

Wellington Region Emergency Management Office

WREMO Report

1 July 2012 – 30 June 2013



WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE

1. Executive Overview

1.1. Overview

WREMO has now been in operation for 12 months and while considerable work remains for us to achieve our vision of a *Resilient Community – ready and capable*, it is important to reflect on some of the achievements of the first year.

1.2 Wins

Quality approach to business

During the year, WREMO developed the next generation Group Plan. This strategic level document was created with direction from the Joint Committee along with input from CDEM partners comprising Council GMs, Welfare organisations, Emergency Services, Lifeline organisations and Council Planners. Formal consultation was conducted at 10 venues throughout the region and correspondence was received from a further four individuals/organisations. The Group Plan was approved by the Joint Committee on 28 June 2013.

A companion document, the Community Resilience Strategy was produced to provide the philosophy and systematic approach, guiding WREMO initiatives in this area. This document has since become the subject of favourable feedback from both NZ and external sources (viewed by 576 unique visitors from around the world – beginning of June figures). The document was placed on the WREMO website in support of the successful application by Wellington City to participate in the UN-Habitat City Resilience Profiling Programme.

Work was also undertaken to produce two other documents in the family of plans, the CDEM Group Business Plan (a three year rolling document outlining those actions required by all organisations WREMO, council, Government Departments, utility companies etc.) and the WREMO Annual Plan.

Operations

All five EOCs now have a “EOC Red Book” designed to provide a simple and consistent guide to accessing and activating EOCs. Contents include EOC infrastructure (power, water, sewage) and associated procedures for checking and use in an emergency. These have all had significant development to ensure functionality and/or back up in an emergency.

A comprehensive audit of each EOC was completed during the 12 month period. The resulting remedial action plan is well underway, designed to

improve and enhance all EOC systems, equipment and procedures, to ensure sustained operations. EOC folders including checklists, operating procedures and forms, for all Incident Management Team positions have been developed to ensure a consistent and best practice approach across all our EOCs. All EOCs now have at least one set of these folders.

During the course of the year, WREMO along with CDEM partners responded to the following events. Each of the events was debriefed and, Opportunities for Improvement (OFIs) identified for inclusion in future business plans.

6 February Tsunami Watch. EOCs across the region activated as a precautionary following an earthquake off the Santa Crus Is, part of the Solomon Island group. The subsequent tsunami was limited in geographic spread and intensity however the EOCs remained open monitoring the situation for approximately six hours while the full impact was better determined.

21 February 13 Happy Valley Rural Fire. WREMO staff activated to open a centre to support 35 people evacuated from the surrounding residential area.

1 June 13 Priscilla Cres Landslip. At approx. 4.30 am, a slip occurred below Priscilla Crescent, near the Berhampore golf course. In response, WCC staff, WREMO and Emergency Services responded, evacuating a number of houses above the slip in Priscilla Crescent, and Breton Grove, and the rest home on Morton Street below the hillside. Approx. 35 residents required alternative accommodation. Three of the houses were subsequently deemed unsafe to re-enter.



20 June 13 Storm. Wellington, Porirua and the Hutt Valley were subject to a major storm which brought rain, wind gusts of up to 200kph and 10m swells. At its peak, approx. 30,000 premises were without power, trees were

flattened, fences levelled, houses lost roofs, seawalls badly damaged, SH 1 was cut and the regions rail badly affected particularly the area between Wellington and Petone where rough seas swept away large sections of track ballast. Three EOCs (Wellington, Porirua and Hutt City) were activated to manage the event and coordinate the response activities.



Duty Officer System. The new Duty Officer arrangements which commenced with the creation of WREMO has provided value to the region. In addition to the events outlined above, the Duty Officer has monitored and

responded as appropriate to 12 other events comprising severe weather notifications, volcanic alerts, fire events and rivers alarming, liaising with partner agencies and technical experts as required.

Training. A total of 144 people (equivalents) were trained throughout the region in EOC/Emergency related skills. Further courses will be programmed. Certainly one of the learnings from the 20 June storm is that you can never have too many people available to assist the response effort.

	HCC /UHCC	WCC	KCDC	RF/ USAR	WREMO / Other	GWRC	DOC	PCC	Total
CIMS4	3	9	8	1	4		4	12	41
Core skills	1	17		1	1	2		41	63
Welfare	4	23	2	1				10	40

Profile

Wellington City (supported by WREMO) was selected as a UN–Habitat profiling partner, one of ten cities around the world. This comes with a small UN grant and will raise the profile of our work in the Community Resilience arena as well as enable WREMO to gain better access to benchmark practice research.

In addition to the above initiative, Wellington also applied for and was designated one of five International Centres of Excellence under the United Nations International Strategy for Disaster Reduction (UN-ISDR). Each of these ICoEs has an area of specialisation with Wellington focusing specifically on Community Resilience. The Joint Centre for Disaster Research at Massey University will coordinate the key organisations across the region to answer the question, “How does a community make itself resilient to future disasters?” Through partnerships at the local, national and international level, leading research will be applied to the practice of the Wellington Region Emergency Management Office’s Community Resilience Strategy.

What the Minister Said

The UN-ISDR session in Geneva (above) was significant for WREMO. The NZ Minister of Civil Defence when addressing the UN made reference to many of the initiatives that have been developed and are in the process of being implemented throughout the Wellington region, stating:

You may be interested to know that our capital city, Wellington, has been chosen as one of 10 cities globally to participate in the United Nations Habitat ‘City Resilience Profiling Programme’. The programme develops tools that will assist local government to measure and increase their resilience to natural hazards. Wellington is a city that straddles two major earthquake fault lines.

It is also exposed to a wide range of other hazards, including flooding, landslides and storm surges.

The Wellington Region Emergency Management Office has been actively working to support community-driven preparedness initiatives across the region. They've also managed to build the largest following on Facebook and Twitter for an emergency management office in the southern hemisphere. I'd like to mention two examples of their work.

Their Tsunami Blue Lines programme has won two international awards for public awareness. This involves painting lines on roads and footpaths, so people know what level to evacuate to in the event of a tsunami alert. The success behind the programme is not only its impact, but its community-driven approach. There is growing interest around the world in using this model.

Meanwhile, Wellington's Community Resilience Strategy is receiving significant interest from the emergency management sector as a potential model for cities to follow. It is being promoted internationally. The Strategy notes there is no single solution for enhanced resiliency, and a multi-faceted approach is needed.

Initiatives that build linkages and connectedness between people help to increase social capital – a vital ingredient of a resilient community. This work in Wellington provides a great example of how one region in New Zealand has made a serious attempt to knit community-based approaches into policy and practice. “

Awards

During the course of the year, WREMO in association with partner councils gained three awards from the International Association of Emergency Managers (IAEM). Two were for the Blue Line project (commenced under WREMO sponsorship) and one for the CDEM Volunteer Programme which won the 2013 “Partnership in Preparedness” Oceania award. This recognised WREMO for its development of a new volunteer program that leverages its efforts to build a connected and prepared community through its new philosophy, Community-Driven Emergency Management (CDEM). The four-module course, including a new volunteer handbook, was created to reflect the change of philosophy toward being social capacity building oriented and community focused. The new program stands apart from others, with its strong emphasis on connectedness and preparedness while continuing to build solid community response capacity.

In addition to these awards, the Wellington Region was No 1 in the country for participation in NZ Shakeout, the MCDEM sponsored Earthquake awareness campaign, while three of our TAs, Wellington City, Hutt City and Masterton District were in the top five throughout the country.

Attracting the Experts

The Wellington Regional Emergency Management Office in junction with EM partners the Joint Centre for Disaster Research at Massey University plus Victoria University of Wellington, hosted the first of hopefully many presentations by authoritative EM researchers, building on ICoE contacts. The first was by Professor Daniel Aldrich from the US discussing his studies into social capital; its development in communities; and the role social capital has in both response and the ability of a community to recover. Professor Aldrich provided some valuable insights of how we might approach developing social capital and therefore increasing community resilience. His presentation was attended by staff from universities, GNS Science, DPMC and MCDEM staff including the Director, MPs; in all over 50 attendees. The presentation was video-streamed live on ustream.tv and republished on youtube.

Preparedness Enablers

Building on the success of the Grab and Go bag, the first public private partnership initiative for the Emergency Management sector, WREMO went to the market to supply a quality Emergency Rain Water Tank at an affordable price. This is due for release to the public in mid July 2013.

An emergency compost toilet trial was conducted and the final report was presented to the Joint Committee and MCDEM in June and received a feature article in the sector wide Impact magazine. This attracted further media interest with features in the Dominion Post and a Newstalk ZB interview.

Other Initiatives

CD Volunteer courses have been run over the past year in Hutt City, Kapiti and Wellington. The courses have been conducted using star performers identified during previous volunteer courses. The total of CD trained volunteers in the region is now 384.

The Hutt Valley secondary schools' rescue training programme was again held. This is a great initiative that has been operating in the Hutt Valley for the past 38 years and receives the active support of CDEM, Council, Schools, and students alike. This year's winner was St Orans.

Community Response Planning commenced in the following communities: Otaki/Te Horo, Tawa, Eastbourne, Eastern Ward (Hutt City), Carterton, South Wairarapa (3 centres), and Titahi Bay

1.3 (End of year) Risks

The creation of the Enlarged Rural Fire District was delayed until 1 October 2013. This was and can continue to be accommodated (noting CDEM staff still manage Rural Fire for the Hutt Valley and Kapiti); however it does mean a

diluted effort for CDEM operational readiness tasks. **Mitigation: Contract staff being employed to deliver EOC training.**

The restructure has created a training deficit as new people and processes are identified and / or developed across council. **Mitigation: Courses to address this are well advanced. Once individual training is complete, collective training will begin. The addition of the new manager plus relinquishing rural fire duties will bring the Operational Readiness team to full productivity.**

Further rationalisation is required to ensure (the old component parts of) WREMO communications systems are integrated and linkages with the community are appropriate. Some parts of the region were previously under resourced while others had communications networks that were not sustainable. **Mitigation: This is subject to on-going review, and will include future technology challenges caused by the phasing out of analogue in favour of digital devices. Work has commenced to map the region's CDEM repeater stations and determine overlaps.**

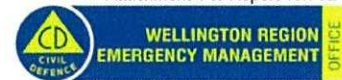
There is still a misunderstanding among some council staff and related response organisations as to how CDEM response is managed in an emergency. **Mitigation: In many respects, people need to think of CDEM as a system or function and not a team. The role of council staff in providing response and recovery support in a disaster will become more apparent as education and EOC training initiatives gain more traction and we gain further experience in emergency operations. In essence the change in structure with the creation of WREMO should have impacted little on the mechanisms by which councils respond in an emergency.**

1.4 Financial Summary

The original 2012/13 WREMO budget was merely an amalgamation of those funds provided by contributing councils. The resulting figures bore little resemblance to what was actually necessary to fund the new WREMO for the first year. Transition funding of \$250k was provided for the first year to cover one-off establishment costs. There have been few actual costs in this category. It has allowed the aged vehicle fleet to be modernised, however 2-3 of these vehicles would have required replacement anyway (and therefore would feature in a standard budget);

Salary funding was underspent by approx. \$100k owing to one staff member being on maternity leave for the year and two others who resigned without immediate replacement;

Considerable staff effort during the first year was focussed on developing our new approach - New Group Plan, Business Plan, Community Resilience strategy etc. The year was therefore less productive than a standard year of operating activity. E.g. the creation of community response plans (in



accordance with the strategy) has commenced. When complete they will generate printing and distribution expense. \$30k is budgeted for this activity in FY 13/14;

Rationalisation of functions/expense items has led to savings arising from a new regional approach to business (e.g. advertising, refreshments, minor equipment etc.).

CEG members have previously agreed that \$200k of the FY 12/13 surplus be retained to offset FY13/14 costs (CE Forum of 10 May 13). Arrangements have been made within Greater Wellington to facilitate this. Revenue for the year has accordingly been reduced by 200k to reflect this arrangement.

WREMO Income Statement For the 12 months ended 30 June 2013	YTD as at 30 June			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	853	853	-	853	853	-
Government Grants & Subsidies	57	-	57	43	-	43
External Revenue	2,035	2,235	(200)	2,235	2,235	-
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	2,945	3,088	(143)	3,131	3,088	43
less:						
Personnel Costs	1,743	1,910	167	1,819	1,911	92
Materials,Supplies & Services	455	480	25	471	480	9
Travel & Transport Costs	101	161	60	110	161	51
Contractor & Consultants	206	249	43	150	249	99
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	-	-	-	-	-	-
Total Direct Expenditure	2,505	2,800	295	2,550	2,801	261
Financial Costs	-	36	36	-	36	36
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	24	178	154	178	178	-
Depreciation	35	-	(35)	77	-	(77)
Loss(Gain) on Sale of Assets / Investments	(21)	-	21	-	-	-
TOTAL EXPENDITURE	2,543	3,014	471	2,805	3,015	(210)
OPERATING SURPLUS(DEFICIT)	402	74	328	326	73	253
Add Back Depreciation	35	-	35	77	-	77
Other Non Cash	(21)	-	(21)	-	-	-
Transition Costs - vehicles purchased & other items	(103)	(72)	(31)	(92)	(72)	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	313	2	311	311	1	310
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	313	2	311	311	1	310

WREMO Capital Expenditure Statement For the 12 months ended 30 June 2013	YTD as at 30 June			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Total Asset Acquisitions	136	105	(31)	180	145	(35)
Capital Project Expenditure	-	-	-	-	-	-
Asset Disposal Cash Proceeds	(33)	(33)	-	(48)	(33)	(15)
Net Capital Expenditure	103	72	(31)	132	112	(50)
Investments Additions	-	-	-	-	-	-
Net Capital and Investment Expenditure	103	72	(31)	132	112	(50)

2. Business Activities

2.1. Community Resilience Annual Plan Activities

Community Resilience		
Activity	Details	Comment
Community Engagement	Development of a composite set of Community Resilience Indicators	Review of existing literature and development of basic structure. Met with several researchers in Geneva, one of which was Susan Cutter, to assist in the development of this initiative. A holistic set aims to be developed by the end of the year.
	CDEM Volunteers	Wellington, Hutt and Kapiti have classes scheduled in the first week in July and Kapiti in August. Wellington has 41 and Hutt 20 people signed up. Also, the CDEM Volunteer programme has just won the "Partnership in Preparedness" award from the International Association for Emergency Managers as a model of connecting with and building emergency capability in the community. This is an international award. - http://www.iaem.com/documents/IAEM-Oceania-Awards-News-Release-2013.pdf
	Development of Community Response Plan	Final revisions are being made to the CRP toolkit and process; very pleased with the development of this new approach. Eastborne is nearly complete, Tawa Hutt Valley Eastern Ward, and Otaki are in the mid stages, Strong community support and interest has been a defining factor all the way through. Once these "beta" versions are complete, we will be planning the rollout across the region over the next 18 months. Community Response Planning is underway in Titahi Bay and Plimmerton. Pukerua Bay has completed its CRP
	School engagement strategy	Planning is underway for a School Response Plan with support from MoE. It will be simpler to complete with an aim of encouraging each school to focus on exercises, not just a plan. Rollout will be systematic across the region. Partners Porirua are working with local secondary schools to support a WREMO/schools preparedness plan.

		Primary schools are being engaged via Readynet reviews and emergency water tank program.
	Vulnerable Communities Project	Final version is complete and has been formatted. Ready for publication.
	Its Easy	Some re-modification has taken place with It's Easy so that it reflects the "system" mentioned in the Community Response Plan. It is now part of a family of documents. Ready for formatting and printing by the end of the month.
	Replacement website for ITM	A replacement for ITM has been chosen which will better meet WREMO's needs for tracking volunteers, training of EOC staff and other resources. The first stage of delivery will be ready at the end of September.
	Prepared Neighbours	We are developing a toolkit so neighbours can connect and prepare for a natural disaster at the hyper-local level – 10-15 homes. This will be a self-directed toolkit that cascades out of the Community Response Plan. The product is nearly complete and will be ready to send off to the designers by mid-July and ready for use in August.
Risk Management	Hazardscape	Update incorporated into the new Group Plan
Communications		New strategy and the revamp of the "Its Easy booklets" will provide greater consistency around messaging
Preparedness Enablers	Rainwater Tank Project	Provider is beginning production for a release date is planned for 22 July. Tanks will be sold directly from councils.
Local Authority Specific Projects	Tsunami Blue Lines	Next phase planned to occur in Lyall Bay. We are training a new person to facilitate the model. No planned date to begin. We need to complete existing projects before starting anything new.

2.2. Operational Readiness Annual Plan Activities

Operational Readiness		
Activity	Details	Comment
Response planning and systems	Review of existing "essential" (EOC activation, Duty Officer) SOPs and development, and development of common SOPs for regional use.	A full review of response and recovery capability required by each TA has been undertaken and . with the recommendations based on the recent EOC audits has been used to develop a FY13/14 Operational Readiness plan. Initial work on an overarching strategy has started.
	Assessment of each ECC/EOC to determine the suitability of systems and equipment for operation.	<p>Databases of response personnel, training, key stakeholders/contacts and equipment databases held across the group are being consolidated and updated. This will be complete by end July.</p> <p>EOC activation SOP's have been reviewed and further updated. They will be checked in conjunction with Area coordinators prior to delivery of EOC Induction training from Mid August.</p> <p>Limited review of EMIS capability is on hold until September. In the meantime interim information management procedures are being clarified and an SOP will be issued in August..</p> <p>Work on the review of tsunami response plans and warning systems has continued. It is expected to hold review/planning workshops starting in September/October.</p>
Recovery systems and planning	Review of existing recovery frameworks with a view to developing a standardised recovery framework	No action this month.
Operational Management	Management of the duty officer function to ensure all warnings are dealt with appropriately	<p>The Emergency Services Coordinating Committees (ESCC) are functioning effectively with regular meetings in Kapiti, Hutt Valley and Wairarapa.</p> <p>The Hutt Valley Emergency Services Coordinating Committees took place on 11 June 13.</p>
	Build relationships and understanding with operational partners and stakeholders to enhance cooperation and collaboration in integrated planning and during	<p>The Porirua ESCC met on the 4th June</p> <p>The duty officer role was successfully utilised for the Wellington Storm event on 20 June 13.</p>

	emergencies.	
Emergency Public Information	Provide structure for Regional Public Information Managers (PIM) Group	The PIM Action plan continues to be developed. This will establish the role and requirements of the PIM in preparedness and during and after an emergency.
Lifelines Coordination	Establish and strengthen relationships with lifelines organisations	The Lifeline Utilities Coordinator was successfully used in the response to the storm event on 20 June 13.
	Review existing lifelines projects and determine the areas for future development	Lifelines Utility Coordinator and Manager, Operational Readiness attended the MCDEM, Lifelines Utilities coordinator Course on 25 June 13. Planning is underway to support a review of key utility sites in the region and a workshop (in August) to discuss an incident affecting the Thorndon Critical Area.
Regional Response Teams	Coordinate Regional Response Teams	An audit process for teams continues to be developed. All 4 x Regional Response Teams responded to the storm event on 20 June 13.
Welfare Planning and Coordination	Assess the functionality of local welfare arrangements, capability and resourcing across the region	Local Welfare Committee Meetings were held in Hutt Valley (combined Lower and Upper Hutt), Porirua and Wellington. Kapiti Welfare met on the 20 th June. Work is underway to understand support agency capability. Porirua Welfare Operations Team supported EOC work during the June storm response
	Participate in the Welfare Advisory Group	The Regional Marae Group continues to meet and run welfare centre exercises. The next exercises are planned for July and August in Lower Hutt.
Exercises and Training	Develop a Training Plan for all ECC/EOC staff	A core skills course was run from 11 – 12 June at Porirua. It was attended by 14 people from PCC and 2 from UHCC. An EOC Induction training course has been developed and will be trialed on 12 June with WREMO staff at the Hutt Valley EOC. It has been refined and will be delivered by Area Coordinators starting from mid August.
Local Authority Projects	Transition towards self management for Hutt City (NZRT18) and Wellington (NZRT8) response Teams	The response team is self managing this, and is well underway.
	Establish the role and capacity for PERT	PERT deployed on 3 separate days for the June storm event and cemented its role in reconnaissance, response and welfare
	Coordinate tasking of area siren systems through Area Coordinators for early warning re flooding or tsunami	A process is under development for the maintenance and testing programme for all sirens in the region. This work is linked to the review of tsunami response plans and warning systems. There are no sirens in Kapiti or Porirua. Porirua uses mobile PA systems, 1 permanently on the WREMO

		vehicle and 4 ready for deployment on any vehicle. They were set up for the 6 th February tsunami event
	Management of the Hutt Valley Secondary Schools Rescue Programme – Hutt and Upper Hutt	No action this month.
	Establish Civil Defence Centres in Carterton and South Wairarapa	South Wairarapa Community Response teams continue to develop their respective plans and are making very good progress. The Carterton Event Centre has been identified as the venue for their CDC and the area coordinator is currently working alongside the Community Response team to develop their plan.
	Develop a comprehensive Wairarapa resource register	Resource register continues to be updated as rural/coastal coordinators are established and other key agencies are identified and are included in the register.
	Develop tsunami response plans for South Wairarapa	Area Coordinator is working alongside coastal communities to develop their respective tsunami response plans. Tsunami response grab bags will be provided to principal coordinators.
	Establish rural coordinators in the South Wairarapa	Area Coordinator is currently identifying and meeting with rural folk in strategic locations to establish coordinators which may assist the WEOC during incidents or events.
	Actively encourage all agencies/organisations that are listed in the Wairarapa District Welfare plan to plan collectively to ensure delivery of their respective tasks/functions in an emergency	Agencies/organisations as listed in the Wairarapa District Welfare Organisation (WDWO) are to review their respective role and functions. Amendments will be incorporated in the new year. The WDWO are expected to meet during the month of July. The recently appointed welfare manager will meet with wok and income this month.

2.3. Business and Development Annual Plan Activities

Business and Development		
Activity	Details	Comment
Policy, Strategy and Planning	Development of WREMO's Strategic Plans	<p>CDEM Group Plan has been approved by the Joint Committee with support from the Minister of Civil Defence. The Group Plan is operative from 1st July 2012.</p> <p>The Group Business Plan is now in the final draft stages. All action points included in the work programme have been sent to all partner agencies for consultation and were approved for inclusion.</p> <p>The WREMO 2013/2014 Annual Plan has been updated to incorporate actions from the Group Plan and Group Business Plan. The Annual Plan is in the final draft stages.</p>
	Development of WREMO Policies	<p>WREMO policies, strategies and guides developed and approved: File Management Policy, Petty Cash Policy, Vehicle Use Policy, WREMO Room Use Policy and the WREMO Style Guide have been implemented.</p> <p>New WREMO policies for Finance and Purchasing are being developed. Vehicle Use Policy reviewed following enquiries from IRD and amendments to the GWRC Vehicle Policy.</p>
	Development of project planning, management and delivery policy	A WREMO Project Management Policy, Guide and associated templates have been rolled out to all WREMO staff.
	Development of plan review and evaluation policy	Not started due to new CDEM Group Plan not implemented.
Technology	Development of an EMIS Implementation Strategy	A North Island EMIS trainer (through the Resilience Fund) will be on board in July 2013. This person will start off with EMIS training for WREMO and council staff.
	Development of a Website Development Strategy	The new design is under development. It will go live in July 2013. Website updates during an event will be discussed at the Regional PIM meeting on 24/7/13.
	Investigate an Alternate IT Platform for WREMO	GWRC ICT has conducted a survey to better understand WREMO requirements and longer term ICT implications.
	Ensure radio communications are maintained with regional stakeholders	<p>Weekly radio checks (WCC and Wellington Region) and monthly CDEM services radio checks are conducted. The inter-agency contact lists is kept up to date</p> <p>Review of Wellington region communications is underway. Initial work (assessments) completed and project work underway.</p>
Professional Development	Development of a Professional Development Policy and Strategy	<p>Professional Development framework has been developed in accordance with the EOC Integrated Training Strategy.</p> <p>EOC training arranged for WREMO and council staff (February to June 2013)</p>

		Visits arranged for new staff to MCDEM, MetService, NCMC.
Reporting, Monitoring and Evaluation	Development of a reporting template and policy	A policy template has been developed and implemented. Positive feedback received on the format.
	Administrative support is provided for CDEM committees and WREMO Business Groups	Support is provided at CEG Sub Committee, CEG and Joint Committee meetings (minutes, order papers, reports, etc.) Support provided to the Community Resilience and Operational Readiness teams
Administration, Library, Finance	Establishment of WREMO Library	Library material has been transferred from GWRC to WREMO (Thorndon) during GWRC's relocation to CentrePort. The library material has been assessed in terms of relevance and age, and will be set up in the Thorndon office. New library material has been ordered to support research, WREMO projects and professional development.
	Health and Safety requirements are met	The administrator has been trained and is overseeing the Health and Safety system (SafeTsmart) H&S is a standing agenda item for all internal WREMO meetings A WREMO Buddy Protocol has been approved and rolled out to support WREMO staff.
	Administrative support is provided to WREMO	Regular support regarding meetings, enquiries, dealing with visitors, Booking volunteer interviews, reformatting documents, creating folders for Operational Readiness, and course administration.
Organisational Philosophy	Promotion of WREMO mission, vision and values	Working with Regional Manager and other WREMO staff to create a positive working environment. A vision and values poster has been placed in each of the premises used by WREMO staff
	Facilitate team building	WREMO Team projects (clean out WEMO basement, GW induction, presentations, etc.). WREMO Day was successfully delivered on 16 May 2013.
	Facilitate sharing information within WREMO	Information filed in common WREMO file management system and available to all WREMO staff.
Virtual Pool	Manage Resilience Fund projects and 2013/2014 applications	The report on the Compost Toilet trial is complete and was presented to the Joint Committee. Project Coordinator and Project Manager presented to MCDEM staff on the trial and the follow on work from the trial. An It's Easy: Emergency Toilet guideline has been developed and is available online.. The draft Waikanae flood inundation maps have been produced and circulated for consultation. Two resilience Fund projects, Wainuiomata Community Response Plan and Building Social Agency Networks (vulnerable communities) are complete. The final Guide



		<p>documents are being developed.</p> <p>Apart from the EMIS Trainer position, no other Resilience Fund applications will be made for 2013/2014.</p> <p>Developing a Glossary and an Introduction to WREMO for publication.</p>
	<p>Support provided to Community Resilience, Operational Readiness and Area Coordinators when required</p>	<p>Assisted the Community Resilience and Operational Readiness Teams when required (enquiries about events/staff visiting, reviewing SOPs, training of volunteers application pack, receipting packs, arrangements for interviews, vetting applications, induction packs, coordinating requests for quotes and awarding of contracts)</p> <p>Working with the Greater Wellington Region Council's Senior Natural Hazards Advisor to update the 2007 document on the region's hazards, and write information for the WREMO website – joint project with Community Resilience</p> <p>Supporting Operational Readiness in development of Integrated Training Strategy for EOC and WREMO Professional Development.</p>

