WELLINGTON REGION
EMERGENCY MANAGEMENT GROUP
CIVIL DEFENCE

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Committee	Civil Defence Emergency Management Group
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Progress Report: EOC Upgrade Project

1.   Purpose

To update the Joint Committee on the progress of the EOC upgrade project.

2.   Background

In order to bring all EOCs and the ECC up to a common minimum functional standard, sufficient to support small/medium scale emergency events in multiple areas across the region, the CEG approved on 4 July, a suite of improvement measures. Implementation of these upgrades has commenced and the intent is to complete the upgrade by end December 2014.

3.   Progress to date

A breakdown of the status of the implementation is as follows:

- All wireless upgrades have been completed;

- Vodafone is conducting initial investigation work regarding the installation of additional network connections;

- Microsoft 365 licences have been purchased by GWRC but an implementation timetable is yet unavailable;

- The installation of ICT and audio visual equipment has commenced in the WCC EOC and is expected to be completed by end of October 2014. This is being used to inform detailed planning of the installation in other EOCs;

- ICT and audio visual equipment has been ordered for all sites less Hutt City EOC. Equipment sufficient to fit out 3 sites has now been delivered. The remainder is expected by end of October. WREMO will be working with each council ICT department to ensure the equipment is appropriately configured;

- Installation of ICT and audio visual equipment in Porirua and Upper Hutt is planned for November subject to availability of ICT staff. Installation in Kapiti and Masterton will take place in early 2015; and,

- Hutt City is waiting until the installation of equipment in Wellington's EOC is complete before determining if they will agree to upgrade their audio visual equipment in the same manner as the other sites.

4. Costs

Total cost of the capital investment across all organisations is estimated at $104,000.

The majority of the operating costs (estimated at $15,100) relating to the ICT Network and will be paid by WREMO. Operating costs of mobile phones will only be incurred when they are used. This upgrade will be accomplished without using the funds set aside by CEG for upgrading the EOCs.

5. Risks

Main risks to the implementation timetable are:

- Delays to the implementation of Microsoft 365; and,

- Delays to the installation of ICT equipment due to delays in council ICT departments being able to configure laptops

At present Jay Anderson (WREMO ICT) is working closely with each council to manage these risks. All other issues and risks are being actively managed by the project team.

6. Next steps

During the current upgrade planning and implementation, a number of other areas for further capital investment in the region's EOCs and ECC have been identified. These initial thoughts are as follows:

- Additional laptops to enable larger EOCs and the ECC to have sufficient for at least 2 per functional area;

- An automated ICT management solution to manage routine maintenance (e.g. Installation of program updates and battery management) of all ICT equipment to be conducted remotely from Wellington. Capital would be required to purchase the licenses, software and hardware that would enable the remote management. This system would be used to manage all laptops within the WREMO domain i.e. ECC, EOCs and day to day staff equipment; and,

- Purchase of large screen monitors to enhance the ability of GIS operators using laptops to view data. As with the laptops this equipment would be passed to TA ownership and their capital replacement programs

Further work is required to refine this requirement. A separate business case will be submitted to sub CEG once this has been completed.

7. Recommendations

That the CDEM Group:

1. ***Receives*** *the report.*

2. ***Notes*** *the contents of the report.*

Report prepared by:

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Regional Manager

Implementation Progress

Item	Status	Risks and Issues
Upgrade network connection into all EOCs so each site has sufficient bandwidth to operate all workstations, devices & systems effectively	Consent received from councils to conduct work. Orders placed with Vodafone for WCC and LHCC installation planning check. Awaiting approval from MDC to carry out network installation work.	
Upgrade wireless network in all EOCs and ECC.	Complete	
Adopt Microsoft Office 365 as the provider of data storage and software needs for use in WREMO normal business and all EOC and ECC during emergency events	Licenses have been purchased. Awaiting implementation as part of GWRC switch to the system.	Implementation is delayed due to lack of resources within GWRC. Meeting is scheduled with GWRC on 18 Sept.
A suite of laptop computers is established in all EOCs and ECC.	• Laptops for WCC, PCC and UHCC have been received. WREMO now working with council ICT departments to configure the laptops. • Laptops for Wairarapa have been ordered. Likely to arrive by end Oct 14. • KCDC has agreed to transfer laptops form existing council ICT pool.	Dependent upon resourcing by council ICT departments.
A common suite of audio visual equipment is established in all EOC's	• Equipment for WCC, PCC and UHCC has been received. • Equipment for Wairarapa and KCDC has been ordered. Awaiting details of delivery times. • Equipment has been installed in WCC EOC completed end Sept. Installation in remaining sites will be undertaken in Wairarapa and UHCC by end Oct and in PCC and KCDC by mid Dec. • HCC to view equipment in WCC EOC before deciding to purchase.	
Suite of mobile phones is established in all EOC's and ECC.	Equipment has been purchased, configured and will be distributed to all sites by end Sept 14.	
Access to multifunction (printer, scan and fax) devices established in all EOC's and ECC.	Complete in ECC. Access in Upper Hutt and Wairarapa Councils will be completed when new ICT equipment is installed.	
Sky TV and Metconnect are available in all EOC's and ECC.	Currently being investigated with suppliers.	