

Wellington Region Emergency Management Office

Quarterly Report

1 January 2014 – 31 March 2014



1. Executive summary

1.1 Overview

The last three months has seen a period of consolidation, working to achieve outcomes against the annual plan, punctuated by the Eketahuna earthquake which affected the northern parts of the Wairarapa

1.2 Wins and Developments

Marketing and Messaging

Facebook. WREMO's Facebook following continues to grow – now 37,800 or 1500 up from the last quarter. While not our only means of communicating with the public (during an emergency, WREMO also uses TV, radio, newspapers, our website, twitter, text alerts etc), Facebook is a very successful means of engaging and exchanging information with the public, as evidenced during the recent 20 Jan 14 earthquake where a photograph of the Weta eagle was sent to us by the public and was on our page within minutes of it crashing to the deck at the airport. During this quake, other agencies linked material to our page, making WREMOnz a one-stop-shop for information on not just our region, but road closures etc for the Manawatu and Southern Hawkes Bay. This means our brand is sufficiently strong for people to help us develop situational awareness in the immediate aftermath of an emergency.

Our brand awareness and the good work in the community has brought us to the attention of NZ Trade and Enterprise who has invited the WREMO leadership team to participate in a three day Betterbydesign masterclass where we will work with coaching support to identify a market opportunity to advance. This programme has a value of \$40,000, offered to us for free as a worthy not-for-profit organisation.

Operations

Staffing. Following the restructure of WREMO on 06 Jan 14, the Operational Readiness team now has local area advisors in each part of the region who act as the day-to-day link between local authorities and our inter-agency partners in their respective areas. Each person also acts as deputy for the neighbouring area to provide some redundancy and to deepen understanding of the region across the team.

Strategy & Planning. Following approval of the Operational Readiness Strategy by CEG last year, a plan to implement the strategy has been

completed. Initial focus is on a full stocktake of response management equipment, communications system, personnel, plans and procedures. This was completed by 31 Mar 14, and after a full audit in April, this will inform our future capability upgrade work by establishing a very clear baseline and helping refine understanding of current gaps in capability. The audit includes a review requested by the CEG sub committee of council finances related to emergency management. This seeks to identify who currently pays for what, so that any opportunities for rationalisation/simplification of current arrangements can be identified. Initial feedback from this stocktake will be presented to the CEG sub committee on 02 May.

Concurrently, work has commenced on the clarification of response management concept of operations for the Emergency Coordination Centre, the Wairarapa and the Hutt Valley; and on identifying and implementing improvements we can make to the EOCs across the region. This includes reviewing EOC and ECC concept of operations and communications, including IT systems. An upgrade of wireless capability in each EOC will be completed by end of this financial year to help resolve a number of current technical issues.

Events. The region was affected by a magnitude 6.3 earthquake on 20 January 2014 at 1552hrs. The epicentre was at a depth of approximately 33km, 15km east of Eketahuna. The quake resulted in minor damage in the Wairarapa, principally in Masterton. The Wairarapa EOC activated. It coordinated rapid impact assessments across the region, and welfare support to a number of residents of the Daniels Building, Masterton which was evacuated. The EOC was supported by a five person (virtual) ECC. A post event wash-up was completed with the relevant local authorities and the Joint Committee was back-briefed on 28 March 2014.

EOC Training

Initial training for EOC staff has now been delivered to 5 councils and follow-on training to 2 councils (Kapiti and Porirua). A further 4 training modules have been developed and tested, they will be delivered across the region over the next six months. A full time trainer is currently being recruited to support the implementation of our programme over the next year.

ICoE Launch

An information night was held 11 March attended by local government leaders, representatives of relevant government departments (MCDEM, EQC, Treasury, MBIE etc), partner agencies and institutions (Victoria, Massey, GNS Science, the Met Services, NIWA etc), along with interested parties from overseas (San Francisco, British Columbia, Adelaide). Attendees were introduced to the aims of the centre and in particular, its focus on the Wellington region, plus the intended collaboration between researchers and practitioners. As a parallel but related initiative, a new website, www.resiliencetoolbox.org has been launched as a knowledge bank designed

to capture and share ideas, developed concepts and the activities of people working in the resilience space.

National EM Conference

Several members of the CR team along with a WREMO volunteer presented at the National EM Conference. This generated considerable interest in our work, resulting in the BOP Group sending a staff member to spend time with the team to better understand our approach and means of engagement.

Hosting

WREMO co-hosted Mr Daniel Homsey from the Neighbourhood Empowerment Network in San Francisco. Mr Homsey is a regular visitor to our shores. He, along with WREMO staff, travelled south to Christchurch to gain an understanding of the dynamics of recovery to better determine how the Wellington region might explore pre-disaster recovery planning.

WREMO again hosted the annual two day Regional CDEM Managers workshop.

Staff

Two new part time staff members were recruited for the Community Resilience Team to boost resources in Porirua and the Wairarapa (commenced their induction 2 April) and two new members of the Operational Readiness team commenced duties in January.

Preparedness Enablers

200 litre water tanks. During a significant disaster, water will be our biggest challenge. As of end of March 2014, approx. 4100 water tanks had been sold in the Wellington Region. This represents an increase of approximately 600 on the previous quarter.

Grab and Go Bags. This concept was developed in conjunction with a local businessman to meet a gap in the market (caused by price and availability). The items continue to be popular and are on sale at Mitre 10, Moore Wilson and New World outlets. Grab and Go advise that since May 2012, approximately 22,000 bags have been sold (an increase of 4000 since the previous quarter, roughly 60% of these in the Wellington Region).

“It’s Easy” Guide books.

The new household preparedness guide along with the Neighbourhood edition was introduced during the quarter. These along with a Business version awaiting printing will provide the tools necessary to implement the Group Community Resilience building strategy. The business edition will come with an on-line planning tool.

WREMO database

Two new components of the WREMO database have been released this quarter, the first is a shared information database for the Wellington Lifeline Group and the second for school emergency management plans.

Community Response Plans

These plans are developed by communities throughout the region with facilitation from WREMO staff. They are designed to empower communities to self-activate and respond as appropriate during the first 72 hours of a large scale emergency with limited or no outside assistance from emergency services. During the past 3 months, CRPs in Eastern Ward (Hutt City), Paekakariki, Mangaroa/Whiteman’s Valley, and Northland were completed. Plans are progressing in Thorndon, Plimmerton, Waikanae, Southern Upper Hutt and Wadestown.

Volunteers

Four CD Volunteer courses occurred last quarter. Numbers undertaking this programme total 443 fully trained with a further 163 partially trained (a total of 606). The next course will be held in Hutt City commencing May 2014.

1.3 Risks

Previously identified Risks	Treatment
1. Analogue CDEM radios and repeaters to be replaced by digital sets by 2018	Across the region based on the current arrangements this could require funding in the order of \$2m. The current plan to rationalise repeaters and radio sets could see this reduced to \$1m spread over three years. Further investigation is required to refine the strategy and resulting costs.
2. Sub optimisation through a siloed approach to WREMO’s work programmes	A programme has been initiated to build a more integrated work planning system, enhance teamwork and intra-WREMO communication, plus produce a more visual workplace.
3. Training Deficit	A revised training regime was put to the CEG Sub Committee in November and agreed at the following CEG. Training activities have commenced against this plan

1.4 Financial Summary

The quarterly financial statements up to 31 March 2014 are enclosed.

The figures in the WREMO current budget show, as predicted, a reduction in the personnel underspend (seen in the previous quarters). This underspend will decrease further over the next quarter, with only one vacancy now to be filled. (Interviews commence early May 2014). It is expected that by year end there will be a slight overspend due to the increased personnel costs associated with the review. This cost will be offset by savings from elsewhere.

WREMO is currently underspent in materials, supplies and services. In addition to the current \$14,000 outstanding commitments and \$30,000 (it costs roughly \$10,000 per month for basic supplies), project costs for the balance of the year total approximately \$125,000. This should therefore reduce the predicted underspend. Note approx. \$70,000 savings need to be generated to fund the two half Community Resilience positions once the tagged reserve funds have been expended.

Projections for contractors and consultants may see a slight underspend in this category depending on the timing of projects (e.g. translation of tools etc)

The current travel and transport surplus will be trimmed in the final quarter which with several scheduled CDEM related activities outside the Wellington region.

Internal charges will increase with the additional staff numbers.

At this stage, projected savings for FY 13/14 will total a little under \$200,000 at year end with some of this arising from changes to the way training is delivered. This however, should not be considered a standard outcome in terms of expenditure. This year, no vehicles require replacement. Next year two vehicles will need to be acquired to replace leased vehicles at a cost of \$70,000+ and each year after will see a rolling replacement of two vehicles. In addition (as mentioned in the risk register) there is some uncertainty on the cost and timing required to replace analogue radios and repeater sites with digital equipment.

A figure of \$314,000 remains in the reserve created to manage the remaining FY 2012/13 surplus. \$213,000 has been allocated to cover the cost of additional staff (two x 1/2 FTE Community Resilience staff for a period of two years – savings to be generated to make these positions permanent and one fixed term staff member for the Operational Readiness team) plus an amount of \$100,000 has been tagged for technology upgrades - a full business case for this will be developed later in the year for CEG approval.

Any reserve funds not required to be drawn for the purpose authorised, will be retained for reallocation by CEG.

WREMO Reserves as at 31 March 2014

	Year to date			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	313	313	0 F	313	313	0 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	1	0	1 F	0	0	0 F
Transfers from reserves	0	0	0 F	0	0	0 F
Closing Balance	314	313	1 F	313	313	0 F

Represented by:

	Actual \$000	Forecast \$000
WREMO reserve	314	313
Closing Balance	314	313

Notes

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

WREMO Current Budget

WREMO Income Statement For the 9 months ended 31 March 2014	YTD as at 31 March			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	576	576	-	768	768	-
Government Grants & Subsidies	-	-	-	-	-	-
2013 Carry forward	150	150	-	200	200	-
External Revenue	1,349	1,349	-	1,791	1,791	-
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	2,075	2,075	-	2,759	2,759	-
less:						
Personnel Costs	1,375	1,415	40	1,897	1,888	(9)
Materials, Supplies & Services	193	324	131	385	432	47
Travel & Transport Costs	60	82	22	89	109	20
Contractor & Consultants	88	158	70	68	210	142
Grants and Subsidies Expenditure	-	4	4	-	5	5
Internal Charges	94	87	(7)	125	116	(9)
Total Direct Expenditure	1,810	2,070	260	2,563	2,760	197
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	51	24	(27)	32	32	-
Loss(Gain) on Sale of Assets / Investments	(14)	-	14	-	-	-
TOTAL EXPENDITURE	1,847	2,094	247	2,595	2,792	(197)
OPERATING SURPLUS/(DEFICIT)	228	(19)	247	164	(33)	197
Add Back Depreciation	51	24	27	32	32	-
Other Non Cash	(14)	-	(14)	-	-	-
Vehicles and other plant purchases	14	-	14	-	-	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	279	5	274	196	(1)	197
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	279	5	274	196	(1)	197

2. Business Activities

Key:

Not started	In progress	Complete or ongoing
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2.1. Community Resilience Annual Plan Activities

Activity	Details	KPI	Progress	% complete
Community Engagement	Implement programmes outlined in the WREMO Community Resilience Strategy	Expansion of CDEM Volunteers	Courses run in Wellington and Kapiti this quarter. 48 Volunteers trained. Two courses with crossover into the last quarter.	60%
		Development of Community Response Plans	Completed in Eastern Ward Hutt City, Paekakariki, Mangaroa/Whitemans Valley, Northland. Progressing in Thorndon, Plimmerton, Waikanae, Southern Upper Hutt, Wadestown. Tawa has completed version one and wants to revisit again for version two upgrades. Interest in Island Bay, Khandallah, Newtown. Karori having difficulties. After “test driving” some of these plans, the team strongly believes we should revisit the model and focus more on mitigation and a wider audience set. We will be reviewing the model in the last quarter.	60%
	Creation of “Prepared Neighbours” in hyper-local communities	Completion of “Prepared Businesses”	Printed and available for Neighbours Day	Complete
			Delay with complications of PDF	Since

		by SMEs	available for use on phones. This was resolved and it has been sent to the printer. Available in April.	Complete
		Purchase of Preparedness Enablers	We are starting work on Brackets and Braces.	Ongoing
		Increase in schools exercising drills	The schools model is nearly complete. However, like the CRP, it is being test driven and requires a few additions and tweaks along the way. The team will workshop the changes/additions in April.	90%
		Implement the Working with Social Agencies to Support Vulnerable Communities programme	The team has begun implementing this in a few organisations. A concerted effort will begin in the new financial year.	10%
	Determine our resilience baseline and agreed metrics for measurement	Resilience metrics are developed and agreed by the Group	Stakeholder list is developed and, in conjunction with the JCDR, we will be tapping into the expertise of researchers and practitioners.	60%
		Baseline measurements are developed based on agreed resilience metrics		50%
	Establish a multi-agency Group Public Education Group for coordination	Public Education group established with Terms of Reference in place	Progress started to develop a working group.	20%
	Develop and implement a Community Response Plans toolkit to facilitate communities to be self-sufficient after an event	Community Response Plan toolkit is developed and approved by the leadership team		Complete
		Communities considered to be at "high risk" are identified and listed in order of priority for the development of Community Response Plans		Ongoing

	Create a web based Community Engagement Repository	A report detailing the requirements and implementation plan is complete and approved by the leadership team	Framework developed to account for WREMO requirements for public facing resilience website and crisis mapping. Work will begin this quarter involving a range of stakeholders.	35%
	Work with NGO's and the Public Sector to increase their capacity to connect with and respond to vulnerable communities	A "Building Social Agency Networks" programme guide is developed and approved by the leadership team	Team will begin engaging with groups this quarter to implement the social agency programme for vulnerable communities	Complete
	Work with schools to ensure they are connected to CDEM	Vulnerable communities are listed in order of priority (for implementation of "Building Social Agency Networks" programme) and approved by the leadership team	The team has begun working with different agencies to implement this.	40%
	Ensure the region has an effective understanding of its hazardscape	50 implemented across the region	The team has started working with a few schools. The template needs some enhancement. A programme for engaging schools will be complete by the end of the year.	25%
	Investigate and expand the use of new technologies to communicate with the public	Programme for working with primary and secondary schools is developed where each school across the region will be contacted and visited at least once a year by a WREMO Advisor. In the first year, 150 schools across the region will be engaged with a one-on-one meeting to discuss response plans	This task has moved to B&D	10%
Risk Management		Reduction measures are included in the It's Easy publications		
Communications		Quarterly updates are provided to the leadership team detailing the ongoing investigations into new technologies that can be used to communicate with the public	We are investigating new technologies with social media, such as an increased use of video and resilience mapping.	

	Traditional media is continued to be used appropriately	Regional radio advertisements and interviews are conducted every month	New radio network picked up to help promote messaging. Themes are developed each month	Ongoing
	Facilitate the availability of preparedness enablers across the region	Newspaper is utilised as required		Ongoing
	Further implementation of the Tsunami blue lines project in Wellington City	Water tanks will be on offer across the region	These are now on offer across the region through the various councils.	Ongoing
Preparedness Enablers		Other enablers are investigated and approved by Leadership Team if appropriate	For example Brackets and Braces.	10%
Local authority specific projects		Wellington City has the Tsunami Blue Lines in place in a further three suburbs	In the process of developing the lines in Kilbirnie, Lyall Bay and Rongotai with plans to roll out in 11 April.	80%
Other developments			Other developments which cannot be capture adequately. <ul style="list-style-type: none"> - Social media policies and activation procedures being developed - Multiple members of the team have presented at national conferences and workshops - Exploration of Pre Disaster Recovery Planning taking place - Hosted Daniel Homsey from the Neighbourhood Empowerment Network in San 	

			<p>Francisco to share ideas and resources</p> <ul style="list-style-type: none"> - Launched the ICoE and the www.resiliencetoolbox.org as a vehicle to bring researchers and practitioners together to further our understanding and ability to enhance community resilience - Supported several large community events and festivals across the region - Initiated train the trainer approach to spreading the preparedness message through sizable organisations (through wellbeing/building warden teams) - Sarb Johal, NZ's leading disaster psychologist, presented to our staff and volunteers on psychosocial tools - Plans being developed on engaging proactively with people with disabilities, aged populations and CALD communities - Developed a draft guide for CDC activation and operation
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2.2. Operational Readiness Annual Plan Activities

Activity	Details	KPI	Progress	% complete
Develop and Maintain Operational Readiness Strategy	Develop Operational Readiness Strategy	Operational Readiness Strategy is developed (including a short-term plan) and approved by the Group	Strategy approved by CEG. Simple guide remains to be completed. Plan to end of FY 15/16 developed in draft.	80
		Appropriate components of the short-term plan are implemented as described (in the plan)	Infrastructure improvement project scoping underway and initial training course developed	20
Develop and maintain a high level of Response and Recovery Management People Capability	Consolidate and update records of all EOC and ECC staff	Staff contact details and training records are correct, up to date and held in a single place accessible to all	EOC staff lists have been completed for Hutt City, Wgtn, Porirua and Kapiti and Upper Hutt. Remaining areas are compiling staff lists to be complete end May.	60
		Rolling three year training and exercise programme established	Initial strategy has been developed for consultation with key stakeholders.	40
		EOC training and local exercises completed	EOC Induction training has commenced in Hutt City, Upper Hutt, Wgtn, Porirua and Kapiti. Remaining areas will start NLT end May.	70
	Complete and implement training strategy	All IMT members complete EOC Induction Training		
		All IMT Managers complete at least 2 training events		
	Group Activation exercised at least twice	Group Activation exercised at least twice	Each EOC has been activated during period with Group wide activations undertaken on two occasions	

<p>Equipment care policy approved and appropriate</p>	<p>Identify and develop plan to address any personnel shortfalls for the management of response and recovery</p>	<p>Plans are developed and approved by the leadership team as required</p>	<p>Initial strategy has been developed for consultation with key stakeholders.</p>	
		<p>Specialists identified to fill gaps</p>		
		<p>Key IMT roles identified and fully resourced for a minimum of 2 x shifts in each EOC and ECC</p>	<p>Key IMT roles have been identified. for Hutt City, Upper Hutt, Wgtn, Porirua and Kapiti. Remaining areas are compiling staff lists to be complete end May.</p>	<p>60</p>
		<p>Key Recovery management roles identified and resourced for each Territorial Authority</p>		
	<p>Establish functional based forums/working groups for logistics, planning/Intel, operations, controllers and Recovery Managers</p>	<p>Key stakeholders and working group replication is identified and recommendations for rationalisation put forward to the leadership team for approval</p>		
	<p>Develop and implement response and recovery stakeholder management strategy</p>	<p>Rationalisation of CDEM working groups</p>		
	<p>Equipment care policy approved and appropriate maintenance/</p>	<p>Response and recovery stakeholder analysis completed</p>		
		<p>Corrective action plan is developed and utilised</p>		

maintenance/ management checks are conducted	management checks are conducted.			
	Identify Infrastructure, equipment and supplies required in each EOC and ECC and rectify any current gaps	All existing infrastructure and equipment recorded in a central database Shortfalls identified and a remediation plan developed and implemented Minimum infrastructure/equipment in each EOC & ECC identified and sourced	Full EOC equipment stocktake was completed end March. Final audit will be complete end April EOC Upgrade project planning has commenced. A project brief will be completed May. Minimum required infrastructure / equipment in each EOC and ECC has been investigated	70 50
Develop and maintain relevant and high quality Response Management Doctrine, Processes,	Establish and implement infrastructure management/equipment care policy including maintenance plan and auditing plan	Equipment care policy approved and appropriate maintenance/ management checks are conducted Full equipment audit completed	Full EOC equipment audit will be completed end April.	60
	Establish and test new EOC and ECC activation processes	All key equipment checked and maintained IAW equipment care policy EOC's and ECC tested at least twice	EOC and ECC Activation processes have been reviewed in the light of recent changes to WREMO structure. Suggested changes are being reviewed.	50
	Develop regional response	Clarify existing communications arrangements/networks	A review of existing communications processes is underway. Due to be completed in next quarter.	30

Procedures and Plans	communications plan	Communications improvement action plan developed	
Implement Welfare Action Plan	Actions completed IAW plan	Welfare Action Plan and updated group Plan is being reviewed with MSD.	30
Develop regional PIM Plan	Procedures for use of social media in a response clarified		
Identify and implement a response information management plan	Procedures for use of social media in a response published		
	Current arrangements confirmed, documented and implemented	Team is currently reviewing information management requirements and processes.	20
	EMIS Implementation Plan developed	EMIS Training has enabled scoping of how EMIS will be used to commence.	
	IM processes used in all exercises		
	Support key utility sites and dependencies project	In progress	40
Support implementation of Wellington Lifelines Group Action plan	Support Thorndon Critical Areas workshops	In progress – first workshop held	40
	Support Restoration priorities projects	In progress	30

Support to Local Council	Develop a regional response framework/plan to supplement the Response section of the Group Plan	Operational partners roles and responsibilities confirmed			
	Review and update if required regional and local pre- event plans	Bulk liquid distribution plans updated			
		Flood response plans updated	Review of flood response plans has started.	20	
	Regional Recovery Management Framework developed	Group tsunami response plan reviewed and updated	Group tsunami response plan reviewed and updated	Planning continues with regional workshop planned for late May	50
		Group flood response exercised at least once	Group flood response exercised at least once		
		Group tsunami response exercised at least once	Group tsunami response exercised at least once		
		Existing regional and local recovery framework reviewed in order to identify any gaps and updates required	Existing regional and local recovery framework reviewed in order to identify any gaps and updates required		
	Establish lessons learned process	Plan to address gaps/updates required developed	Plan to address gaps/updates required developed		
		All events (exercises and activations are subject to after action review	All events (exercises and activations are subject to after action review		

Emergency Management Capability	Comprehensive post operation reviews conducted after each event with brief-backs provided to the Joint Committee			
	Regular monitoring conducted. Current outstanding actions comprise privacy considerations during power outages and the creation of a Regional Transport Response Team	Action plan activities are monitored to ensure completion		90
	Transition of response teams in Hutt City and Wellington to self management continues. Hutt City response team is expected to be transitioned 2014.	Training is conducted every fortnight	Transition towards self management for Hutt City (NZRT18) and Wellington City (NZRT 8) Response Teams	30
		Equipment is maintained up to a standard ready for deployment	Establish the role and capacity for PERT	Ongoing
		Management mechanisms developed and consulted		
	Planning for this years programme has commenced.	Programme is completed by 30 May each year that involves 80% of the secondary schools in the Hutt Valley	Management of the Hutt Valley Secondary Schools Rescue Programme (Hutt City Council / Upper Hutt City Council)	40
		8 water tanks are installed and functioning in the Porirua community	Manage ongoing project installing rainwater collection tanks in the	30

	community	4 water tanks are installed and functioning in the Hutt Valley community		
		Support WCC in the installation of 50 tanks over 4 years in the Wellington City community		

2.3. Business and Development Annual Plan Activities

Activity	Details	KPI	Progress	% complete
Policy, Strategy and Planning	Develop WREMO's family of Plans	The following plans are developed and implemented: Group Plan (2013-2018), Business Plan (2013-2015) and Annual Plan (2013-2014)	Group Plan, Business Plan and Annual Plan are all in place. CDEM Group Business Plan – The 6 month reporting was completed and included at the 14 th March CEG meeting.	ongoing
		One existing policy is reviewed as required and approved by the leadership team	The WREMO project management policy is currently being amended to allow for alignment with the Monitoring and Evaluation framework that is currently being developed.	50
	Develop WREMO policies	New policies are developed as required and approved by the leadership team	Two policies in the process of being developed – Induction for WREMO staff and Secondment for WREMO staff. A procurement contract policy and associated tools are currently being developed.	70
		Revised or new policies are distributed to all WREMO staff	Distribution to all staff once policies have been approved by the LT. Policies also available on the shared J-Drive	ongoing
	Develop policy and tools for peer review of plans/strategies/SOP	Policy and tools developed and approved by the leadership team	This has commenced as part of the project management policy review, Which will now include a review at the conclusion of each project.	70

		All plans/strategies/SOPs developed in the 2013/2014 year have a scheduled review by the B&D team member before final version is released	50	This has commenced as part of the project management policy review, Which will now include a review at the conclusion of each project.
		Create, monitor and maintain website content, and systems to ensure up to date with WREMO activities	90	The website was released in November 2013, Phase 2 has started to review the site.
	The WREMO website is maintained	All WREMO staff receive website orientation training and 2 editor training sessions are run	Complete	An orientation session for WREMO staff was held in December 2013. Public information managers from all nine councils have been trained to activate and use the emergency sections of the website.
Technology		Articulate WREMO IT requirements to IT providers	70	Regular meetings arranged with GW IT
	Provide IT support to WREMO business functions and staff	Support WREMO staff with day-to-day IT solutions	ongoing	IT staff member responsible for providing support when required
		Technical support required for the development and implementation of EMIS is provided	40	An EMIS contractor (through the MCDEM Resilience Fund) has been appointed to assist WREMO and the North Island CDEM Groups. Training commenced on 1 October 2013
	Ensure radio communications are maintained with regional	Weekly radio checks are conducted on behalf of WREMO	ongoing	Radio communications and networks tested weekly. Any issues addressed almost immediately

	stakeholders	Monthly "Services" radio checks are conducted on behalf of WREMO	Radio communications and networks tested monthly. Any issues addressed almost immediately	ongoing
Professional Development	Support the development of WREMO staff	All staff have the opportunity to attend at least one suitable professional development opportunity	New opportunities for development investigated and implemented when required	50
	Develop Monitoring and Evaluation framework	Group Monitoring and Evaluation framework is developed and approved by the CEG WREMO Monitoring and Evaluation framework developed and approved by the leadership team	Currently developing framework	40
Reporting, Monitoring and Evaluation	Administrative support is provided for CDEM committees	All administrative requirements of the Joint Committee are met	Order Papers developed, minutes taken at meetings, arrangements for meetings made	ongoing
	Support and participate in the development of a Wellington Regional Planning Managers Group	All administrative requirements of all remaining CDEM committees are met	Order Papers developed, minutes taken at meetings, arrangements for meetings made	ongoing
		Support the development of the Group	B&D staff member attends these meetings	ongoing
	Provide WREMO input into the Group	B&D staff member attends these meetings and provides the required input	ongoing	
Risk Management	Ensure the region has an effective understanding of its hazardscape	Work with council planners, GIS staff and external partners to provide accessible and usable information	B&D staff member collaborates with GW Hazard Analyst and GIS staff	50

	Translate scientific risk information so it is suitable for the end-user	A report will be completed detailing end-user requirements with recommendations for utilising scientific information across the CDEM Group	Workshops to identify user requirements scheduled for March 2014	40
	Develop risk registers in each of the operating areas (Wellington, Hutt Valley, Porirua, Kapiti Coast and the Wairarapa)	Risk register template is developed and approved by leadership team	In progress	15
		A schedule for the completion of risk registers is developed and approved by the leadership team	In progress	15
	The WREMO library is maintained and where appropriate new editions are obtained to support WREMO development and growth	A centralised library at Thorndon branch is maintained	Library has been set up and is maintained by the B&D Administrator	ongoing
		A review of the collection is undertaken involving all WREMO staff	WREMO staff participated in the review and the collection will be reviewed on a regular basis	ongoing
		Requests for additions to the library are processed	Any requests are investigated and additions made if deemed necessary	ongoing
Administration, Library, Finance	Health and Safety requirements are met	Any incidents are logged in SafeTsmart	SafeTsmart not compatible with Citrix – done manually Extensive rehab programme being managed in respect of one staff member	ongoing
	Provide administrative support to WREMO	The following registers are regularly updated: Interagency contact list, resource lists and registers	Done every three months. Input required from all WREMO stakeholders	ongoing
		Petty cash is reconciled as required and correctly administered	Done on a monthly basis	ongoing

Organisational Philosophy	WREMO finances are managed	WREMO budget setting, reporting and processing of expenditure is managed	Done on a monthly basis	ongoing
	Promote WREMO mission, vision and values	Support is provided to Community Resilience, Operational Readiness and Area Coordinators on budgetary matters	Support provided when requested. This happens frequently	ongoing
	Facilitate team building	Have the WREMO mission, vision and values visible to all WREMO staff	B&D staff have this as a key performance indicator. The team is constantly promoting WREMO's vision, mission and values	60
	Facilitate sharing in information within WREMO	Organise at least one team building event for all WREMO staff	This is now shared between the three WREMO teams. Two events already done with a third planned for the next quarter	ongoing
	Project support is provided to Community Resilience, Operational Readiness and Area Coordinators as required	Every quarter all WREMO staff are invited to attend an information sharing meeting with lunch (Including WREMO days)	This happens at the team building events (two done so far)	70
		Staff provide support to all other business units to assist in meeting WREMO objectives and goals	All the B&D Team staff members provide input to assist the other two teams when required (projects, advice, IT, finance, administration, reporting, etc.)	ongoing