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Committee Co-ordinating Executive Group (CEG)  
Author Jess Hare, Emergency Management Advisor

## **CDEM Group work programme progress report**

### **1. Purpose**

To provide the Co-ordinating Executive Group (CEG) with an update on the progress of the work programmes as set out in the Civil Defence Emergency Management (CDEM) Group Plan.

### **2. Background**

The CDEM Group Office completed the following work programmes during the 2009/2010 period:

- A review of the CDEM Group Plan
- A communications' review

The CDEM Group Plan also lists 10 ongoing CDEM Group activities. An update of progress with these 10 activities is included in this report. They are reported on by each territorial authority.

Work programmes due for completion during the 2010/2011 period are outlined in Section 4.

### **3. Projects completed in 2009/2010**

#### **3.1 GIS in Emergency Management**

##### **3.1.1 Background**

A CDEM GIS template was tested during Exercise Phoenix VI and a number of recommendations were made to improve the Group Emergency Coordination Centre (GECC) GIS capability during response and provide an effective GIS tool to assist with Group work programmes.

##### **3.1.2 Progress**

The recommendations and overall status is shown in the table below.

Recommendation	Comment	Overall Status
The CDEM GIS template and the CDEM GIS file system are located and able to work on the same network as the information management system used in the Group Emergency Coordination Centre (GECC).	Implementation of major IT changes, including changes to PABX, servers and disaster resilience upgrades.	80% implemented. Estimated completion - Dec 10
A GIS licence is accessible at all times for use during emergency response.	IT disaster resilience upgrades will mean accessibility to licences from GECC and alternate GECC.	100%
The GIS operation is expanded to enable sufficient support to be given to the units of the Planning & Intelligence (P&I) function, as well as the other functions of the GECC.	Ongoing input into appropriate training to promote and utilise GIS as part of P&I.	100%. Input provided into the training of GECC staff.
The CDEM file system and template are adopted by the GECC.		100%
The CDEM GIS template is tested in future exercises, incorporating the transfer of datasets from other agencies into the GECC.	GIS Standard Operating Procedure needs to be developed.	50%
Where practical and applicable, all current and future Group plans, activities and work programmes are linked into GIS.	Ongoing work activity.	100%. Data sets for existing plans have been compiled (where appropriate).

*Project Leader:* Craig Hamilton, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### 3.2 CDEM support for fuel supply during response

#### 3.2.1 Background

The draft National Civil Defence Emergency Management Fuel Plan provides a framework for the development of regional and local response plans, including fuel prioritisation, fuel rationing and communication arrangements. It is the result of a collaborative planning process involving the National and Wellington CDEM representatives, and the fuel sector.

#### 3.2.2 Progress

The draft Wellington CDEM Group Fuel Support Plan (**Attachment 1**) is aligned to the national framework and provides the required detail for the Wellington Region Group Controller to coordinate fuel support.

The Plan has been through a consultation process with the CDEM and fuel sectors as well as those identified as CDEM Critical Fuel Customers. The current version incorporates the feedback from this process but will remain as a draft until such time as the National Plan is released in its final format. This is to ensure consistency with nationally agreed arrangements.

*Project Leader:* Craig Hamilton, CDEM Group Office  
*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### **3.3 CDEM Group External Supply of Resources**

#### **3.3.1 Background**

The External Supply of Resources Guideline was identified for review in the Wellington Region CDEM Group (WRCDEMG) work programme for 2008/2009. As well as reviewing the original plan, the guideline has been developed to meet certain objectives from the MCDEM Wellington Earthquake National Initial Response Plan and to assist territorial authorities in developing operational plans.

#### **3.3.2 Progress**

The External Supply of Resources Guideline is complete. It has been reviewed internally and has been distributed to local authorities. The guideline covers the following topics:

- Logistical structure for resource distribution from national, through regional to local
- Processes for requesting resources
- Estimates of required resources for a Wellington earthquake response
- Maps of beach landing areas, airports and related facilities
- Guidelines for local authorities

#### **3.3.3 Pathway forward**

Local authorities are expected to complete external supply of resource plans with assistance from the group office. Their objectives will become part of the WRCDEMG work programme for 2011/2012. Once territorial authority objectives have been met, information will be collated to achieve a regional plan with comprehensive beach, air and land transport options; primary and alternate staging areas for the region; logistical arrangements; and support plans for the New Zealand Defence Force, Wellington International Airport and Wellington Port facilities.

*Project Leader:* Chris Killeen, CDEM Group Office  
*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### **3.4 Communications review**

#### **3.4.1 Background**

A review of the WRCDEMG office communications systems and technologies was carried out in 2005. The 2008/2009 WRCDEMG work programme called for a second review to identify strengths, weaknesses and gaps of the current systems and technologies.

The New Zealand Government released a whole-of-government strategy for Public Protection and Disaster Response (PPDR) Communications in 2007. It allows for migration of all qualifying agencies to a common land mobile radio

network over a period of time. The strategy outlines the ‘whole of government’ change to digital equipment by 2018, with Local Government moving to digital by 2016. NZ Police and NZ Fire Service started implementing digital radio equipment during 2009.

#### 3.4.2 The review

The communications review outlines current communications systems and provides analysis and recommendations for upgrades and new equipment. Issues and recommendations are contained in this report

#### 3.4.3 Identified issues

1. VHF Radio equipment has been in service for over 15 years and is becoming increasingly unreliable and faulty.

It is foreseeable that the equipment will continue to degrade and cost increasing amounts of money to repair. See paragraph 4 for recommendations.

2. The CDEM Group office has very limited capacity to send data during emergencies. Data transfer technologies are essential to send documents and information via internet. Data transfer technologies were investigated in 2005 and found to be very expensive and unreliable. Technologies are now more reliable and affordable. See paragraph 4 for recommendations.

#### 3.4.4 Upgrade recommendations

##### **VHF radio equipment:**

It is recommended that the existing analogue equipment is replaced with digital equipment on a gradual basis over a five year period. New digital repeaters and radio equipment are capable of running both analogue and digital systems which allows repeater locations throughout the region to be upgraded as needed.

##### **Satellite data transfer:**

It is recommended that Broadband Global Area Network (BGAN) satellite data transfer equipment is purchased as soon as possible after the release of the Emergency Management Information System (EMIS) to allow for an alternate system.

*Project Leader:* Chris Killeen, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

## **4. Projects for 2010/2011**

### **4.1 Exercise Phoenix VII**

#### **4.1.1 Background**

Feedback from Group Emergency Coordination Centre (GECC) staff feedback during Exercise Phoenix VI highlighted the need for more focus on GECC functions (Operations, Logistics, Planning & Intelligence, Welfare and Lifelines) and the relationships between them. A training programme was developed and implemented from January 2010 to October 2010 to address this need.

As a consolidation of the training, Exercise Phoenix VII will be delivered as a training exercise to Group Emergency Coordination Centre (GECC) staff on 11 November 2010.

#### **4.1.2 Progress**

The aim of Exercise Phoenix VII is *'to exercise and evaluate GECC roles and processes'*.

The objectives are:

- *GECC functions are exercised;*
- *The understanding of GECC functions is assessed;*
- *Resources are managed in accordance with the Resource Management standard operating procedure (SOP);*
- *Information flow in the GECC is tested and evaluated.*

*Project Leader:* Craig Hamilton, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

### **4.2 Group website upgrade**

#### **4.2.1 Background**

The CDEM Group website was originally developed and hosted by *Clone* but this is no longer available. *Clone* went into receivership and are now unable to provide support to the website. Greater Wellington recently moved the main site off *Clone* and onto *Silverstripe*. As this transition went very well the intention is to also bring over the Group website so it can also be provided support by *Silverstripe*.

#### **4.2.2 Progress**

The first phase of the transition has been completed with the temporary Group site now on the main Greater Wellington website.

Phase two involves developing new templates so that the Group site has its own identity and can look visually different from the Greater Wellington website. A few extra components are also being added including a secure

portal for information sharing. The new templates have been signed off and the new web addresses purchased ([www.cdemwellingtonregion.govt.nz](http://www.cdemwellingtonregion.govt.nz) and [www.getprepared.co.nz](http://www.getprepared.co.nz)).

Further progress is restricted to the capacity of the in-house Greater Wellington web designer.

*Project Leader:* Jess Hare, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

#### **4.3 CDEM Group Public Information and Media Management Plan (review)**

##### **4.3.1 Background**

The CDEM Group Public Information and Media Management Plan outlines how the Wellington CDEM Group will manage and coordinate the media and provision of public information in a regionally significant emergency event.

The original plan was implemented in 2007, and is now due for a formal review

##### **4.3.2 Progress**

The formal review will commence following Exercise Tangaroa and Exercise Phoenix VII this year. This is to ensure that the lessons learnt and recommendations from these exercises are incorporated into the plan.

*Project Leader:* Jess Hare, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

#### **4.4 CDEM Group Regional Rescue Strategy (review)**

##### **4.4.1 Background**

Wellington city has a centrally contained high rise commercial/residential core situated near or on a major earthquake fault. The three other satellite cities have a number of smaller centers of commerce with a limited degree of high-rise buildings situated on or near other major earthquake faults. Because of this the region is susceptible to isolation and destruction from a major disaster such as earthquake, tsunami or storm event.

The Wellington CDEM Group currently has four registered local response teams (Upper Hutt, Hutt City, Wellington and Victoria University) to have at its disposal. These teams only have light rescue capability. It is important that we develop appropriate search and rescue capability to save lives and to protect property in the event of a major disaster.

##### **4.4.2 Progress**

Work on this project has started.

*Project Leader:* Hutt Valley Emergency Management Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

#### **4.5 CDEM Group Road Access Restoration Plan (review)**

##### **4.5.1 Background**

Due to the topography and geography of the Wellington region, access will be a critical issue following a major disaster event. Without access cities and districts will be isolated from each other.

Both State Highways 1 and 2 are extremely vulnerable to earthquakes. Good access will urgently be required to get resources into the affected area for urban search and rescue, the treatment and movement of the injured, provision of welfare, medical and health provisions, sanitation and the restoration of utility services such as water, electricity, sewage systems and communications.

##### **4.5.2 Progress**

Reviewing the Plan is in progress and meetings are planned with the New Zealand Transport Authority (NZTA) to discuss State Highways restoration and with territorial authorities regarding local road networks restoration.

*Project Leader:* Rian van Schalkwyk, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

#### **4.6 CDEM Group Public Education Strategy (review)**

##### **4.6.1 Aim**

To review the CDEM Group Public Education Strategy to ensure it is consistent with national strategies and incorporates new research and learnings. A new work programme will be developed to address the gaps identified in the 2010 community preparedness survey results.

##### **4.6.2 Progress**

The review will commence in October 2010.

*Project Leader:* Jess Hare, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

#### **4.7 CDEM Group Recovery Plan (review)**

##### **4.7.1 Background**

The Group Recovery Plan was approved in 2008 for a 3 year period. The plan provided the framework for Recovery across the region and has been followed by the development of local recovery plans and arrangements.

It is acknowledged by the Civil Defence Emergency Management (CDEM) sector that more emphasis and development is required for recovery planning, including the commitment of council resources to the process. This is reflected in the Wellington Region CDEM Group Plan as a recovery objective, i.e. *'Gaps in recovery planning are identified and a strategy for addressing these is*

*developed*'. The review of the Group Recovery Plan aims to meet this objective.

#### 4.7.2 Progress

The review process will evolve through a number of phases. These are shown below.

- Phase 1 – Literature review in relation to recovery planning, activities and work programmes. This research will be focussed on new literature since 2008, particularly on the implementation of programmes for disaster recovery.
- Phase 2 – Consultation across the regional Recovery Managers to identify the needs of Recovery Managers, gaps in councils' approach to recovery planning and activities.
- Phase 3 – Consultation with the agencies from the social, built, natural and economic environments to identify needs and gaps in recovery planning and activities.
- Phase 4 – Development, consultation and approval of Group Recovery Plan. This will include a Recovery work and implementation programme that reflects the outcomes of Phase 2 and 3.
- Phase 5 – Implementation of Group Recovery Plan work programme.

Work on phase 1 has not yet started and is estimated for January 2011.

*Project Leader:* Craig Hamilton, CDEM Group Office

*Project Sponsor:* Rian van Schalkwyk, Manager, CDEM Group Office

## 5. Ongoing CDEM Group activities

### 5.1 Local hazard analysis

#### Hutt Valley Emergency Management Office (HVEMO)

Tsunami Evacuation Plan has been prepared in draft form and public meetings have been held in the 4 Petone, Alicetown, Moera, Gracefield and Eastbourne areas with very positive feedback from extremely well attended meetings. A small group of community leaders will now work with HVEMO to complete the evacuation plan.

Planning is progressing with working groups that include Police, Fire and Infrastructure for traffic management. Meetings are being held with CDEM partners to ensure consistent traffic management.

Ongoing consultation with UHCC and Greater Wellington with regard to proposals for water storage at the Te Marua area.

HVEMO is a co-sponsor of the "It's Our Fault" project being conducted by GNS.

#### Porirua City Council (PCC)

Sea level rise briefings have been completed by Council officers

Tsunami Evacuation planning is ongoing with consultation with emergency services and other groups. There is an emphasis on safe areas.



Harbour bathymetric survey has been completed and tidal information is being developed a report on future actions is being worked on

Porirua City is a co-sponsor of the "It's Our Fault" project being conducted by GNS.

**Masterton District Council (MDC)**

Tsunami evacuation route signage is nearing completion along the Masterton District coast. EOC tsunami standard operating procedures are currently being reviewed and SOPs for coastal coordinators are under development along with relevant information for home owners. The final stage of this project will be the installation of two tsunami Information boards (map, evacuation routes, general info) at Castlepoint and Riversdale Beach.

Masterton District Council is a co-sponsor in the "It's Our Fault" project being conducted by GNS.

**Carterton District Council (CDC)**

Tsunami planning and signage is underway. Local hazard analysis undertaken by Greater Wellington Regional Council.

Carterton District Council is a co-sponsor in the "It's Our Fault" project being conducted by GNS.

**Wellington City Council**

Earthquake hazard analysis is highlighting the future work that is required to ensure that water is available in Wellington city after an event. Work is continuing on this.

Flood hazard analysis has recently been updated. This info has been made available on the WCC website.

WCC is a major sponsor in the "It's Our Fault" project being conducted by GNS.

WCC's ongoing Earthquake Prone Buildings project is identifying buildings, contacting owners and putting timelines in place around building strengthening.

Tsunami zone mapping to better identify areas at risk has been carried out by the Wellington Regional Council. WCC has been working with communities to help them identify tsunami hazards locally for themselves.

Sea level rise - as part of the Councils 2010 Climate Change Action Plan, we have commenced work to examine the likely impacts of climate change on our city. Work is underway through Greater Wellington and NIWA to accurately map and model the coastal environment across the region - which will provide an assessment of areas which may be most vulnerable to impacts from sea level rise. The initial results are expected by December 2010. Meanwhile, the Council is continuing to map and assess low-lying areas which may be at particular risk, such as the CBD and the Kilbirnie/Rongotai area - considering the asset, infrastructure, cultural and social values associated with them, and examining possible response options.

Heritage buildings - in light of the Christchurch earthquake a high level review of older and heritage buildings is planned to mitigate hazards associated with these structures.

**Kapiti Coast District Council**

*Kapiti Coast District Council is a co-sponsor of the "It's Our Fault" project being conducted by GNS.*

**South Wairarapa District Council**

*South Wairarapa District Council is a co-sponsor of the "It's Our Fault" project being conducted by GNS.*

**Greater Wellington Regional Council**

Greater Wellington Regional Council is a co-sponsor of the "It's Our Fault" project being conducted by GNS.

## 5.2 Resource management plan reviews

### Porirua City Council

City Centre review is not expected to change the current status, Aotea area reviews are not expected to change the CDEM status for the area. Duck Creek planning reviews in regard flood plane errors are not expected to increase risk.

A plan change is projected for the Pauatahanui and Judgeford for more intensive rural development.

Tsunami risk planning is part of the overall planning process.

### Masterton District Council

Proposed Wairarapa Combined District Plan. All appeals have been heard and resolved and the Plan 'sign-off' is expected within the next few months.

### Hutt Valley Emergency Management Office (HVEMO)

Earthquake prone building project continues for HCC with District Plan updates being processed regarding land use around river and new building code requirements.

HCC is currently identifying properties inside the tsunami evacuation zones for notification in LIM reports. Legal advice being sought with LIM reports due for update within 6 months.

### Carterton District Council

Proposed Wairarapa Combined District Plan to become operative once final appeal to environmental court has been heard possibly within 2 mths.

## 5.3 Business Continuity Plan (BCP) development

### Hutt Valley Emergency Management Office (HVEMO)

Hutt City Council (HCC) implemented its Crisis Management Plan and is enhancing its Service Continuity Plans for each Division. Crisis exercise held in March and enhancements to the plan being implemented. Training in CIMS for the Crisis Management Team underway.

Upper Hutt City Council (UHCC) has signed off on a new BCP with testing being planned for the near future.

Both HCC and UHCC working toward external hot site for IT backup to ensure minimal disruption during any outage.

### Wellington City Council

Risk Assurance will be conducting an audit of Business Continuity Planning and Emergency Management during September/October. Risk Assurance is conducting the audit to provide assurance that the BCPs will be effective in the case of an emergency event. The audit should not be confused with regular testing that should be conducted by a BCP Coordinator.

### Porirua City Council

Business continuity is now an active PCC issue, with bottom up planning being developed that will work toward an overarching crisis plan. This is an ongoing project

### Greater Wellington

Business Groups and Departmental Business Continuity Response Plans are currently being reviewed.

### Carterton District Council

Business Continuity Plan is under review

## 5.4 LTCCP consultation with emergency management organisations

### Hutt Valley Emergency Management Office (HVEMO)

HVEMO has input into both HCC and UHCC LTCCP process.

### Porirua City Council

Five CDEM training courses have been delivered as part of the LTCCP funding and training money has been confirmed for the current year.

### Carterton District Council

LTCCP is operational and up for review in 2012

## 5.5 Asset management planning

### Porirua City Council

Asset management profiles are being developed and logged with the asset management team  
Civil Defence Centre radios are being reprogrammed and updated with a battery backup capability.  
Aerials are being serviced or replaced. Ongoing

### Wellington City Council

Wellington City has incorporated earthquake mitigation including earthquake resistant pipes into its Asset Management planning for the last fifteen years.

As evidenced by the Christchurch earthquake we will continue to ensure we use materials and mitigation that will stand a chance of surviving the event.

### Hutt Valley Emergency Management Office (HVEMO)

Ongoing enhancements being made to both EOCs following activations and exercises.

UHCC completed installation of new generator and testing to ensure consistent power source for emergencies.

Completion of Waiwhetu Stream realignment and cleanup in a joint project by GW and HCC where HVEMO had input for management of weather events and warnings.

## 5.6 Public training

### Wellington City Council

WCC actively promotes public awareness and preparedness through public presentations and hazard assessments for businesses, community groups, schools, and early childhood centres.

### Greater Wellington

Staff continue to provide advice to the public as required.

### Hutt Valley Emergency Management Office (HVEMO)

The HVEMO delivers training both in-house and external to volunteers who are active in core activities and provides access for spontaneous volunteers on an ongoing basis, especially with regard to Welfare Centre training, CD Centre training and EOC training.

As the initial and foremost user of Readynet, HVEMO has built a strong network for implementation of readiness and response within HCC and UHCC. New initiatives include Neighbourhood Support Group signup via Police and specific user groups such as the Riverside Car Park for alerting.

### Porirua City Council

"Readynet" registrations sit at 355 after a significant sell of the plan into the business community

Two training and operational planning sessions have been completed for welfare response with Porirua NGO's

We are working with Partners Porirua to promote year 7 and 8 school students involvement in

<p>CDEM activities. Ongoing</p> <p>PCC Community Development Unit and the youth are being worked to encourage wider community understanding and support in the welfare area. Ongoing</p>
<p><b>Carterton District Council</b></p> <p>Ongoing talks with groups like Probus etc.</p> <p>Get Ready Week.</p> <p>Emergency Services Day planning underway for Sunday 17 October 2010</p>

**5.7 Formal agreements prepared as necessary for response and recovery**

<p><b>Porirua City Council</b></p> <p>Continue to foster the longstanding relationships with emergency services and ancillary professional volunteer groups. ongoing</p>
<p><b>Hutt Valley Emergency Management Office (HVEMO)</b></p> <p>Ongoing relationships with emergency services and governmental and non governmental agencies with agreements in place for critical issues.</p> <p>Formal agreements with Upper Hutt Rural Fire Force and Wainuiomata Bushfire Force for operational assistance during emergencies.</p>
<p><b>Wellington City Council</b></p> <p>WCC has a contracted agreement with a local helicopter Helicopter company for priority response to emergency event. MOUs in place with other regional TAs and the NZ Fire Service for rural fire response.</p>
<p><b>Greater Wellington</b></p> <p>Ongoing relationships with emergency services and other key responding agencies.</p>
<p><b>Carterton District Council</b></p> <p>Regular Wairarapa Emergency Services meetings which includes Hazardous Substances, Personnel and Labour Dept.</p>

**5.8 Hazardous substances industry advocacy**

<p><b>Hutt Valley Emergency Management Office (HVEMO)</b></p> <p>The HVEMO is working with the Department of Labour for all agencies that have hazardous substances on their premises to be registered with Readynet.</p>
<p><b>Wellington City Council</b></p> <p>WCC has a contracted agreement with a local helicopter Helicopter company for priority response to emergency event. MOUs in place with other regional TAs and the NZ Fire Service for rural fire response.</p>
<p><b>Porirua City Council</b></p> <p>This is carried out by our Environmental Health Team and the PRFO</p>
<p><b>Carterton District Council</b></p> <p>Regular Wairarapa Emergency Services meetings which includes Hazardous Substances, Personnel and Labour Dept.</p>

## 5.9 Volunteer training

### Greater Wellington

Chris Killeen (Group Trainer) has implemented a two year training programme. The programme includes internal scenario based training and external presentations from agencies in the wider CDEM sector (e.g., Fire, Police, Health Boards, etc.). The programme was designed based on feedback from *Exercise Phoenix VI* (last November) and its aim is to provide volunteer staff with a better understanding of the wider sector and a holistic view of GEOC procedures and outputs.

### Hutt Valley Emergency Management Office (HVEMO)

As detailed in section on public training.

### Porirua City Council

New Zealand Red Cross response team has commenced training. The team is based at the Emergency Management Office

### Wellington City Council

A new CDEM volunteer induction course began in March 2010. It is a modular programme conducted over seven sessions covering: Personal Readiness, Introduction to CDEM, Health, Safety and Stress, Radio Communications, Information Management, Introduction to Welfare and CDC Operations. Attendance, participation and the completion of one of two types of written assessments are required for successful completion.

Volunteers commit to two years of service to their community and to attend at least four WEMO events per year to maintain their skills.

### Carterton District Council

Planning in progress for Exercise Tangaroa to be held 20 August 2010 as a combined exercise with Masterton.

## 5.10 Professional development programmes

### Hutt Valley Emergency Management Office (HVEMO)

HVEMO staff are leading the development of training programmes for Planning and Intelligence and Logistics for the Group (this also incorporates Rural Fire). Training programmes now complete and being implemented at a local level.

Relevant in-house and external training providers, as well as attendance at relevant seminars and conferences, are used for enhancing the professionalism of staff.

### Wellington City Council

Professional development programmes and courses are attended by Wellington City Council CDEM staff and group appointees where appropriate. A formal major emergency exercise is carried out each year to test personnel and EOC operations.

Experience gained by WCC Emergency Management staff during the Christchurch earthquake response has also provided professional development opportunities not matched by any structured programme.

### Porirua City Council

Australasian natural hazards conference attend by EMO and Council staff, EOC200 series training attended,

Group appointees need to make more time to attend structured specific training. ongoing

## 6. Recommendations

*That the Civil Defence Emergency Management Group:*

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

Report approved by:

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