

SOUTH WAIRARAPA DISTRICT COUNCIL

11 MARCH 2015

AGENDA ITEM D2

INFRASTRUCTURE AND SERVICES GROUP REPORT

Purpose of report

To update councillors on the Infrastructure and Services Group activities.

Recommendations

Officers recommend that the Council:

- 1. Receive the information.*

1. Group manager highlights

The predominant nature of the past six weeks has been reviewing and preparing the Long Term Plan. The review of current budgets and current project status updates has allowed the department to focus on what is being done and what needs to be done to completion.

Water is a continued issue with vigilance around leak repairs and the identification of any possible issues. Setting a good example has meant restricting use in our amenities as well as ensuring the system is working as well as practical.

The bridge, reseal and rehabilitation contracts have all been let with the reseals contract now complete. Going forward officers will discuss with council the options of grouping some of these contracts to be done in one year. That is carrying out 3 years work in the 3rd year of the land transport plan rather than annually.

Work is now complete on the draft 2015-2045 infrastructure strategy with work still continuing on the draft land transport plan with NZTA.

SWDC also hosted the regional IPWEA forum with councils across the region visiting the water plant upgrades and presenting papers on various topics from consenting to tree management on roadsides.

2. Water supply

SERVICE LEVEL – Council provides reliable and safe drinking water supplies. Water provided is safe to drink and there is adequate water for urban fire fighting.

2.1 Key Performance Indicators

WATER SUPPLY KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Compliance with resource consent conditions/water permit conditions to "mainly complying" or better	95%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Water supply systems comply with Ministry of Health Bacteriological Drinking Water Standards guidelines 2000**	95%		Ministry of Health supplies Council with compliance reports 6 months after year end. Reports apply to previous year.
Ratepayers and residents satisfied with level of service for water	75%	60%	NRB Survey 2013
Urgent (dirty, cloudy, smelly, or bad tasting water or no water at all) requests for service responded to within 1 day	95%		CEMs and drinking water complaints. Officer to complete
Fire hydrants tested annually that meet NZ Fire Service Code of Practice	100%	33% per year	There is a requirement of testing all Council hydrants over a 5 year period - The costs to this will be about \$20 per test. Requirements will be 40 hydrants over 3 towns annually = 120. x \$20 = \$2400 annually to meet the required amount of testing

2.2 Services

2.2.1 Water supply capital improvements Featherston

Nothing to report.

2.3 Water treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely throughout January and February. Heavy holiday demand has seen significant increases in daily output across the three communities over the period.

Sprinkler restrictions were imposed on 5 January 2015 for all supplies and are expected to remain in place until further notice. All takes are restricted in respect of the river and bore takes and associated resource consent conditions. Contingency planning is now underway giving consideration to what additional conservation measures can be implemented should the dry conditions continue into March/April.

Daily community consumption since late December 2014 is appended for information.

2.4 Water reticulation

There were 27 reticulation repairs reported and rectified during the period.

Due to the current weather and water restrictions council is asking its contractors and the public to be vigilant in detection and repairs. The public from the three communities have been very prompt in reporting water leakage issues.

2.5 Water races

Routine monthly inspections and blockage clearing of the water race network has been performed by council contractors, City Care Ltd, to maintain satisfactory flows. There was one reported account for blockage clearing or no water flow for the Moroa and Longwood network over the period.

Low flows in the source rivers for both systems have triggered the reduced take resource consent requirement.

3. Waste water

SERVICE LEVEL – Council provides waste water services that effectively collect and dispose of waste water. Waste water does not create any smells, spill or health issues and causes minimal impact on the natural environment.

3.1 Key Performance Indicators

WASTE WATER KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of blockages per 1000 connections	10		
Ratepayers and residents satisfaction with waste water services	70%	60%	NRB Survey 2013
% of resource consent conditions complied with to mainly complying or better**	90%		Council provides annual report to Greater Wellington for water supply consents. The compliance reports are available to Council Sept/Oct yearly.
Proportion of urgent waste water service requests responded to within 6 hours of notification	95%		

3.2 Resource consent acquisition progress report

Council is to proceed to a hearing for Martinborough WWTP using the existing consent application and proposal that is the 35 year term including a commitment for land discharge to Pain Farm. In discussion with council the clear direction is to include technical evidence which supports the proposal for Pain Farm.

GWRC have been informed that SWDC wish to proceed to hearing on the basis of the existing application and proposal. We slightly amended the hearing preparation programme from previous – as below.

The other two hearings are also on the programme.

GWRC suggested they had no issues with pushing Martinborough into the mid-year slot, and Greytown to late 2015 if that suited SWDC in terms of preparation.

	<i>Current programme (@Jan15)</i>	Proposed new programme
<i>Martinborough WWTP</i>		
Draft Evidence to GWRC	20/01/15	20/03/15
42A Report from GW	11/02/15	10/04/15
Final Evidence	27/02/15	24/04/15
GW Response/technical evidence	06/03/15	8/05/15
Hearing	18 & 19 March 2015	3rd & 4th (+5th) June 2015
<i>Greytown WWTP</i>		
Draft Evidence to GWRC	27/03/15	29/07/15
42A Report from GW	24/04/15	28/08/15
Final Evidence	15/05/15	04/09/15
GW Response/technical evidence	05/06/15	18/09/15
Hearing	24-26 June 2015	Week of 28 September 2015
<i>Featherston WWTP</i>		
Supplementary consent applications, Descriptions, and AEE's	N/A	November 6 2015
Notification period	N/A	Nov 11 –Dec 9 2015
Draft Evidence to GWRC		5/02/2016
42A Report from GW	24/04/15	12/02/16
Final Evidence	15/05/15	19/02/16
GW Response/technical evidence	05/06/15	26/02/16
Hearing	24-26 June 2015	Week of 13 March 2016

3.3 Wastewater treatment plants

The Greytown, Martinborough, Featherston and Lake Ferry wastewater treatment plants operated routinely over the period.

The Greytown plant primary pond reached lower oxygen levels limit in mid-February and required an extensive effort to restore pond aerobic balance. No odor complaints were received as a consequence and the additional effort is ongoing.

Normal monitoring for flow and compliance reporting continued throughout the period.

3.4 Wastewater reticulation

There was one pipeline blockage reported during the period.

4. Stormwater drainage

SERVICE LEVEL – Stormwater drains are well operated and maintained by the Council.

4.1 Key Performance Indicators

STORM WATER DRAINAGE KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of ratepayers and residents satisfied with stormwater drains	50%	54%	NRB Survey 2013
% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	90%		

No stormwater issues to report with the extended dry weather.

5. Solid waste management

SERVICE LEVEL – Recycling stations are accessible and maintained. Refuse and recycling collection services are provided and waste minimisation actively promoted.

5.1 Key Performance Indicators

WASTE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Number of communities with recycling centres	6	6	Recycling centres at Greytown, Featherston, Martinborough, Pirinoa, and Hinakura.
Volume of waste disposed out of district	Decreasing by 2.5%	30.4%	
% of ratepayers and residents satisfied with the level of service	90%	66%	NRB Survey 2013

5.2 Waste management

The contracted kerbside collection and transfer station services were delivered routinely over the district throughout January and February.

6. Land transport

SERVICE LEVEL – Roads are maintained to ensure they are safe and comfortable to travel on. Footpaths can be safely used to get around town.

6.1 Key Performance Indicators

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%		
Ratepayers and residents fairly/very satisfied with the roads	82%	75%	NRB Survey 2013

LAND TRANSPORT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
(20km ± 10% variation) sealed roads are resealed each year subject to availability of NZTA subsidy	100%		
The pavement condition index as measured by the NZTA pavement integrity index	95%		
The number of crashes causing injuries is reduced	Group and control average		
Ratepayers and residents are satisfied with footpaths in the district	70%	66%	NRB Survey 2013
Availability of footpaths on at least one side of the road down the whole street	90%		

6.2 Roothing maintenance – Fulton Hogan

Fulton Hogan has completed all pre-seal repairs for the current sealing season.

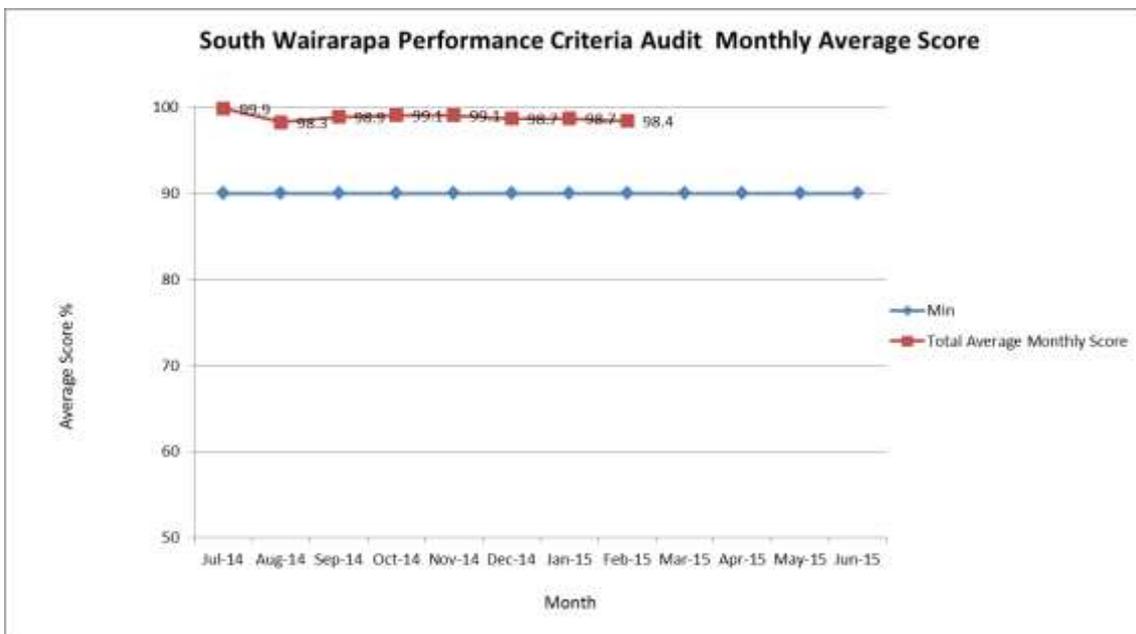
A number of culverts have been renewed in the rural area. This is part of the on-going culvert renewal programme.

Grading of unsealed roads has reduced due to the dry climatic conditions and they are only reacting to corrugations removal requests.

Works have commenced on Western Lake Road to reinstate the low shoulders, which have become a safety issue. Digouts will follow along Western Lake Road.

Unsealed pavement renewals have commenced on Moroa Road. This consists over a 50mm granular overlay of a clay bound material. This material will bind together and provide a bound pavement and will reduce the grading cycles.

Fulton Hogan's monthly audit of routine and cyclic activities is done on a monthly basis and their performance is charted below.



6.3 Reseals –Higgins

The reseal programme is 90% complete to date with all urban streets done. The only remaining rural sites to finish are along Cape Palliser Road. This work is programmed to be completed before the end of the first week in March.

6.4 Road rehabilitation and seal extension - Fulton Hogan

Initial works in the form of shoulder removal has commenced on most sites. A formal variation has been accepted for the inclusion of the seal extension of Fraters Road.

7. Amenities

SERVICE LEVEL – Parks and reserves enhance the quality of life in our communities. Our playgrounds are safe and enjoyed by the community. Clean safe public swimming pools can be accessed in the District. Provision of some low cost housing for the elderly (or in line with Council policy) in each town. Well maintained hall facilities that are available for the public to book. Public toilets are convenient, clean and safe. There is a wide range of library stock including up to date material.

7.1 Key Performance Indicators

AMENITIES KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Users satisfied with parks and reserves	90%	95%	NRB Survey 2013
Ratepayers and residents are satisfied with Council playgrounds	75%	94%	NRB Survey 2013
Council playground equipment that meets national standards	95%		
Council pools comply with NZ swimming pool water testing standards	95%		
Ratepayers and residents satisfaction with Council swimming pools	70%	78%	NRB Survey 2013
Occupancy of pensioner housing	97%		
Ratepayers and residents satisfied with town halls use	77%	84%	NRB Survey 2013
Ratepayers and residents satisfied with public toilet facilities	60%	95%	NRB Survey 2013
Taking programmes out into the community and providing a wide variety of programmes in the library	>3 per library		
Ratepayers and residents satisfied with libraries	97%	87%	NRB Survey 2013

7.2 Pensioner housing

There are six applicants on the waitlist for Martinborough, four for Greytown and eight for Featherston.

7.3 Parks and Reserves

7.3.1. Soldiers Memorial Park

Soldiers Memorial Park will host the ANZ Young Farmers Regional Finals on 21 March 2015. The event has been arranged through the cricket club.

7.4 Mowing

On recommendation from the Wairarapa Rural Fire District, City Care halted all mowing with their large ride-on mowers over January. Some mowing has been done in February to keep things tidy. Hand held mowers will still be used in smaller areas.

7.5 Toilets

7.5.1. Ngawi

The Ngawi public toilet water tanks have been filled four times since Christmas. There has of course been very low rainfall this summer. Locals have also reported a notable increase in tourists and campervans around the coast.

7.6 Cemeteries

7.6.1. Featherston

There were three burials in January, none in February.

7.6.2. Greytown

There were no burials in January or February.

7.6.3. Martinborough

There was one burial and one ashes burial in February. Planning is complete for the rebuilding of the number three and services columbarium walls, and we are about to start contact people who have family members' remains in the walls.

7.7 Swimming Pools

School classroom swimming sessions are operational daily at all three pools as well as special events such as community relays, various school swimming sports and cluster swims. Featherston and Greytown pools also have regular evening use by Featherston and Greytown swimming clubs. SWDC provided 5 10-swim tickets as prizes for the Featherston Community Relay, which was won by the CLM Lifesavers team which included our two Greytown lifeguards.

7.7.1. Pool Statistics

Swimmer numbers for all pools January 2015

	Greytown	Featherston	Martinborough
January swimmer numbers	3905	1140	2214
Concessions as %age of total swimmers	28%	31%	32%
Peak day	4/01/2015: 259	24/01/2015: 87	24/01/2015: 164
Number of unattended days (no swimmers), excluding 25 December	0	1	0

The swimming statistics table for January 2014 has been included below to compare the same time last year. The total swimmers for Greytown Pool in January are near three times last year and Featherston and Martinborough near double.

Swimmer numbers for all pools January 2014

	Greytown	Featherston	Martinborough
January swimmer numbers	1388	601	1240
Concessions as %age of total swimmers	30%	31%	26%
Peak day	15/01/2014 : 172	20/01/2014 : 68	19/01/2014 & 25/01/2014 : 117
Number of unattended days	1	2	1

The figures to 31 January 2015 show that the total swimmers just for the months of December and January for all pools are already ahead of the full 2014 season closing numbers.

7.7.2. Wellington Anniversary Day free swims

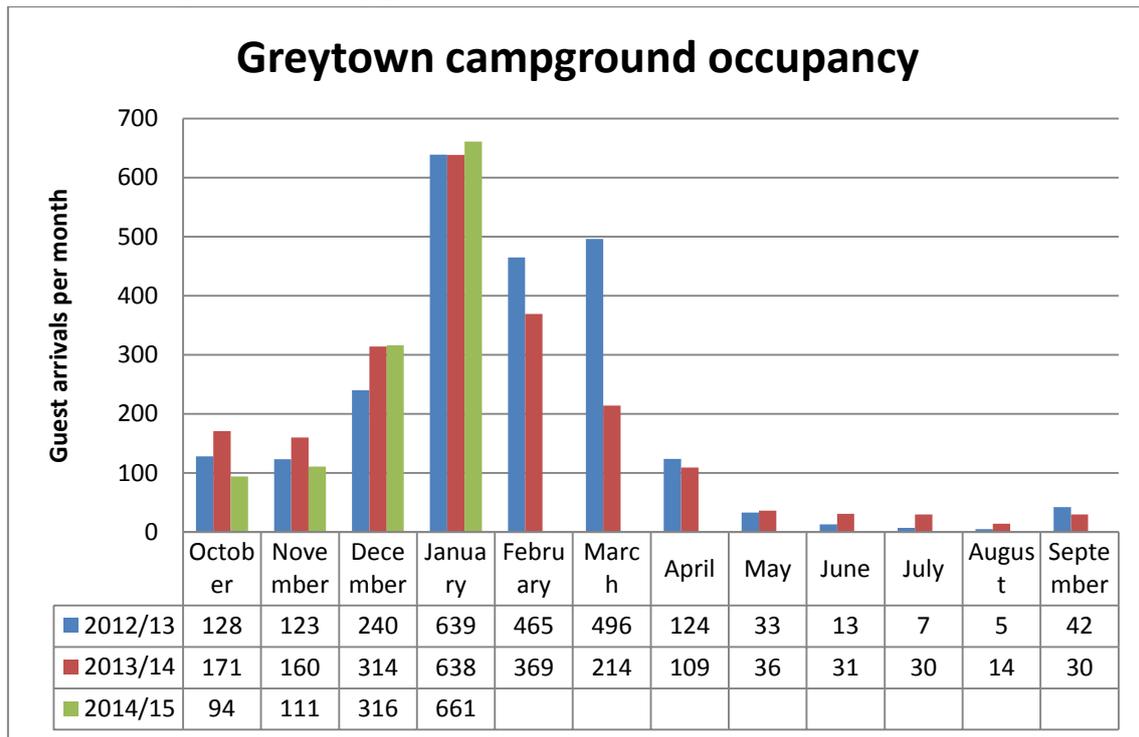
All three pools hosted free swim days on Wellington Anniversary day, 19 January 2015. These were sponsored by Community Boards. The days were not as successful as last year, with the weather being a bit cooler. Greytown Pool hosted a total of 134 swimmers (up on last year), Featherston Pool 37 swimmers (down on last year) and Martinborough 20 swimmers (did not host last year).

7.7.3. Sponsorship of 10-swim tickets

Martinborough and Featherston Community Boards sponsored 10-swim child tickets again this year for distribution to disadvantage families. Featherston Community Board Chair Lee Carter reported the tickets were received with gratitude. They were excellent for the youth particularly with the fantastic weather, and were much appreciated. Featherston Community Board sponsored 30 tickets, of which 12 went to Featherston Youth Group, six to Featherston library, and three each to each of the community board members to distribute. Martinborough Community Board Chair Lisa Cornelissen reported the 20 tickets they sponsored were very well received and were distributed via contacts of the community board members to families who most needed them.

7.8 Campgrounds

7.8.1. Greytown campground



January and early February saw very high occupancy at the Greytown campground, with would-be campers being turned away at Waitangi weekend. Staffing numbers have now been reduced as visitor numbers have fallen since the start of the school year. A leasing proposal has been received and is being evaluated.

7.9 Libraries

The Summer Reading programme wrapped up with grand finale on 27 January 2015. It was a great evening - the weather was perfect, Zappo performed a fantastic show, and there were prizes to reward the readers. Around 300 people from the programs at Featherston, Greytown and Martinborough Libraries gathered to enjoy the evening.





8. Civil Defence and Emergency Management

SERVICE LEVEL – People are prepared for a civil defence emergency.

8.1 Key Performance Indicators

CIVIL DEFENCE AND EMERGENCY MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET 2013/14	RESULTS	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents are prepared for an emergency	65%		NRB Survey 2013
Regional Civil Defence Emergency Plan developed and implemented	Implemented		

8.2 Wellington Regional Emergency Management Office (WREMO)

8.2.1 Update

Following the departure of Kim Whiteman to South Wairarapa District Council and the promotion of Craig Hamilton to Manager, Operational Readiness, the recruitment process has begun to fill the vacant positions. Shortlisting has been completed and interviews are being arranged. In the meantime, WREMO will support on-going activities in the Wairarapa and operationally, the WREMO Duty Officer and Craig Hamilton continue to be the points of contact for any response needs.

9. Appendices

Appendix 1 - Monthly water usage

Appendix 2 – Waste exported to Bonny Glen

Appendix 3 – Library statistics

Appendix 4 – WREMO Quarterly report (1 October – 31 December 2014)

Contact Officer:

Mark Allingham, Group Manager Infrastructure and Services

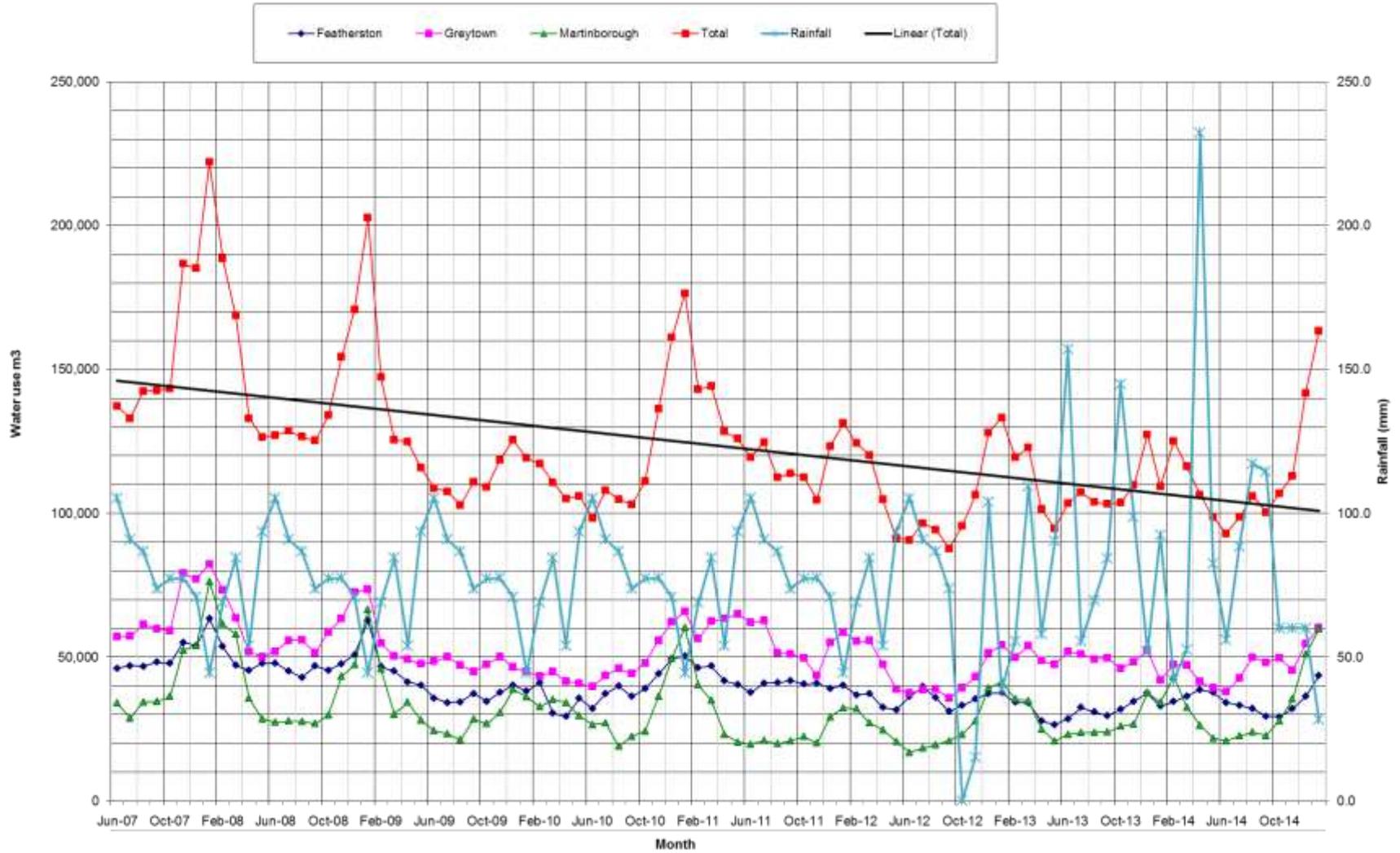
Reviewed by:

Paul Crimp, Chief Executive

Appendix 1

Monthly water usage

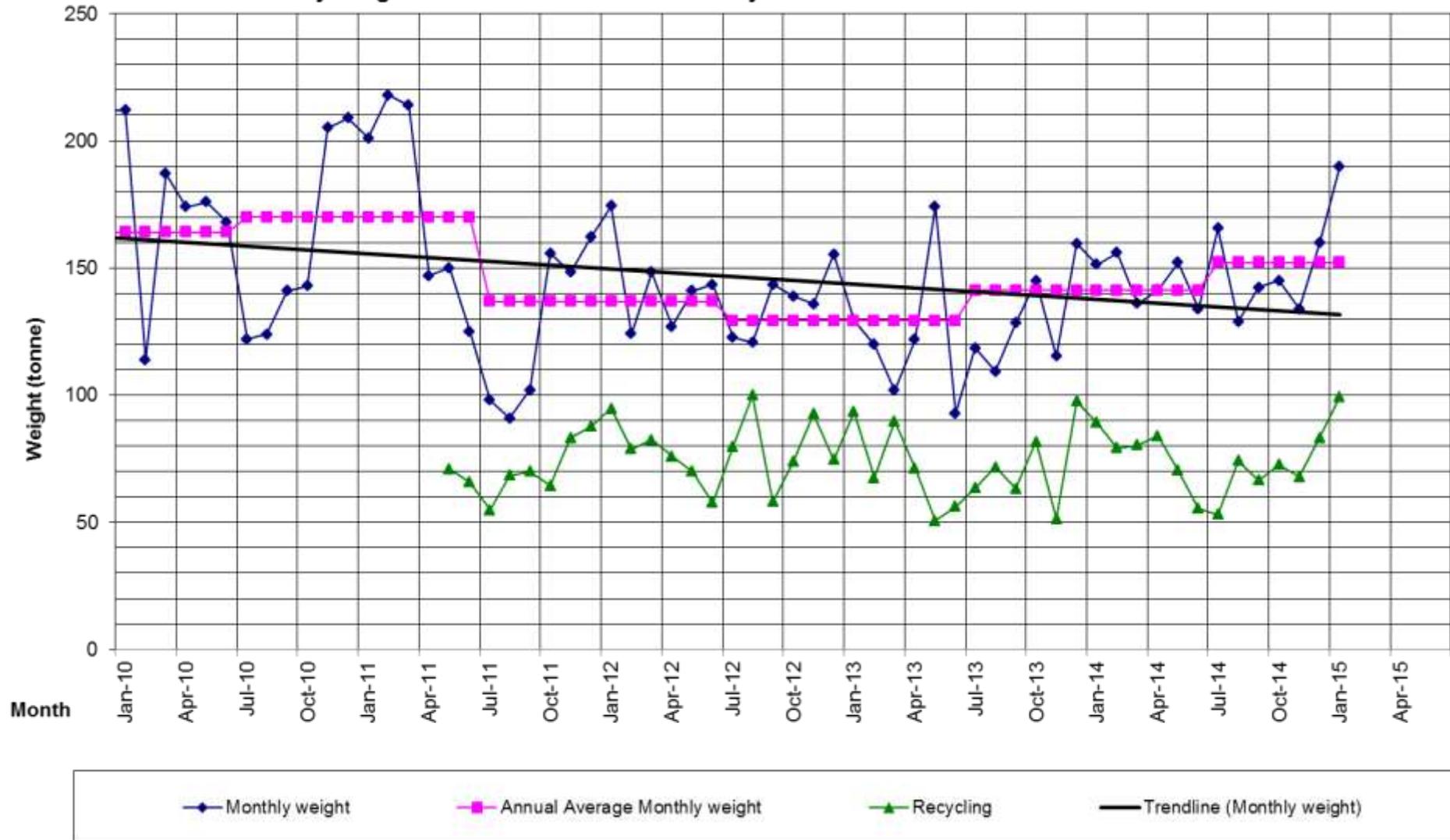
Water use South Wairarapa District Council



Appendix 2

Waste exported to Bonny Glen

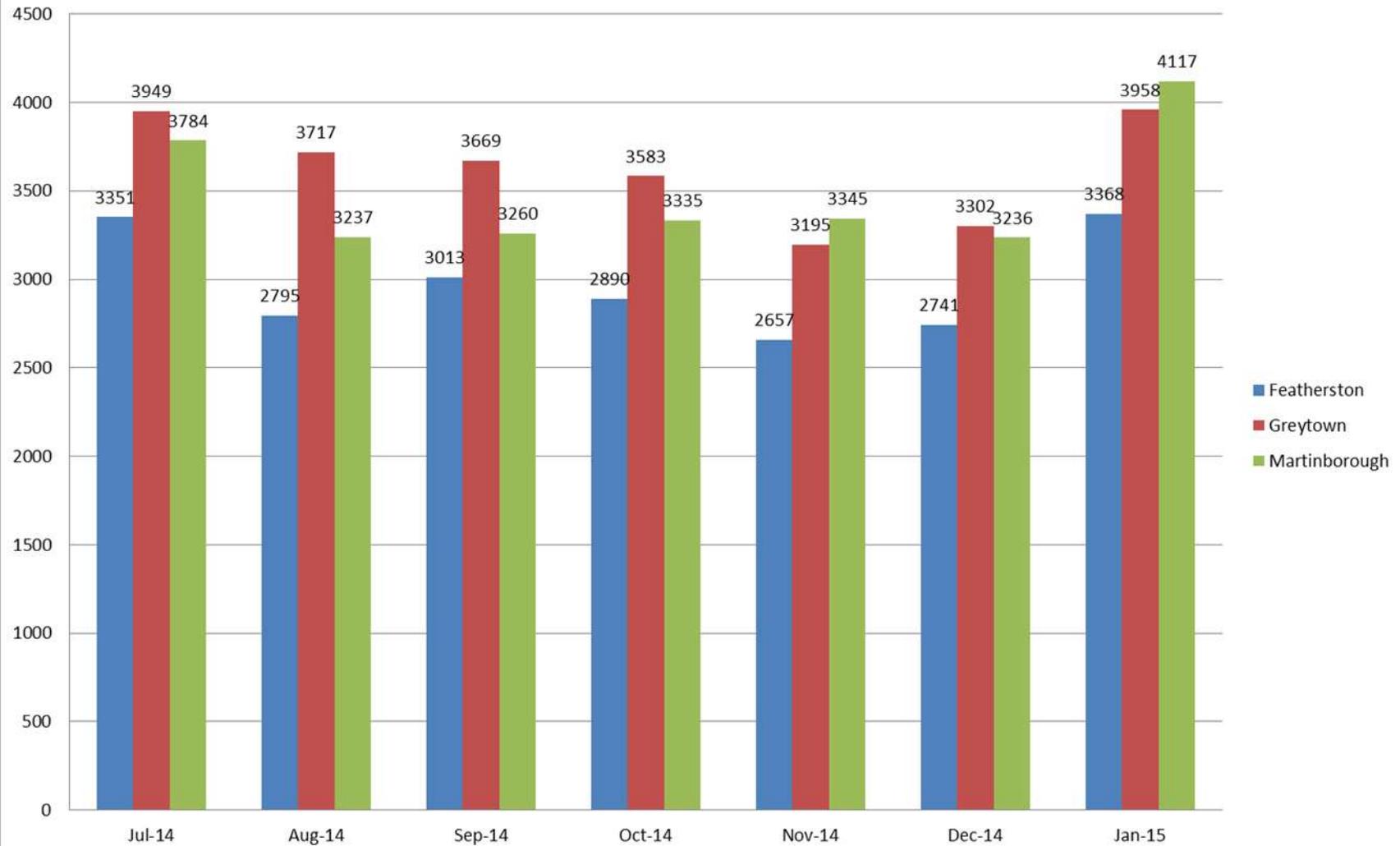
Monthly weight of waste transferred to Bonny Glen



Appendix 3

Library statistics

South Wairarapa libraries - issues and renewals to January 2015



Appendix 4

**WREMO Quarterly report
1 October – 31 December 2014**

Wellington Region Emergency Management Office

Quarterly Report

1 October – 31 December 2014.

Executive Summary

Overview

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

Wins

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

Executive Summary

Developments

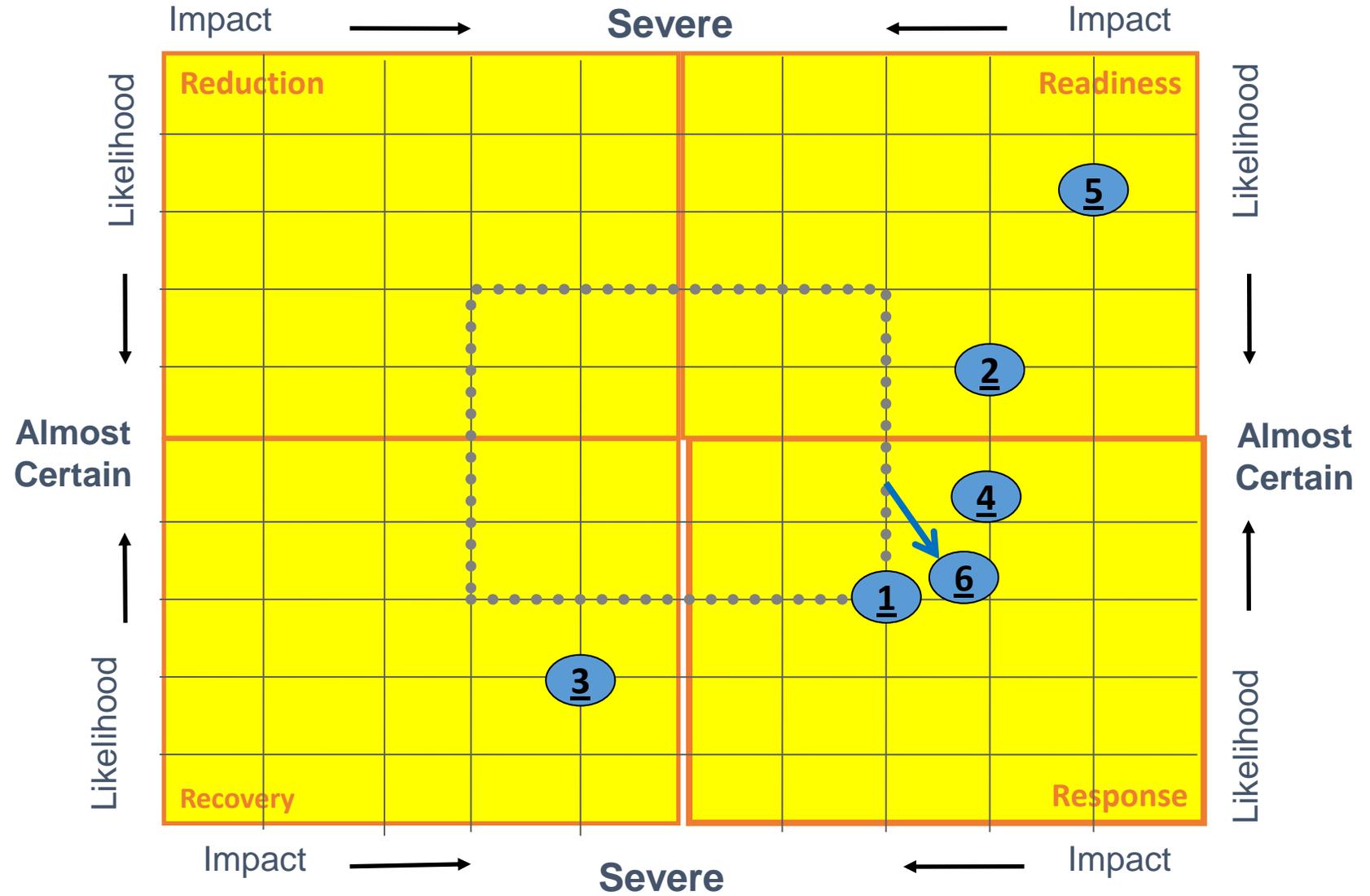
The more notable activities progressed throughout the quarter include:

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

Executive Summary

Risk Matrix

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



Executive Summary

Risk treatment

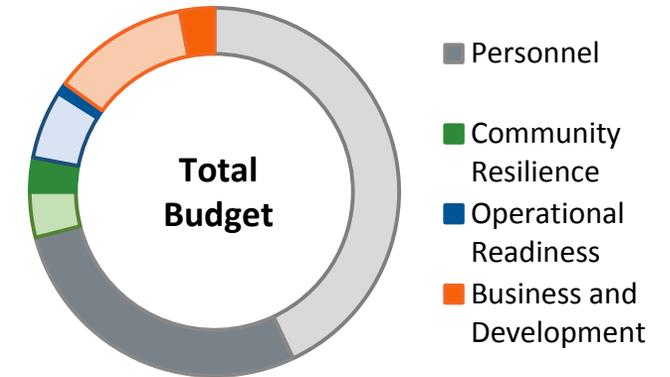
1. Current response structures may be unsustainable, particularly given the challenging training load and the time available to conduct this. The Response Structure Review has been launched to investigate more appropriate models for delivering response, to take account of emerging technologies and a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

Financial Summary

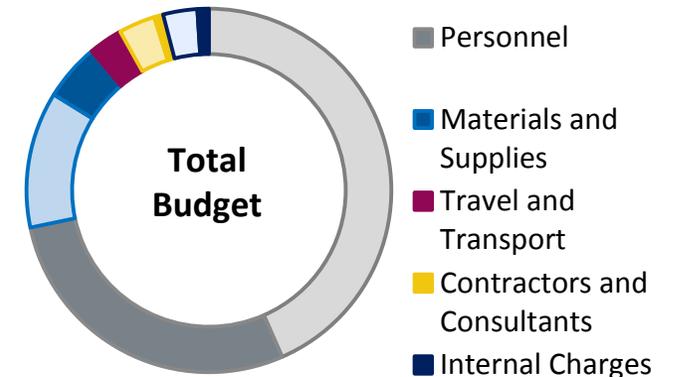
As at 31 December 2014

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

Portion of budget spent by team



Portion of budget spent by category



Personnel is marginally underspent which will gradually reduce as the effect of 1 September 2014 pay increases. Materials is \$95k underspent, largely as a result of timing variances. Internal charges are artificially low owing to a credit from GW during the period.

Financial Summary - Reserve

WREMO Reserves as at 31 December 2014

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

Represented by:

	Actual \$000
WREMO (TA contributions) reserve	580
Closing Balance	580

Forecast \$000
231
231

Notes

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

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

Community Resilience

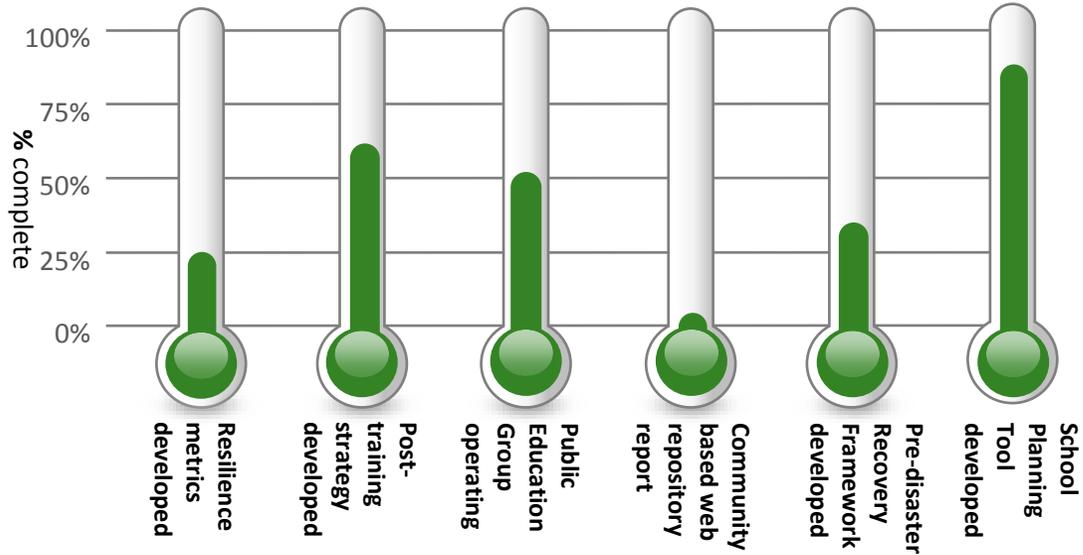
Areas of progress:

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

Areas of concern:

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

Community Resilience



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

Community Based Organisations



Volunteer Programme



Community Response Plans



Schools



Trained volunteers

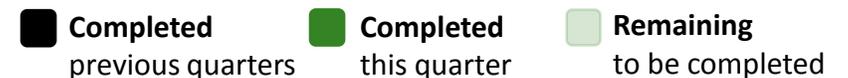


Tsunami Blue Lines



72 completed training

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



Community Resilience

Volunteers

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

Communication

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

Preparedness enablers

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

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

WREMO Volunteer Christmas Party 2014

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

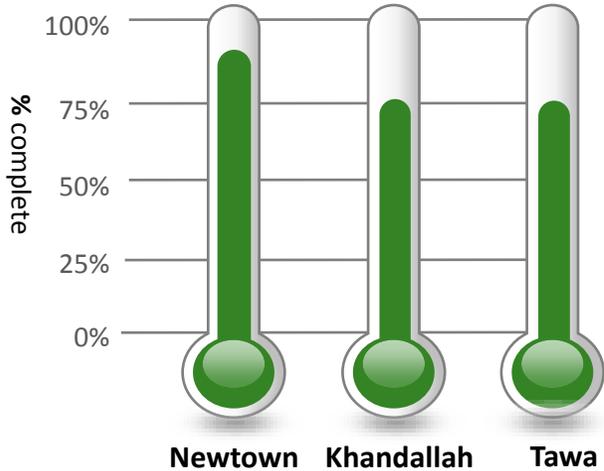
Kaushiki Roy



Wellington City

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Thorndon

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

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

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

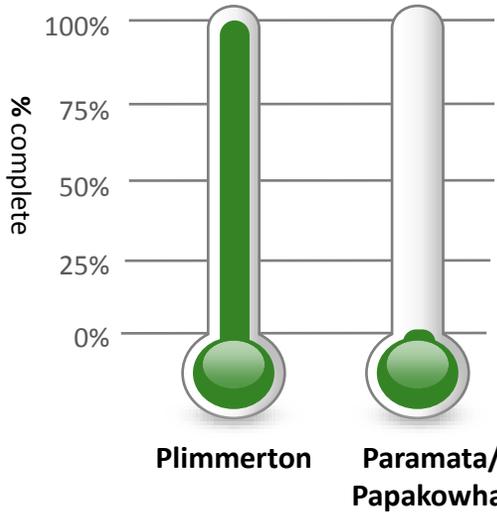
Their response said it all –

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

Porirua City

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



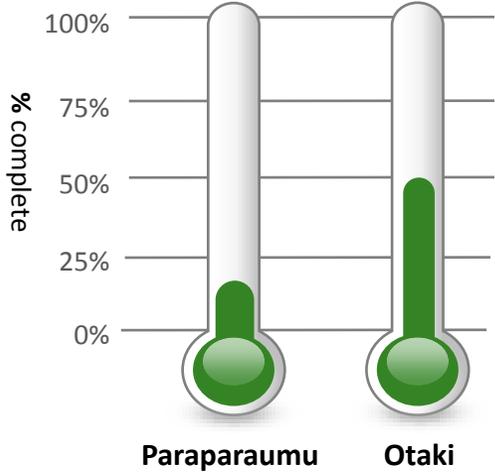
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Kapiti Coast District

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



Completed CRPs: Waikanae

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

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

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

WREMO & Greener Neighbours Programme

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

Menzshed wins regional community award

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



Lions Long Walk Home

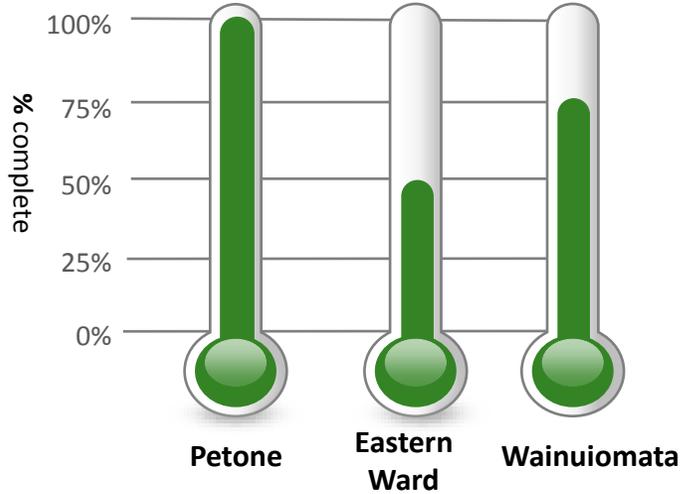
“Despite some very windy weather the event was a resounding success and involved over 120 participants walking from Wellington Railway Station to Marine Gardens in Kapiti. The Mayors of Wellington, Porirua & Kapiti Councils either actively walked with or encouraged the participants along the way. The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



Hutt City

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



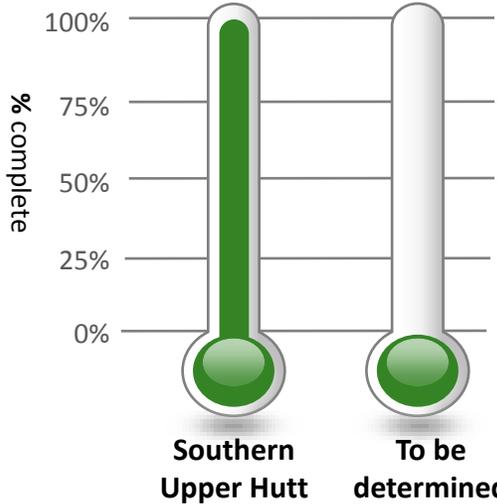
* Totals shown above are annual totals per area as set in the WREMO Annual Plan

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

Upper Hutt

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

Community Response Plans



Community Based Organisations



Schools



Volunteers trained



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

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

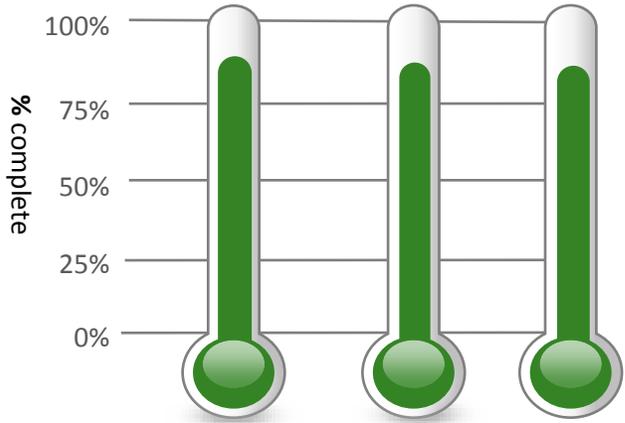
“Through our relationship with Neighbourhood Support we were able to display our messaging for Christmas shoppers in Upper Hutt.”



Wairarapa Districts

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

Community Response Plans



Greytown Featherston Martinborough

Community Based Organisations



Schools



Volunteers trained



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

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

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



Operational Readiness

Areas of Progress:

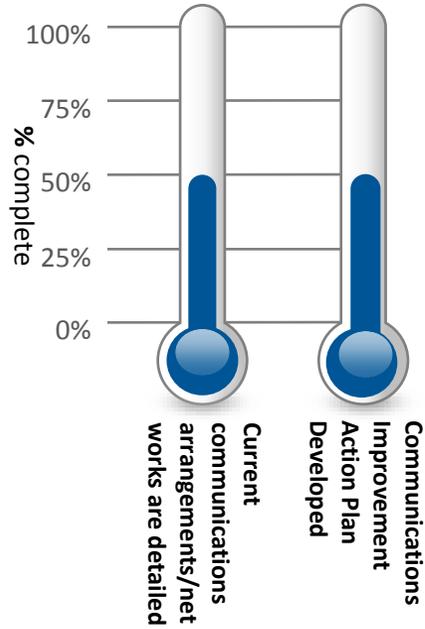
- 5 out of 6 EOCs are upgraded with projectors and screens. Laptops are on order and work continues with Council ICT regarding configuration. Next major step is the production of documentation to support equipment use.
- EOC consistency prioritised task list has been developed to bring about and manage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

Areas of Concern:

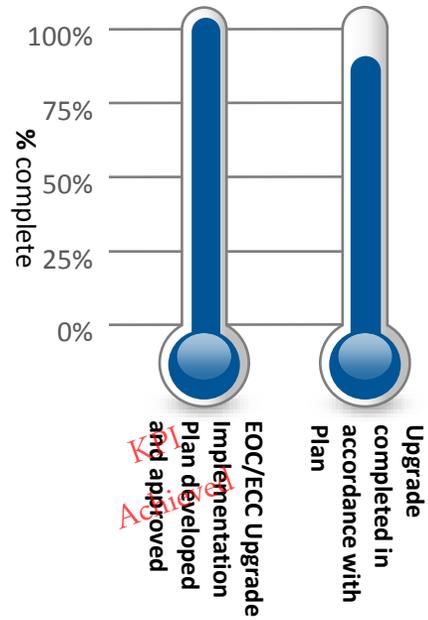
- Integrated Training Framework (ITF) by developed by the Waikato Group has been delayed until at least February 2015. All EOC training has been placed on hold whilst current training model and material is re-assessed for effectiveness. Training will resume March 2015
- New communications maintenance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

Operational Readiness

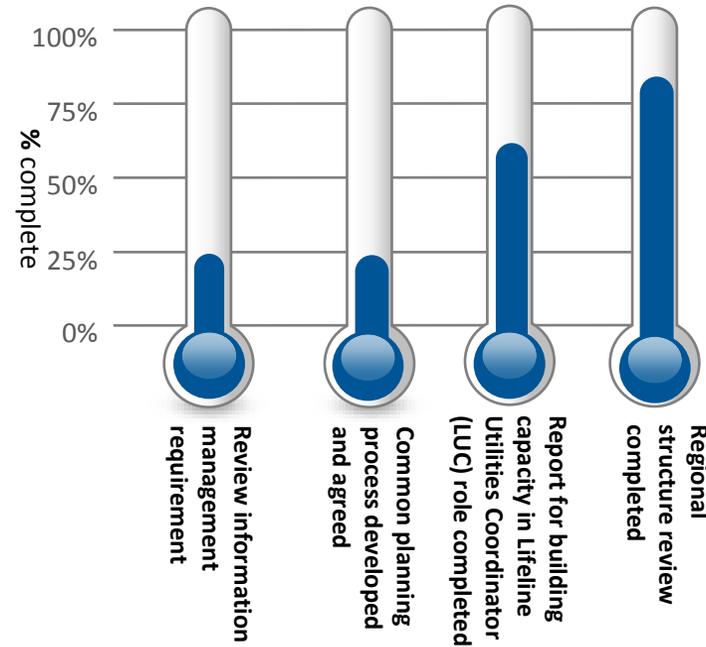
Communications



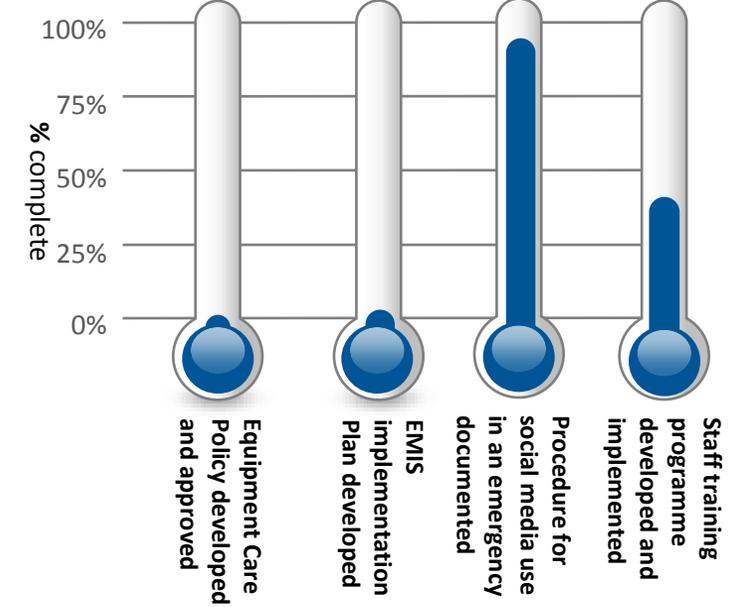
EOC/ECC Upgrades



Development



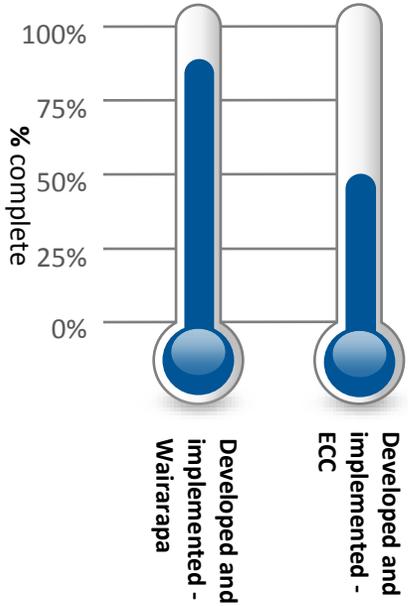
Policies, Plans and Frameworks



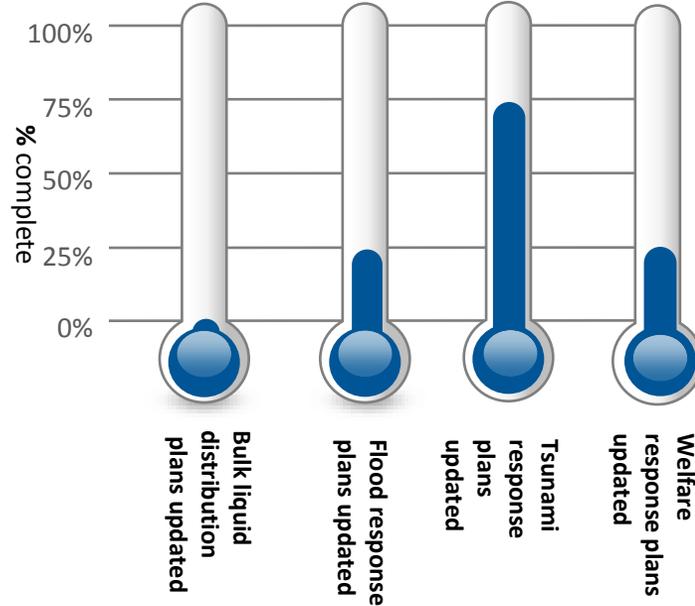
- Options regarding proposed response structure review are being considered.
- ECC and Hutt City EOC participated in the Exercise Resolution (Counter Terrorism) albeit at a low level. Debrief completed and Corrective Action Plan to be developed and cross referenced against existing work programmes.
-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

Operational Readiness

Concept of operations



Plan reviews



Lessons learnt

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

Stakeholder engagement

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

Communications

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

Response teams

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

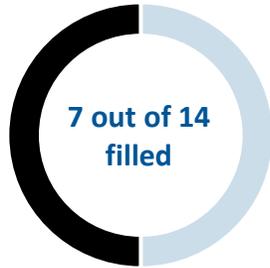
Emergency Coordination Centre (ECC) - GWRC

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

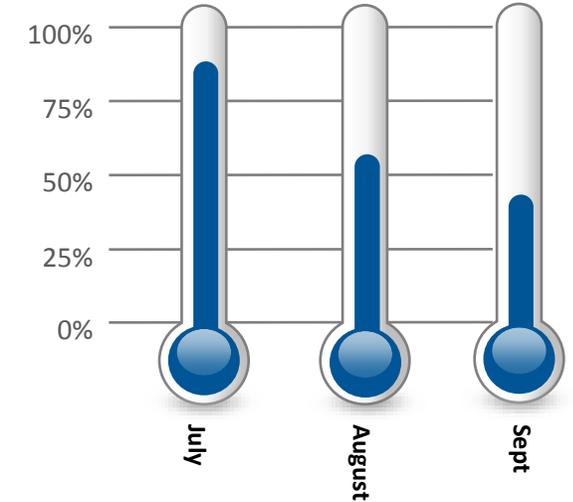


Training sessions



34 out of 36 staff have attended at least 1 training session

Training attendance



Personnel

- Recruitment of Group Welfare Manager is underway

Infrastructure /Infrastructure /Equipment

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

Other measures

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Maintain ECC contact list/resource register. ✓ Remediation Plans are developed and implemented for identified shortfalls. ✓ Infrastructure and equipment records are correct and up-to-date. ✓ Chair Regional Welfare Coordination Group | <ul style="list-style-type: none"> ✗ Attend all Regional Inter-Agency Committees. ✗ Up-to-date suite of response documents are in EOC/ECC. ✓ Maintenance checks are conducted according to policy. |
|---|--|

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

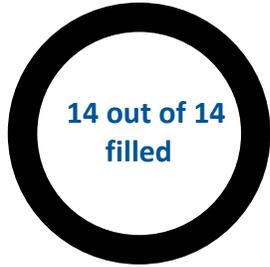
Wellington City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

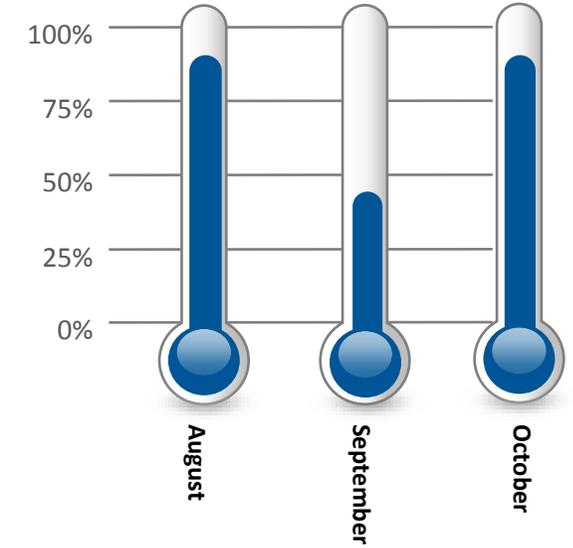


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure / Equipment

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

Other measures

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

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

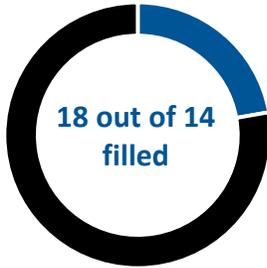
Porirua City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

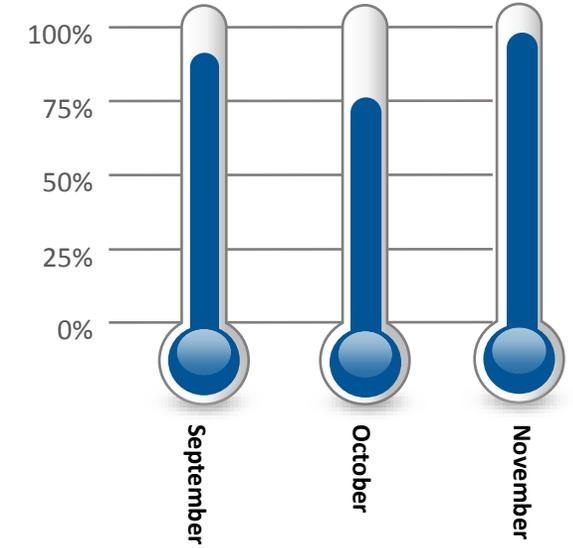


Training sessions



All staff have attended at least 2 training sessions

Training attendance



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

Other measures

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

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

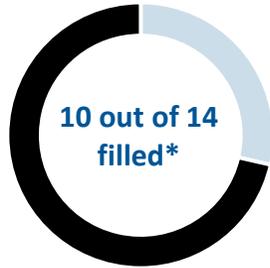
Kapiti Coast District

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



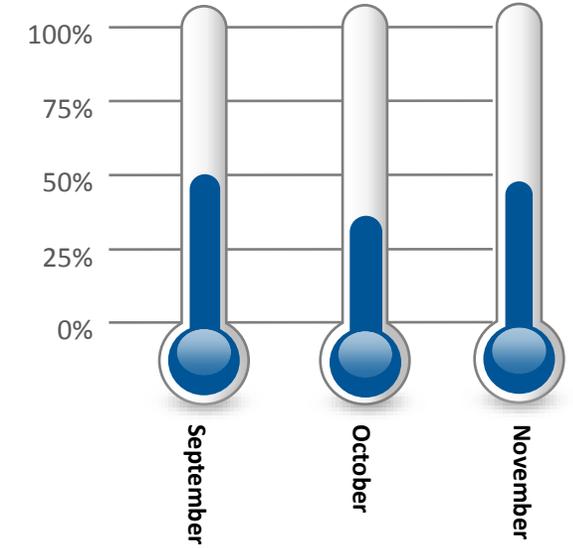
Audit



Training sessions



Training attendance



EOC Upgrade

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

Surplus MBIE Emergency Equipment

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

Other measures

- Maintain local EOC contact list/resource register.

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

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

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

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

Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

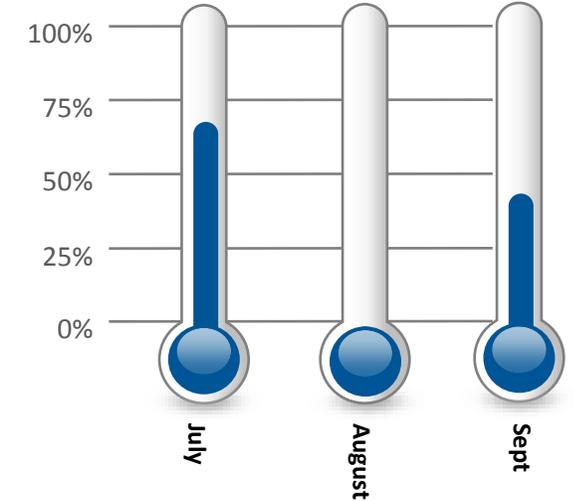


Training sessions



All staff have attended at least 1 training session.

Training attendance



Personnel

An interim Controller has been appointed until a permanent replacement is selected

Operational Readiness and Community Resilience personal are working with the Collective Marae Civil Defence Centre Group on welfare training exercises held at marae in Upper Hutt, Lower Hutt and Newlands

Inspector Sean Hansen has commenced as Hutt Valley Police Area Commander and a meeting of the Emergency Services Coordinating Committee was held on 24 November 2014.

Procedures and Plans

Working with the HCC Risk Management Working Group reviewing the Crisis Management Plan and processes

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

Other

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

Other measures

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

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

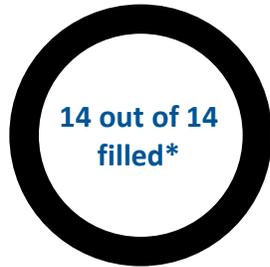
Upper Hutt City

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



Audit

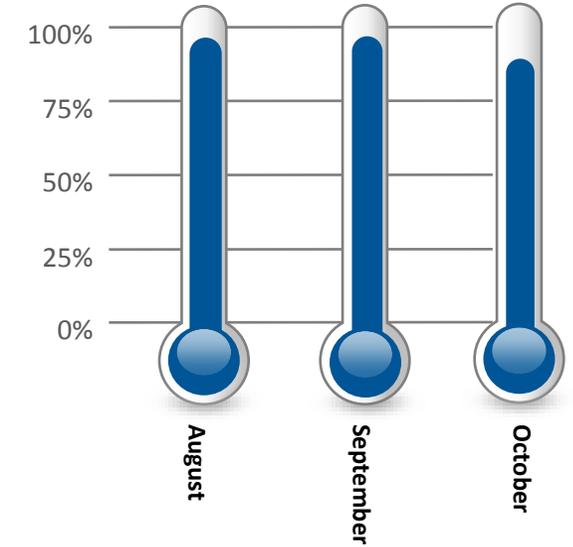


Training sessions



All staff have attended at least 1 training session

Training attendance



Personnel

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

Infrastructure / Equipment

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

Procedures and Plans

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

Other measures

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

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

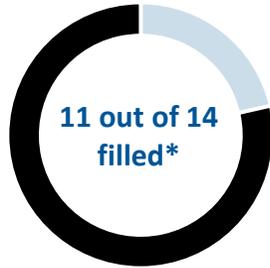
Wairarapa

Completed previous quarters
 Completed this quarter
 Remaining to be completed

Personnel



IMT roles



Recovery Roles



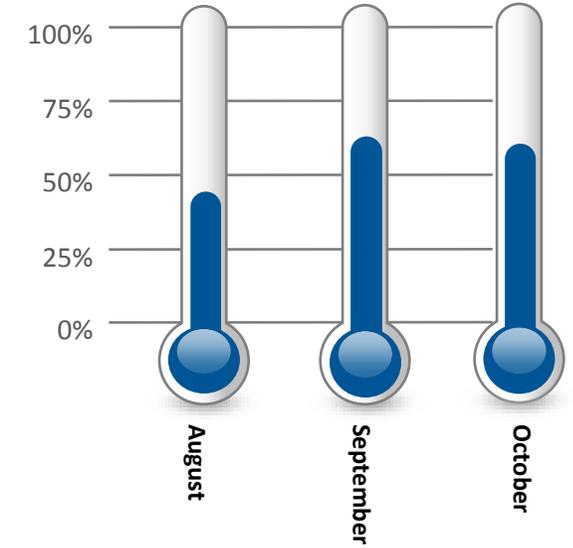
Audit



Training sessions



Training attendance



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

Other measures

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

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

Business and Development

Areas of progress:

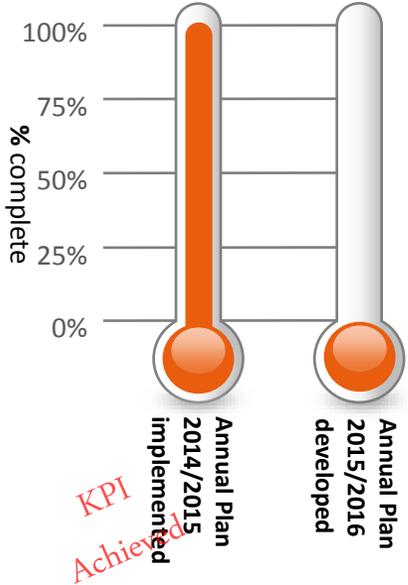
- Improved management of WREMO financial system. Continuing to develop this further and look at ways to merge more of the council/WREMO budgets
- Development of WREMO policies (procurement, vehicles and contracts).
- Enhancing WREMO's visual workplace (introducing Kaizen displays and personal boards).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

Areas of concern:

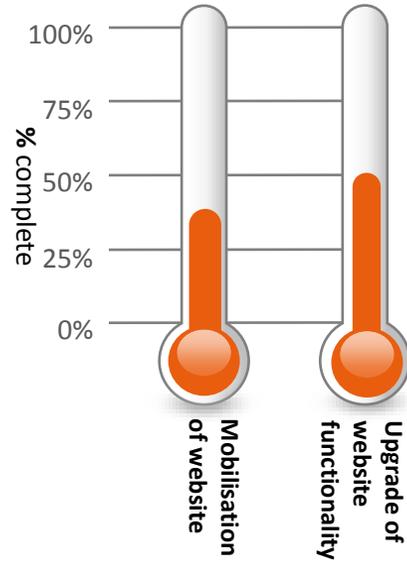
- Support for ICT work. Currently there is one staff member and the workload is very high. We are now recruiting for an IT Support person for a twelve month contract.

Business and Development

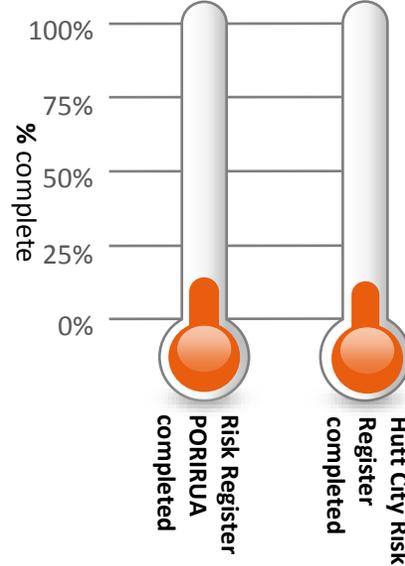
Strategic Planning



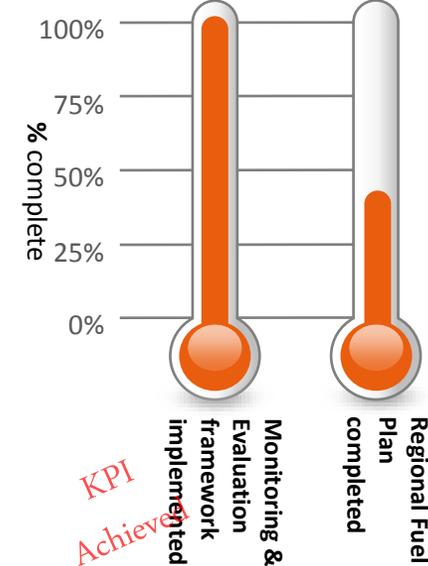
Website



Risk Registers



Policies, Plans and Frameworks



Scientific Information Lunchtime Seminars



WREMO information sharing seminar



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

Website

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

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

Business and Development

Administration

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

Finance

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

Health and Safety

-  A WREMO staff member attends the Greater Wellington Health and Safety Committee meetings.
-  Any incidents are logged as per Greater Wellington Policy.

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

Business and Development

Professional Development

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

Website

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

IT

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

Planning Managers Group

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

Values

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

Professional Development

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

Values

- WREMO Christmas function held 19 December 2014

Planning Managers

- Contributing to the Regional Natural Hazards Management Strategy