

Wellington Region Emergency Management Office

WREMO Monthly Report

CDEM Group (Joint Committee)

1 March 2013



1. Executive Summary

1.1. Overview

Four months to go in the current financial year and pressure is on to deliver against our objectives established in the Interim Annual Plan. A high priority is being placed on addressing the training deficit previously identified and recruiting action is underway to replace the two staff members who have departed.

1.2 Wins

Over the past months there have been two incidents warranting partial mobilisation. On 6 February an earthquake off the Santa Cruz Islands (and the possibility of a resulting tsunami) resulted in all five EOCs being partially activated. Although the event never progressed past the advisory stage, small control teams monitored the event as it evolved and in some cases deployed resources to local beaches in case rapid escalation was required. The second event was a significant rural fire in the Happy Valley area. CDEM staff with the support of a local volunteer, commandeered use of the local school which was used to accommodate, feed and entertain, local residents evacuated from their homes. Debriefs for both have occurred and opportunities for improvement will be factored into future plans.

The emergency compost toilet trial is now complete. The report will be finished by end of March and the guidelines by 30 June 2013. Initial indications are that this is a viable option in an emergency with a disrupted sewage system.

The training needs analysis is complete and individual training for designated EOC staff is being conducted over the next two months.

Another CD Volunteer course is underway, this time with volunteers leading it – this is the next step in building capacity in the community.

A Community Resilience Strategy has been drafted and has been circulated, receiving very favourable feedback. Notwithstanding its draft status, the document has been placed on the WREMO website in support of a recent application by Wellington City to participate in the UN-Habitat City Resilience Profiling Programme.

The first delivery of standard manuals to EOCs has occurred. These will be enhanced by further regional SOPs plus the inclusion of those factors specific to a particular EOC or TA.

1.3 Risks

IT gremlins have returned this year and the extra effort required to resolve these has meant planned activities in support of EMIS implementation and developing our new website have not progressed in accordance with the schedule.

Further work is required to better integrate the activities of Area Coordinators as part of the wider functional plans. Some casual staff will be utilised to cover gaps in workload.

The restructure has created a training deficit as new people and processes are identified and / or developed across council. Courses to address this have commenced. Once individual training is complete, collective training will commence.

Further rationalisation is required to ensure (the old component parts of) WREMO communications systems are integrated and linkages with the community are appropriate. Some parts of the region were previously under resourced while others had communications networks that were not sustainable.

There is still a misunderstanding around who has accountability in an emergency event. The role of the Local Controller is to conduct local response operations. These key people will be assisted by designated CDEM staff.

1.4 Key Thrusts for the coming month

Planning is underway for the secondary schools rescue programme. This is a long standing commitment with Hutt Valley schools and has potential for wider deployment across the region

Planning is underway for the military Exercise TEMPEST EXPRESS. This is a HADR (Humanitarian Assistance, Disaster Relief) exercise, scheduled for August 2013 and centred on the Wellington area. MCDEM and WREMO will participate.

Community Response Plans have commenced for the following parts of the community – Eastbourne, Tawa, and Miramar Peninsula.

1.5 Financial Summary

Budget data for January is attached. The figures indicate a significant underspend. This is partially as a result of caution exercised in the first half of the financial year as we had no financial history of operating under the new regime. The YTD surplus will be eroded by the following planned expenditure:

Three new vehicles	\$115,000
WEMO modifications	\$25,000
Website development	\$40,000
Volunteer training	\$5,000
EOC staff training	\$10,000
Printing Its Easy and Group plan	\$10,000
Total	\$205,000

This amount is over and above normal expense items.

Notwithstanding the above, it is clear that WREMO will operate a surplus of approximately \$200,000 and arrangements have been made to accrue the balance for the benefit of the participating councils.



WREMO Income Statement For the 8 months ended 28 February 2013	YTD as at 29 February			Full Year		
	Actual	Budget	Variance	Forecast	Budget	Variance
	\$000	\$000	\$000	\$000	\$000	\$000
Rates & Levies	568	568	-	853	853	-
Government Grants & Subsidies	43	-	43	43	-	43
External Revenue	1,676	1,676	-	2,235	2,235	-
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	2,287	2,244	43	3,131	3,088	43
less:						
Personnel Costs	1,145	1,274	129	1,718	1,911	193
Materials, Supplies & Services	187	320	133	350	480	130
Travel & Transport Costs	59	108	49	89	161	72
Contractor & Consultants	83	166	83	170	249	79
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	55	-	(55)	111	93	(18)
Total Direct Expenditure	1,529	1,868	339	2,438	2,894	456
Financial Costs	-	24	24	36	36	-
Bad Debts	-	-	-	-	-	-
Transition Costs	-	167	167	250	250	-
Depreciation	10	-	(10)	77	-	(77)
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
TOTAL EXPENDITURE	1,539	2,059	520	2,801	3,180	(379)
OPERATING SURPLUS/(DEFICIT)	748	185	563	330	(92)	422
Add Back Depreciation	10	-	10	77	-	77
Other Non Cash	-	-	-	-	-	-
Net Asset Acquisitions	(31)	-	(31)	(30)	(30)	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	727	185	542	377	(122)	499
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	727	185	542	377	(122)	499

WREMO Capital Expenditure Statement For the 8 months ended 28 February 2013	YTD as at 29 February			Full Year		
	Actual	Budget	Variance	Forecast	Budget	Variance
	\$000	\$000	\$000	\$000	\$000	\$000
Total Asset Acquisitions	35	-	(35)	30	30	-
Capital Project Expenditure	-	-	-	-	-	-
Asset Disposal Cash Proceeds	(4)	-	4	-	-	-
Net Capital Expenditure	31	-	(31)	30	30	-
Investments Additions	-	-	-	-	-	-
Net Capital and Investment Expenditure	31	-	(31)	30	30	-

2. Business Activities

2.1. Community Resilience Annual Plan Activities

Community Resilience		
Activity	Details	Comment
Community Engagement	Development of a Community Resilience Strategy	Draft strategy and model are complete and ready for review
	Recruitment and future training for CDEM Instructors	Three of five instructors are recruited and confirmed. Train-the-trainer planned for mid-February.
	Development of Community Response Plan	Have amalgamated a concept of including Neighbourhood Support and other well established groups to be part of the plan. Should be complete by end of January. The CRT has begun rolling out the concept around the region.
	School engagement strategy	Developed an initial strategy with checklists to engage with schools
	Vulnerable Communities Project	Rewrite of BSA project for use by an EMA. Looking better and ready by the end of the month.
	Project plan	The CRT developed a list of key projects and dates for this year's project plan.
	Its Easy	Revamp of Easy is complete and ready to be formatted
	Processes for CDEM Volunteers	Processes are developed to work at fairs etc. A bit of work to go in this area.
	Contents list for fairs	Developed set materials and processes for each type of event
Risk Mgt	Hazardscape	Sarah is doing some work in this space
Communications		
Preparedness Enablers	Rainwater Tank Project	Chosen a supplier who can provide entire package for \$100. We are considering a PPP model to bring the price down to \$80.



Local Authority Specific Projects	Tsunami Blue Lines	Planning of next round of Blue Lines around Kilbirnie and South Coast. Joined in a study with GNS to evaluate perceptions of tsunami risk.
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2.2. Operational Readiness Annual Plan Activities

Operational Readiness		
Activity	Details	Comment
Response planning and systems	<p>Review of existing “essential” (EOC activation, Duty Officer) SOPs and development, and development of common SOPs for regional use</p> <p>Assessment of each ECC/EOC to determine the suitability of systems and equipment for operation</p>	<p>A review of existing Standard Operating Procedures, forms, incident management position checklists, and emergency operations centres structures across the region has been completed. Common SOPs have been identified for the purpose of regional consistency. Seven SOPs completed, including the Procedure for Tsunami Notification and Procedure for Declarations.</p> <p>Standardised incident management checklists, EOC structure and forms are well under development.</p> <p>Standardised EOC section folders (planning, logistics, control etc.) for each EOC are under development, and will contain the checklists, SOPs, forms and relevant documentation such as the relevant MCDEM Directors Guidelines.. These are on target for completion in February. will be established and provided to each EOC..</p> <p>An EOC ‘Red Book’ has been developed for each EOC, and will undergo testing in January. Red Book includes EOC establishment procedures, and back up arrangements for power/generator, sewage, and potable water (all specific to each EOC). A review of the back up arrangements are underway or being developed to ensure robustness during emergencies.</p> <p>Ongoing support and advice is being provided to councils in the development of procedures, such as the Wellington Tsunami Road Closure planning.</p> <p>An EOC evaluation checklist for audit purposes has been developed. It is consistent with the MCDEM audit checklist. A timeline for completion of EOC audits is under development.</p> <p>The functionality of Civil Defence Centres has been standardised across the region. Civil Defence Centre Operational Guidelines have been completed, and will be distributed to all Civil Defence Centres across the region.</p>
Recovery systems and planning	Review of existing recovery frameworks with a view to developing a standardised recovery framework	Limited activity to date.
Operational Management	<p>Management of the duty officer function to ensure all warnings are dealt with appropriately</p> <p>Build relationships and understanding with operational</p>	The Duty Officer (DO) Guide is complete. It includes potential warning types and the immediate actions for the DO to such warnings. It includes the process for monitoring, decision making and activation. A River

	partners and stakeholders to enhance cooperation and collaboration in integrated planning and during emergencies.	<p>Alarm Guide, Earthquake Guide and the Procedure for Tsunami Notification have also been developed to assist in the DO actions and decision making.</p> <p>The DO roster has been in place since the formation of WREMO. Five experienced WREMO staff make up the duty officer team. 10 weather warnings/unusual events, have instigated action from the duty officer as per the guideline. The Duty Officer system is working satisfactorily.</p> <p>Emergency Services, councils/after hours and lifelines have been provided details of the Duty Officer notification process.</p> <p>Work is underway with Met Service on refining warning information in rapid rain events.</p>
Emergency Public Information	Provide structure for Regional Public Information Managers (PIM) Group	<p>Two monthly regional PIM meetings are being held. The December meeting saw the agreement by PIMs to develop a regional protocol for Public Information management during emergencies, review of PIM procedures, forms, message templates, and the regional Public Information and Media Plan.</p> <p>PIMs support the principal of one website during emergencies for the public to refer to.</p> <p>PIM meetings will be attended by WREMO representatives from both community resilience and operational readiness, to ensure good communication and processes before and during emergencies.</p>
Lifelines Coordination	Establish and strengthen relationships with lifelines organisations	<p>Richard Mowll appointed as Lifelines Utility Coordinator (LUC). A deputy LUC is being identified. MCDEM does not provide training for LUCs. This is being accounted for in the regional training strategy.</p> <p>The Infrastructure Restoration Times Report was released. A summary for the transport access project is complete.</p>
	Review existing lifelines projects and determine the areas for future development	
Regional Response Teams	Coordinate Regional Response Teams	<p>All response teams participated in a regional response exercise, and a joint training session in swift water rescue.</p> <p>An audit process for teams is near completion.</p>
Welfare Planning and Coordination	Assess the functionality of local welfare arrangements, capability and resourcing across the region	<p>Welfare meetings to conduct evaluation of welfare functionality were held across the region with council and WREMO representation. While there were considerable variances in capability and resourcing, considerable steps have been undertaken to work on improve the readiness of welfare. A consolidated action plan identifying necessary actions for enhancing welfare has been developed.</p>
	Participate in the Welfare Advisory Group	

Exercises and Training	Develop a Training Plan for all ECC/EOC staff	<p>Welfare Managers & alternates from across the region attended a training session in December.</p> <p>A number of Controllers, Recovery Managers and Public Information Managers across the region attended the Ministry of Civil defence & Emergency Management professional development workshops for their respective areas.</p> <p>The regional training strategy is underway. The strategy will identify capacity requirements and a training path for EOC roles.</p> <p>The EOC training programme for February to June 2013 was released, with registrations being sought.</p>
Local Authority Projects	Transition towards self management for Hutt City (NZRT18) and Wellington (NZRT8) response Teams	The response team is self managing this, and is well underway.
	Establish the role and capacity for PERT	Training underway
	Coordinate tasking of area siren systems through Area Coordinators for early warning re flooding or tsunami	A process is under development for the maintenance and testing programme for all sirens in the region.
	Management of the Hutt Valley Secondary Schools Rescue Programme – Hutt and Upper Hutt	The programme is in place with dates booked for March/April/May 2013.
	Establish Civil Defence Centres in Carterton and South Wairarapa	Community groups continue to make steady progress with the establishment of their Civil Defence Centres
	Develop a comprehensive Wairarapa resource register	<p>Present emphasis is with establishing rural contacts (coordinators) in the Carterton and South Wairarapa Districts. These contacts are being added to the resource register.</p> <p>Resource register being updated as information received</p>
	Actively encourage all agencies/organisations that are listed in the Wairarapa District Welfare plan to plan collectively to ensure delivery of their respective tasks/functions in an emergency	Agencies/organisations as listed in the Wairarapa District Welfare Organisation (WDWO) are to review their respective role and functions. Amendments will be incorporated in the new year.

2.3. Business and Development Annual Plan Activities

Business and Development		
Activity	Details	Comment
Policy, Strategy and Planning	Development of WREMO's Strategic Plans	<ul style="list-style-type: none"> CDEM Group Plan – The Plan is now in the final stages of writing process and will be released to the sector for review in mid February. Interim Annual Plan - Annual Plan designed and completed
	Development of WREMO Policies	WREMO policies, strategies and guides developed and approved – File Management Policy, Petty Cash Policy, Vehicle Use Policy, WREMO Room Use Policy and the WREMO Style Guide have been implemented in December 2012
	Development of project planning, management and delivery policy	A review of Wellington Regional Council Project Management Policy and Guideline is completed. A draft WREMO Project Management Policy has been completed ahead of schedule. Work has started on a Draft Guide and 5 accompanying templates.
	Development of plan review and evaluation policy	Not started due to new CDEM Group Plan not implemented
Technology	Development of an EMIS Implementation Strategy	Work in progress for a training session for WREMO staff.
	Development of a Website Development Strategy	Planning in progress, Project team to be formed and project scope developed. Implementation set for 1 July 2013.
	Investigate an Alternate IT Platform for WREMO	Trialling of Office 365 and Google Apps.
	Ensure radio communications are maintained with regional stakeholders	Weekly radio checks (WCC and Wellington Region) and monthly CDEM services radio checks, and keeping the inter-agency contact lists up to date.
Professional Development	Development of a Professional Development Policy and Strategy	<ul style="list-style-type: none"> This has been linked into the Training Strategy for EOC staff. Update provided under Operational Readiness EOC training arranged for WREMO staff (11-15 February) Visit arranged for new staff to MCDEM, Geonet, Weather Service, NCMC Arrangements made for WREMO staff to attend conference in February
Reporting, Monitoring and Evaluation	Development of a reporting template and policy	A draft template has been developed which is currently tested. Positive feedback received on the format.



	Administrative support is provided for CDEM committees and WREMO Business Groups	<ul style="list-style-type: none"> Support is provided at CEG Sub Committee, CEG and Joint Committee meetings (minutes, order papers, reports, etc.) Support provided to the Community Resilience and Operational Readiness teams
Administration, Library, Finance	Establishment of WREMO Library	<ul style="list-style-type: none"> Library material to be transferred from GW to WREMO (Thorndon) during GW's relocation to Centre Port.
	Health and Safety requirements are met	<ul style="list-style-type: none"> The two administrators have been trained and are now overseeing the Health and Safety system (SafeTsmart) No H&S incidents reported
	Administrative support is provided to WREMO	Regular support regarding meetings, enquiries, dealing with visitors, etc.
Organisational Philosophy	Promotion of WREMO mission, vision and values	Working with Regional Manager and other WREMO staff in creating a positive working environment
	Facilitate team building	<ul style="list-style-type: none"> WREMO Team projects (clean out WEMO basement, GW induction, presentations, etc.) Provided a demonstration and Q& A session for WREMO staff on the Emergency Compost Toilet trial Staff gatherings (social)
	Facilitate sharing information within WREMO	Information filed in common WREMO file – available to all WREMO staff
Virtual Pool	Manage Resilience Fund projects and 2013/2014 applications	<ul style="list-style-type: none"> Compost Toilets have been installed and the trial commenced on 29 October 2012. A pre-trial survey has been distributed and weekly site visits have commenced Compost toilet trial successfully completed in November, staff are reviewing the information gathered and writing the findings in a report on the trial/ Two resilience Fund projects, Wainuiomata Community Response Plan and Building Social Agency Networks (vulnerable communities) are complete. The final Guide documents are being developed SKM/River Edge Consulting have been behind in meeting some of the intermediate milestones in the project, but are still on track to complete the project and provide all results and models by the end of February. The production of the flood maps is underway and expected to be completed by the end of January. The



		<p>production of the modelling report is also well underway.</p> <p>SKM/River Edge Consulting are proposing the 2nd workshop be held in early February, where the model results and flood maps will be presented to Flood Protection and CDEM staff. Due to availability of staff, this workshop is likely to take place in the week of the 11th-15th February.</p> <ul style="list-style-type: none">• Facilitating Resilience Fund process for 2013/2014 applications
	<p>Support provided to Community Resilience, Operational Readiness and Area Coordinators when required</p>	<ul style="list-style-type: none">• New Zealand Shakeout final report completed and circulated to WREMO management team• Developed a 'mayoral pack', and assisted the Community Resilience and Operational Readiness Teams when required (enquiries about events/staff visiting, training of volunteers application pack, receipting packs, arrangements for interviews, vet applications)• Working with the Greater Wellington Region Council's Senior Natural Hazards Advisor to update the 2007 document on the region's hazards – joint project with Community Resilience• Supporting Operational Readiness in development of Training Strategy for EOC which has been extended to include WREMO Professional Development.

