

Wellington Region Emergency Management Office

# Quarterly Report

1 October – 31 December 2014.

# Executive Summary

## Overview

A relatively quiet quarter from an operational perspective with few EOC activations; however what is not visible, is the monitoring, analysis, consultation, and sometimes pre-emptive measures that occur in the background – during 2014 no less than 350 weather warnings/watches were received.

## Wins

- 1. EOC Technology Upgrades.** Good progress was made with planned technology enhancements designed to facilitate greater connectivity and situation awareness. This task is now largely complete (in five of the 6 EOCs) with work beginning on completing the associated user documentation .
- 2. Community Response Planning (CRP).** Good progress occurred engaging with key members of our communities to produce Community Response Plans. The process itself is under review and future planning will enhance the scope from mere response, to wider community resilience initiatives, such as community visioning and community driven projects that help maintain community relationships. The Group resilience strategy and CRP process continues to generate enquiries/requests to utilise our material, both within NZ and internationally (eg. Great Yarmouth UK, Melbourne Australia, Seattle USA)
- 3. Visual Workplace.** Feedback on the new style reports has been positive. Based on the Kaizen methodology, we now display hard copy material on EOC wall boards. The intention is to be able to project the information electronically.

# Executive Summary

## Developments

The more notable activities progressed throughout the quarter include:

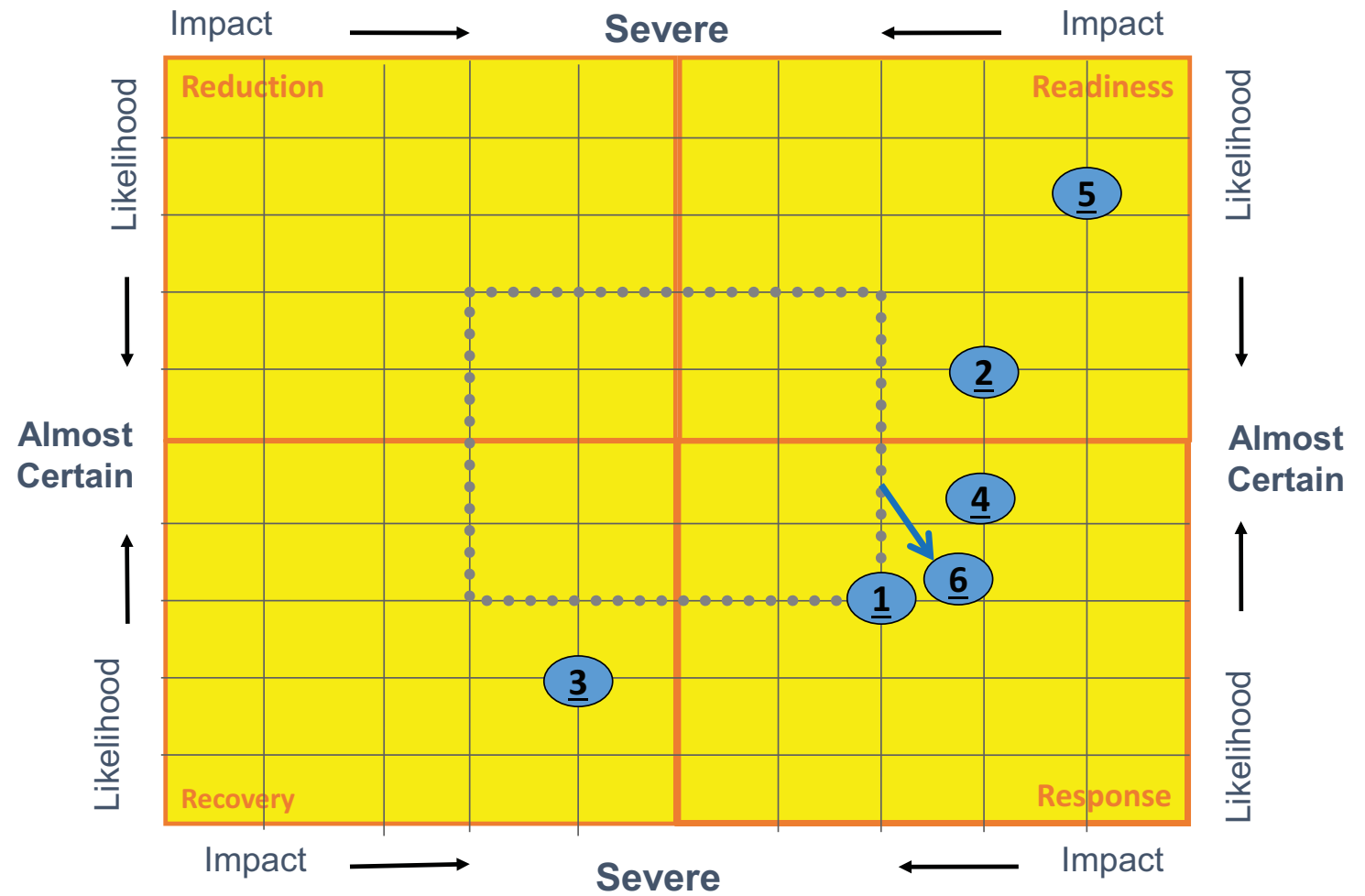
1. **MCDEM Monitoring and Evaluation Assessment.** *Considerable preparatory work occurred in advance of the Monitoring and Evaluation assessment scheduled for January – March 2015. Areas we believe to be strong include readiness activities including resilience building activities in the community. Areas which continue to represent opportunities for improvement include operational structures and recovery planning;*
2. **Staff.** *Some staff turnover occurred during the period of the report. It was pleasing to note that two of the current WREMO team members gained enhanced roles as a result of the subsequent selection process, while WREMO volunteers secured the remaining permanent roles;*
3. **WREMO Projects.** *The following projects were advanced during the reporting period:*
  - a. *Tsunami Planning – Group-wide plan that will see the region better prepared to respond to a tsunami threat (from warning to 72 hours after arrival);*
  - b. *Regional Fuel Planning - one of several projects arising from the Lifelines transport accessibility report;*
  - c. *Communications review – the future rationalisation of communications networks and support arrangements throughout the region ;*
  - d. *Pre-Disaster Recovery Planning – developing a framework that will guide those decisions/plans that will promote a speedy and effective recovery. The key to this is better understanding the dynamics of the Christchurch recovery.*

# Executive Summary

31 Dec 2014

## Risk Matrix

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



# Executive Summary

## Risk treatment

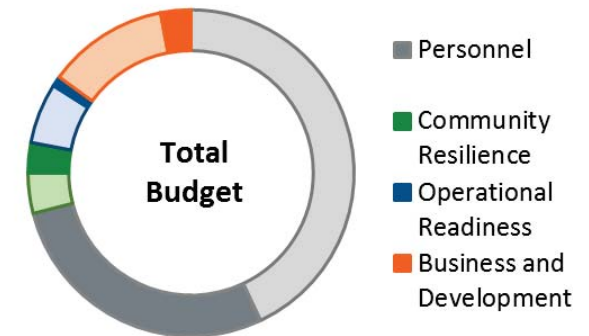
1. Current response structures may be unsustainable, particularly given the challenging training load and the time available to conduct this. The Response Structure Review has been launched to investigate more appropriate models for delivering response, to take account of emerging technologies and a more collaborative approach across the region. The current model for delivering training is under review. Indications are that future training should be scenario based.
2. As time passes since our last major emergency, 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.
3. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Pre-disaster Recovery Framework project launched May 14 – progress is slow owing to the lack of dedicated resource and there being no existing framework of this nature.
4. Analogue CDEM VHF radios and repeaters are required to be replaced by digital sets by 2018. Project launched to achieve this. A budget for this purpose has been factored into the LTP process. Based on current arrangements across the region, this could require funding of \$2m. The current plan to rationalise repeaters and radio sets could see this reduced to \$1m. Further investigation is required to refine the strategy and resulting costs. The latest development currently being investigated might see the Group partner with NZ Police who operate a very robust, technology future-proofed network in the region.
5. Challenges in implementing recent MCDEM initiatives. The need for up-skilling and a more rigorous national approach to Welfare has driven a need to recruit an in-house Welfare specialist and will require councils to commit to developing more comprehensive welfare support networks. The new 2 year training regime for Controllers will likely require a revised strategy for the provision of controllers throughout the region. The new Group Welfare Manager is in the process of being appointed. The Group Controller participated in the inaugural national training course with further controllers to be included in the 2015 programme.
6. The previously reported risk has been downgraded. One EOC remains to be upgraded and when the supporting documentation is complete, the risk will be removed from the matrix.

# Financial Summary

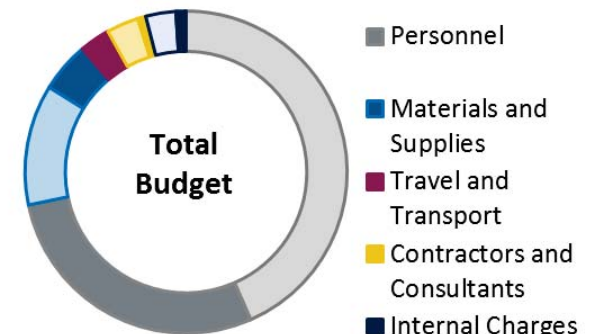
As at 31 December 2014

WREMO Income Statement For the 6 months ended 31 December 2014	YTD as at 31 December			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	393	393	-	786	786	-
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	958	958	-	1,917	1,917	-
Investment Revenue	8	6	2	13	13	-
Internal Revenue	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>1,359</b>	<b>1,357</b>	<b>2</b>	<b>2,716</b>	<b>2,716</b>	<b>-</b>
less:						
Personnel Costs	1,001	1,079	78	2,157	2,157	-
Materials, Supplies & Services	161	256	95	512	512	-
Travel & Transport Costs	50	51	1	101	101	-
Contractor & Consultants	15	54	39	107	107	-
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	42	55	13	109	109	-
<b>Total Direct Expenditure</b>	<b>1,269</b>	<b>1,495</b>	<b>226</b>	<b>2,986</b>	<b>2,986</b>	<b>-</b>
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	31	33	2	66	66	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>1,300</b>	<b>1,528</b>	<b>228</b>	<b>3,052</b>	<b>3,052</b>	<b>-</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>59</b>	<b>(171)</b>	<b>230</b>	<b>(336)</b>	<b>(336)</b>	<b>-</b>
Add Back Depreciation	31	33	(2)	66	66	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	(67)	(70)	3	(70)	(70)	-
Net External Investment Movements	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>23</b>	<b>(208)</b>	<b>231</b>	<b>(340)</b>	<b>(340)</b>	<b>-</b>
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Reserve Investments Interest	(8)	(6)	2	(13)	(13)	-
Reserve Investments Transfer Out	-	-	-	353	353	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>23</b>	<b>(214)</b>	<b>225</b>	<b>-</b>	<b>-</b>	<b>-</b>

Portion of budget spent by team



Portion of budget spent by category



Personnel is underspent largely as a result of temporary vacancies. Materials is \$95k underspent, largely as a result of timing variances. Internal charges are artificially low owing to a credit from GW at the start of the year.

# Financial Summary - Reserve

## WREMO Reserves as at 31 December 2014

				Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	571	563	8 F	571	563	8 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	9	6	3 F	13	13	0 F
Transfers from reserves	0	0	0 F	-353	-353	0 F
<b>Closing Balance</b>	<b>580</b>	<b>569</b>	<b>11 F</b>	<b>231</b>	<b>223</b>	<b>8 F</b>

### Represented by:

	Actual \$000
WREMO (TA contributions) reserve	580
<b>Closing Balance</b>	<b>580</b>

Forecast \$000
231
<b>231</b>

### Notes

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

Current reserve balance is \$225,000. A total of \$353,000 has been transferred into the WREMO budget for the 2014/2015 year. This is to off-set the Councils funding (\$113,000), funds tagged for the EOC Upgrade (\$100,000) and additional staff costs (\$140,000).

# Community Resilience

## Areas of progress:

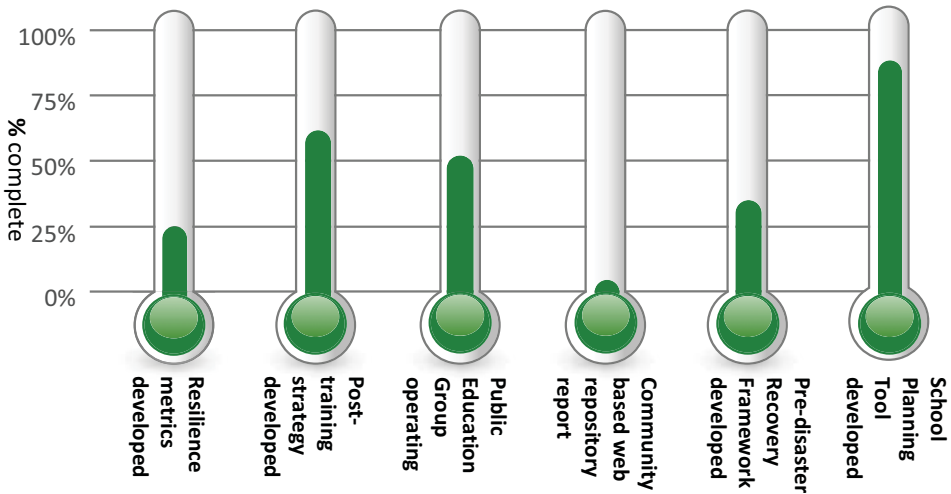
- Ran a very successful 1st workshop for the ICoE with approximately 50 people in attendance. Great dialogue and from across policy, practitioners and community leaders on the topic of "how to make cities resilient to future disasters". Nearly half the attendees were still in attendance discussing the topic 30 minutes after the workshop ended. A whitepaper will come out early next year;
- Worked with NZ Inc working group for contributions to the upcoming Hyogo Framework for Action in Japan, March 2015. Two of the three representative examples from Wellington will be WREMO led projects - Tsunami Blue Lines and Community Response Plans;
- CR Team's innovative approaches were recognised in the Australian Journal for Emergency Management with an article and front page promotion. - <https://ajem.infoservices.com.au/items/AJEM-29-04-12>;
- Revamped the CD Volunteer course to attract a wider audience. Now, anyone can attend and then choose to become a volunteer at the end of the course. The Team is also in discussions with NZ Red Cross about creating a "passport system" where volunteers cross-train and organisations share existing volunteers;
- Discussions held with Red Cross to explore a collaborative approach to their Hazard App as another tool for emergency alerting. These discussions are taking place alongside GNS with a wider view of the national programme on public alerting;
- Team asked to present on its resilience work and philosophies with a goal to inspire other organisations to adopt similar approaches. Invites received to attend programmes in Australia and Colombia (staff chose to take leave to attend these);
- Support provided to the Kapiti Lions to launch and conduct the "Long Walk Home", a two day event that demonstrated what is involved for people to walk from Wellington City to Kapiti in the event of a loss of transport options. Approximately 120 people participated;
- An initiative arising from the Waikanae Community Response Plan has helped Kapiti MenzShed win a Wellington Airport Regional Community Award in early November;
- Several Honours and Masters students are working on research projects the team is involved with evaluating the impact of the work in the community as well as the methodologies as an example for other organisations to model;
- The Team is working with a Master's student intern in Urban Design to develop a methodology for evaluating the best use of open spaces pre and post earthquake event ; and,
- Work is advancing on the development of a Pre-disaster Recovery Framework

## Areas of concern:

- Overall, the Team is tracking well on their primary targets of social agencies and Community Response Planning. However, a few areas have not gained traction as programmed (eg. school KPIs ). Specific emphasis will be on these areas in the third quarter and particular emphasis will be applied in the lead-up to Shakeout 2015.



# Community Resilience



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

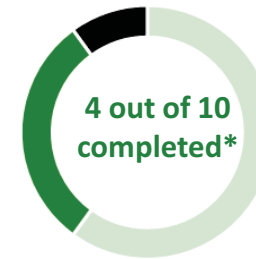
## Community Based Organisations



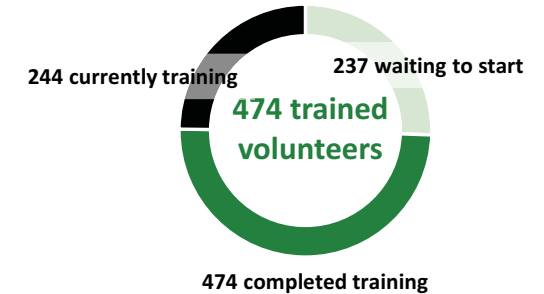
## Schools



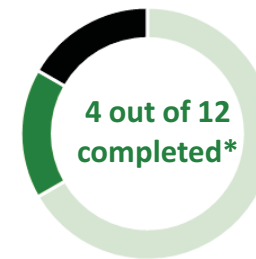
## Volunteer Programme



## Trained volunteers



## Community Response Plans



## Tsunami Blue Lines







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




Completed previous quarters
  Completed this quarter
  Remaining to be completed

# Community Resilience



## Volunteers

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

## Communication

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

## Preparedness enablers

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

- Currently revamping the CD Volunteer course to attract a wider audience. Now, anyone can attend and then choose to become a volunteer at the end of the course. The Team is also in discussions with NZ Red Cross about creating a "passport system" where volunteers cross-train and organisations share existing volunteers. For example, this would enable CD Volunteers to do Red Cross training in Emergency Welfare with Red Cross and Red Cross Volunteers to do Emergency Preparedness training with WREMO. The Team plans to expand the programme to include additional organisations.
- Investigating a newer and more professional format for the CD Volunteer newsletter.

## WREMO Volunteer Christmas Party 2014

*“Had a great time connecting with other volunteers and staff at Christmas function. Thanks for organising. You're an awesome team!”*

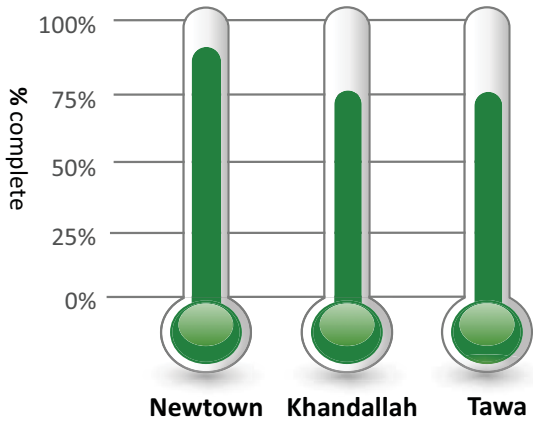
Kaushiki Roy



# Wellington City

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

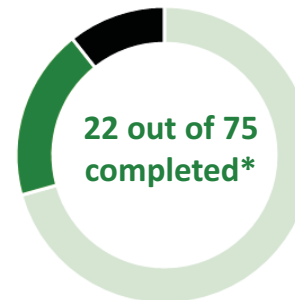
## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained



**Completed CRPs:** Thorndon

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

- Thorndon CRP – completed and awaiting final community input for signoff.
- Meetings with Our CBD – group working to bring CBD business owners together.
- Ongoing involvement of Neighbour Support for CBD apartment dwellers
- Continued involvement through Volunteer Wellington’s volunteer managers’ peer support group involving the sharing of ideas, networking, understanding how each other’s volunteers programmes could work better, what works well, learning off each others ideas, ways to measure impact, etc.
- Invited to attend the first Civic Hackathon in Wellington, focusing on transport issues for the Miramar Peninsula. A second hackathon is planned for March 2015 and will be focusing on empowering communities and building resilience. WREMO will be helping facilitate this session.
- Connected Newtown Residents Association president with the community planning team at WCC to ensure robust community-driven empowered outcomes similar to those started in Brooklyn. Sounds like great things will be happening there next year.
- Ran a public session for the Newtown and Berhampore Community Response Plan, making the plan truly community-driven, with over 50 people participating and contributing ideas and solutions for the challenges during an earthquake, and visioning for their community.

**The WREMO team offered to support Lifeflight Trust by advertising their charity movie screening of The Hobbit to our Facebook audience**

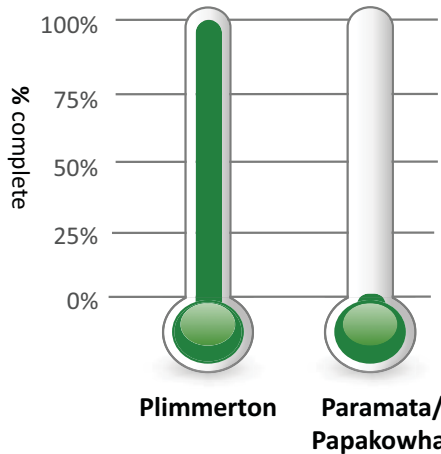
Their response said it all –

***"That would be absolutely wonderful. This was such a lovely email to get today. To have the event sell out again would be amazing. Thank you so much for your support, it is greatly appreciated. On behalf of Catherine and the rest of us at Life Flight, I would just like to say thank you."***

# Porirua City

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

## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained

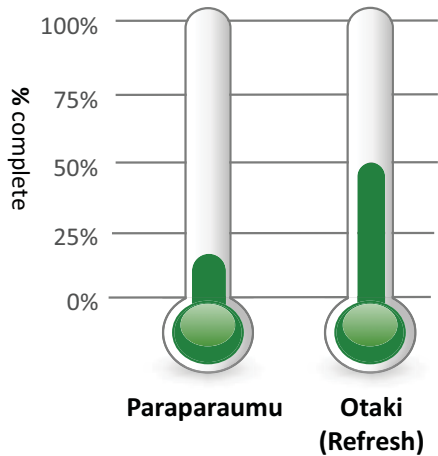


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- As a result of the Plimmerton-Mana-Cambourne CRP, community members have developed an initiative for teachers and students to "talk" between CDCs, using the CDC radio equipment, to practice and develop their skills on radio communications.
- Pukerua Bay WREMO Volunteers have approached with a request to conduct a Porirua City wide CDC activation. We are currently collaborating to implement this CDC activation in early April 2015.
- Have been supporting Partners Porirua with their Teen Parenting courses, giving ½ hour talks on preparedness with a young baby.
- Working with North City Plaza – to strengthen their emergency plans. They are keen to have on-going engagement.
- As a result of meeting with some Early Childhood Centres they are planning to hold 'Open Days' to get to know the community, and so the community can get to know them.
- Have had initial positive talks with Wgtn Combined Taxis on their emergency plans for special needs students, and Whitireia Polytech on how they can support some of the special needs schools in Porirua.

## Kapiti Coast District

### Community Response Plans



Completed CRPs: Waikanae

### Community Based Organisations



### Schools



### Volunteers trained



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

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

An initiative started from the Waikanae Community Response Plan has helped Kapiti MenzShed win a Wellington Airport Regional Community Award in early November. To view their winning video submitted to the award panel go to:

<https://www.youtube.com/watch?v=biCrjiM4s3g&list=UU56cIHBoVKfH8Biesrjb-pA>

### WREMO & Greener Neighbours Programme

In October the Kapiti WREMO office and KCDC's Greener Neighbourhood Programme teamed up as part of Get Ready Week to raise awareness of what it would be like to go without power and water. Over two days neighbourhoods involved elected to go without power or water (or both) and produced a video of their experiences: <https://www.youtube.com/watch?v=P9zLA0lJOjM&feature=youtu.be>

## Menzshed wins regional community award

*“Amongst the many things the Menzshed did for their community to win this award, they offered to help local residents install WREMO emergency rainwater tanks in their homes. With the MenzShed’s help Kapiti has recorded the highest number of water tanks sold in the Region at just on 1300 tanks”.*





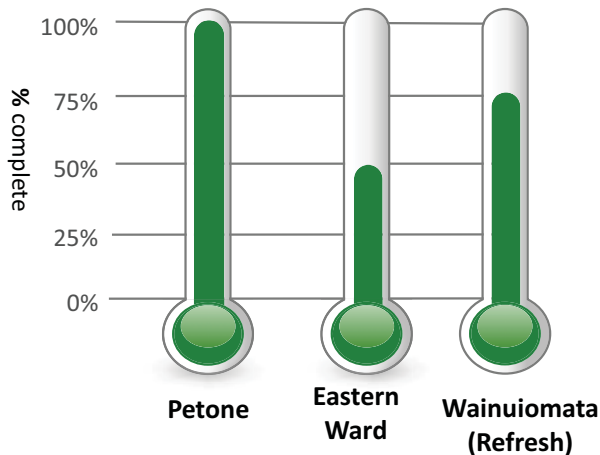
## Lions Long Walk Home

*“Despite some very windy weather the event was a resounding success and involved over 120 participants walking from Wellington Railway Station to Marine Gardens in Kapiti. The Mayors of Wellington, Porirua & Kapiti Councils either actively walked with or encouraged the participants along the way. The event was deemed such a success Lions hope to repeat the event in another couple of years (with even more participants), and also want to encourage Lions Clubs in the Hutt to do something similar”.*

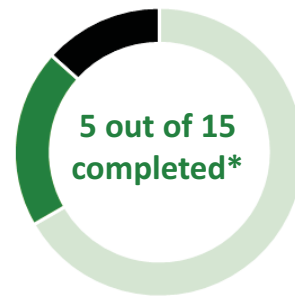


## Hutt City

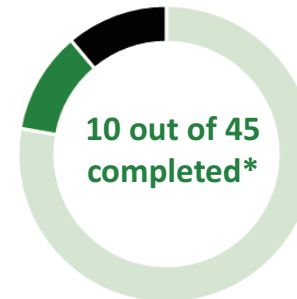
### Community Response Plans



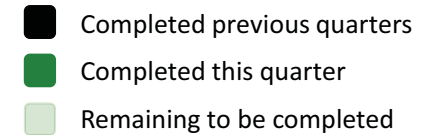
### Community Based Organisations



### Schools



### Volunteers trained

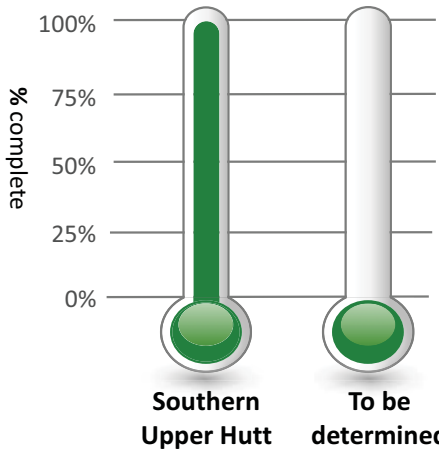


\* Totals shown above are annual totals per area as set in the WREMO Annual Plan

- First meeting for review of Wainuiomata CRP resulted in a re-evaluation of the CDCs in the area and the need for a central coordination point for Wainuiomata back to the EOC.
- Volunteer course held in Wainuiomata to gain a pool of volunteers for the area. We now have 8 fully trained volunteers in Wainuiomata.
- Te Tatau O Te Po Marae ran a welfare exercise that WREMO were invited to attend
- Eastern Ward CRP first review meeting held and a wider network of agencies were invited and involved.
- Petone CRP completed. Flyers are ready for distribution early 2015
- Easbourne and the Bays CRP reviewed for the second time -much larger stakeholder group than we originally began with which shows how many more people want to be involved.
- Presentation held in the Hutt in conjunction with Deaf Aotearoa, using a sign language interpreter to cater to a vulnerable part of the community who often feel left out of our messaging.  
WREMO stall at Eastbourne Carnival.
- Talks with Birthright – vulnerable agency project re. how we can support their clients, as well as themselves as an agency through BCP, etc

# Upper Hutt

## Community Response Plans



## Community Based Organisations



## Schools



## Volunteers trained



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

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

- Upper Hutt will hold it's first ever Civil Defence volunteer course scheduled for February 12<sup>th</sup> – March 5<sup>th</sup>. We hope to draw in a pool of Civil Defence volunteers who live in the Upper Hutt area.
- WREMO participated in a neighbourhood support evening for Upper Hutt coordinators along with Police and Fire. There was a good turn out of Upper Hutt residents involved and there was positive feedback for having a volunteer course.
- Have been building our relationship with Orongomai Marae in Upper Hutt and have scheduled a volunteer course specifically for the Marae in the New Year before Waitangi Day.
- Working with Civil Defence Centres in the area on their emergency planning including Oxford Crescent and Tui Glen School which are going to send some of their teachers, parents and BOT through the volunteer course in the New Year.
- Retirement villages in the area have been working on their emergency plans, including Hutt Gables Village and Elderslea Retirement Village. They are looking into getting another generator to support other wings of the building. All staff have been talked to about their own emergency plans.
- Flyers for Southern Upper Hutt Community Response Plan have been printed and are ready for distribution in the New Year. The stakeholder group has decided these will be distributed through the Lions Club, Pharmacy, New World and Schools.

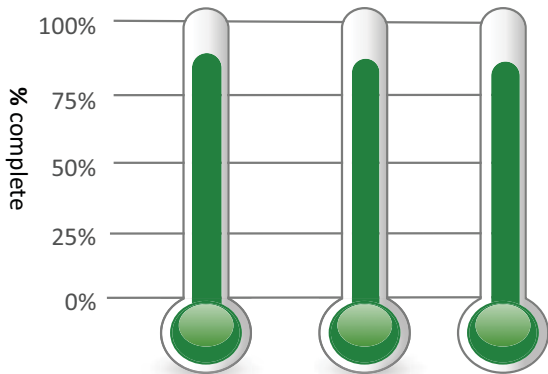
*“Through our relationship with Neighbourhood Support we were able to display our messaging for Christmas shoppers in Upper Hutt.”*



## Wairarapa Districts

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

### Community Response Plans



Greytown Featherston Martinborough

### Community Based Organisations



### Schools



### Volunteers trained



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

- The highlight of the quarter was 21 people completing the inaugural Wairarapa Civil Defence Training held in South Wairarapa with a further 7 completing some of the modules and targeting the March course to complete the programme. 10 people have already registered for the March Course to be held in Masterton. Advertising will get underway in the new year.
- CRPs are progressing well with sign off targeted for February for all three. Carterton will get underway in March and we will look to start a Rural Coastal CRP for Castlepoint in Q4.
- Out in the community we have attended the South Coast Emergency Preparedness day in Pirinoa, the Aged Concern Expo in Masterton, Martinborough Lions, the Aged Concern meetings in each town and continued Residential care, School and ECC visits.
- The rural resilience research continues with discussions with Young Farmers and a survey being compiled.

*“We provide ongoing support of WFA. Here is a photo of WREMO staff at a recent fundraiser they held. We regularly push their messages out through our Facebook page”.*



# Operational Readiness

## Areas of Progress:

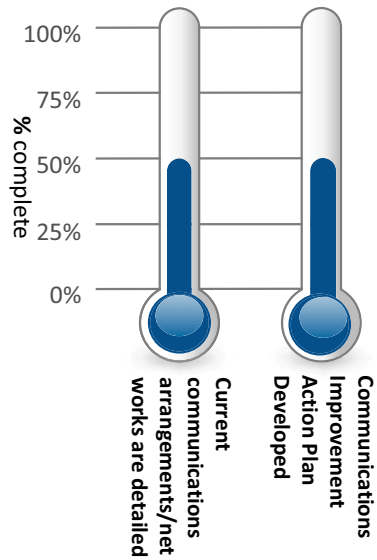
- 5 out of 6 EOCs are upgraded with projectors and screens. Laptops are on order and work continues with Council ICT regarding configuration. Next major step is the production of documentation to support equipment use.
- EOC consistency prioritised task list has been developed to bring about and manage changes to equipment, documentation and process consistency.
- Final report for Eketahuna Earthquake has been completed with a Corrective Action Plan and socialised at Governance level.
- Wairarapa Concept of Operation progressed with a view to gaining sign-off by the councils concerned.
- Lifeline response protocols and work to establish LUC has progressed with draft protocols under review and negotiations with lifeline sector representatives underway to build capacity in LUC function.

## Areas of Concern:

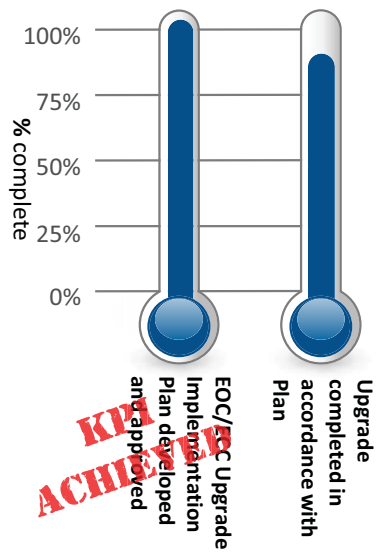
- Integrated Training Framework (ITF) by developed by the Waikato Group has been delayed until at least February 2015. All EOC training has been placed on hold whilst current training model and material is re-assessed for effectiveness. Training will resume March 2015
- New communications maintenance contract on hold whilst proposal from NZ Police for use of their P25 network is evaluated.
- Working groups for Logistics, Planning & Intelligence and Operations will not be established this financial year. This concept requires multi-agency support, including Council participation. At this stage energy will be spent on establishing capability within Council and consistency of EOCs.
- Existing OR work programme currently being reprioritised. Original programme is now considered to have been too ambitious.

# Operational Readiness

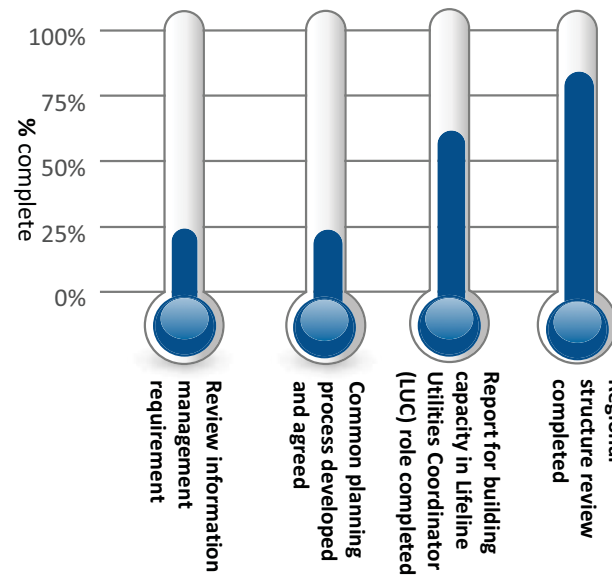
## Communications



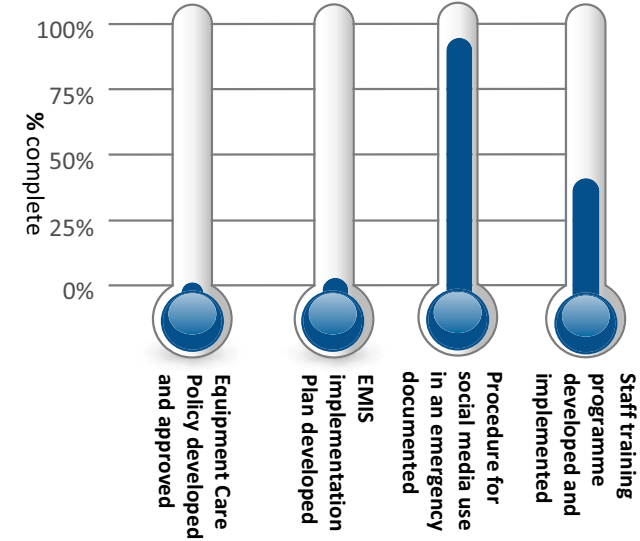
## EOC/ECC Upgrades



## Development



## Policies, Plans and Frameworks

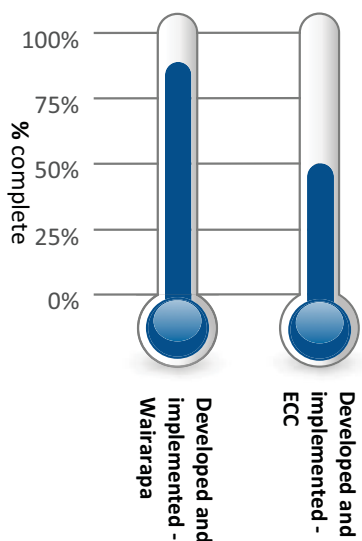


- Options regarding proposed response structure review are being considered.
- ECC and Hutt City EOC participated in the Exercise Resolution (Counter Terrorism) albeit at a low level. Debrief completed and Corrective Action Plan to be developed and cross referenced against existing work programmes.
- Kapiti Coast activated for flooding event on 10 December. Debrief and Corrective Action Plan to be developed.

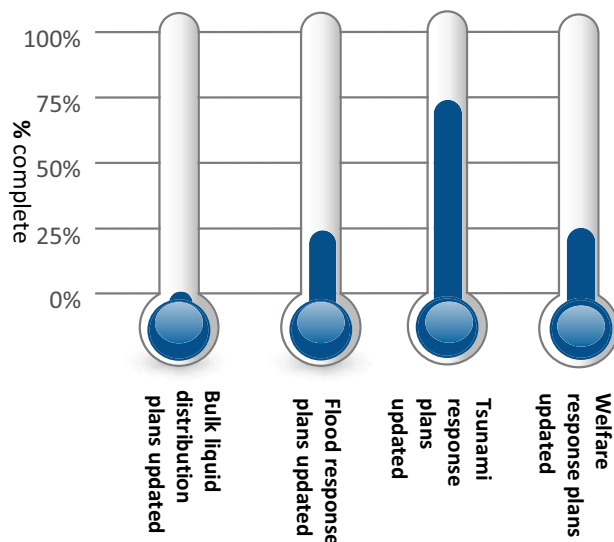


# Operational Readiness




## Concept of operations









## Plan reviews




## Lessons learnt

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



## Stakeholder engagement

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

## Communications

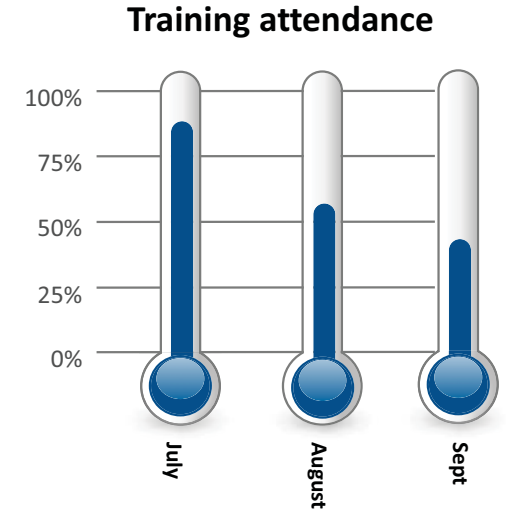
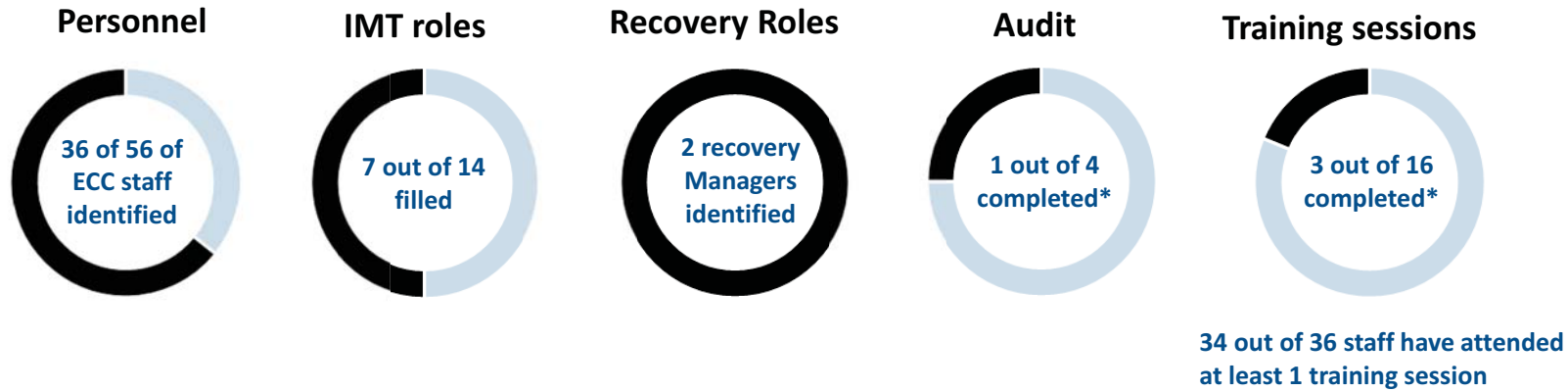
-  Communications equipment checks and maintenance occurs in accordance with the relevant Communication Plan and Equipment Care Policy.

## Response teams

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

# Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
  Completed this quarter
  Remaining to be completed



## Personnel

- Recruitment of Group Welfare Manger is underway

## Infrastructure /Infrastructure /Equipment

- Exercise of equipment setup held 24 October. Set up generally worked well.
- All Equipment boxed and cased ready for activation

## Other measures

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

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

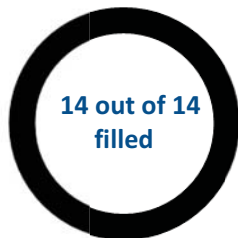
# Wellington City

Completed previous quarters 
  Completed this quarter 
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

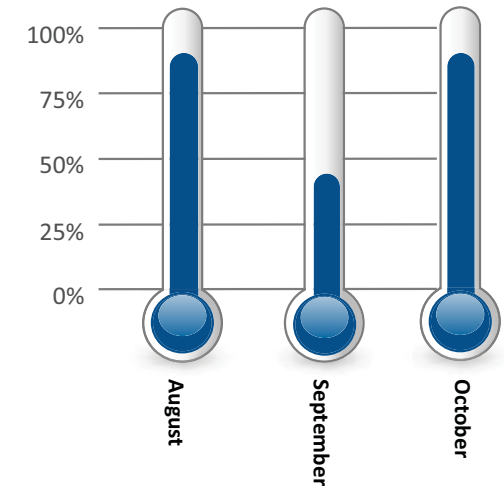


## Training sessions



All staff have attended at least 1 training session

## Training attendance



### Personnel

- New controllers appointed and inducted.
- Training well attended.

### Infrastructure / Equipment

- The EOC has now been upgraded with 3 new projectors & screens, an interactive screen, new large monitors for the GIS team, 16 new laptops and additional mobile phones for each operational desk. The next stage of this program is to produce documentation and roll out training, this is expected in Q3.
- Awaiting WCC IT to configure computers.

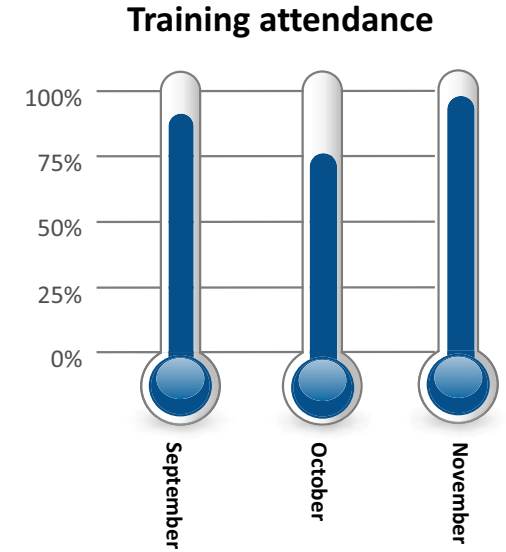
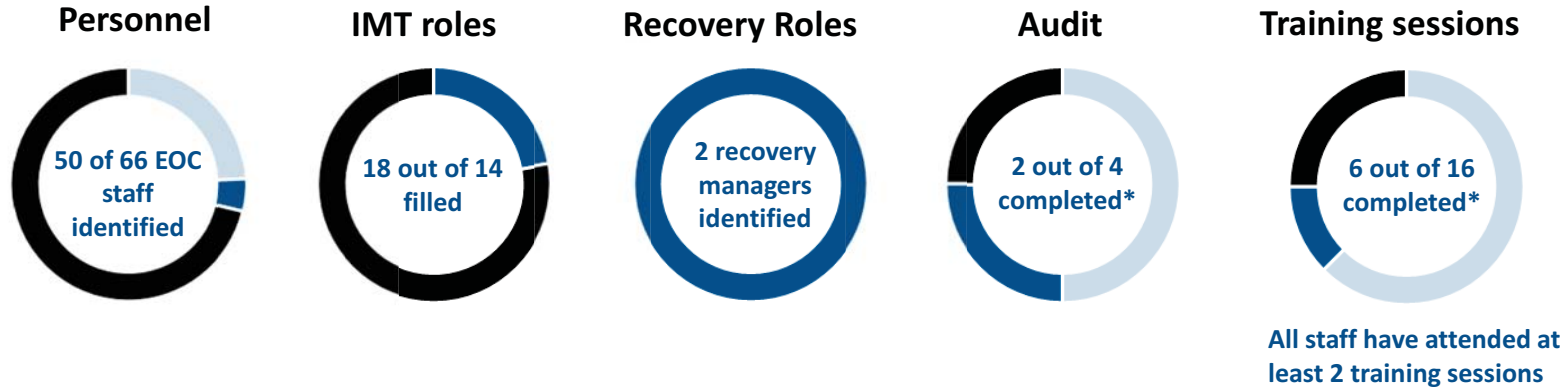
### Other measures

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

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

# Porirua City

Completed previous quarters
  Completed this quarter
  Remaining to be completed



- PCC has maintained a high attendance at IMT training both at the desk and leadership sessions.
- Porirua Emergency Services Coordinating Committee is active with 2 desktop support sessions being run in this quarter.
- PEOC as a building and its location are known risks to Council and work is progressing on a relocation plan.

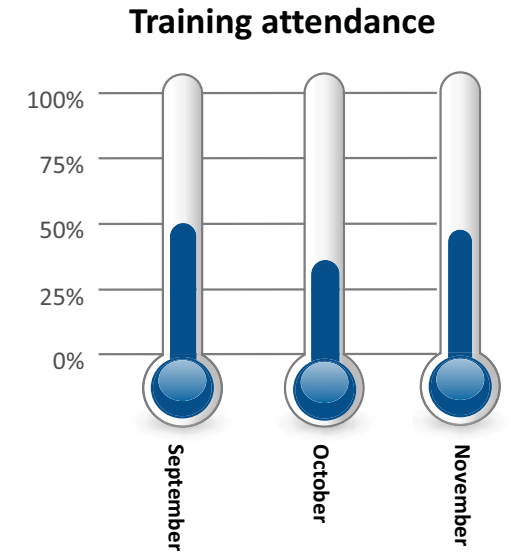
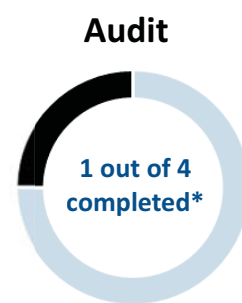
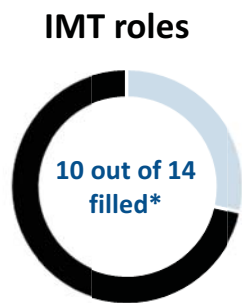
## Other measures

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

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

# Kapiti Coast District

Completed previous quarters
  Completed this quarter
  Remaining to be completed



## EOC Upgrade

In early December the Kapiti EOC completed an upgrade bringing it up to level consistent with other EOC's in the District. The upgrade over recent months has included new Wifi, Screen projectors, and a large electronic display screen.

## Surplus MBIE Emergency Equipment

The WREMO Kapiti Office took advantage of an opportunity to acquire some additional emergency management equipment surplus to requirements as a result of MBIE moving premises. Key items obtained include four CD cabinets and some first aid kits for community CDC's, stretchers, ropes, axes, blankets, gloves, face masks etc. for council's welfare trailer, plus some older stretches that will be donated to local schools and community groups.

## Other measures

- Maintain local EOC contact list/resource register.

Attend all local Emergency Services Coordinating Committees.
- Remediation Plan are developed and implemented for identified shortfalls.

Up-to-date suite of response documents are in EOC/ECC.
- Infrastructure and equipment records are correct and up-to-date.

Maintenance checks are conducted according to policy.
- Attend all local welfare committees.

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

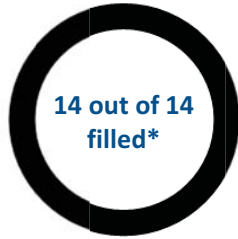
# Hutt City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



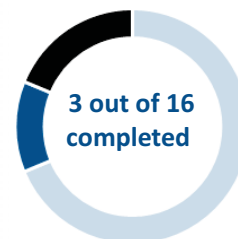
## Recovery Roles



## Audit

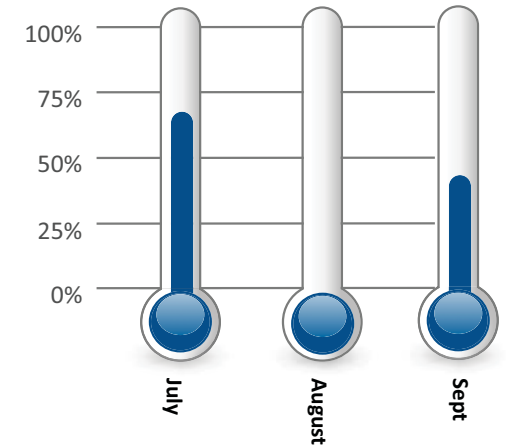


## Training sessions



All staff have attended at least 1 training session.

## Training attendance



### Personnel

An interim Controller has been appointed until a permanent replacement is selected  
 Operational Readiness and Community Resilience personal are working with the Collective Marae Civil Defence Centre Group on welfare training exercises held at marae in Upper Hutt, Lower Hutt and Newlands  
 Inspector Sean Hansen has commenced as Hutt Valley Police Area Commander and a meeting of the Emergency Services Coordinating Committee was held on 24 November 2014.

### Procedures and Plans

Working with the HCC Risk Management Working Group reviewing the Crisis Management Plan and processes  
 Local EOC contact list / resource register is in the process of being reviewed

### Other

Hutt City Response Team were deployed to check a vehicle stuck in the Hutt River

### Other measures

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

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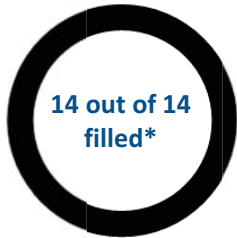
# Upper Hutt City

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



## Audit

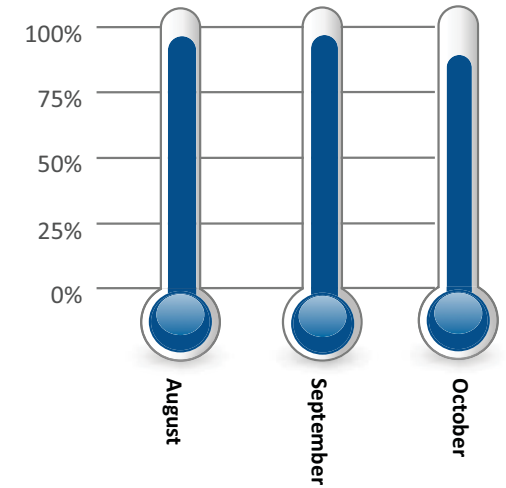


## Training sessions



All staff have attended at least 1 training session

## Training attendance



### Personnel

Operational Readiness and Community Resilience personal are working with the Collective Marae Civil Defence Centre Group on welfare training exercises held at Marae in Upper Hutt, Lower Hutt and Newlands Inspector Sean Hansen has commenced as Hutt Valley Police Area Commander and a meeting of the Emergency Services Coordinating Committee was held on 24 November 2014.

### Infrastructure / Equipment

The audit of communications equipment held in Civil Defence Centres has been completed  
 ICT and audio visual equipment for the UHCC EOC has been installed.  
 Documentation for ease of use to follow.

### Procedures and Plans

Local EOC contact list / resource register is in the process of being reviewed.

### Other measures

- Maintain local EOC contact list/resource register.

Attend all local Emergency Services Coordinating Committees.
- Remediation Plan are developed and implemented for identified shortfalls.

Up-to-date suite of response documents are in EOC/ECC.
- Infrastructure and equipment records are correct and up-to-date.

Maintenance checks are conducted according to policy.
- Attend all local welfare committees.

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

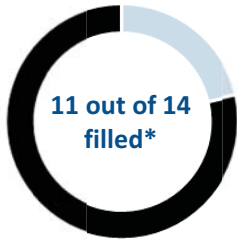
# Wairarapa

Completed previous quarters
  Completed this quarter
  Remaining to be completed

## Personnel



## IMT roles



## Recovery Roles



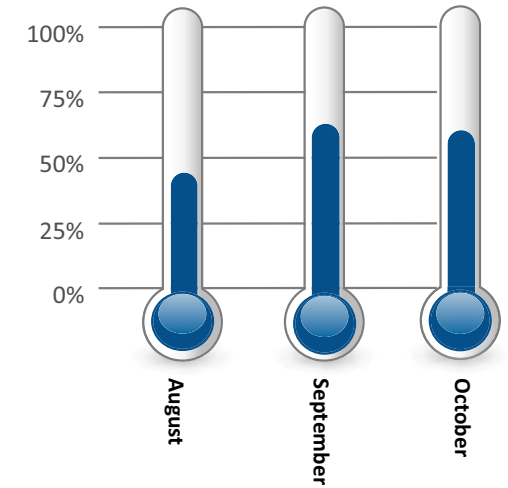
## Audit



## Training sessions



## Training attendance



- The EOC has now been upgraded with Projector and large motorised screen installed, laptops have been delivered and will be in the EOC Jan 15. Work is underway to obtain a new Fibre Optic Broadband internet connection exclusively for EOC/WREMO use.
- Worked with Lake Ferry Rate Payers Association and Castlepoint to strengthen tsunami response.
- Working with Rural Fire to establish a common approach to tsunami response in our coastal communities. This enhances our interagency inter-operability. Using each agency's tools to collectively better service the communities.
- A concept of operation has been agreed.
- Positive discussions around resourcing a Local Welfare Manager.
- During Nov/Dec 14, the Area Advisor doubled as the acting Manager Operational Readiness

## Other measures

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

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



# Business and Development

## Areas of progress:

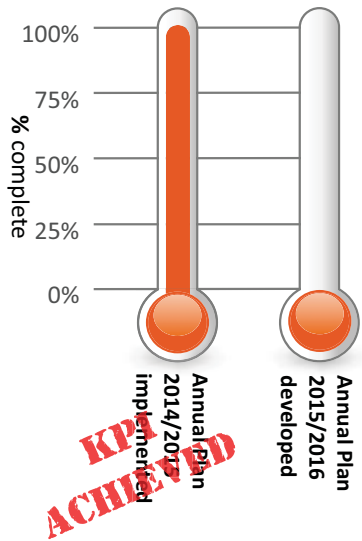
- Improved management of WREMO financial system. Continuing to develop this further and look at ways to merge more of the council/WREMO budgets
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).
- Enhancing ICT systems (new computers, phones, support).
- Project support to other WREMO teams (e.g. Fuel supply project, Tsunami Plan and EOC Upgrades).
- Engagement with hazards planning and risk management stakeholders.
- Commencement of the MCDEM Monitoring and Evaluation Programme.

## Areas of concern:

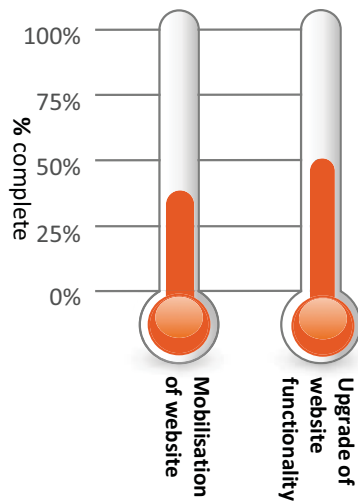
- Support for ICT work. Currently there is one staff member and the workload is very high. We are now recruiting for an IT Support person for a twelve month contract.

# Business and Development

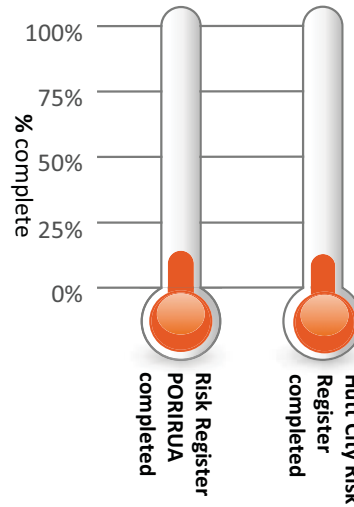
## Strategic Planning



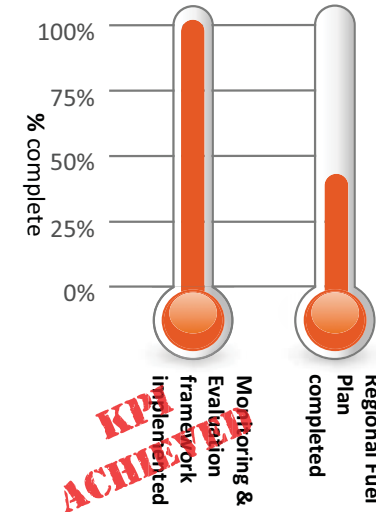
## Website



## Risk Registers



## Policies, Plans and Frameworks



## Scientific Information Lunchtime Seminars



## WREMO information sharing seminar



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





### Website

- Training provided to Public Information Managers on the updated website
- Emergency section of the website was successfully activated in the Waikanae Flood (10 December 2014)




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

# Business and Development


## Administration

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

## Finance

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

## Health and Safety

-  Any incidents are logged as per Greater Wellington Policy.

- We are currently exploring options for further merging of local council budgets with WREMO.
- Currently supporting both the CR and OR teams on various projects.

# Business and Development

## Professional Development

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

## Website

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

## IT

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

## Planning Managers Group

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

## Values

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

### Professional Development

- Staff have had the opportunity to attend several conferences this quarter:
  - Media, disasters and the public workshop and Planning for a volcanic eruption
- Participating in a Counter Terrorism Exercise (November 2014)
- Better by Design Workshop for all WREMO Staff (November 2014)

### Values

- WREMO Christmas function held 19 December 2014

### Planning Managers

- Contributing to the Regional Natural Hazards Management Strategy