure around the role of a Hub. This enables residents to be able to self-organise and respond as a community during an emergency event. Not surprisingly, the earthquake has generated a significant amount of interest to undertake Community Response and Resilience Planning across the region. The team is lining up a programme to create new CRPs and to review existing CRPs in the new year.

## Tsunami Blue Lines

- The earthquake and subsequent tsunami warning has generated strong interest across the region in the rollout of Tsunami Blue Lines. The original plan was to complete the Wellington CBD and then move to Hutt City and onwards to Porirua and up the coast. However, as a result of the interest, WREMO is organising a train-the-trainer programme for all the cities intending to roll the lines out in the coming year. Local staff and contractors will be the trainees and WREMO will continue to play more of a supportive role in the process so that it remains a community-driven process.

# Operational Readiness

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Regional update



# Operational Readiness

## Areas of progress

- One of the key Central /Local Government initiatives following the Kaikoura earthquake has been the fast tracking of the Wellington National Initial Response Plan (WENIRP). Progress in this area has led to the development of the Wellington Earthquake Response Plan (WREP). Specific to our region, the WREP links the WENIRP to regional and local planning requirements. To date, the strategical level of the WREP has been produced and progress made in the next levels down covering situational awareness, evacuation, supply chain, emergency assistance centres (EACs), needs assessment and communications. The outcome is aimed at developing comprehensive default planned arrangements across national, regional and local levels. It is anticipated this programme of work will continue into the 2017/2018 financial year.
- As a follow on to the Emergency Management Information System (EMIS) roadshows conducted in the last quarter, EMIS training began in March. This involved an initial overview training session delivered to 273 staff from across the region. Function specific training is being delivered in April and whilst the delivery is still in progress, training to date has been very well attended and allowed participants to use EMIS for their specific operational function.
- Following on from the 2016/2017 Welfare Pathway objectives, the Welfare Targets and Timeframes for 2017/2018 have been created in line with the work being done around the WENIRP and WREP. These targets relate predominantly to major areas of welfare activity, including Emergency Assistance Centres (EACs) and Needs Assessment which take place at the local welfare planning level.

## Activations / Interesting events

- Weather systems associated with Cyclone Debbie and Cook did not see the Emergency Coordination Centre or Emergency Operations Centres activate. However, there was a heightened level of activity from an operational readiness perspective. Staff movements were coordinated to ensure WREMO support was available in each area, interest from the media on the potential impacts to Wellington was managed and support to other areas impacted by the consequences of the Cyclones was coordinated.

# Operational Readiness



## Duty Officer Activation



Duty Officer activation tested every 3 months

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

## Operational Training strategy

Its unlikely this KPI will be achieved this financial year. The region currently has a comprehensive training framework and associated programmes. A push towards using the nationally recognised Integrated Training Framework (ITF) and the associated accreditation, means that the region will not benefit significantly from a separate training strategy.

## Asset Management Framework

A free asset management programme called *Asset Tiger* is now being used as an asset management tool. Currently all of WREMO's and EOC's assets are being entered into the programme.

## Notifications process and Duty Officer reviews

The review of the Duty Officer system has been completed and a number of recommendations have been made. These vary in size and scope and potential changes to the way WREMO is configured going forward need to be taken into account. A project plan to address some enhancements has been produced and work has commenced. The notifications project has been parked following a request by the CDEM Group Managers for MCDEM to investigate the collective use of WHISPIR as a notifications tool. Once confirmation of this is received the region will be better placed to determine how to move forward

SUMMARY

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# Operational Readiness

## Stakeholder engagement

**ON-GOING** Operational equipment checks are completed monthly.

**COMPLETE** 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.

## Emergency Management Information System (EMIS)

**IN PROGRESS** Implement EMIS in accordance with the implementation plan.

## Stakeholder engagement

- Operational checks have continued in all areas. The movement of Porirua EOC twice has meant further testing has been required to ensure operational readiness.
- The Flood Warning Review - WREMO's contribution to the implementation plan has been completed as the project team look to sign off approval.
- The Kaikoura After Action Review report has been completed and signed off at the Joint Committee. This report looks at those activities that required a much wider and coordinated approach and this is reflected in the recommendations made.

## Emergency Management Information System (EMIS)

- Despite activities relating to Ex-Cyclones Debbie and Cook, EMIS training has commenced in all operational areas. Turnout for the overview training averaged 61% with a range from 46% to 75%. The next stage of roll out is the function specific EMIS training which has also commenced, albeit some dates required re-schedule owing to the weather events above.

# 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.

## Exercises and training

- The 2017 training programme commenced in February with 101 Introductory module delivered across the region. Aimed predominantly at new staff, there was a surprising number of existing staff that wanted a refresher in light of the Kaikoura response. March and April training sessions are focused on the introduction of EMIS to our ECC/EOC staff. Whilst disrupted by supporting Cyclone events, mid May is the go live date for EMIS.

## Operational response documents

- The development of the Wellington Region Earthquake Plan (WREP) is the focal point for this KPI. The strategic level document has been completed. This provides the linkage to the objectives set out for the Wellington CDEM Group in the Wellington Earthquake National Initial Response Plan (WENIRP) and the direction of further regional and local planning. The programme of work is set to continue into 2017/2018 work programme.

# Group Welfare Developments

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

KEY: ■ Completed ■ In progress ■ Not started

Planning towards the major areas of the WREP for welfare (Emergency Assistance Centres and Needs Assessment) are ongoing, as shown in the table. Some training for EAC staff is due in late May/early June which will increase confidence and capability of welfare support in the region overall, though numbers of staff available for these important public facing roles are dangerously low.

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

# Geographical Area

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**Community Resilience and  
Operational Readiness updates**



# Emergency Coordination Centre (GWRC)

## Personnel



The number of staff made available to operate the ECC.

## EOC Equipment Audit



ECC equipment is audited every 6 months.

## Activation procedure



Council ECC activation procedure tested every quarter.

## Training sessions and attendance



ECC106: Introduction to EMIS

54%

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

Average attendance (quarter): 54%

In February 12.5% of ECC staff attended the ECC 100 refresher session.

EMIS training for ECC staff began in March with two introductory sessions. Both sessions were well attended by Greater Wellington Regional Council ECC staff. Advanced EMIS is scheduled to take place in early May.

The ECC staff database has been updated following learnings from the November Kaikoura response. The database now includes home suburbs of staff to better understand people movements within the region, particularly when areas are cut off, or transport links are affected, during emergencies.

There are currently 64 staff identified for the ECC. This is still below optimum levels considering a full-scale long-term response would require around 50 staff per shift. The WREMO ECC advisor and GWRC HR staff are currently meeting with teams throughout GWRC to discuss this staffing requirement with managers, and requesting support for staff to attend training, and being made available for responses.

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

## ECC Training

ECC training for the 2017 year started with the ECC100 refresher and introduction session run for new Greater Wellington Regional Council staff, or those wanting a refresher. The session covered the purpose of the ECC, how it functions, the roles within the ECC, the relationship with WREMO, and how the ECC fits within the operations of GWRC.

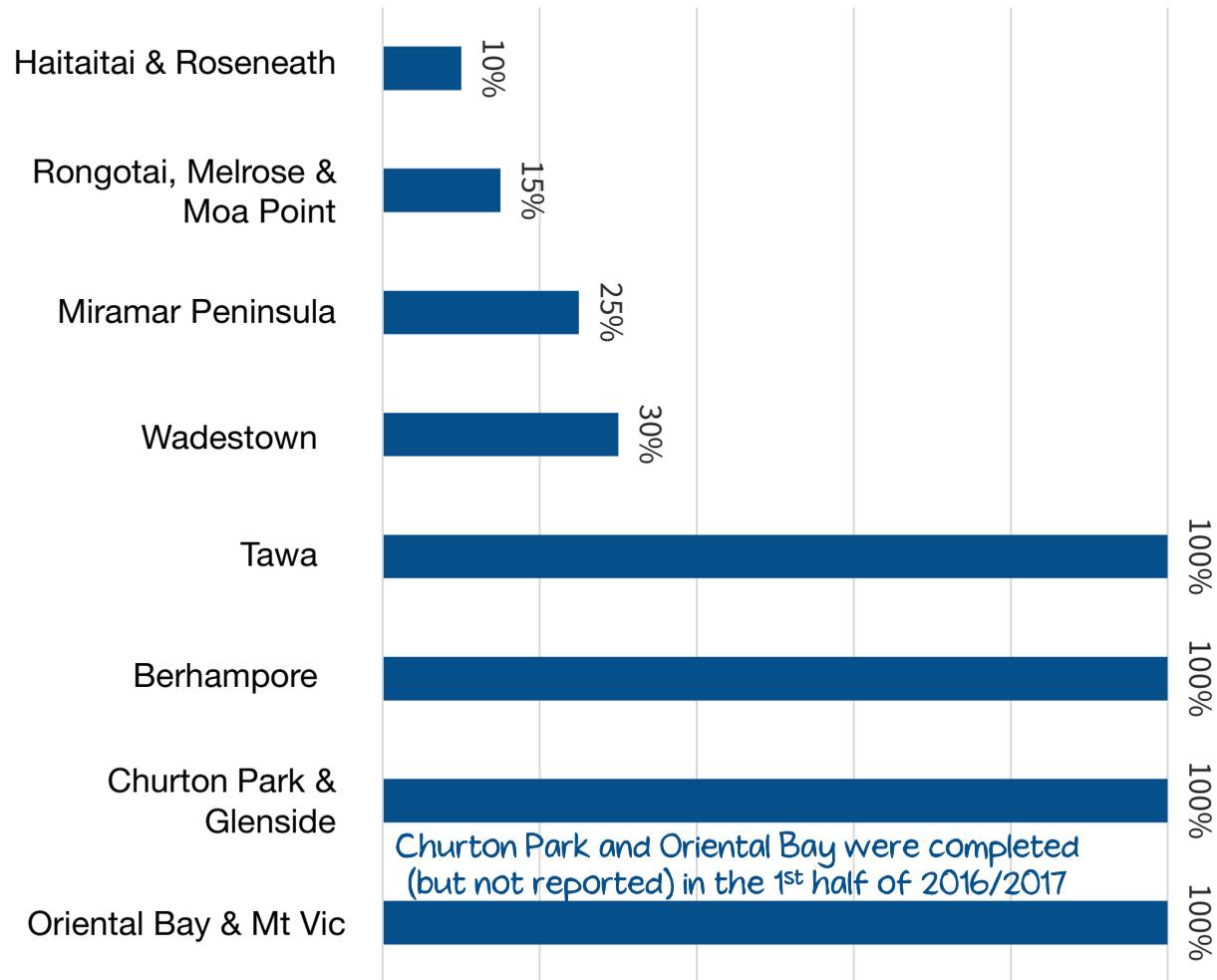
Training for the remainder of the year will focus predominantly on EMIS training, IT equipment familiarisation, and smaller exercises pulling all learnings together. More desk function specific training will take place to give staff confidence within their specific roles within the ECC, as opposed to its overall functioning and purpose. Training on documentation and process will continue throughout.

Feedback from ECC staff will be taken into consideration on training objectives and goals, particularly if the ECC is required to activate for any responses.



# 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



This is [Our School Emergency Plan](#) made with the support of WREMO.

### **We are a Community Emergency Hub not a Civil Defence Centre**

Community Emergency Hubs are about the community coming together to do what it can to help each other - people helping people with what they have available.

The Wellington Region Emergency Management Office (WREMO) works with our communities to empower and promote a community-led response to the challenges communities will face during a disaster.

As we saw in Christchurch and other disasters around the world, people want to help those in need. After a significant emergency, such as an earthquake, the community will naturally come together for company, to share their stories about their experience, find out information, offer assistance to those who need it, and look for assistance.

Community Emergency Hubs (formally known as Civil Defence Centres) are pre-identified places for the community to coordinate their efforts to help each other during and after a disaster. Community Emergency Hubs will be opened by people in their community, not official staff, when there is need for the community to help itself, such as when there has been widespread infrastructural damage, damage to buildings and roads, or communication networks are down for extended periods.

To find out more review the following two WREMO Documents.

[WREMO Community Hub InfoGraphic.pdf](#)

[WREMO Hub Information.pdf](#)

## Seatoun School

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Many of our schools and other Hub hosts mention such on their websites, check out the blurb on Seatoun schools page

<http://www.seatoun.school.nz/civil-defence.aspx>

## More Wellington community stories

- Immigration New Zealand partnered with us to include an excerpt from our It's Easy Household preparedness guide in their LINKZ Magazine which is provided to all new immigrants across NZ.
- Wadestown residents are also looking at a flyer for every household about the location of their Community Emergency Hub and how the community can help each other.



## Johnsonville BCP

With so many business affected by the recent earthquake, interest in business continuity planning has been really high. Conveniently, we had already scheduled some workshops around the city. Feedback was overwhelmingly positive "I liked how accessible and user-friendly the info provided is, and talking to other attendees about their experiences and businesses, there should be more meetings like this!"

# 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



EOC106: Introduction to EMIS

50%



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

Average attendance (quarter): 50%

Training for this quarter consisted of two sessions one in February and one in March. The February session was a voluntary session, Introduction to the EOC. This was an extra session offered for any new EOC staff and existing staff who might like a refresher. The March session was an introduction to EMIS. This training consisted of three separate sessions' conducted over the day and took participants on a journey through EMIS explaining the basics of how to use the system and as a precursor to the next EMIS training session to be held in April which will be desk function specific.

50% of EOC staff attended the sessions and the feedback from those attending was really positive combined with a great deal of enthusiasm.

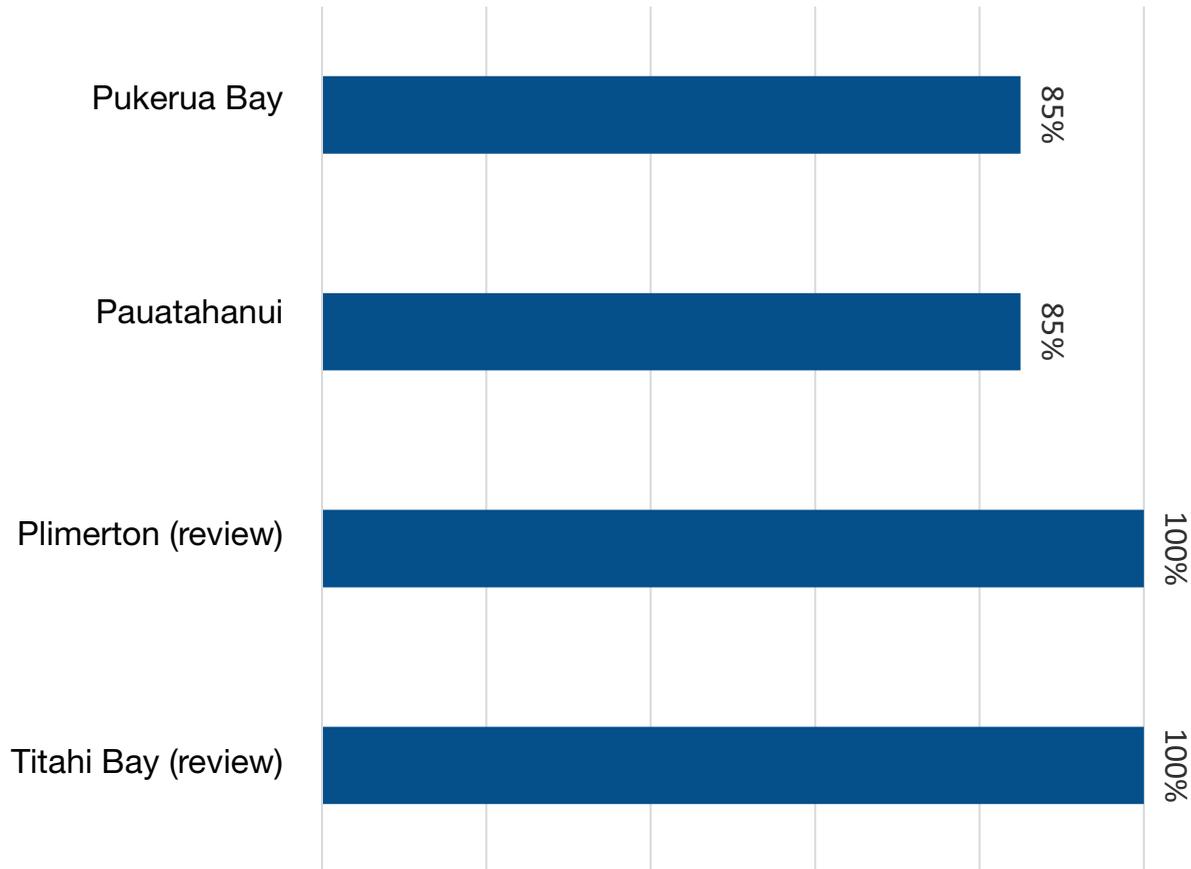
The remainder of the new EOC computers have been configured and are available now for use in a response.

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

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

# Porirua City

## Community Response Plans



## Symposia

### Business-based



### Aged Care Facility



### School-based



## Community preparedness training



**NOT STARTED**

A community profile is developed

**1 of 2 completed**

Two community Emergency Hub exercises completed

**NOT STARTED**

One Hub induction is offered to volunteers

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Pauatahanui - Community Response Plan and Hub activation practice

The Pauatahanui community gathered on February 28th to workshop what they would do in response to a major disaster. There were representatives from the school, businesses and other community groups, as well as interested locals.

This Response Plan meeting was followed a month later with a Hub activation on March 18th. Interested community members gathered at the school to practice how they would set up and run a Community Emergency Hub.

The Pauatahanui Residents Association is now working with WREMO to fill in more of the plan and get more input from the wider community.



## More Porirua community stories

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- Two workshops for schools and early childhood centres were run in Porirua. They were both well attended, with a variety of different organisations represented. The workshops provided information on how to prepare and plan for emergencies. Workshops for Volunteers were also offered. The workshops were for people interested in becoming either a Public Education Volunteer or a Community Emergency Hub Volunteer. We had several people interested in both workshops, with a good turn out at the Hub one. The Public Education one will be offered again later in the year at the request of those who couldn't make it.
- We spent a lot of time over the summer months getting out and meeting people in the community to talk about preparedness. Two big events we attended were the Festival of the Elements and the Ascot Park Neighbours Day event. Talking to people out in the community helps us to develop networks that can be useful during a response. It is also good for letting people know easy and cheap ways to be better prepared for emergencies. We met with some of our local councillors about the branding transition from Civil Defence Centres to Community Emergency Hubs and how they can be most helpful during/after an emergency.
- Contact has been made with all eight of Porirua's Community Emergency Hubs. Up to date guides and kits are in 6 of these Hubs, and the schools have a clear understanding that in an emergency - where possible - a member of their staff or Board of Trustees will go and open the Hub for the community. The process is being worked through with the remaining two. In addition, a new Hub has been set up at Porirua East School, and we are working to get a Hub into Elsdon/Takapuwahia.

# 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



EOC106: Introduction to EMIS

75%

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

Average attendance (quarter): 75%

The Porirua EOC has had two moves in three months! Each one was both a challenge and confirmation of the process; with the PERT volunteers building the tent space; the EOC logistics team, desk and CDEM leads using a well developed action plan and processes from exercise Tangaroa to bring in and set up the desks and systems.

The new EOC is located at 2B Raiha Street and is being developed into an IL4 rated building with purpose built spaces for an operations centre, communications, welfare and the Controller. Once completed the new PEOC will represent a step change from the previous site in the CBD.

Completed previous quarters
  Completed this quarter
  Remaining to be completed

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

## New EOC

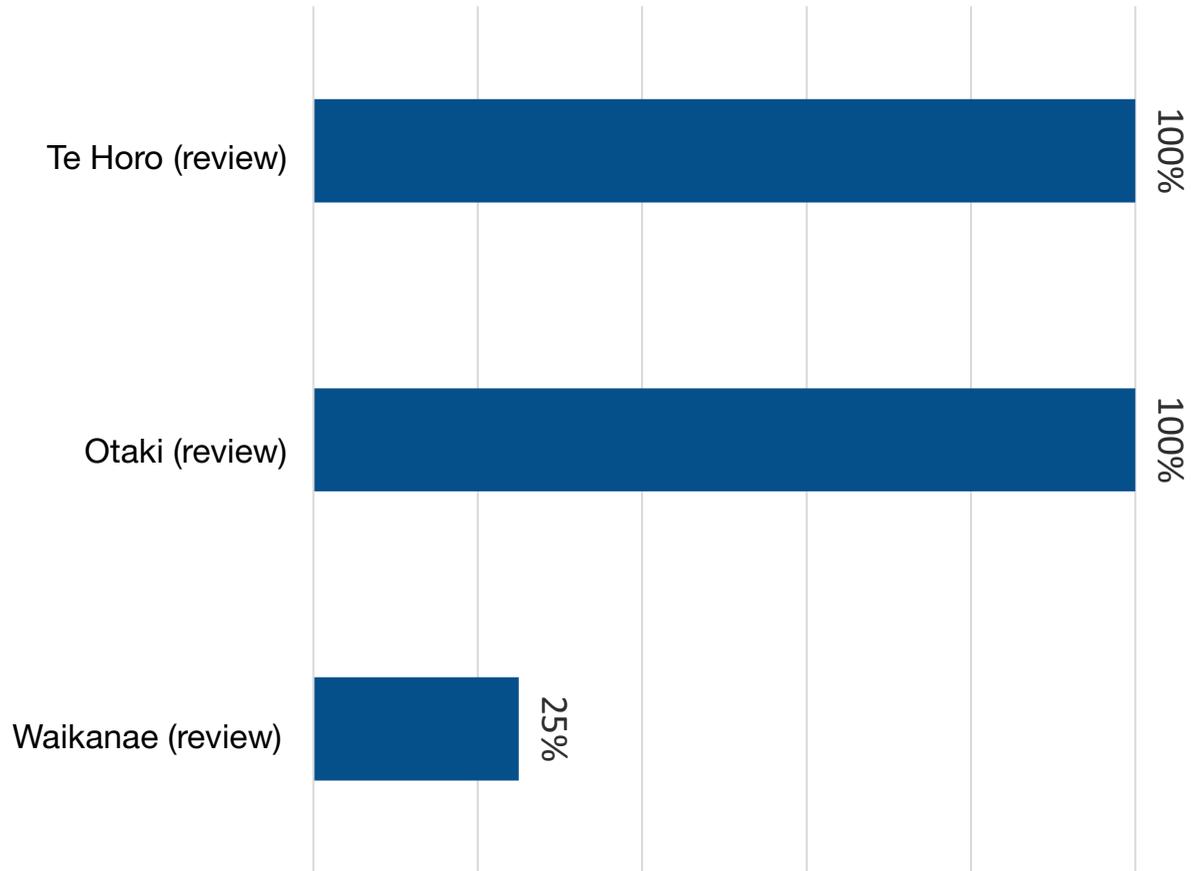
The new PEOC has good views over the city which will be effective in gaining good visual intelligence for better situational awareness of the teams working. There is enough space to store Porirua's CDEM support supplies as well. This will bring the majority of the CDEM stores and users into one coordinated and stable site.

PEOC and its staff are now working (albeit in temporary accommodation mode) using the emergency EOC site plan. The temporary PEOC is being called "tent city" and as it sounds, is functioning inside a series of marquees (in the rather large warehouse of the new site). Working in the space has its challenges and staff are looking forward to the completed operations centre.



# Kapiti Coast

## Community Response Plans



## Symposia

### Business-based



### Aged Care Facility



### School-based



## Community preparedness training



**NOT STARTED** A community profile is developed

**COMPLETE** One community Emergency Hub exercise completed

**COMPLETE** Four Hub inductions have been completed  
One Hub induction is offered to volunteers

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Kapiti Coast community stories

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- In late February the Kapiti based Resilience EMA and Kapiti Chamber of Commerce ran a two-hour Business Continuity Planning workshop with a number of Kapiti's small to medium business owners. The session was well received and provided an opportunity to reflect on lessons learnt from Christchurch. It was also an opportunity to share ideas on how local businesses could better prepare, become more resilient and even take advantage of a new operating environment post disaster.
- Recognising that the Te Horo Community could be cut off from Otaki in a large disaster and was a distinct community in its own right, the Te Horo Community Response Plan Stakeholder Group decided that they would develop a Te Horo specific Community Response Plan and separate it from the Otaki Plan. This provided an opportunity to focus more specifically on Te Horo's assets and current capacity to coordinate and look after itself in the days following a significant earthquake affecting the region. The outcome of the CRP planning workshops held in March was an updated Operating Guide for the Te Horo Community Emergency Hub which lists the assets that could be used to manage critical needs such as water, food, shelter, checking on people and providing medical care. The Stakeholder group also advertised and ran a Hub Activation Exercise on 30 March which practised opening their Emergency Hub and using their operating guide to set up and work together to problem solve an exercise scenario.
- Local sessions for WREMO's new Public Education and Hub Volunteer Training were run in Kapiti in late March. Numbers were low but in conjunction with a region wide advertising campaign kicking off around Hubs in April, interest and numbers are expected to increase in coming months. This next tranche of volunteer training is an extension on the community preparedness course currently being run by WREMO, and aims to develop an active base of volunteers who can assist in giving community preparedness presentations and help the community get started in running a hub during an emergency. Future training courses that aim to build extra capacity in key areas include training volunteers to assist in running Emergency Assistance Centres and even Council Emergency Operations Centres. A four-session Community Preparedness Course was also run in Kapiti over March and April at the Kapiti EOC.

## Expressway Open Day

Taking advantage of the huge public interest in the Kapiti Expressway and heightened public awareness post the November 14 Earthquake last year, Council and WREMO staff manned a tsunami and hazard awareness stand at the Te Roto Drive end of the Expressway Open Day. Hundreds of It's Easy Brochures, local tsunami maps, water tank flyers, Civil Defence bags and other important information on how to get prepared were handed out to local residents and visitors.

It was also an opportunity for Civil Defence staff to have a conversation with the public about tsunami specifics for the Kapiti Coast. This stand is only a part of the ongoing hazard information campaign that has been launched in Kapiti following the earthquake, and is a lead-in to the door knocking campaign of Kapiti residents living in the tsunami zone. The door knocking campaign is due to kick off in early May with Red Cross, Council and WREMO volunteers taking part.



SUMMARY

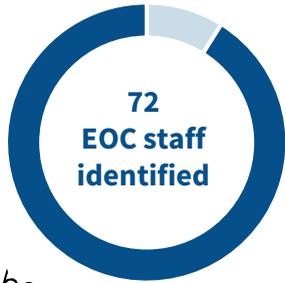
COMMUNITY  
RESILIENCE

OPERATIONAL  
READINESS

BUSINESS &  
DEVELOPMENT

# 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



EOC106: Introduction to EMIS

46%

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

Average attendance (quarter): 46%

In February EOC staff also completed 'desk level' training which provided staff with an update on the regional earthquake planning currently underway, and to give each desk the chance to set some CDEM related objectives for the year. 37% of all EOC staff attended.

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

Capability has been increased at the Kapiti EOC with an emergency call centre in the final stages of delivery. Having the capability to run the council call centre from the EOC provides business continuity for council in this important area. Additionally, having the emergency call centre within the EOC in an emergency means the internal communication and coordination between call centre staff and those in the EOC will be improved and this will provide the council with the ability to connect with and respond to the community in an emergency in an efficient and effective.

To make space for this project the radio communications room was relocated across the hall which provided an opportunity to enhance this capability for the future. The layout has been improved and new cabling added to prepare for the local and regional radio upgrades which will be rolled out in the coming months. Having radio communications across the district is an important capability to have when telecommunications coverage is compromised.

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

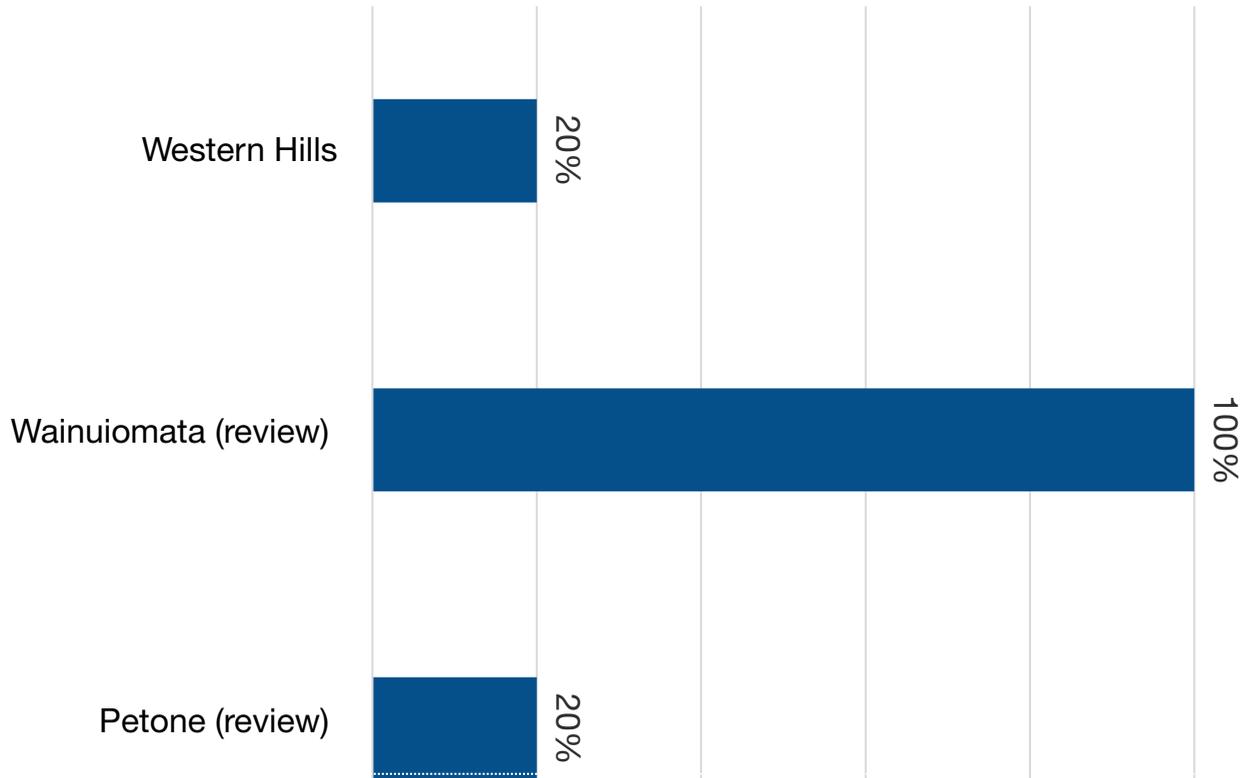
## EMIS training

In March EOC Staff were introduced to the new Emergency Management Information System (EMIS). This system is used nationally and is being rolled out regionally to provide an additional tool to help manage information in an emergency. This system is web based meaning staff and partner agencies such as Lifelines and emergency services can log in remotely when an emergency is underway to get situational awareness and input information as required.



# Hutt City

## Community Response Plans



Due to the revamped work programme to bring more than 40 Hubs forward and the induction of the new CR team member for Hutt City, CRP planning was largely put on hold this quarter. The focus for the next quarter is preparation for CRP reviews in Petone, Eastbourne and Western Hills as well as scoping the possibility of a Hutt CBD Response Plan.

## 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

## Lower Hutt Schools Workshop

"I think having the centres and schools meet together is fabulous. I did interview a childcare centre director recently and her centre now has an established relationship with a school nearby and that connection was made at your workshops -- so that is so great if they need help in an emergency."  
- *Researcher that attended the workshop to observe.*



SUMMARY  
COMMUNITY RESILIENCE  
OPERATIONAL READINESS  
BUSINESS & DEVELOPMENT

# 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



EOC106: Introduction to EMIS

60%



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

Average attendance (quarter): 60%

In February 30 EOC staff attended the Introduction to the EOC training.

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

This has been a busy quarter that has seen staff from HCC working in the emergency management office on some special projects to fast track progress following on from the Kaikoura Earthquake. The tsunami blue line project will see blue lines painted at the edge of the yellow zone and evacuation information along coastal areas and evacuation routes. Public meetings were held in Eastbourne and Lower Hutt with a further meeting planned for Petone to explain the work that is being done and educate residents of the tsunami risk. A working group from the community has been engaged to assist with the placement of the lines, and it expected that the lines will be painted next month and the information boards erected shortly after.

Emergency Assistance Centre sites have been identified and staff approached to work in the centres when required. An introduction to an Emergency Operations Centre/Emergency Assistance Centre session was held so that staff were able to come and find out more about what happens in each of the centres and make a decision about which area they felt better suited for. This has increased the number of staff who are available to staff the EOC as well as identifying staff for the EAC.

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

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

## Secondary Schools Rescue Training Programme

The first two days of the 2017 Secondary Schools Rescue training programme have been held with nine schools from the Hutt Valley participating. There is an increased interest in Civil Defence and a lot of students who are attending the programme for the first time. We are looking forward to a tough day of assessment and competition towards the end of May.



SUMMARY

COMMUNITY  
RESILIENCE

OPERATIONAL  
READINESS

BUSINESS &  
DEVELOPMENT



# EOC Upgrade

The upgrade of the EOC is complete with the installation of four new large screens and an updated wall map.



SUMMARY

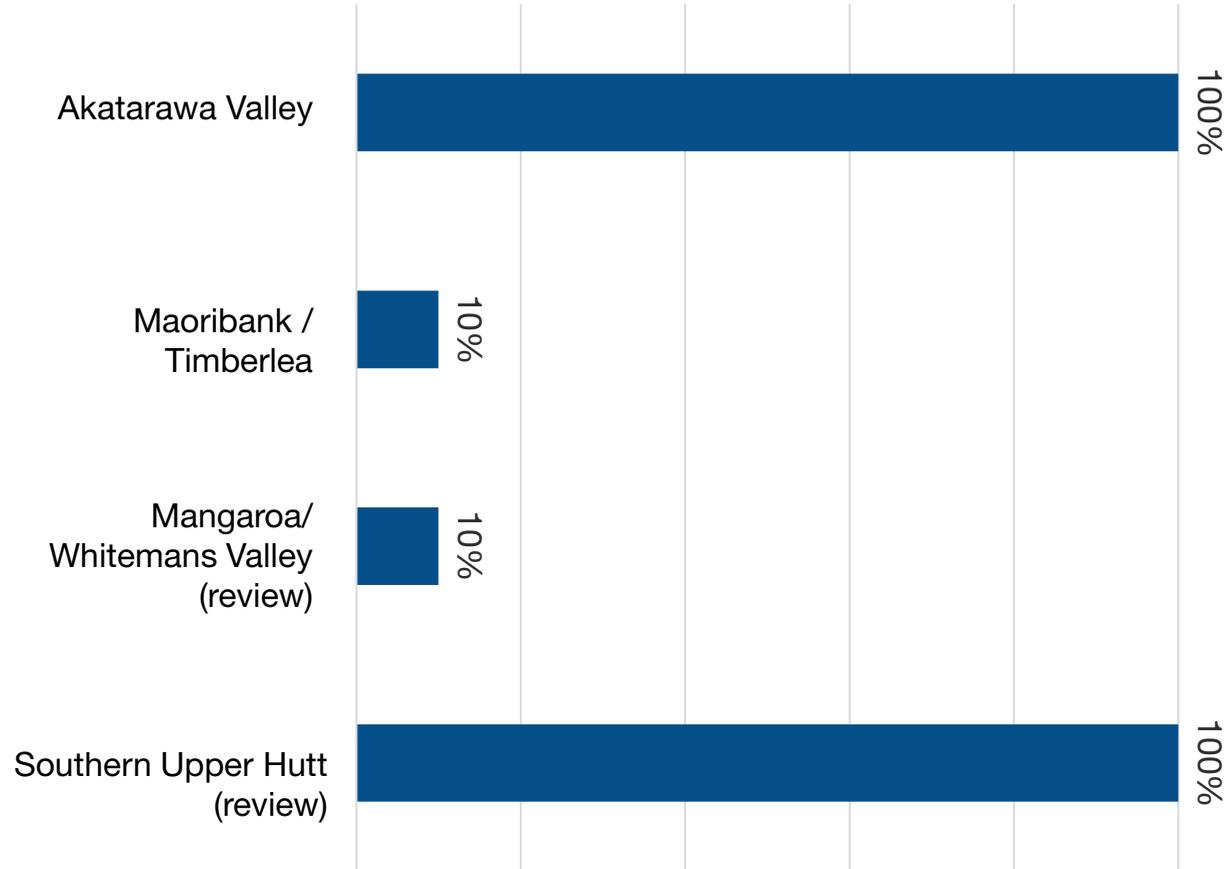
COMMUNITY  
RESILIENCE

OPERATIONAL  
READINESS

BUSINESS &  
DEVELOPMENT

# Upper Hutt

## 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

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



## CRP Review

Silverstream, Pinehaven & Heretaunga Community Response Plan Review session

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# 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

This quarter has continued with following up on the areas for improvement that were identified during the Exercise Tangaroa debrief.

A number of staff attended the refresher course held in February. This was a great opportunity for staff to identify areas that they wanted more information on and to discuss the recovery and some of the immediate lessons learnt from the Kaikoura earthquake.

The EMIS training was very well attended and well received by EOC staff who are looking forward to using EMIS in the EOC.

## Training sessions and attendance



EOC106: Introduction to EMIS

73%

NOT STARTED

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

Average attendance (quarter): 73%

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

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

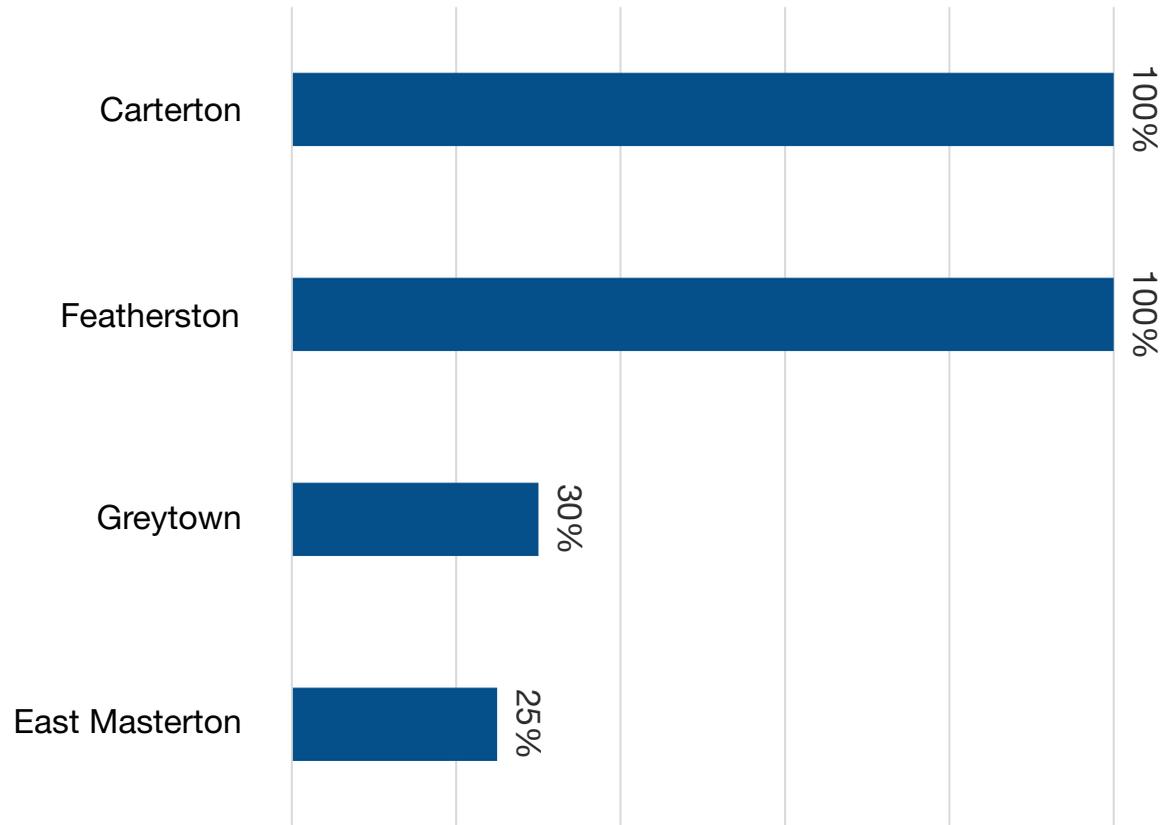


## Coming Soon!

The final part of Upper Hutt's EOC upgrade is due to be implemented by 30<sup>th</sup> June 2017.

# 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



## Carterton - Community Response Plan and Hub Activation practice

The Carterton community gathered on February 26th to workshop what they would do in response to a major disaster and further develop work that had been done on their Hub Guide. There were representatives from the Neighbourhood Support, Resilient Carterton, schools, businesses and other community groups, as well as interested locals. The Mayor and CEO of Carterton District Council also attended. This Response Plan meeting was followed a month later with a Hub activation on March 26th. Interested community members gathered at the Carterton Events Centre to practice how they would set up and run a Community Emergency Hub. There were approximately 50 people at each event. Feedback from the Resilient Carterton Chair "Thank you for the great Activation Exercise on Sunday 26th. The "aftershock" was interesting and showed that the Drop Cover and Hold idea is taking root. The interjects worked well and helped bring out some good ideas".

## Wairarapa community stories

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- Aged Residential Care Workshop. A workshop for Aged Residential Care Facilities was held at Kandahar Rest Home on 8 February. There was representation for 5 different Aged Residential Care Facilities, housing approximately 300 people. The workshop provided information about how to prepare for and plan for an emergency.
- A workshop for schools and early childhood centres for the Wairarapa was held at Te Kura Kaupapa o Wairarapa on 9 March. Four early childhood centres, four primary schools, and four high schools attended. The workshop provided information on how to prepare and plan for emergencies. The Principal of Dalefield wrote in his school newsletter "This afternoon I attended an emergency planning workshop for schools run by the Wellington Region Emergency Management Office. This was an excellent meeting and the upshot is that we'll be taking a hard look at what our systems are here at Dalefield School. To start however, we would like to make sure that all our contact details are up-to-date....".
- Community Emergency Hubs contact has been made with all eighteen of Wairarapa's Community Emergency Hub owners (formally known as Civil Defence Centres). Up to date Kits are now in all the Hubs including Guides, Lanyards and radio instructions. Work is still being done to further work through key holders and access in some of the Hubs.
- WREMO had a stall at the Martinborough Fair, on Saturdays 4 February and 4 March. Approximately 20,000 attend each Saturday. Conversations about getting prepared were had and a bag and information was given to approximately 500 people at each Fair.

# 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



EOC106: Introduction to EMIS

67%

NOT STARTED

ESCC in the process of reforming

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

Average attendance (quarter): 67%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

Five new Wairarapa staff were inducted into the EOC in February. The Wairarapa ESCC met in March for the first time in over two years. The next meeting is programmed for early May and all agencies have committed to reinvigorating the group.

Masterton District Council elected officials have completed elected members training. All Wairarapa councils have now completed this training.

The EMIS Basic User training course was delivered and was well attended by EOC staff.

Ongoing work has been put into updating the Coastal and Rural Coordinator contact lists. The Coastal Coordinator list is complete, and will be uploaded into the alert system within EMIS and tested with selected coordinators over coming months before going live.

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



## Weather issues in the Wairarapa

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This quarter has been dominated by weather issues, including a large amount of rain. Specific issues include flooding of properties, flash flooding caused by thunderstorms, and road closures from flooding and landslips blocking roads.

# Business and Development

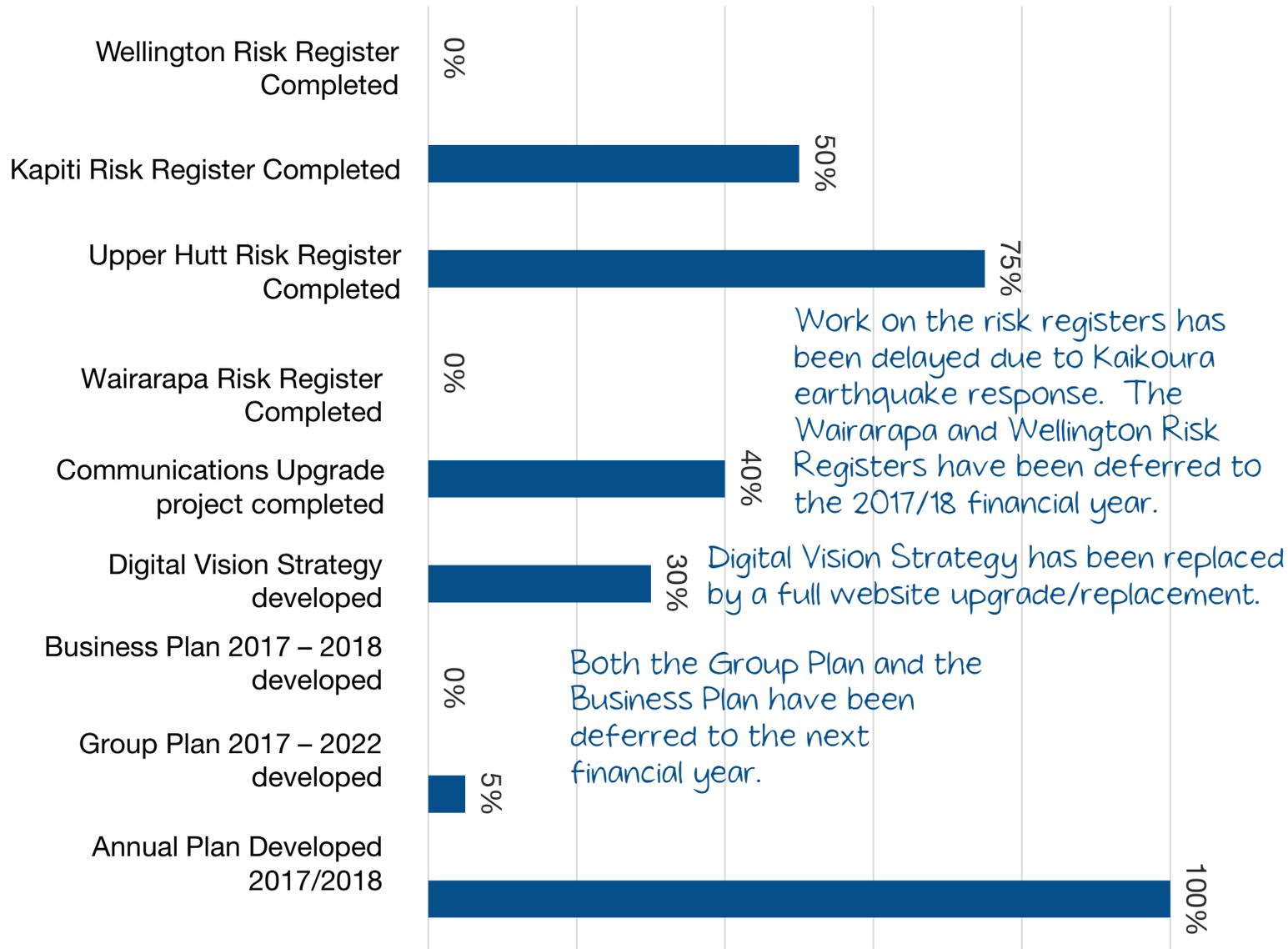
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Regional update

# Business and Development

- Continued to work on the Radio Communications Upgrade process, including the next steps of RFP specifications, documentation, and implementation plan.
- Continued with the EOC upgrades. This included an unplanned re-wire of the Porirua EOC when the EOC had to be urgently relocated.
- Further deployment of WREMO staff IT upgrades.
- Finalised the initial EOC basic technology videos - to assist those in the EOC who are not familiar with the new technology and equipment.
- Administration and project support provided to WREMO staff.
- Many projects such as the Group Plan workshops and risk registers had to be postponed due to the Kaikoura Earthquake.

# Business and Development



## WREMO information sharing seminar



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

In March 2017 Aasha Pancha, Victoria University of Wellington presented on 'Mapping Shaking potential: Planning effective earthquake response and resilience'. Dr. Pancha talked about her research in the United States and this is reflected in what we saw in the 2016 Kaikoura earthquakes.

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

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

## WREMO Website

WREMO have appointed Somar Design Studio to upgrade the Get Prepared website. This upgrade will improve the mobile friendliness of the website (vital in emergencies), make it easier for PIMs to add emergency information and give a more modern look and feel to the preparedness sections of the website.

somar design studios

Who we are What we do Our work Insights Contact us We're hiring

Digital design solutions to meet **any** challenge.

### What we do

Our services include:

- Web design & development**  
We help craft useful, beautiful experiences for real people.
- Graphic design & branding**  
Help your organisation better express its unique identity.
- User Experience (UX)**  
Our UX lab facilities shape the best performance.

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# 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 2016/2017 Budget continues to be monitored closely as we come to the year end.

## Communications Upgrade Project

- WREMO has engaged an experienced radio engineer to provide professional input and assist with the generic design of the new VHF repeater system. The engineer assisted in the process of preparing specifications for repeaters, aerials, cabling and radio hardware. These specifications were made available to the top three contenders from the RFP process (in 2016) and they were requested to submit their proposals by mid-February 2017. Following approval by the CEG Sub Committee and CEG in February and March respectively, a contract was awarded to the successful tenderer with installation and testing anticipated for completion before 30 June 2017.

# 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 continuing to work 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.
- Approximately 70% 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.
- Worked on the initial plans in partnership with the council for the new Porirua EOC to deliver ICT functionality. This will continue throughout the remainder of the year.

## Website

- Working with the Community Resilience team we have added a large amount of information on the Community Emergency Hubs, including the individual hub guides.
- The website has also been an integral part of our post Kaikoura preparedness campaign.

# 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.

## Health and Safety

- WREMO is fully committed to a healthy and safe working environment for its staff and visitors in ‘business as usual’ as well as in ‘response mode.’
- WREMO’s H&S ambitions are as follows:
  - To help ensure everyone gets home from work, to their loved ones, safe and well;
  - To ensure effective housekeeping at all WREMO locations:
    - prevent slips and falls
    - eliminate five hazards (grills, toaster etc)
    - prevent falling objects
    - clear clutter
    - store materials properly
    - create written rules
    - think long-term
    - managing fatigue and worker safety.

# 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.

## Common Alerting Platform

ON-GOING

Contribute to the development of a national Common Alerting Platform.

## Common Alerting Platform (CAP)

- The work being done to support the development of a national Common Alerting Platform will support the development and implementation of Cell Broadcasting. As proposed Cell Broadcasting will comply with CAP requirements.

## Project support

- We are supporting the OR team in a trial of Takatu for ECC (Greater Wellington staff). Takatu is the national platform for hosting training information and records.