

# Wellington Region Emergency Management Office

## WREMO Monthly Report

### To support the CDEM Group

1 June 2013



## 1. Executive Summary

### 1.1. Overview

We are into the final month of WREMO's first operating year and now have a better understanding of the budget required moving forward, having merely inherited budgets providing by the participating councils to conduct business during the first year. A high priority this month is completing those deliverables listed in our interim annual plan and ensuring expenditure incurred in June is attributed to this financial year and will not adversely impact next year's budget which is likely to be much tighter. A high priority is being placed on addressing the training deficit previously identified and ensuring our EOCs are ready and mission capable.

### 1.2 Wins

The following CDEM training courses have occurred over the past couple of months (one in March, four in April, and two in June) for a total of 144 people (equivs) trained throughout the region. Further courses will be programmed to specifically accommodate Wairarapa needs as well as those councils that require further personnel trained.

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

The Wellington Regional Emergency Management Office recently hosted a presentation by Professor Daniel Aldrich from the US discussing his studies into social capital; its development in communities; and the role social capital has in both response and the ability of a community to recover. Professor Aldrich provided some valuable insights of how we might approach developing social capital and therefore increasing community resilience. His presentation was attended by staff from Massey and Victoria Universities, GNS Science, DPMC and MCDEM staff including the Director, MPs; in all over 50 attendees

The emergency (compost) toilet trial is now complete. The final report was presented to the CEG sub committee at the end of April. The conclusion is that emergency (compost) toilets are a viable option (under most circumstances) in an emergency where the normal network is severely disrupted. Work has begun with Porirua City Council to incorporate an

emergency (compost) toilet pre-plan into their Utilities Major Emergency Response plan. This will be rolled out to other councils in 2013 / 2014.

CD Volunteer courses have been run over the past couple of months in Hutt City, Kapiti and Wellington. These courses are being conducted using star performers identified during previous volunteer courses. Future courses are programmed for July. The total CD trained volunteers in the region are now 384.

Formal consultation of the draft CDEM Group Plan is now complete. Nine briefings were provided across ten venues attended by approx. 72 people. Written correspondence was received from a further four individuals/organisations. The Group Plan has been tweaked to take account of comment as considered appropriate. The Plan is currently with the Minister for “comment” and will go to the Joint Committee for approval on 28 June 2013.

Work has commenced to produce the next two documents in the family of plans, the CDEM Business Plan (those actions required by all organisations WREMO, council, Government Departments, utility companies etc.) and the WREMO Annual Plan. Workshops to establish the Business Plan are complete and draft actions are under circulation for comment. Both documents will be complete by end of June.

The Community Resilience Strategy has been drafted and has been circulated, receiving most favourable feedback from both NZ and external sources (in total the document has been viewed by 576 unique visitors from around the world – beginning of June figures). The document was placed on the WREMO website in support of a recent successful application by Wellington City to participate in the UN-Habitat City Resilience Profiling Programme.

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

As a key partner in ICoE:CR, WREMO offers both a pathway through which to examine and evaluate the implementation of leading research into societal resilience and preparedness, while also offering an opportunity to be a truly connected and resilient capital region. The ICoE:CR will collaborate actively with many organisations, government, industry, the community, and other

researchers through the JCDR's existing connections. This will provide a range of benefits that include direct access to the world's leading researchers in Disaster Risk Reduction (DRR) and hosting international disaster related events here in Wellington. Most importantly, it will add to WREMO's ability to enhance societal resilience and showcase the region's innovations around the world.

**Operations:** Priscilla Cres Landslip Event 1 June 2013



At approx. 4.30 am on the morning of 1 June 2013, a slip occurred below Priscilla Crescent, near the Berhampore golf course. In response, WCC staff, WREMO and Emergency Services responded, evacuating a number of houses above the slip in Priscilla Crescent, and Breton Grove, and the rest home on Morton Street below the hillside. By mid-day it was apparent that the event had a direct impact on eight properties only. The rest of the neighbourhood, and rest home residents, were allowed back to their properties, leaving approx. 35 residents requiring alternative accommodation. Accommodation was then found for those residents who could not find their own temporary accommodation with friends and family. Residents were allowed to quickly return to five of the houses to gather necessary items. However three of the houses were deemed unsafe to enter.

After initial evacuation and scene safety operations Police passed control of the event to Wellington City Council. WREMO staff provided coordination between various Council units, emergency services and support agencies to ensure cohesion, and provided advice to reduce the potential for gaps in the emergency response activities.

Initial reports were as many as 120 people were requiring emergency welfare assistance, and WREMO requested the establishment of an emergency welfare centre which was undertaken by the WCC City Communities team with assistance from three WREMO CDEM Volunteers and two WREMO staff. A centre was established in Newtown Hall, though only eight evacuees actually came to the facility. These eight were allowed back to their residences or found alternate arrangements so the centre was closed quite early. WREMO staff on scene facilitated the capture of information from the affected residents for their on-going welfare with WCC. WREMO had three



Wellington staff involved on location, and the Duty Officer and Regional Manager provided additional remote assistance. It was not deemed necessary to activate an EOC and all activities were managed on site

This was a good size event with which to test our ability to respond effectively along with partners - Council (note the Local Controller was a council officer), Emergency Services, NGOs (e.g. Salvation Army) and contractors (e.g. security guards). From the Group Controller's perspective, it appeared to have been handled reasonably well. A workshop to capture lessons learned has been initiated.



The rainwater tank project has progressed to contract review stage and alternative sales and distribution mechanisms are being developed. The original plan to utilise an electronic point of sale system supported by multiple distribution points proved too complex with multiple potential points of failure.

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

### 1.3 Risks

The creation of the Enlarged Rural Fire District has been delayed until 1 October 2013. This delay can be accommodated (noting CDEM staff still manage Rural Fire for the Hutt Valley and Kapiti); however it does mean a slightly diluted effort for some CDEM tasks. **Mitigation: Contract staff being employed to deliver response training.**

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

**relinquishing rural fire duties will bring the Operational Readiness team to full productivity.**

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

There is still a misunderstanding among some council staff and related response organisations as to how WREMO manages CDEM response. **Mitigation: The role of council staff in providing response and recovery support in a disaster will become more apparent as education and EOC training initiatives gain more traction. In essence the change in structure with the creation of WREMO has impacted little on the mechanisms by which councils respond in an emergency.**

#### **1.4 Key Thrusts for the coming month**

With the EOC Red Books (idiots guide to activating an EOC) in their final draft, a rigorous check of the EOC establishment/set up processes is underway for all EOCs. The outcome will provide simple and clear instruction to enable any EOC staff member to effectively and rapidly activate an EOC. These documents are being reviewed by the new Manager Operational Readiness as part of his induction process.

With the training needs assessment complete and training pathways for EOC staff through the integrated training strategy determined, the 2013/14 Regional Training Programme can be developed. Dates, venues and training providers will be confirmed with a view to ensuring the training programme is released before the end of June.

Planning is underway for the military Exercise TEMPEST EXPRESS. This is a HADR (Humanitarian Assistance, Disaster Relief) exercise, scheduled for August 2013 and centred on the Wellington area. MCDEM and WREMO will participate.

Community Response Plans have commenced for the following communities – Otaki/Te Horo, Tawa, Eastbourne, Eastern Ward (Hutt City), Carterton, South Wairarapa (3 centres), Titahi Bay. Wainuiomata is complete and the next cabs off the rank will be Northland, an Upper Hutt community grouping and Miramar.

Development of the new WREMO website is well advanced. The object is to have a comprehensive site linked to councils and MCDEM, but primarily be navigable by smartphone. WREMO staff is working on the back end and

designers are working on the theme (front end). Go live target date will be July 2013.

## 1.5 Financial Summary

The financial report for end of May was not available at the time this report was completed. The figures will however indicate a significant underspend. This is partially as a result of:

- The 2012/13 WREMO budget being merely an amalgamation of those funds provided by contributing councils. The resulting figures bore little resemblance to what was actually necessary to fund the new WREMO for the first year;
  - Transition funding of \$250k was provided for the first year only to cover one- off establishment costs. There have been few actual costs in this category. It has allowed the aged vehicle fleet to be modernised, however 2-3 of these vehicles would have required replacement anyway (and therefore would feature in a standard budget);
  - Salary funding was underspent by approx. \$100k owing to one staff member being on maternity leave for the year and two others who resigned without immediate replacement;
  - Considerable staff effort during the first year has been focussed on developing our new approach - New Group Plan, Business Plan, Community Resilience strategy etc. The year was therefore less productive than a standard year of operating activity. E.g. the creation of community response plans (in accordance with the strategy) has commenced. When complete they will generate printing and distribution expense. \$30k is budgeted for this activity in FY 13/14;
  - Major rationalisation of functions/expense items leading to savings arising from a new regional approach to business (e.g. advertising, refreshments, minor equipment etc.).
  - Major items of expenditure, scheduled but yet to appear (by 1 May) include\*\*:
- |  |            |
|--|------------|
| ○ Rolling replacement of vehicle fleet (final vehicle) | \$20,000   |
| ○ EOC staff training                                   | \$30,000   |
| ○ Purchase of water tanks (seed money for 450)         | \$45,000   |
| ○ New software to manage volunteers                    | \$18,000   |
| ○ Shopping bags and pens resupply                      | \$25,000   |
| ○ Its Easy printing costs (35k copies)                 | \$18,000   |
| ○ FBT  | \$30,000** |

**Notes:** \*\*Apart from FBT, these items do not feature in the proposed budget to 30 June 2013

CEG members have previously agreed that \$200k of the FY 12/13 surplus be retained to offset FY13/14 costs (CE Forum on 10 May). Arrangements have been made within Greater Wellington to facilitate this.



## 2. Business Activities

### 2.1. Community Resilience Annual Plan Activities

Community Resilience		
Activity	Details	Comment
Community Engagement	UNISDR Global Platform – International Centre of Excellence in Community Resilience (ICoE:CR)	Delivered joint presentation with JCDR for Wellington region to become an ICoE, which was accepted unanimously by the deciding committee; Contributed to Disaster Risk Reduction wording for local government; delivered two presentations on WREMO's work; met with Minister of CDEM who included very favourable reference to WREMO's work in her address to the UN; met with several potential international partners such as researcher Susan Cutter and Mayor of Vancouver who have both agreed to assist us with relevant initiatives.
	CDEM Volunteers	Next course scheduled in Wellington then the Hutt in July. Increased interest by various groups and organisations throughout the region. Work has been underway to complete the volunteer training package (training manual and slides). Targeted completion: end of June.
	Development of Community Response Plan	A course on facilitation was delivered to the wider WREMO team and many of the methodologies and tools have been incorporated into the guide. Multiple plans are in place and the team is attending each others' meetings to observe, provide feedback and pull the best from each into the final product. This is proving very beneficial for a robust approach. Targeted completion date: end of July.
	School engagement strategy	Planning is underway to work with the Ministry of Education to refine their school planning guide for emergency response. The team has developed a framework that looks at the most essential components – lockdown or evacuate – for a schools response plan. The next stage is to bring in a range of end-users to ensure the concept is appropriate. The end product will be made available online. Targeted completion date: Concept end of July and online dependent upon state of availability of B&D staff or other resources.
	Prepared Neighbours toolkit	We are working on a toolkit for neighbours to self-organise and plan to connect and respond to an event on their street. This fills a gap between household preparedness and the wider community response plans. Targeted completion: end of June

	Prepared Businesses: It's Easy BCP	Work has begun with a consultant to develop a BCP for SMEs. It will highlight only the key components of a BCP with an aim to be easy to complete for the busy small business owner. Final output will be available online. Targeted completion date: end of July.
	Its Easy	Wording completed and is ready to be sent to designers. Printing also to be arranged. Targeted completion: end of June.
	Replacement website for ITM	Working with a web page developer who is customising a site for all the needs of WREMO's three business units. A demo product will be made available 12 June at which point we will decide if we want to pursue the opportunity further.
	Assisted Canterbury with Exercise Te Ripahapa	CDEM Volunteers and WREMO staff provided assistance and injects to the large South Island exercise as an act of cooperation.
	Assisting other councils with resilience	Have been contacted by Napier, Palmerston North, Hurunui and Southland to share our resources (Easy and Volunteer programme and explain details behind Strategy).
	Facilitation course	Organised and delivered a facilitation course to WREMO staff with a goal of understanding how to build on the community's ideas in a structured way. Positive reaction by staff for training.
Risk Management	Hazardscape	Update incorporated into the new Group Plan
Communications		Review of physical communications system is underway.  Fresh messaging for radio campaign to be decided once Community response Plans are a little more advanced.
Preparedness Enablers	Rainwater Tank Project	Progress is being made but we have encountered multiple hurdles with distribution, specifically with the electronic pay system not meeting our flexibility and simplicity needs.. There is wide support and demand for the product. Targeted completion: July.
Local Authority Specific Projects	Tsunami Blue Lines	Next phase planned to occur in Lyall Bay. We are training a new person to facilitate the model. Targeted beginning: end of June

## 2.2. Operational Readiness Annual Plan Activities

Operational Readiness		
Activity	Details	Comment
<b>Response planning and systems</b>	Review of existing “essential” (EOC activation, Duty Officer) SOPs and development, and development of common SOPs for regional use	A full review of response and recovery capability required by each TA has been started. Combined with the recommendations based on the recent EOC audits this will be used to inform the development of an Operational Readiness strategy and short and medium term capability development plans. Initial plans should be drafted by end June.
	Assessment of each ECC/EOC to determine the suitability of systems and equipment for operation	<p>Databases of response personnel, training, key stakeholders/contacts and equipment databases held across the group are being consolidated and updated. This will be complete by end July.</p> <p>EOC activation SOPs have been reviewed and will be issued in mid June once they have been updated.</p> <p>An initial review of EMIS capability is being undertaken in order to inform how the Group should use it.</p> <p>Work has started on a review of tsunami response plans across the region in order to ensure consistency and continuity of approach across the region. This includes a review of tsunami/emergency warning systems.</p>
<b>Recovery systems and planning</b>	Review of existing recovery frameworks with a view to developing a standardised recovery framework	Work required incorporated into the new CDEM Business Plan.
<b>Operational Management</b>	Management of the duty officer function to ensure all warnings are dealt with appropriately	The Emergency Services Coordinating Committees (ESCC) are functioning effectively with regular meetings in Kapiti, Porirua, Hutt Valley and Wairarapa. Work is in hand to revitalise the Wellington ESCC and the Regional Interagency Liaison Committee (at Group level).
	Build relationships and understanding with operational partners and stakeholders to enhance cooperation and collaboration in integrated planning and during emergencies.	The duty officer role was again successfully utilised for the Priscilla Crescent landslide event on 1 June 2013.
<b>Emergency Public Information</b>	Provide structure for Regional Public Information Managers (PIM) Group	The PIM Action plan continues to be developed. This will establish the role and requirements of the PIM in preparedness and during and after an emergency.
<b>Lifelines</b>	Establish and strengthen	A water services preparedness meeting was held on 21

<b>Coordination</b>	relationships with lifelines organisations	May 13. It involved reps from Wellington and the Hutt Valley and the Lifelines Coordinator.
	Review existing lifelines projects and determine the areas for future development	The operational readiness work required in the lifeline utility sector is being reviewed in conjunction with the Lifelines Utility Coordinator. This will be integrated into the short and long term operational readiness plans.
<b>Regional Response Teams</b>	Coordinate Regional Response Teams	An audit process for teams continues to be developed.
<b>Welfare Planning and Coordination</b>	Assess the functionality of local welfare arrangements, capability and resourcing across the region	Local Welfare Committee Meetings were held in Hutt Valley (combined Lower and Upper Hutt), Porirua and Wellington.  Welfare planning has started in Porirua and Kapiti areas.
	Participate in the Welfare Advisory Group	The Regional Marae Group continues to meet and run welfare centre exercises. The next exercises are planned for July and August in Lower Hutt City.
<b>Exercises and Training</b>	Develop a Training Plan for all ECC/EOC staff	A CIMS 4 course was run from 05 -07 June. Attendance from Councils included 6 people from PCC, 6 from WCC and 2 from UHCC.  A core skills course is being run 11 – 12 June and is being attended by 14 people from PCC and from UHCC.  An EOC Induction training course has been developed and will be trialed on 12 June with WREMO staff at the Hutt Valley EOC. Courses will then be organized for each EOC. These will likely start in late June.
<b>Local Authority Projects</b>	Transition towards self management for Hutt City (NZRT18) and Wellington (NZRT8) response Teams	The response teams are self managing this.
	Establish the role and capacity for PERT	Training well advanced.
	Coordinate tasking of area siren systems through Area Coordinators for early warning re flooding or tsunami	A process is under development for the maintenance and testing programme for all sirens in the region. This work is linked to the review of tsunami response plans and warning systems.
	Management of the Hutt Valley Secondary Schools Rescue Programme – Hutt and Upper Hutt	Nine schools from throughout the Hutt Valley participated in this year's programme (two days of training and an assessment day). The Civil Defence Shield, the Team Spirit Cup and the Leadership Award

		were awarded in a ceremony on 06 June 13. Students were assessed for competency in General Rescue Unit Standard 20473.
	Establish Civil Defence Centres in Carterton and South Wairarapa	South Wairarapa Community Response teams continue to develop their respective plans and are making good progress. The Carterton Event Centre has been identified as the venue for their CDC and the area coordinator is currently working alongside the Community Response team to develop their plan.
	Develop a comprehensive Wairarapa resource register	Resource register continues to be updated as rural/coastal coordinators are established and other key agencies are identified and are included in the register.
	Develop tsunami response plans for South Wairarapa	Area Coordinator is working alongside coastal communities to develop their respective tsunami response plans. Tsunami response grab bags will be provided to principal coordinators.
	Establish rural coordinators in the South Wairarapa	Area Coordinator is currently identifying and meeting with rural folk in strategic locations to establish coordinators which may assist the WEOC during incidents or events.
	Actively encourage all agencies/organisations that are listed in the Wairarapa District Welfare plan to plan collectively to ensure delivery of their respective tasks/functions in an emergency	Agencies/organisations as listed in the Wairarapa District Welfare Organisation (WDWO) are to review their respective role and functions. Amendments will be incorporated in the new year. The WDWO are expected to meet during the month of July. The recently appointed welfare manager will meet with work and income this month.



### 2.3. Business and Development Annual Plan Activities

Business and Development		
Activity	Details	Comment
<b>Policy, Strategy and Planning</b>	Development of WREMO's Strategic Plans	<ul style="list-style-type: none"> <li>CDEM Group Plan – a total of 10 public consultation meetings were held during April. Seventy two people have attended these meetings and four submissions were received. No hearing was required.</li> </ul>
	Development of WREMO Policies	<ul style="list-style-type: none"> <li>WREMO policies, strategies and guides developed and approved – File Management Policy, Petty Cash Policy, Vehicle Use Policy, WREMO Room Use Policy and the WREMO Style Guide have been implemented</li> <li>New WREMO policies for Finance and Purchasing and Staff Development are being developed. Vehicle Use Policy reviewed following advice from tax advisors</li> </ul>
	Development of project planning, management and delivery policy	A WREMO Project Management Policy, Guide and associated templates has been developed and is currently being rolled out to WREMO staff.
	Development of plan review and evaluation policy	Not started due to new CDEM Group Plan not implemented
<b>Technology</b>	Development of an EMIS Implementation Strategy	The EMIS Strategy is under development. A North Island EMIS trainer (through the Resilience Fund) will be on board in July 2013. This person will start off with EMIS training for WREMO and council staff
	Development of a Website Development Strategy	The new WREMO website is in the process of being built. The new site will go live in July 2013.
	Investigate an Alternate IT Platform for WREMO	Trialling of Office 365 and Google Apps.
	Ensure radio communications are maintained with regional stakeholders	<ul style="list-style-type: none"> <li>Weekly radio checks (WCC and Wellington Region) and monthly CDEM services radio checks, and keeping the inter-agency contact lists up to date</li> <li>Review of Wellington region communications underway. Initial work (assessments) completed and project work underway</li> </ul>
<b>Professional Development</b>	Development of a Professional Development Policy and Strategy	<ul style="list-style-type: none"> <li>Integrated Training Strategy developed. Implementation scheduled for 1 July 2013</li> <li>EOC training arranged for WREMO and council staff (February to June 2013)</li> <li>Visits arranged for new staff to MCDEM, Met Service, NCMC</li> </ul>

<b>Reporting, Monitoring and Evaluation</b>	Development of a reporting template and policy	A policy template has been developed and implemented. Positive feedback received on the format.
	Administrative support is provided for CDEM committees and WREMO Business Groups	<ul style="list-style-type: none"> <li>Support is provided at CEG Sub Committee, CEG and Joint Committee meetings (minutes, order papers, reports, etc.)</li> <li>Support provided to the Community Resilience and Operational Readiness teams</li> </ul>
<b>Administration, Library, Finance</b>	Establishment of WREMO Library	<ul style="list-style-type: none"> <li>Library material has been transferred from GW to WREMO (Thorndon) in advance of GW's relocation to Centre Port.</li> <li>The library material is being assessed in terms of relevance and age, and will be set up in the Thorndon office.</li> </ul>
	Health and Safety requirements are met	<ul style="list-style-type: none"> <li>The two administrators have been trained and are overseeing the Health and Safety system (SafeTsmart)</li> <li>H&amp;S is a standing agenda item for all internal WREMO meetings</li> <li>A draft WREMO Buddy Policy &amp; Protocol is being consulted on.</li> </ul>
	Administrative support is provided to WREMO	Regular support regarding meetings, enquiries, dealing with visitors, Booking volunteer interviews, reformatting documents, creating folders for Operational Readiness, and course administration.
<b>Organisational Philosophy</b>	Promotion of WREMO mission, vision and values	<ul style="list-style-type: none"> <li>Working with Regional Manager and other WREMO staff in creating a positive working environment</li> <li>A vision and values poster has been placed in each of the premises used by WREMO staff</li> </ul>
	Facilitate team building	<ul style="list-style-type: none"> <li>WREMO Team projects (clean out WEMO basement, GW induction, presentations, etc.)</li> <li>WREMO Day was successfully held on 16 May 2013</li> <li>After hours staff gatherings (social)</li> </ul>
	Facilitate sharing information within WREMO	Information filed in common WREMO file – available to all WREMO staff
<b>Virtual Pool</b>	Manage Resilience Fund projects and 2013/2014 applications	<ul style="list-style-type: none"> <li>The report on the Compost Toilet trial is complete and was presented to the Sub-CEG (30 April). It will be presented to the CEG (14 June), before being distributed to interested parties.</li> <li>The project team are working on a Guideline for the public, due to be complete by the 30 June.</li> <li>The draft Waikanae flood inundation maps have been</li> </ul>

		<p>produced and circulated for consultation.</p> <ul style="list-style-type: none"> <li>• Two resilience Fund projects, Wainuiomata Community Response Plan and Building Social Agency Networks (vulnerable communities) are complete. The final Guide documents are being developed (these two deliverables are overdue however are being actively managed)</li> <li>• WREMO/CDEM staff members for review. No Resilience Fund applications will be made for 2013/2014 apart from the EMIS Trainer</li> <li>• Developing a Glossary and an Introduction to WREMO for publication</li> </ul>
	<p>Support provided to Community Resilience, Operational Readiness and Area Coordinators when required</p>	<ul style="list-style-type: none"> <li>• Assisted the Community Resilience and Operational Readiness Teams when required (enquiries about events/staff visiting, reviewing SOPs, training of volunteers application pack, receipting packs, arrangements for interviews, vetting applications, induction packs, coordinating requests for quotes and awarding of contracts)</li> <li>• Working with the Greater Wellington Region Council's Senior Natural Hazards Advisor to update the 2007 document on the region's hazards, and write information for the WREMO website – joint project with Community Resilience</li> <li>• Supporting Operational Readiness in development of Integrated Training Strategy for EOC and WREMO Professional Development.</li> </ul>