

Wellington Region Emergency Management Office

Quarterly Report

1 October – 31 December 2015

Executive Summary

Overview

A relatively busy quarter in the lead up to Christmas that saw WREMO staff participate in a number of CDEM exercises; some hosted by neighbouring Groups, others conducted in conjunction with Emergency Service partners, and of course our own series of exercises designed to reinforce the learning objectives from EOC training.

Wins

- 1. EOC Training.** Considerable and pleasing progress occurred during the 2015 calendar year, in terms of approach, content, and enthusiasm for, the new training programme. The new modules are shorter, sharper, and more inter-active. The programme for 2016 will see further developments, more specifically, advanced courses for EOC desk managers. Much of 2016's training will also have a tsunami theme in readiness for the national (tsunami) exercise to be held in August 2016. This will be a good opportunity to improve our response process, enhance our revised tsunami plans and socialise response actions with our EOC staff. While the level of EOC operational capability and capacity has been enhanced as a result of the new training programme, it is important that a high level of commitment by council staff is maintained. The flooding events of May/June 2015 were a timely reminder we cant afford complacency.
- 2. Shakeout 2015.** Of the 1.36 million people registered as participating in Shakeout 2015; over 200,000 were from the Wellington Region. This represented 40% of our population. The next most successful CDEM Group was Bay of Plenty on 31.5%. Wellington City was the highest performing TA with 58% registration.
- 3. External Recognition.** During the quarter, two further CDEM Groups expressed an interest in learning from the WREMO model (structure and approach) and were accordingly forwarded our foundation documents. In addition to the two awards for WREMO announced by the International Association of Emergency Managers (IAEM) <http://www.iaem.com/documents/IAEM-Global-Awards-Press-Release-24Nov2015.pdf> , the Wellington approach to involving the community in resilience building activities gained a mention in a **9 December Washington Post article written by Professor Daniel Aldrich** (https://en.wikipedia.org/wiki/Daniel_P._Aldrich). The article may be found at the link, <https://www.washingtonpost.com/news/monkey-cage/wp/2015/12/09/some-communities-are-destroyed-by-tragedy-and-disaster-others-spring-back-heres-what-makes-the-difference/>.

Executive Summary

Developments

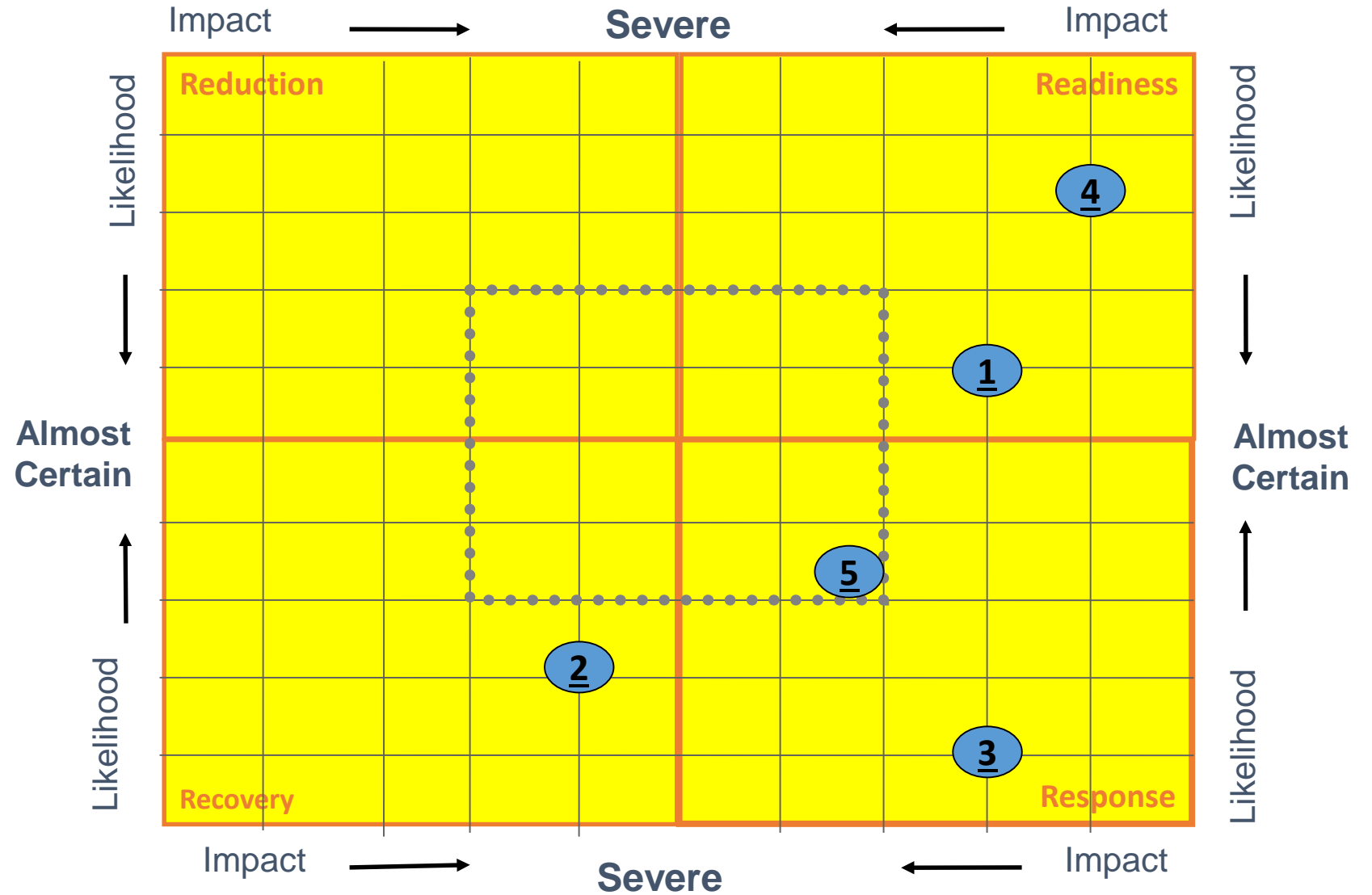
The more notable activities progressed throughout the quarter include:

1. **EOC / ECC asset registers and equipment checks.** Whilst this may seem a basic requirement for any Emergency Operation Centre, prior to this financial year, there was not a common approach or mechanism for conducting this across the region. The Operational Readiness Team have developed a simple process for ensuring that our EOCs have the designated equipment, fit for purpose, available when required.
2. **Initial Response Framework.** Considerable work has gone into determining a common approach for responding to emergencies in our region. Using material obtained from other response agencies and a design thinking approach involving Controllers and key stakeholders, a common methodology linking the WREMO Duty Officer to the Controllers' Initial Action Plan has been tried, tested and is now in the process of implementation across the region. Not only will this ensure regional consistency, it will also provide a clear set of tools to facilitate an effective initial response.
3. **Resilience Symposiums for schools, elderly care facilities and businesses.** Community Resilience staff have been working to develop a forum in which key groups in the community can come together to develop a better understanding of their role and responsibilities during an emergency.
4. **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). Development is planned to be completed in time for the national tsunami exercise scheduled for August 2016.
5. **Regional Fuel Plan** – Now completed
6. **Red Cross Hazard App** – Now developed and available in two (Apple and Android) formats. Noting that the app is now going to be the defacto national alerting app, protocols on alerting authorities are being developed.
7. **Communications review** – Future rationalisation of VHF communications networks and support arrangements throughout the region. A recommendation on the way ahead will be forwarded to the March CEG.
8. **Lifeline Group Projects** – WREMO continues to work closely with WELG on a number of initiatives. Projects advanced during the quarter include Emergency Levels for Service (establishing realistic and in some cases aspirational, levels of service by utility companies during an emergency event), Tsunami impacts on Wellington region infrastructure, the BERL report on the importance of resilience to Wellington, and the Group Logistics plan.
9. **Rationalisation of CDCs** – Considerable work has occurred, developing the concept and producing a guide to empower the community to respond appropriately through local community hubs

Executive Summary

Risk Matrix

1. Waning community interest in resilience building initiatives
2. Lack of effective Recovery Framework
3. Switch to digital ES communications
4. Challenge implementing MCDEM initiatives
5. Council staff attending EOC training



Executive Summary

Risk treatment

1. As time elapses since our last major emergency (May and June 2015), 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. While overall we ran a successful NZ Shakeout campaign, interest in the majority of our TAs in fact dropped. Eight of the 16 CDEM regions throughout the country experienced a drop in participation.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. The Group Pre-disaster Recovery Framework project launched with a forum held 26 March 15. The proposed next steps in this programme will be presented in early 2016.
3. The original direction was that analogue CDEM VHF radios and repeaters were required to be replaced by digital sets by 2018. A project was launched to achieve this and a budget for this purpose was factored into the LTP process. The most recent advice challenges moving down a digital path and may see the Group better placed by rationalising and upgrading the current analogue network. Recommendations as to the way ahead will be provided in early 2016.
4. 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 place additional time requirements on already busy people. Five controllers have completed the National training programme with further numbers scheduled for 2016.
5. 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. Other councils have seen a drop in numbers attending training and/or the Group Exercise. This risk will continue to be monitored

Risks Removed from the matrix

Sustainability of response structures

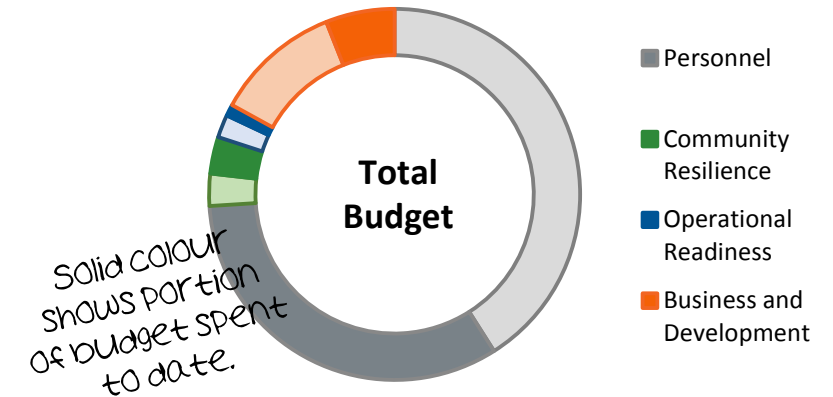
Inadequate operational connectivity

Financial Summary

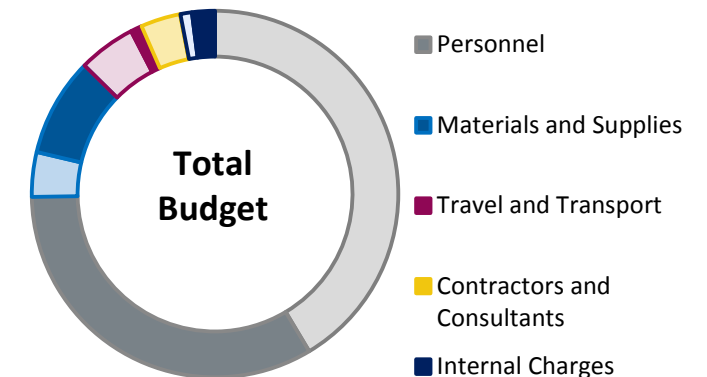
As at 31 December 2015

WREMO Income Statement For the 6 months ended 31 December 2015	YTD as at 31 December 2015			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	371	371	0	741	741	-
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	915	916	(0)	1,831	1,831	-
Investment Revenue	7	6	1	12	12	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	1,293	1,292	1	2,584	2,584	-
less:						
Personnel Costs	975	1,100	125	2,030	2,200	170
Materials, Supplies & Services	257	188	(69)	442	376	(66)
Travel & Transport Costs	32	53	21	97	107	10
Contractor & Consultants	10	55	44	120	109	(11)
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	60	52	(8)	127	125	(2)
Total Direct Expenditure	1,334	1,448	113	2,816	2,916	100
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	33	21	(12)	43	43	-
Loss(Gain) on Sale of Assets / Investments	(18)	-	18	-	-	-
TOTAL EXPENDITURE	1,350	1,469	119	2,859	2,959	(100)
OPERATING SURPLUS/(DEFICIT)	(57)	(177)	120	(275)	(375)	100
Add Back Depreciation	33	21	12	43	43	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	(70)	(70)	3	(70)	(70)	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(93)	(226)	132	(302)	(402)	100
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Reserve Investments Interest	(5)	(4)	1	(12)	(12)	-
Reserve Investments Transfer Out	-	-	-	414	414	-
NET FUNDING SURPLUS (DEFICIT)	(98)	(230)	126	100	-	100

Portion of budget spent by team



Portion of budget spent by category



Personnel is underspent but we will start to see the impact of annual market adjustments which took effect 1 September 2015. Materials is \$69k overspent, largely as a result of timing variances where significant charges (such as radio advertising) have occurred at the beginning of the financial year. Overall, we are tracking for a \$100k underspend once the \$414k reserve funding is applied.

Community Resilience

Areas of progress:

- **Recognition in the Washington Post** - WREMO's work and approach in community resilience was recognized as best practice in the internationally read Washington Post. <https://www.washingtonpost.com/news/monkey-cage/wp/2015/12/09/some-communities-are-destroyed-by-tragedy-and-disaster-others-spring-back-heres-what-makes-the-difference/>
- **Tsunami Blue Lines** - Auckland has decided to adopt the Blue Line model and implement it across the region. Further, NZTA has recognised the benefit of this approach and is very interested in partnering with Wellington and Auckland in the development of a guideline for implementation nationally on state highways. The next phased roll-out will take place on the harbour coastline between Evans Bay and Oriental Parade with the first presentation scheduled in February. A plan for roll-out in the CBD is also in development.
- **ShakeOut** - After an intense series of engagement and marketing efforts, the Wellington region led the country in the number of registrations for the ShakeOut exercise. More than 40% of the region registered their participation. This was a 12% growth on the previous exercise results in 2012. Wellington region was 9% ahead of next closest region.



NZTA helped to raise awareness of Shakeout Earthquake Drill 2015

Community Resilience

Areas of progress:

- **Civil Defence Centres** - This year has been dedicated to a deep assessment of the role of the CDC in disaster response and recovery. The team has identified a strong incongruence between what the public has been led to believe a CDC will be able to deliver and what is possible. A significant amount of work has been done looking at how the concept of a CDC can be re-imagined to better support a community-driven response and align to an official government response. Part of the challenge is an unfortunate set of terminology that has been inherited by the sector and does not reflect the perceptions and expectations of the public. There is an opportunity to further advance the region's ability to better partner with our communities through this process before and after a disaster. The team has drafted a proposal with a set of recommendations that will be discussed at the next CEG Sub Committee.
- **Community Response Plans (CRPs)** - As part of the evolution of the CRP process, it has become clear that a good community response relies on a location for people to self-organise and coordinate. This ties directly into the role of the CDC as some sort of Hub for activities. The CRP process has centered in planning around the CDC with a Guide developed that will lead community members through the objectives for a community response. As part of the process, we are seeing a number of ongoing activities from the process that build social capital and resilience. A final guide is in development with designers to ensure it is able to convey key points as clearly as possible. (Note: Several CRPS are almost ready for sign off, merely awaiting completion of this guide). **This methodology won the Global Award for Public Awareness by the International Association for Emergency Managers in 2015.** <http://www.iaem.com/documents/IAEM-Global-Awards-Press-Release-24Nov2015.pdf>

Community Resilience

Areas of progress:

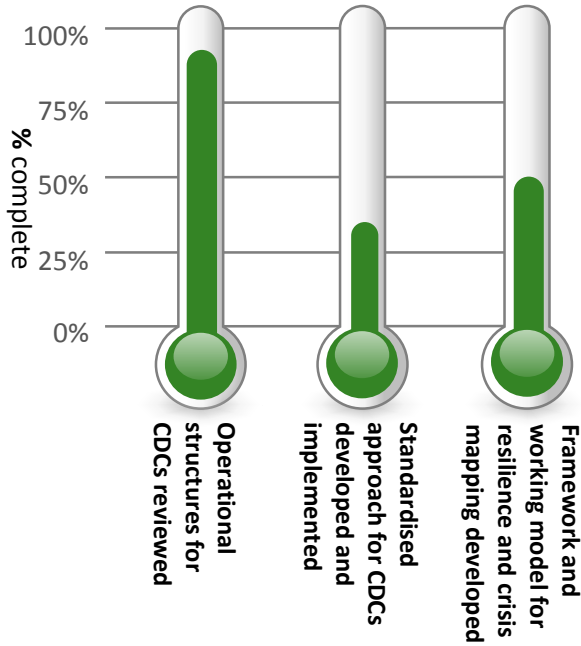
- **Business Continuity Planning Symposiums** - Small to medium sized businesses constitute more than 90% of the economy, yet most do not have the basics in place for business continuity. The team has been working with a couple of BCP consultants to develop a free workshop for small to medium sized businesses. The aim is to provide the planning essentials for small businesses to survive and thrive following a disruption. These will be offered across the region over the next two quarters.
- **Rest Home Symposiums** - Elderly are some of the most at-risk people in our communities during a disaster. The team has been developing a training programme for rest homes to ensure they understand the comprehensive needs of their clients during and after an event. These free symposiums will aim to build organisational capabilities as well as increase rest home partnerships across the region.
- **School Symposiums** - There are few guidelines for schools to plan for a disaster with schools planning reflecting a wide array of approaches. The symposiums will provide an opportunity to review emergency practices and share ideas that will improve organisational preparedness as well as partnerships among schools.
- **Community Crisis Map** - With the evolution in technology, the general public are able to share information in ways that were inconceivable just a few years ago. The concept behind the Community Crisis Map project, is exploring how the community can share on the ground information in a public arena that would benefit peer-to-peer information sharing as well as provide a platform for Emergency Management to share and gather information. The aim of the project is to develop a working Crisis Map that has elements that can be used in a pre-disaster environment as well as a report highlighting the lessons learned. Development is about to begin with delivery at the end of the financial year.

Community Resilience

Areas of progress:

- **Volunteer Training** - Three volunteer training courses have been run so far in Wellington, Upper Hutt and Lower Hutt this year and five more are planned during the next quarter. With courses running in Wellington and Lower Hutt in February, Kapiti and Porirua in late February/early March and the Wairarapa in March. These are fantastic opportunities for members of the community to learn how they can support their community response in a disaster.
- **Household Emergency Water Tanks** - Water Tank sales are seeing renewed vigour with the distribution of water tank promotional material with rates notices in Masterton, Upper and Lower Hutt and Wellington City. Total tanks sales to-date across the region is 6462 and steadily climbing.

Community Resilience



Community Response Plans

7 CRPS are currently more than 90% complete
0 of 13 completed*

CRPS on a 2 year cycle are scheduled for review

Social agency-based symposiums



School-based symposiums



Small to medium sized business-based symposiums



Face-to-face engagement at schools



IN PROGRESS

40% of all schools in the region are using the online response planning tool.

EXCEEDED KPI COMPLETE

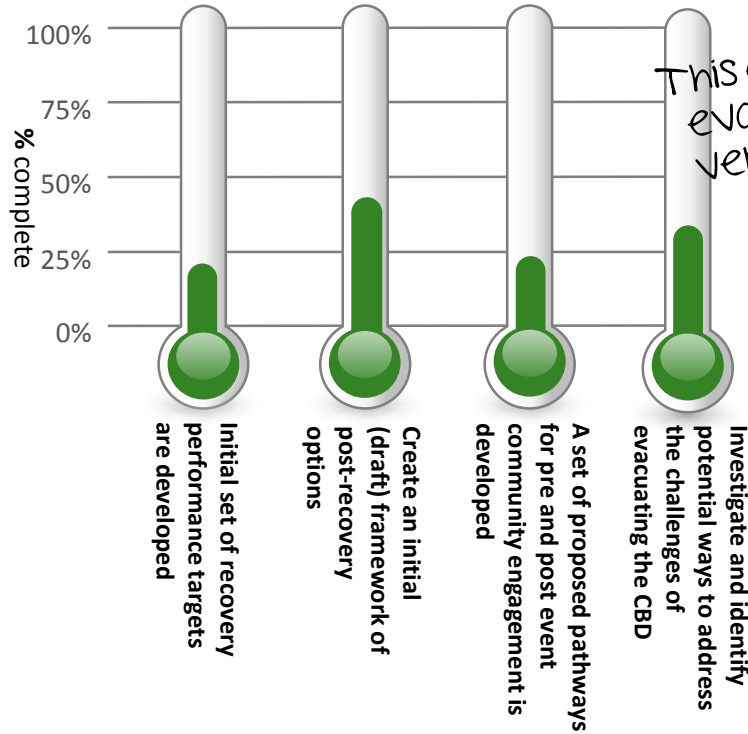
Massively exceeded due to NZ Shakeout

20% of all schools in the region have practiced earthquake drills and/or re-unification plans within the region.

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

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Community Resilience



This considers tsunami evacuation including vertical evacuation

Engage with community resilience projects undertaken by ICoE



Community Preparedness Training



2 training sessions are to be Marae based

591 people have completed volunteer training since the training courses began in 2010

International and national collaboration on resilience



Tsunami Blue Lines



NOT STARTED

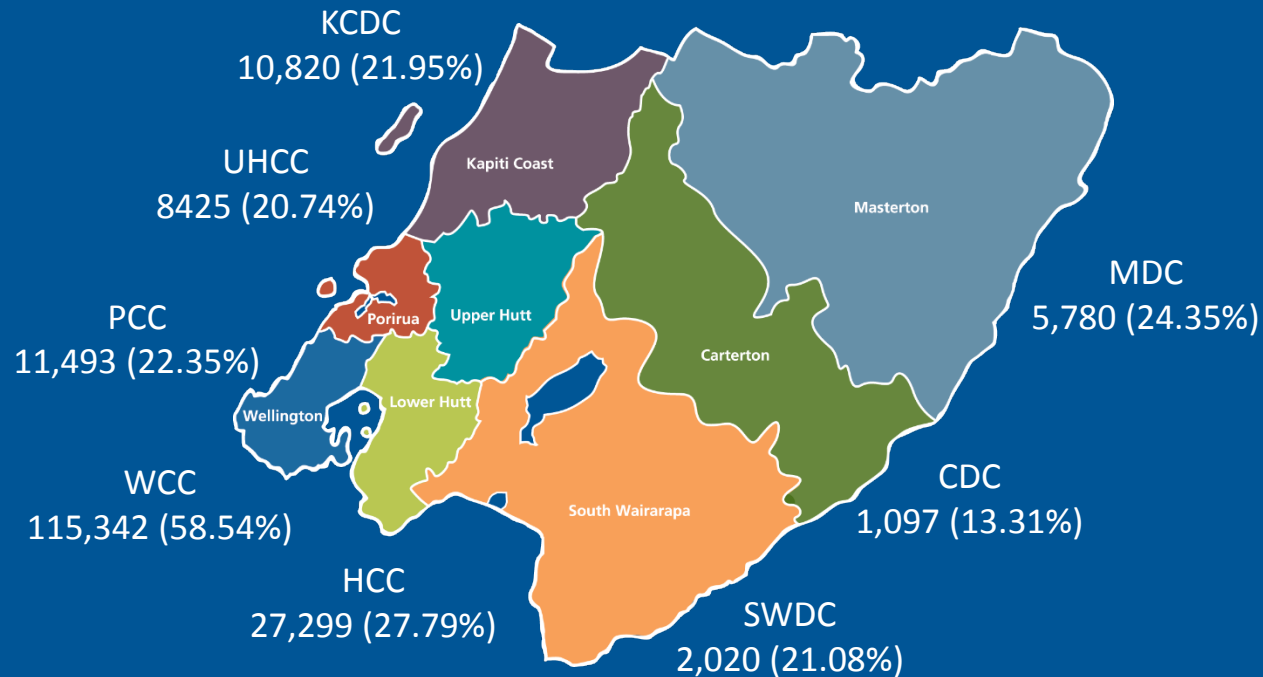
A Group Recovery Coordinator is appointed

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

Completed previous quarters
 Completed this quarter
 Remaining to be completed



NZ Shakeout 2015 – final results



Total for the Wellington region

202,204

40.22%

Highest % of all the regions

*2012 – 173,682 (35.94%)

EXCEEDED KPI
Target: 40% of the Wellington region signed up for Shakeout 2015



Community Resilience

Communication

ON-GOING

Three Facebook posts per week.

ON-GOING

Public fair attendance.

ON-GOING

Regional radio advertisements and interviews conducted monthly.

Increasing connectedness

ON-GOING

5% of staff time allocated to engaging with local community leaders

Preparedness enablers

ON-GOING

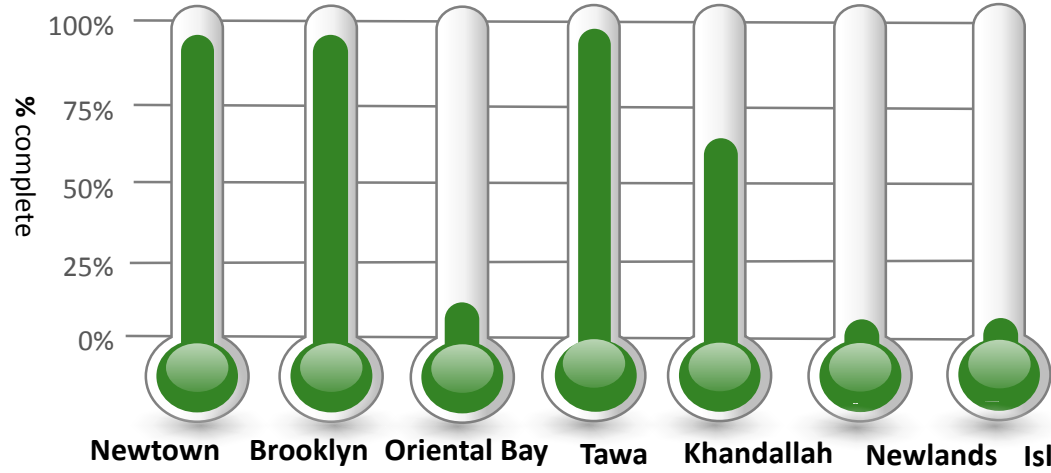
Preparedness enablers available across the region.

- Further development is planned to enable the database to track the number of schools using the response planning tool and practicing drills. This will be in place by the end of the year.
- A Group Recovery Officer will be appointed by the end of the year.
- Facebook posts occur as scheduled each week.
- Fairs scheduled and volunteers and staff have attended throughout the spring and summer period.
- Radio advertisements occur on a regular and scheduled basis
- The staff spend two hours per week meeting with community members to discuss non-emergency related topics that help build strong relationships.
- Preparedness enablers are sold in a variety of ways across the region and we are working with different councils to further promote the water tanks via rates flyers.

Wellington City

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

Community Response Plans



Symposiums

UNDER DEVELOPMENT

2 x small to medium business-based

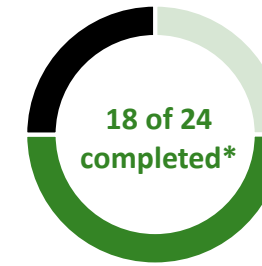
UNDER DEVELOPMENT

3 x social agency-based

UNDER DEVELOPMENT

4 x school-based

Face-to-face school visits



Community preparedness training



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

Bollard Project

- Project with Phantom Bill Stickers to develop new poster bollards that double as emergency supply caches is progressing with design mostly completed. The next step is negotiations with WCC.

Community Response Plans

- Commenced talks with community leaders in Oriental Bay about the CRP and learning about their unique needs as a suburb with a high tsunami risk.

Water Tanks

- Water sales in Wellington are showing renewed interest following the recent distribution of a rates flyer. Wellington sales to-date are 1405 with significant potential for further growth.

Newlands Community Exercise

- The community of Newlands continues to be a hive of community-driven emergency response planning, running an exercise from the Newlands Community Centre on the 31st of October, even testing the medical centre with mock casualties. We hope to incorporate their plans into our Hub guide and use these enthusiastic community members and groups to take it for a thorough test in the coming year.

Wellington City commentary continued.

Shake Out

- An astounding 58.5% of people in Wellington City registered for Shakeout. Well done Wellington City!
- Prior to the big day, a presentation at the US Embassy in Wellington (which was also Skyped through to Auckland) encouraged practicing in not only the drop, cover and hold drill on the day, but also what happens next in terms of making contact with families, and other processes.
- On the day, they did a full test of their notification systems, and families physically went to designated safe houses around the region. They also tested all of their communications systems, including all the way to the USA! It really was an international event.
- For ShakeOut 2015, Thorndon School took the opportunity to not only talk about how students should drop, cover and hold during an earthquake, but also the critical next steps to take when the ground stops moving. Students practiced the important differences between fires and earthquakes, to better understand that while fire means get out quickly and calmly, earthquakes can be different. Students practiced and talked through the difference between an earthquake that leaves buildings safe to stay in, and when a 'long or strong' earthquake which could mean a possible tsunami.
- December comes with numerous community celebrations of the year past, and it was gratifying to hear how well thought of we are in our communities in Wellington City. In Northland and Wadestown we were thanked for our regular participation in their meetings. It's almost embarrassing to say that some of these meetings we attend, that even when we aren't the reason for the meeting (they are general community group catch-ups) and don't deliberately hijack the discussion ourselves, the participants turn to talking about emergency preparedness and resilience, furthering the work started by the Community Response Planning Process. Wadestown in particular has been very enthusiastic about gathering local information on resources for their part of the plan, and the local Community Patrol managed to secure the donation of a 4WD vehicle. Increasing their access options for assisting in an emergency was highlighted as a key reason for getting a 4WD in preference to a standard car.

Community Response Planning in Wellington

Wider Brooklyn Hills Community Response Planning meetings concluded in December. The three sessions were well attended by a motivated and engaged group of local residents, culminating in a sausage sizzle run by the local Scouts and a local community project development brainstorming workshop that identified many interesting opportunities to build resilience through strengthening relationships between people in the community.



Owhiro Bay School practices full evacuation

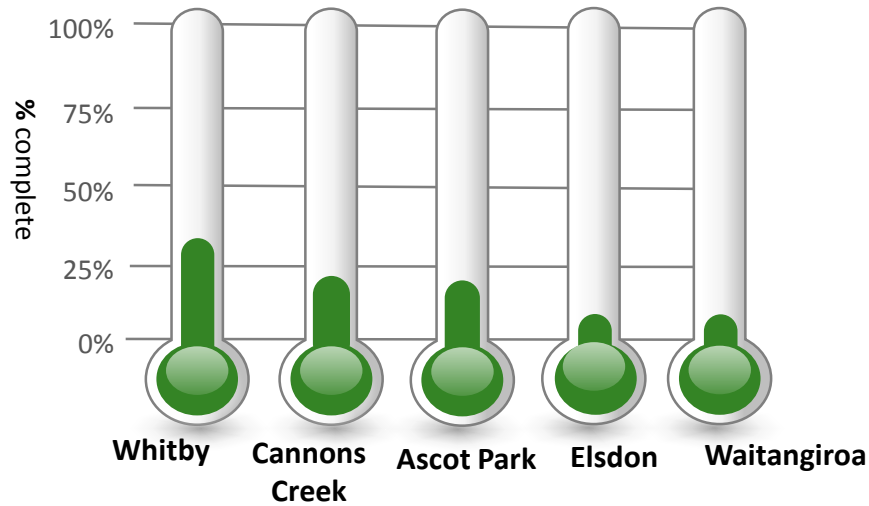


As an extension of the Shake Out earthquake drill, Owhiro Bay School challenged themselves to the full Monty - Drop, Cover, Hold, tsunami evacuation and family reunification (controlled release of students over to parents and caregivers) from their offsite tsunami evacuation point. It was amazing to see this entire drill run incredibly smoothly including even the youngest of children knowing exactly what to do. Potential resistant behaviour of a special needs student was well catered for and most parents understood and accepted the formal process to account for every student being released. Very impressive!! We will be asking Owhiro Bay school to share their experiences developing their process with other schools across the region.

Porirua City

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

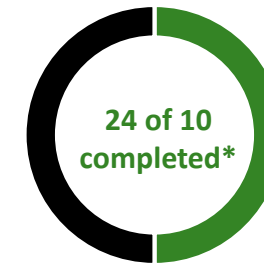
Community Response Plans



Symposiums

- UNDER DEVELOPMENT 1 x small to medium business-based
- UNDER DEVELOPMENT 1 x social agency-based
- UNDER DEVELOPMENT 2 x school-based

Face-to-face school visits



Community preparedness training



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

Community Response Plans:

- Community Response Planning sessions are scheduled for 7 areas over the next 4 months – Cannons Creek, Ranui, Waitangirua, Ascot Park, Aotea, Takapuwhia/Elsdon and Pauatahanui. Each suburb will have a separate session one, then for session two they will be joined together at their relevant Civil Defence Centre. The plans will be agreed and signed during session three in each of their respective areas. There will also be CRP reviews in Pukerua Bay and Plimmerton.
- The Titahi Bay Community Response Plan was reviewed in November. The group that met was a great representation of the community, and each meeting has a few more organisations represented. They have been working hard to get systems in place that give the community confidence that should there be an emergency, there will appropriate mechanisms to help them through.

Schools:

- We continue to actively engage with the schools in Porirua. This involves calling in to offer or drop off resources and answering queries regarding emergency plans. A symposium for schools emergency planning will be offered in early 2016 which will allow schools to get further advice on their plans, as well as network with others involved in the schools emergency planning.

Porirua City commentary continued.

Vulnerable groups:

- We have been actively engaging with various social agencies, giving presentations and providing resources. In 2016 there will be a symposium where representatives can come and gain help and advice on emergency planning.

Shake Out:

- Porirua got behind ShakeOut with well over 7000 people registered. Business were keen to promote the day to both staff and customers, and schools were actively involved. As a result of emailing schools and dropping in with resources, some schools turned ShakeOut into an opportunity to spend the week on emergency drills and plans. WREMO worked with Mayor Leggett to create a video encouraging the community to get behind the initiative, and Porirua City Council also made a particularly entertaining video on the day showing their drill. <https://www.youtube.com/watch?v=cqigG2tC98k>

Household Emergency Water Tanks:

- 749 Emergency Water Tanks have been sold in Porirua. There is still huge capacity for greater levels of water resilience in Porirua, and plans are afoot for Porirua to consider following similar rates flyer marketing campaigns that have been adopted elsewhere.

Porirua Community Mental Health Team:

- Early in 2015 we went and talked to the Porirua Community Mental Health Team at their request. They wanted some information on personal preparedness and their work emergency plans. As a result of this talk, they dedicated a good part of their end of year team day to emergency planning. They also went to Kenepuru and asked for more information on what plans, and expectations. This resulted in plans being updated and rewritten, and communicated across the team. A great outcome that left the team feeling more confident should there be an emergency.

English as a Second Language Schools

- We were approached by some of the ESOL schools in Porirua asking us to come and talk to their students. The students don't often have emergency preparedness as a high priority so we were very keen to go along and meet with them – they also represent some of the more vulnerable communities that we are keen to get involved with our Community Response Plans. The talk was well received and the students were very interested and engaged.

Waitangirua Marae

- This is an organisation that we have been very keen to get involved with, as it is an ideal place for the community to come together before or after an emergency. We were to go and give a presentation to the elders exercise class, but decided we would have more impact if we joined in with the class and then chatted with them afterwards. This went down particularly well and we have been invited back whenever we are able. The classes ended for the year, but we are keen to get up there at least once a month this year. At the class we met people who are on the Marae Board, so hope to build more connections.

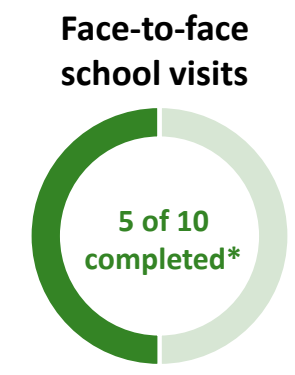
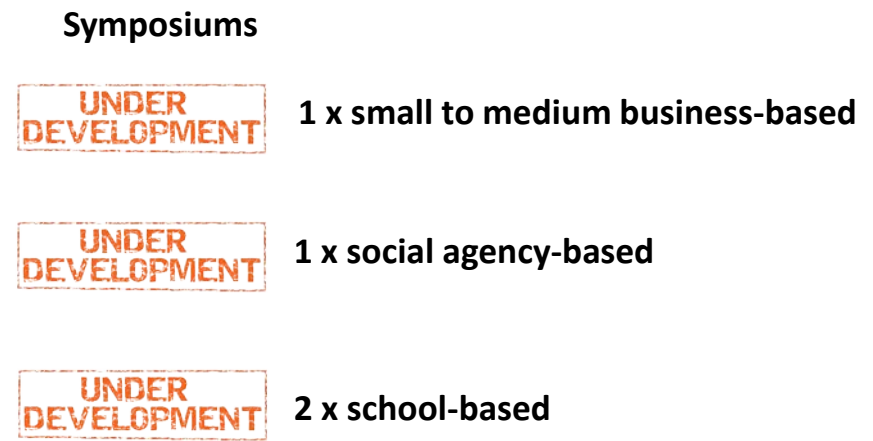
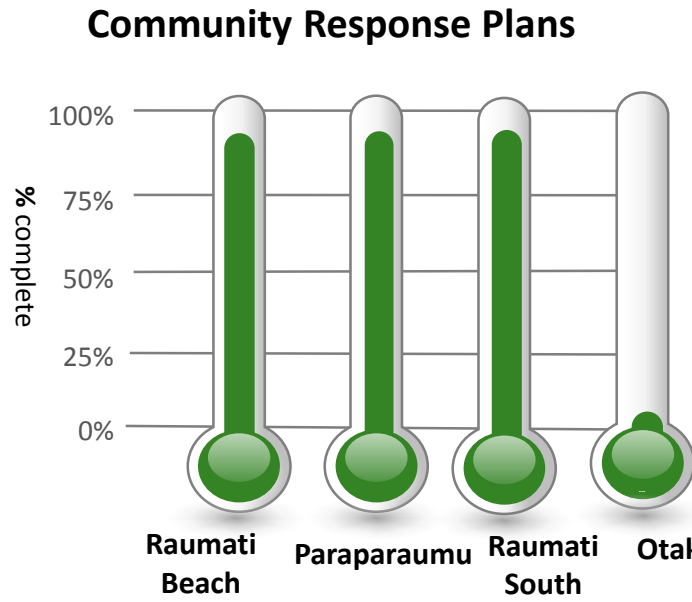
Radio Training

As part of our relationship with Partners Porirua, we organised some radio training for students at schools where there is a Civil Defence Centre radio. Two students from each school were invited, with 6 of the 8 schools able to participate. The students learnt how to turn the radios on, and how to communicate to each other using them. Back at school, the two students trained another two students. They now test the radios on a weekly basis during school term, and should there be an emergency where radios are needed, they will be able to assist the adults. They were featured in the Kapi Mana, and will attend a celebration in February where they will be presented with a certificate.



Kapiti Coast

- 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

- Considerable work has occurred behind the scenes over this quarter to prepare material for business, school and retirement home symposiums. During the third quarter the first symposiums are planned to be delivered. Councillors and community engagement staff within council will also be invited to attend these symposiums to contribute.
- All communities in Kapiti have completed initial CRPs and with the Hub Operating Guide close to finished, the Paraparaumu, Raumati & Raumati South CRP outcomes will be written up next quarter, distributed to stakeholders and made available on the WREMO website. During this quarter the Resilience Advisor in Kapiti met with a member of the Otaki Community Board to discuss restarting an Otaki CRP review. With the new Hub guide it is also an opportunity to update the Otaki/Te Horo plan and discuss the new Hub concept with Otaki and Te Horo residents.

Kapiti Coast commentary continued.

- A project outcome from the recent Paraparaumu/Raumati CRPs involved the Paraparaumu Community Board identifying an opportunity to submit a request on behalf of the community for surplus expressway water tanks for local Civil Defence purposes. In early December the Board submitted a formal written request to the Expressway Alliance for their consideration. The Board is now waiting on a decision.
- Water tank sales continue to maintain healthy momentum in Kapiti, sales figures to-date are 1792 tanks sold. The success of the Kapiti rates flyer to market the tank is now being copied by other cities/districts.
- Radio training was also conducted at a number of schools in the Kapiti area acting as Civil Defence Centres.
- A further highlight of note for the Kapiti Coast District Council is that a photo of the Kapiti EOC staff in action during the May floods features on the front cover of the new Ministry of Civil Defence and Emergency Management: *Directors Guidelines for Emergency Management Groups*. The WREMO advisor in Kapiti has been reliably informed that the Kapiti EOC was chosen from a long list of front cover photo options because it had the most photogenic EOC staff in the country!?

Christmas get-together of Kapiti CDEM Volunteers

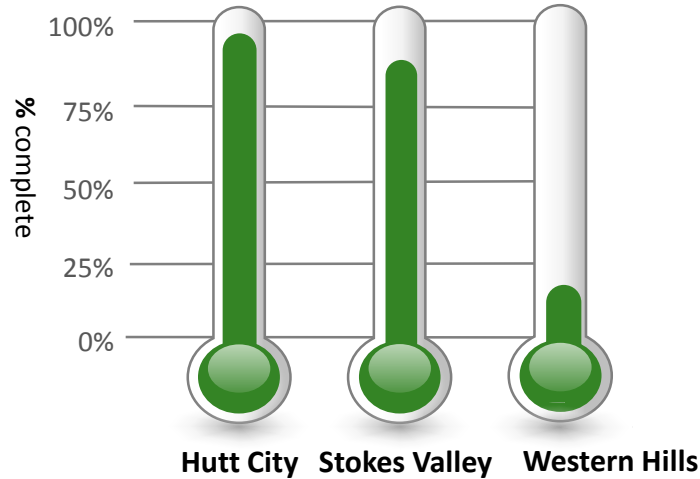


The ongoing support from our WREMO trained Emergency Management Volunteers is a critical component of the overall emergency response in our District and throughout the Region. A pre-Christmas get to together over a coffee and scone to show our thanks to the local volunteers was well received, with many volunteers excited about the changes being planned over the next few months with a proposed renaming of CDCs to Community Disaster Response Hubs in the third quarter.

Hutt City

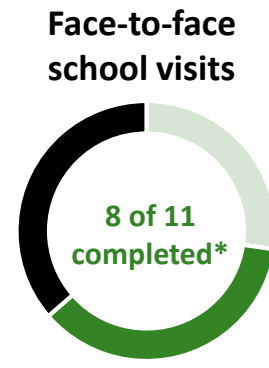
- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Symposiums

- UNDER DEVELOPMENT** 1 x small to medium business-based
- UNDER DEVELOPMENT** 1 x social agency-based
- UNDER DEVELOPMENT** 3 x school-based



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

Community Response Plans

- The first stage of the Stokes Valley Community Response Plan has been completed. Project planning is now underway for engaging the wider Stokes Valley community. The group is planning an engagement activity at the Stokes Valley Children’s Day in March.
- Initiated Western Hills CRP process by getting input from community board members, touring the potential resources and vulnerabilities in the area, and identifying agencies and organisations that are active in the communities of Western Hills.
- The primary care stakeholder partnership continues to progress with better integration of District Health Board LEGs (Local Emergency Groups) with pharmacies and actively encouraging local LEGs in our Community Response Plans.
- Engaged with Petone Working Men’s Club members on ways they can get prepared and get involved with the Petone Community Response Plan.

Hutt City commentary continued.

Marae Group

- Continuing to work with the Marae group in the Hutt Valley 'Te Piringa O Te Awakairangi.' They have made significant progress this year in emergency preparedness for Marae in the Hutt Valley.

School Engagement

- As part of their health and safety committee review, Hutt Valley High School are updating their tsunami evacuation procedures. We have worked with them to come up with some solutions to challenges in this space.

Social Agencies

- Working with CCS disability in their staff training about emergency preparedness and the organisation will be involved in developing our vulnerables strategy.

Shakeout

- Shakeout promotion in libraries, businesses and schools across Lower Hutt. Hutt Valley Chamber of Commerce pushed all the members to practice ShakeOut and to think about their Business Continuity Plans. Good participation rates recorded in both Lower and Upper Hutt for the drill.

Water Tanks

- Water tank sales in Lower Hutt are showing renewed interest following the recent distribution of a rates flyer. Lower Hutt sales to-date are 749 with significant potential for further growth.
- Rest Home Template developed.
- Building a close relationship with Ropata retirement home in Lower Hutt led to the development of a template checklist that can be used by all rest homes in the region to help them develop their emergency response procedures and business continuity plans.

Business Continuity Plans

- Connected with business continuity groups to share ideas for WREMO BCP tools, and learn about the limitations and needs of small and medium businesses with respect to continuity planning.

An on-the-ground (or up the hill) view of community

WREMO continues to engage with communities on how they can successfully organise and respond during emergencies, and exploring how communities can align with the region's plan for disaster response. While the big picture is important, sometimes you need to go and see what's actually on the ground. In November newly hired WREMO staff working in Lower Hutt toured Civil Defence Centres and warning siren locations, and in the process gained a much better understanding for the topography challenges that some communities are faced with. While the view shown (Taken in the hills above Mahina Bay) shows that even on a grey day Eastbourne can be scenic, residents that enjoy that vantage point can also be potentially isolated. Residents take this risk seriously, and are actively discussing ways to communicate and help each other if isolated.

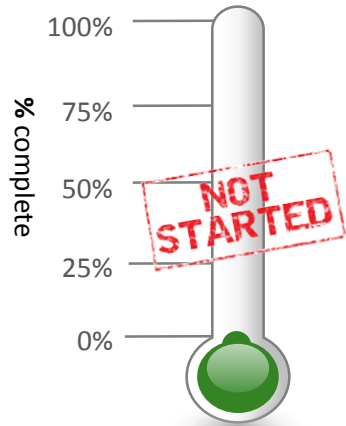


Being able to experience first-hand the topography and see how easy it would be for certain areas to be isolated during a disaster provides invaluable reference for when we are looking back at the big picture, and it's a great reminder that there's a real experience for each resident we serve.

Upper Hutt

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

Community Response Plans



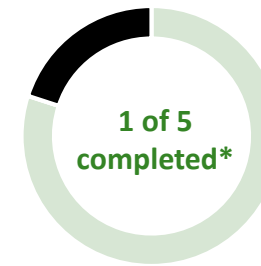
Northern Upper Hutt

Symposiums

- UNDER DEVELOPMENT 1 x small to medium business-based
- UNDER DEVELOPMENT 1 x social agency-based
- UNDER DEVELOPMENT 1 x school-based

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

Face-to-face school visits



Community preparedness training



Community Response Plans

- A CRP is planned for northern Upper Hutt encompassing the communities of Birchville, Totara Park, Kingsley Heights and Timberlea in the third and fourth quarter following further discussions with local councillors and other relevant stakeholders.

Shakeout

- The start of the second quarter involved intense promotion of the national Shakeout Drill with visits to local businesses, schools and other organisations like retirement villages in Upper Hutt to take part in practicing Drop, Cover, Hold and checking their emergency preparedness plans.

Vulnerable Agencies

- Engaged with Mix, a mental health organisation to help them with their own business continuity and emergency planning and preparedness training for members.
- Development of guidelines for rest homes in the Hutt Valley to help with their emergency planning/ business continuity planning.
- Engaged with St Joseph's Catholic Parish going through emergency procedures and safety for the nuns in residence.

Water Tanks

- Water sales in Upper Hutt are showing renewed interest following the recent distribution of a rates flyer. Upper Hutt sales to-date are 1444.

Summerset Shakes Out!

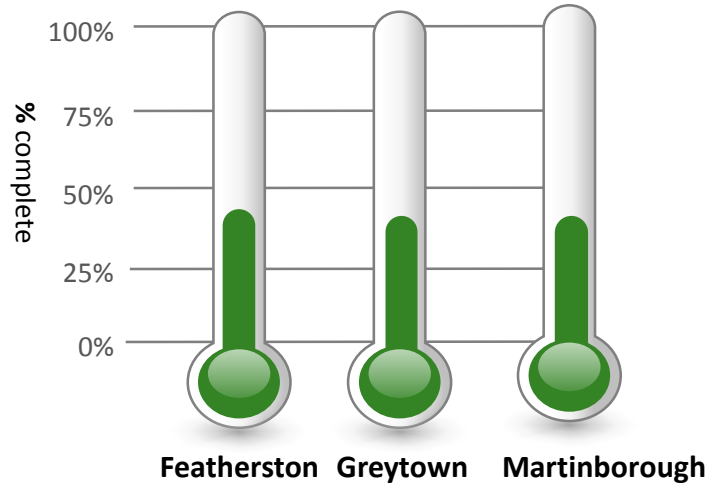


With the help of one of our wonderful volunteers, Summerset village got behind ShakeOut! On the day the residents committee organised for us to speak to the group and an exhibition to showcase the work they had been doing to help get people in the village better prepared for an emergency.

Wairarapa

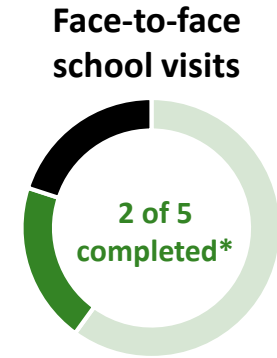
- Completed previous quarters
- Completed this quarter
- Remaining to be completed

Community Response Plans



Symposiums

- UNDER DEVELOPMENT** 1 x small to medium business-based
- UNDER DEVELOPMENT** 1 x social agency-based
- UNDER DEVELOPMENT** 3 x school-based



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

- Engagement for Shake Out 2015, with a final push to get schools, pre-schools, community organisations and businesses on-board in the last weeks leading up to the national drill.
- Meetings held with SWDC Mayor, Councillors and Community Boards. We are now all set to go ahead with community response planning in the new year, starting with Martinborough, then Featherston and Greytown.
- Workshops with an emergency preparedness focus for those suffering with Arthritis were carried out in Masterton and Featherston in conjunction with Arthritis NZ.
- Participated with a stall at the WOOPs Ageing with Attitude Expo. Partnered with GW Flood Protection Team at the Clareville A&P Show and confirmation has been received for a stall at the 2016 Martinborough Fairs.
- Provided It's Easy Household guides to LJ Hooker Real Estate in Masterton, which will be included in home buyer welcome packs.

Wairarapa commentary continued.

- Met with Riversdale Beach Ratepayers Association and offered to provide information and support to enable the Assn to update the Riversdale community emergency information leaflet.
- An audit and information gathering exercise has been carried out for Wairarapa Civil Defence Centres along with a number of rural community halls/venues which may be used in an emergency event.
- Owing to low number of registrations the community preparedness training planned for November 2015 has now been rescheduled for March 2016.
- The distribution of the Household Water Tank Flyer in Masterton rates notices has seen renewed interested in the 200L water tank. Sales to-date in the Wairarapa are 273.

Clareville A&P Show

The Clareville A&P Show provided an excellent opportunity to discuss and promote emergency preparedness with both town and rural folk and, with an El Nino weather system forecast, the emergency water tank was the perfect drawcard!

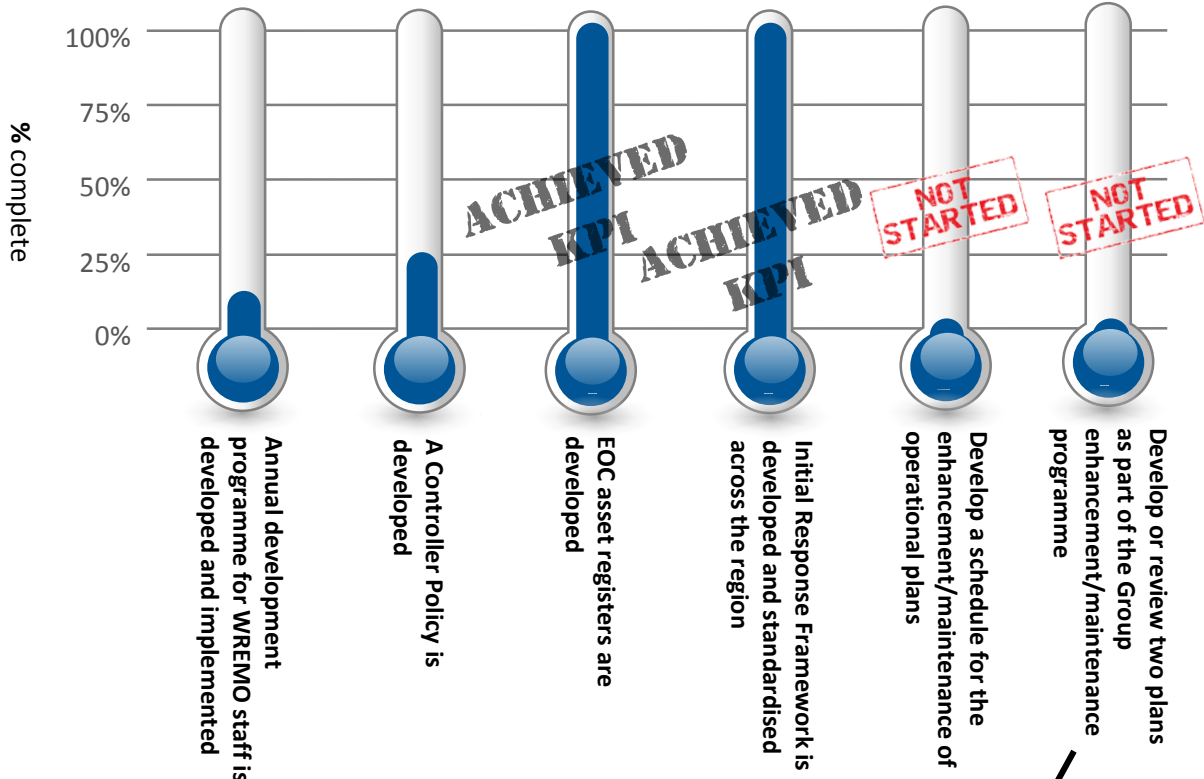


Operational Readiness

Areas of Progress:

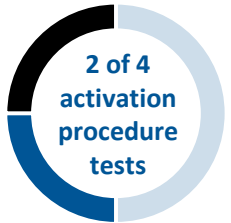
- The 2015 EOC / ECC training programme culminated with an exercise in November which was well supported and enjoyed by those attending including elected officials and senior Council staff. Throughout the programme we have been collating feedback and qualitatively assessing our success against EOC / ECC staff expectations. Whilst the final report on the training programme is being finalised, the initial indications indicate we have raised the bar considerably, not only in our revised approach, but also in the capability and capacity generated. We have received a number of new attendees at training and with more to follow, have developed an additional intensive training session for February to ensure new starters come into the 2016 programme with the basic concepts. Given the significance of training for the operational readiness team, much of the local commentary in this report will highlight this success. Planning for the 2016 programme is well underway with the aim of imbedding our response processes and enhancing our response to a tsunami.
- Significant progress, resulting in completion, was made in 2 key areas of operational readiness. Firstly, the initial response framework, based on sound research and developed through a design thinking methodology, this has provided the region with a consistent approach and efficient methodology to our initial response. The process and supporting documentation link the WREMO 24/7 Duty Officer system through to the activation of the EOC / ECC and to the development of the Controllers initial action plan. Secondly, a core component of ensuring our EOC and ECC is fit for purpose is ensuring the equipment is not only there, but also fit for purpose. Work in this area has meant EOC / ECC audits of the designated equipment, and the checking of this equipment is managed more efficiently by centralised systems and coordinated processes. It also provides a good level of redundancy within the operational readiness team.

Operational Readiness

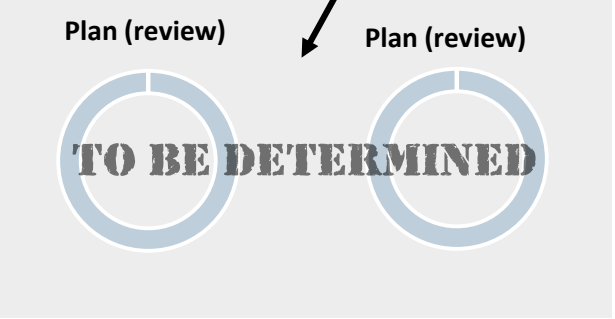


- Initial Response process and supporting documentation have been finalised and will now be incorporated into EOC training and WREMO development to ensure a clear understanding of the process, documentation and linkages is imbedded across the region.
- Testing of the Duty Activation process over 2 quarters has provided valuable feedback and a number of improvements have already been made.
- In addition to the scheduled training programme, a Controllers 101 session was delivered in November for new Controllers and some of the WREMO staff.

Duty Officer Activation



Duty Officer activation tested every 3 months



Operational Readiness

Stakeholder engagement and checks

IN
PROGRESS

Operational equipment checks are completed monthly.

ON-GOING

Promote active collaboration through Emergency Services Coordination Committee and the Regional Inter-agency Planning Committee.

ON-GOING

Appropriate agencies are invited to EOC training, exercises or after action reviews.

NOT
REQUIRED

Facilitate the After Action Review process following an EOC activation.

NOT
STARTED

Operational Readiness content of the 2016 -2018 CDEM Group Business Plan is provided by the Operational Readiness team.

IN
PROGRESS

Facilitate the identification, appointment and training of local welfare managers and alternates.

- The system and mechanism for conducting, managing and documenting the audits of the region's EOCs and ECC is completed and being utilised successfully by the operational readiness team. All audits and equipment checks for this quarter were completed.
- The Group Welfare Manager, and Local Welfare Managers from Wairarapa, and Wellington, participated in a multi-agency mass rescue exercise in October. Supported by the Group Controller and other WREMO staff, the team helped to successfully socialise and clarify the role of CDEM and in particular the facets of a welfare response.
- Local Welfare Managers forum has been established and met once to share knowledge, experience and collaborate. In addition, the Local Welfare Managers survey has been conducted with good participation. The results from this, coupled with the collaboration at the Local Welfare Managers forum will help to determine capacity and capability requirements and work programmes for 2016.

Operational Readiness

Emergency Management Information System (EMIS)

IN PROGRESS

Components of EMIS are assessed, and where required, an implementation plan is developed.

Lifelines

IN PROGRESS

Additional staff are identified to fulfil the LUC role.

COMPLETE

Primary LUC is contracted until 2017.

NOT STARTED

Lifeline module developed and delivered as part of the EOC training programme.

NOT STARTED

Lifeline Response and Recovery protocols tested at least once.

- Work on an information management system has progressed steadily. Comparisons between the Emergency Information Management System (EMIS) and another product was completed. Subsequent visits to 2 of the top 5 EMIS users, Marlborough CDEM Group and Northland CDEM Group, have been conducted to see how they use EMIS and to learn more about the challenges and successes of implementation and training. This will be consolidated in the next quarter as work will begin on determining how we move forward with implementing EMIS across the region.

EOC and ECC Training

This quarter the following courses were conducted in EOCs around the region:



EOC/ECC 209: Information Display – an overview of the different tools available for displaying information in the EOC/ECC.



EOC/ECC 301: Exercise – Practising all the learnings over the year. From initial response through to briefings.

HELLO
My name is

Wellington Region
Emergency Management Office

CD
CIVIL DEFENCE

Emergency Operations Centre
Training programme

Business is the foundation of a good emergency response. It provides a solid base. It reliably releases resources to meet the needs of busy business programmes. It is the knowledge required to...

Emergency Operations Centre Training Programme

Standard development

Who is this for?

- Staff new to the Emergency Operations Centre
- Staff not wanting to progress to a Desk Manager role

What will training involve?

- Shorter sessions, sessions are held between March and November. Sessions are 1.5 to 2 hours
- Flexible flexibility in the dates and times, so you have more opportunities to attend training.
- Modules you get to put together a programme for 200 level. This means you own the needs and outcomes.
- Recognise your own needs and outcomes.
- Review, there will be time for all modules completed. Feedback on the sessions.

101 and 102 are the core sessions that cover all the basics.

200 sessions are refreshed every year. Previous materials are kept for new starters.

I can do as many of these 200 and 300 sessions as I like as they change every year.

30 changes to meet the exercise needs for that year.

Advanced Development

Who is this for?

- Coordinators
- Desk Managers
- Area Assistants

What will training involve?

- It follows the same format as the standard training.
- It builds on the 100-300 sessions. Once you have completed enough sessions, you can move onto the advanced training.

400 sessions also refresh every year. Topics include: functions, roles, hazards, and other subject specific sessions.

If you have any questions regarding the Training Programme, contact your local Emergency Management Advisor on 04 466 0850.

WELLINGTON REGION
EMERGENCY MANAGEMENT

Emergency Coordination Centre (ECC) - GWRC

Personnel



The number of staff made available to operate the ECC.

EOC Equipment Audit



ECC equipment is audited every 6 months.

Activation procedure

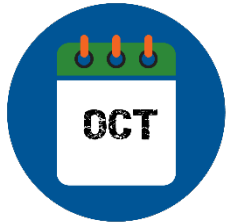


Council ECC activation procedure tested every 6 months.

- Over much of the calendar and training year (March-November), attendance percentages sat at 45%, however, dropped to 25% as the year progressed. The percentage increased significantly in November after 29 staff joined the ECC roster following a 'recruiting' drive by senior leadership. Extraordinary training was conducted in mid-November. This assisted new staff before they took part in the exercise in late November.

Training sessions and attendance

25%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

66%



EOC: 301
Exercise

An introductory ECC session was run in November for all new EOC staff. 29 people attended this session.

* 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

ECC commentary continued.

- The number of available staff now sits at 62, a big improvement since the last quarterly report. This now means staff can be assigned to particular desk functions within the ECC and begin specialised training. Numbers will need to continue increasing to staff a fully functioning ECC in shifts (approximately 35 staff needed per shift in a full ECC activation) and to cover natural attrition rates.
- The ECC equipment audit that took place on 5 November also included a practice set up of the ECC at Shed 39 (including floor plan and layout). This provides another location option for the ECC in the event of an activation.
- ECC radios have been upgraded with batteries better suited to their purpose. Radios are now all charged without intervention of staff ensuring optimal battery life and usability in the case of an emergency. One of the radios is now situated at Shed 39, ensuring communication with the ECC (if elsewhere) and Shed 39.

Emergency Coordination Centre end-of-year training exercise

The 2015 Emergency Coordination Centre (ECC) training programme culminated with a training exercise on 26 November in Thorndon. The exercise scenario was based on a storm event that affected several Territorial Authorities (TA) within the Wellington Region (including regional transport, and welfare components).

Around 50 staff attended the training exercise, with varying levels of experience and exposure to emergency management. The training exercise was an opportunity for those who had been through training during the year to practice what they had learned in a scenario environment and to work as an ECC team. For those new to the ECC, it was an induction into how an ECC works and an opportunity to ask questions of those with more experience. The exercise was very successful and feedback was positive.

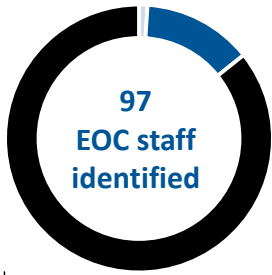


“I’ve learnt a lot in the past year and feel able to help in the event of an emergency. I also feel more prepared as an individual and neighbour”.

“Overall, a great system and with the small amount of training I already feel I could help in a live exercise”.

Wellington City

Personnel



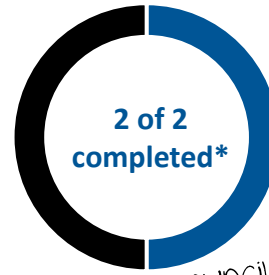
The number of staff made available to operate the EOC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every 6 months.

Training sessions and attendance

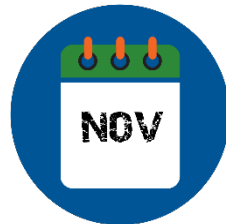
17%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

61%



EOC: 301
Exercise

* 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

- Training for the year ended in November with an exercise. Overall there was a 45% training attendance rate for the full calendar year, January 2015 – December 2015. There was improved attendance for the exercise with 61% of all EOC staff attending.
- The Wellington City Controller attended the MCDEM / Massey University Controller's Course Cohort 15/3 held in Christchurch in November 2015. This brings the total number of CDEM staff in the Wellington region who have attended the course to 5. A further Wellington City Alternate Controller is expected to attend the Controller's Course Cohort 16/2 in November 2016.

EOC Activation Exercise Highlight of Training Year

November 2015 saw the culmination of the years training programme with an activation exercise. EOC staff were able to put into practise all they had learned over the year. The exercise was well attended, with 61% of available EOC staff present. All functional desks were adequately staffed enabling them to set up quickly and start the process of information gathering to meet the initial objectives set by the controller. Those attending commented that the experience of the exercise was the highlight of their training year and they look forward to the next one.



Porirua City

Personnel



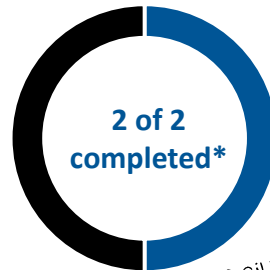
The number of staff made available to operate the EOC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every 6 months.

Training sessions and attendance

62%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

60%



EOC: 301
Exercise

* 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

- Training has been well received by Porirua staff. Feedback has been very positive and included suggestions on keeping it short & straight forward, training with other Emergency Operations Centres, more practical training sessions, review of past activations, suggestion for a regular EOC newsletter. The level of team member confidence and competence is increasing.
- Attendance at training for the calendar year 2015 was 70%.
- Attendance for the current financial year (July to November 2015) was 70%.
- The welfare desk has been working within the local community to identify people, organisations and places that may be used during an emergency.
- PCC executive has received a position paper on the replacement/relocation of the current EOC and some suggestions as to what and where that might be.

Layout changes to the Porirua Emergency Operations Centre

Porirua EOC has had some layout changes, these were prompted by replacement of the carpet throughout the top floor which is a shared space between the Wellington Rural Fire Authority, WREMO and of course the Porirua Emergency Operations Centre. The new layout has incorporated feedback from EOC staff and from observation as to how staff work and the need for a more visual work space. The whole space can be quickly reconfigured for meetings, training and activations.

Changes to the Operations room have taken all of the CIMS desks and aligned them to view the main information projection wall. The Controller position is now at the back of the room around a standing meeting desk and the controllers own projection system. This allows the response manager to coordinate the activities of the Intelligence, Planning, Logistics and Operations desk whilst the Controller deals with Public Information, Welfare and Liaison.



Kapiti Coast District

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 6 months.

Training sessions and attendance

46%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

54%



EOC: 301
Exercise

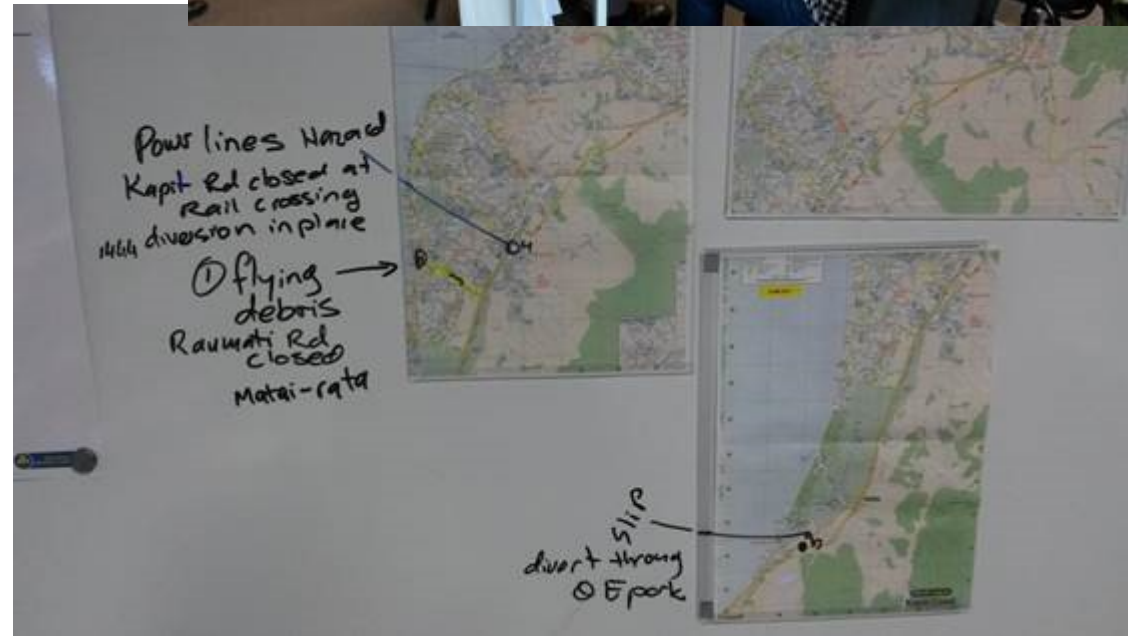
- The last quarter for 2015 saw the introduction of additional whiteboards/useable wall space, which was well utilized during the visual display training, and the exercise. It also saw the introduction of a large number of new staff into the EOC team, bolstering numbers to a healthy level.
- In this quarter Kapiti also commenced a contract with the Amateur Radio group which sees them carrying out the radio communications checks regionally and within the community. This has already proven to be fruitful with some equipment testing carried out by the group highlighting areas of improvement within the network.

* 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

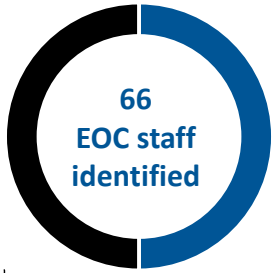
Practice makes perfect

***“In November Kapiti EOC activated twice for the end-of-year CDEM training programme, covering off aspects such as testing their eTXT alerting system, opening and assessing their building, gathering intelligence, and producing an action plan and briefing. Staff practiced their visual display skills, function roles, and were treated to several ‘surprise’ injects from exercise control that put them through their paces. Feedback from the sessions demonstrated that staff enjoyed the opportunity to work in their teams, but also that they were surprised at how much they had learned during the year. Improvements identified during the exercise for the operations room have been built into a forward work-programme that begins in January 2016.*”**



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 6 months.

Training sessions and attendance

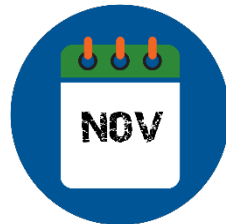
36%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

33%



EOC: 301
Exercise

- The new Emergency Management Advisor for Hutt City started on 7 October. Since commencing in the role, the focus has been on building relationships with staff and updating resources in the Emergency Operations Centre including establishing desk boxes.
- The IP Star unit was tested much to the interest of passing members of the public. It was borrowed by the Wairarapa Rural Fire via the National Rural Fire Authority to make available to the Whareama Fire during December, and performed extremely well, providing phone and internet services to the rural fire service.
- December's exercise was well received by staff. Although only 33% of staff attended the exercise, feedback has showed that the exercise has helped to pull together the learning that has been delivered during the year. Overall the staff felt more confident about working in the EOC.

* 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

Hutt City test civil defence sirens

WREMO and Hutt City Council staff worked together to successfully test the civil defence sirens.

While originally scheduled for November, the test was postponed to avoid disturbing students who were sitting NCEA and scholarship exams. The sirens are tested annually to help Lower Hutt residents to become familiar with the siren sound and the actions they should take in an emergency.

During the test the sirens were run for a period of two minutes.

In the event of a CD emergency, the sirens would run for 15 – 30 minutes. On hearing them, residents should to tune in to a local radio station, visit www.huttcity.govt.nz or facebook.com/huttcitycouncil to obtain further information.



Upper Hutt

Personnel



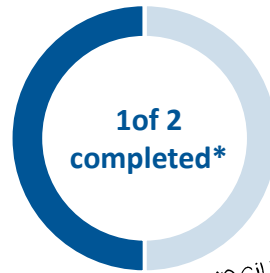
The number of staff made available to operate the EOC.

EOC Equipment Audit



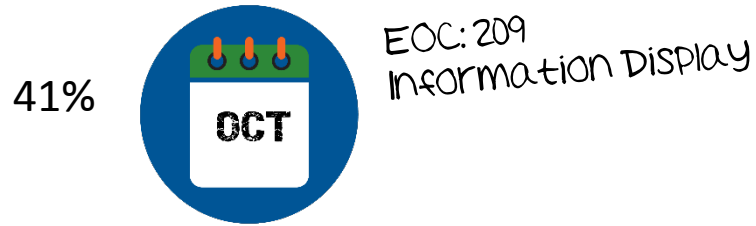
EOC equipment is audited every 6 months.

Activation procedure

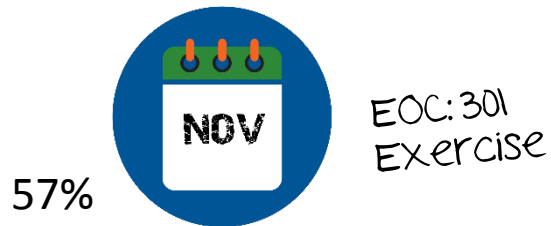


Council EOC activation procedure tested every 6 months.

Training sessions and attendance



One exercise will be conducted as part of the training programme in the EOC.



- Upper Hutt EOC has been further enhanced over the past few months and is now fully equipped to operate in an emergency.
- The EOC exercise went very well in November, with all of the staff showing significant improvements in their knowledge of EOC processes and operating procedures. There has been massive growth in the competency of the EOC staff over the past year and there is now confidence that they will be able to operate their EOC in an emergency.

* 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

Upper Hutt EOC upgrades

Upper Hutt EOC has been further upgraded with additional laptops, wifi-based printer, and fully equipped desk-boxes. These were used for the exercise and were found to be very useful by the EOC staff.



Wairarapa

Personnel



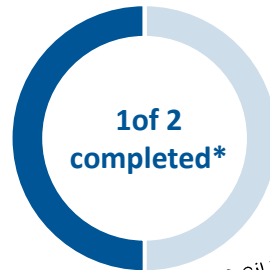
The number of staff made available to operate the EOC.

EOC Equipment Audit



EOC equipment is audited every 6 months.

Activation procedure



Council EOC activation procedure tested every 6 months.

- WREMO Wairarapa staff have been working with Masterton District Council to provide additional staff to operate the EOC.
- A presentation and workshop was carried out with the Carterton District Council Incident Management Team in December last year. This was a follow on from the Wairarapa Concept of Operations document, and how it relates to core council responsibilities. Further advice will be provided to CDC during future workshops to assist them to cover all aspects of emergency management.

Training sessions and attendance

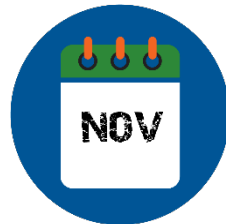
42%



EOC: 209
Information Display

One exercise will be conducted as part of the training programme in the EOC.

83%



EOC: 301
Exercise

* 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

Wairarapa commentary continued.

- Engagement with South Wairarapa District Council is ongoing with a presentation given to the Mayor, Chief Executive, and Councillors on the formal and informal arrangements of Civil Defence and outlining their responsibilities during events. This was followed by a similar presentation to the three South Wairarapa District Council Community Boards.
- Wairarapa based WREMO staff and the Local Welfare Manager have conducted visits to many potential Emergency Assistance Centres (EAC) around the Wairarapa. These were to assess the suitability of facilities, and to build a bigger picture of the welfare capabilities within the three Wairarapa districts. This was also an ideal opportunity for WREMO staff to connect with community contacts and continue to build on working relationships in the community.
- Wairarapa EOC has been looking to improve local emergency communications with the NZ Fire Service in the event of a large scale event. Work has been conducted to optimise the use of the NZFS portable satellite communications system.
- The ongoing effects of El Nino are being monitored. WREMO Wairarapa staff have been liaising with the Wairarapa Rural Fire Authority, as the effects of drought have the potential to be a Welfare issue.
- Overall attendance percentage rates for EOC staff training for calendar year of 2015 were 51%; and for financial year 2015/16 attendance rates are currently sitting at 46%.

Successful conclusion to the 2015 training program

Wairarapa EOC staff were challenged during an exercise based in the Wairarapa EOC in Masterton in November. The exercise consolidated all learnings from the 2015 training program and was an opportune time for staff to put into practice what they have learnt during the year. The exercise was based on a realistic storm scenario. Many of the staff found the exercise well worthwhile and found it helped to build their confidence. There were many positive comments received on the exercise, and in particular on the realism of the scenario.

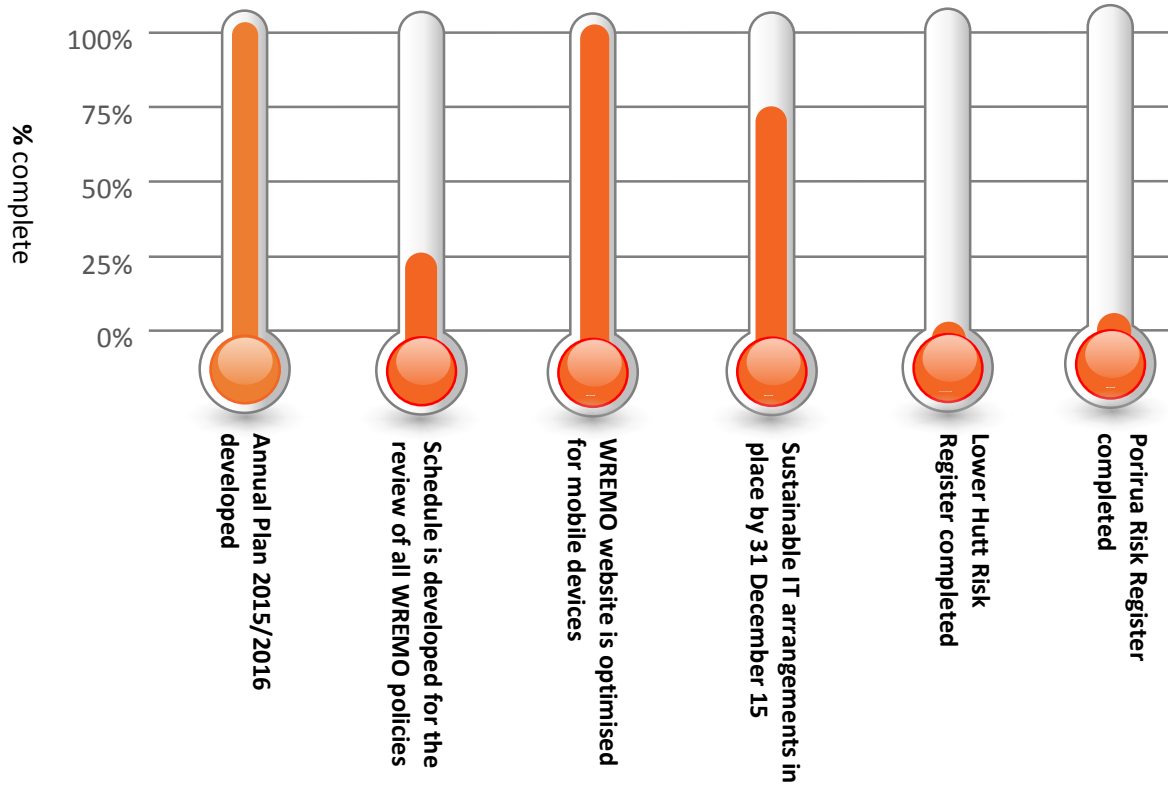


Business and Development

Areas of progress:

- Monitoring of the implementation of the WREMO 2015/2016 Annual Plan.
- Continued enhancement of WREMO's visual workplace.
- Enhancing ICT systems (new computers, phones, support). Appointment of an IT Support person for an additional 6 month fixed term contract.
- Project support to other WREMO teams (e.g. Training development, EOC Upgrades and Red Cross App).
- Engagement with hazards planning and risk management stakeholders.
- WREMO recently completed a project with GNS re-modelling the potential inundation in the Wellington Harbour and South Coast. This modelling is complex and has provided further clarity around the potential areas that may be inundated in a tsunami. These inundation zones are now being translated into evacuation zones.

Business and Development



- The WREMO Annual Plan for 2015/2016 has been approved by the CEG.

Information sharing seminars

- On the 16 November 2015 Dr. Brett Mullan of NIWA presented to WREMO Staff, council staff and scientists on the implications of the El Niño weather pattern on the Wellington region over the coming months. As well, Dr Mullan discussed how climate change could impact future El Niños and what this meant for the region.
- WREMO staff were also debriefed on the Hawkes Bay's Te Matau-a-Māui Exercise.

WREMO information sharing seminar



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

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Business and Development

Policy and strategic planning

ON-GOING

Existing policies are reviewed, and new policies are developed as required.

ON-GOING

Revised or new policies are distributed to all WREMO staff.

Finance

ON-GOING

WREMO budget setting, reporting and processing of expenditure is managed.

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

Agreed portions of Councils CDEM budgets are administered by WREMO.

- WREMO has partnered with Red Cross New Zealand to tailor and implement the International Federation of Red Cross' Hazard App. A key feature of this App is the ability for organisations such as WREMO to send alerts, e.g. tsunami warnings. This App fills a gap in the warning process in New Zealand and has been picked up by most CDEM Groups in New Zealand, with the remaining groups looking to implement it in 2016.
- A national Working Group has been established for the implementation of a good alerting practice in New Zealand, based on the international standard CAP (Common Alerting Platform). WREMO supports the development of this standard and relevant WREMO staff will be involved in the national implementation of CAP in New Zealand.
- Continuing to work with Councils regarding the administration of their (retained) budgets.

Supporting Te Matau-a-Māui Exercise run by the Hawkes Bay Group



WREMO supported the Hawkes Bay Civil Defence Group's November exercise (Te Matau-a-Māui). This exercise ran a scenario of a large earthquake in northern Hawkes Bay causing widespread damage, including the disruption of road and rail networks through the western side of the North Island. Two WREMO Staff members went to the Hawkes Bay as part of exercise control and the evaluation team. While in Lower Hutt, WREMO staff ran an exercise looking at the level of support the Wellington region would provide in such a scenario.

Business and Development

IT & 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 development and implementation of EMIS is provided.

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 the CDEM committees are met.

ON-GOING

A centralised library at Thorndon is maintained.

ON-GOING

The following registers are regularly updated: Interagency contact list, and procurement registers.

- Sustainable IT arrangements are in place for the remainder of the financial year.
- B&D administration staff support all WREMO teams.
- Contact lists are updated quarterly.

Business and Development

Values

ON-GOING

Have the WREMO mission, vision and values visible to all WREMO staff.

ON-GOING

One team building event for all WREMO staff.

ON-GOING

Staff provide support to all other business units to assist in meeting WREMO objectives and goals.

Planning Managers Group

ON-GOING

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

Health and Safety

ON-GOING

Any incidents are logged as per Greater Wellington Policy.

- WREMO recently introduced a series of 'hackathons' (brainstorming new innovative ideas, solutions for issues, etc.) which has also been a very good tool to enhance team building. One has been completed, with another two scheduled for the next quarter.
- B&D staff are fully engaged across the WREMO team providing general and project support.
- GWRC has implemented a new H&S system to cater for the new H&S legislation which will be introduced in 2016. WREMO's administrator has been on the 'super user' group of the 'Keeping Employees Safe at Work (KESAW) system and the manager of B&D is involved with the development of the transition process.