

Legend:

Not yet commenced



High Risk



Medium Risk



Low Risk



Completed



2018/19 Work Programme – Thames Valley Emergency Operating Area (TVEOA)

CAPEX

Updated - 28 March 2018

Project - CAPEX	Project Description	Group Plan Action	Project Team	Current Status Report	Budget	Actual	Proposed Start	Status
Communications: Provide interoperable communications facilities, allowing for effective communication across emergency services and key CDEM response agencies and relevant community groups.								
Radios	Upgrade CDEM Radios		Manager	On-hold: strategic review of key partner requirements, specifically interoperability, needed before commencing procurement of further assets	16,880		Q1	
Portable repeater station	Increase operational effectiveness of CDEM radios		Manager	Complete	5000	14,990	Complete	
Reconnaissance / Situational Awareness: Provide increased capability for all weather reconnaissance of emergency incidents								
Unmanned Aerial Systems	Provide increased capability for all weather reconnaissance of emergency incidents		Manager, CAG	On-hold: further research regarding the necessity and proportionality of Local CDEM managing these assets and associated training and insurance liabilities. CAG resolved to purchase UAS via individual council and not through TVEOA	10,000	Nil	Complete	
EOC Effectiveness: Increase the operational effectiveness of the TVEOA EOA								
Visual Aides	Provide greater situational awareness in the EOC		Manager, EMO, EMSO	On-hold: to be completed as part of the EOC facilities and resources review	6,980		Q1	
CIMS Laptops	Increase availability of EOC Laptops		Manager, EMO, EMSO	Ongoing	4,800		Complete	

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OPEX

Project - OPEX	Project Description	Group Plan Action	Responsible	Current Status Report	Budget	Proposed Start	Status
Strategic Response Development							
Review appropriateness of EOC Locations	Review EOA-EOC - Alternate / primary Location - Mobile options (majority EOA Council and wider Group access)		Manager		No TVEOA budget – Within Overheads	Q1	
Culture Development	Commence Development of a One Team Culture: uniform, joint exercising & training (EOA first response team)		Manager, CAG		No TVEOA budget – Within Overheads	On-going	
Standardised EOC Processes	SOP Development to ensure consistent with other Councils in Waikato Region; ensuring the effective use of staff from outside the EOC	Action 31	Manager/EMO		No TVEOA budget – Within Overheads	Q1 & Q2	
Review EOC Communications (Cross reference with CAPEX table)	Strategic Communications Plan: can we support the Emergency Services / Land SAR / All relevant Councils and other key partners such as DoC and Community Groups from the TVEOA EOC		Manager		Cross reference with CAPEX table – Radios and Portable Repeater	Q1	
Integrate Emergency Management into Council BAU	Incorporate the 'one-team' reps (EOA first response team) from Territorial Authorities into their respective Council BAU response / crisis management processes.		Manager, CAG		No TVEOA budget – Within Overheads	Q4	
Resilience: Improve organisational and community resilience within the EOA							
Community Response Planning (CRP's)	Support the delivery of consistent Community Response Planning (CRP's) within the EOA	Actions 10, 13, 16	EMO/Councils		No TVEOA budget – Within Overheads	On-going	
Business Continuity Plans (BCP's)	Advise and provide feedback on Territorial Authorities Business Continuity Plans (BCP's)		Manager, EMO		No TVEOA budget – Within Overheads	On-going	
Efficiencies in Delivering Public Education	Public Education - Review who is doing what (reduce duplication by agencies): FENZ, St. John, NZ Police, TA's etc.		EMO, EMSO	Consultation underway. Some scope with St. John to share public education. No opportunities for NZ Police, as they have a different delivery model (only direct delivery is for school crossing input). Some opportunities with FENZ.	No TVEOA budget – Within Overheads	Completed	
Public Education Curriculum	Develop relevant Public Education programme - Focus on risk prioritisation		EMO/Councils		No TVEOA budget – Within Overheads	Q1	
Hazard and risk information	Promote Hazard and risk info to CDEM Partners & Community (incl. WLUG Vulnerability Study)	Action 5	Manager, EMO, CAG, Councils		No TVEOA budget – Within Overheads	On-going	
Integrated Training Framework (ITF)	Integrated Training Framework (ITF) Delivery across the EOA	Action 33	Manager, EMO; EMSO		No TVEOA budget – Within Overheads	On-going	

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Readiness: Increase the readiness of the personnel and facilities across the EOA							
Joint Exercise Plan	Development of a Joint Exercise Plan - Focus on risk prioritisation (multi-agency opportunities)	Action 34	Manager, EMO	Draft Exercise plan created. Training and Exercise Plan to be considered by CAG before further development of the exercise plan.	No TVEOA budget – Within Overheads	Q4	Low Risk
Controller and Duty Officer processes	Development of Controller and Duty Officer processes		Manager, EMO, EMSO	Controller Roster, draft Aide Memoire and Policy book work ongoing	No TVEOA budget – Within Overheads	Completed	Completed
EOC Interoperability	Review ability of the TVEOA EOC's to be Interoperable with other relevant stakeholders – For example, EOC / ICP / ES / GECC (IT & phones etc.) / GIS / Outreach / data capture	Action 20	Manager		No TVEOA budget – Within Overheads	Completed	Completed
CDC Arrangements	Undertake needs assessment and gap analysis for CDC requirements across the EOA	Action 18, 21	EMO, EMSO		No TVEOA budget – Within Overheads	Q1 & Q2	Not yet commenced
Local Logistics Plan	Develop a Local Logistics Plan	Action 42	Manager, EMO		No TVEOA budget – Within Overheads	Q4	Not yet commenced
Local Welfare Plan	Review and update Local Welfare Plan	Action 53	EMO, EMSO, LWC		No TVEOA budget – Within Overheads	Q1	Not yet commenced
EOC Staff Database	Create an EOC Staff Database (up to date skills, training and qualifications)		EMO, EMSO		No TVEOA budget – Within Overheads	Q1	Not yet commenced
Mass Evacuation plan and procedures	Develop a Mass Evacuation plan (or stay in place plan) and procedures: prioritise at risk communities (hazard and risk information)		Manager, EMO	Work underway, prior to the agreed 2018/19 programme, to support Ngatea evacuation planning – Stop-bank considerations	No TVEOA budget – Within Overheads	On-going	Low Risk
Territorial Authority Hazard and disaster management plans	Participate in review, and if required development, of relevant Territorial Authority Hazard and disaster management plans		Manager, EMO		No TVEOA budget – Within Overheads	Q3	Not yet commenced
Public Alerting	Public Alerting – Tools and processes to be reviewed and updated	Action 38	Manager, EMO, EMSO		No TVEOA budget – Within Overheads	Q1	Not yet commenced
EOC- Staff Training and development	Creation of a Staff professional development programme - EOC process training programme (logins, whiteboards, footprint, EMIS, briefings, teleconference, forms, etc.		Manager, EMO		No TVEOA budget – Within Overheads	Q1	Low Risk
Training & professional Development - Controllers and EMO staff	Creation of a professional development programme - Controllers and EMO staff	Action 35	Manager, EMO		No TVEOA budget – Within Overheads	Q4	Not yet commenced
Undertake a reassessment of TVEOA's ability to resource an EOC for the first three days of an emergency.	Review of staff trained to ITF intermediate level and above and a reassessment of TVEOA's ability to staff an EOC for the first three days of an emergency.		Manager, EMO, CAG	Report to CAG on 23/05/18	No TVEOA budget – Within Overheads	Completed	Completed

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CIMS Incident Management Team (IMT) Section	Internal recruitment and selection processes for CIMS IMT for whole EOA to be identified		Manager, EMO, CAG		No TVEOA budget – Within Overheads	Q3	
Training & Professional Development - CIMS IMT	Creation of a Training & Professional Development Programme for CIMS IMT	Action 35	Manager, EMO	Meeting FENZ regarding ILDP in May 2018. Subsequent Report to CAG outlining options	No TVEOA budget – Within Overheads	Q1	
Response Manager training	Development of Response Manager training curriculum	Action 35	Manager, EMO		No TVEOA budget – Within Overheads	Q2	
Response Manager's	Internal recruitment and selection processes to be undertaken for Response Managers	Action 35	Manager, EMO, CAG		No TVEOA budget – Within Overheads	Q2	
Response Manager	Deliver training & professional development programme to Response Managers	Action 35	Manager, EMO		No TVEOA budget – Within Overheads	Q3	
PA to Controller	Selection, Training & Professional Development - PA to Controller	Action 35	Manager, EMO, CAG		No TVEOA budget – Within Overheads	Q3	
Welfare Manager	Selection, Training & Professional Development - Local Welfare Manager	Action 35	Manager, EMO, CAG		No TVEOA budget – Within Overheads	Q1	
Community Intelligence training	Development of intelligence training input for Community Response Teams	Action 35	Manager, EMO, EMSO		No TVEOA budget – Within Overheads	Q3	
Community Lead Centre Training	Delivery of Community Lead Centre Training for CRP Groups - Prioritised roll-out as per Group Plan 3 risks	Action 35	Manager, EMO, EMSO		No TVEOA budget – Within Overheads	On-going	
EOC Skills refresher and familiarisation Training	EOC Skills refresher and familiarisation Training undertaken - Every EOA staff member who has received ITF intermediate training to undergo one training session per year	Action 35	Manager, EMO		No TVEOA budget – Within Overheads	On-going	
EOC procedures	EOC set-up and stand-down procedures are tested once yearly	Action 35	Manager, EMO, EMSO		No TVEOA budget – Within Overheads	Q2 & Q4	
Administration: Provide effective administration for effective and efficient CDEM services across the EOA							
Local Plan on a page	Plan on a page (TVEOA Plan 2017 - 20) - simple plan that visually articulates priorities, aims and objectives of EOA		Manager		No TVEOA budget – Within Overheads	Q3	
Local Thames Valley CDEM plan	Prepare a full local Thames Valley CDEM plan		Manager, EMO		No TVEOA budget – Within Overheads	Q2 & Q3	
Iwi engagement	Iwi representation on TVEOA CDEM Joint Committee	Action 54	Manager, CAG, CDEM Committee		No TVEOA budget – Within Overheads	Completed	
TVEOA and TCDC Service Level Agreement	Review TVEOA and TCDC Service Level Agreement		Manager, CAG, CDEM Committee		No TVEOA budget – Within Overheads	Completed	
CDEM Committee Agreement	Review Thames Valley CDEM Joint Committee Agreement		Manager, CAG, CDEM Committee		No TVEOA budget – Within Overheads	Completed	

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Long term plans and Annual plans	Participate in Territorial Authorities Long term plans and Annual plans (EOA)		Manager, EMO		No TVEOA budget – Within Overheads	Q2	
Strategic Planning							
CDEM presence in District Planning	Review Processes for, and consider opportunities for, integrating CDEM resilience into Territorial Authority planning – For example land use / consents / major event planning	Action 8	Manager, CAG,		No TVEOA budget – Within Overheads	Q2	
EOA Collaboration with Neighbours	Consider expanding EOA (Section 17A Service Delivery Review recommendation). Also scope for MOU opportunities below expanding EOA.		Manager, CAG, CDEM Committee	Initial Meeting with Waikato District regarding MOU for Miranda	No TVEOA budget – Within Overheads	2018/19	
Operational Response							
Response Times	EOC is established within 60 minutes of request / instruction to activate		Manager, EMO		No TVEOA budget – Within Overheads	On-going	
Activation Reviews	Debriefs held after activations and after-action report compiled within one (1) month of event concluding.		Manager, EMO, EMSO, CAG		No TVEOA budget – Within Overheads	On-going	
Recovery							
Community awareness of Recovery	Promote Hazard and risk info to CDEM Partners & Community (inc. WLUG Vulnerability Study) for purpose of planning for recovery		Manager, EMO, CAG, Councils		No TVEOA budget – Within Overheads	On-going	
Effective Transition to Recovery	Ensure consistent approach and understanding of transition to recovery activities		Manager, EMO, CAG, Councils		No TVEOA budget – Within Overheads	Q2 & Q3	
Local Recovery plans	Support Local EOA Recovery Managers in the development of, or review of, local Recovery plans		Manager, EMO, CAG, Councils		No TVEOA budget – Within Overheads	On-going	
Business Meetings and relationship development / Sustainment							
Meeting attendance	GEMO CDEM Professionals Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Waikato Welfare Coordination Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Group Controllers' Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	TVEOA CAG Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	TVEOA CDEM Joint Committee Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	CEG Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	

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Meeting attendance	Waikato CDEM Joint Committee Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Local Welfare Committee Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Eastern Waikato Emergency Services Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Local Controllers' Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	Waikato Lifeline Utilities Meeting		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	WRC Regional Hazards Forum		Manager, EMO		No TVEOA budget – Within Overheads	2018/19	
Relationship Maintenance	Established Community Response Groups - liaison / refresher / relationship sustainment		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	
Meeting attendance	GEMO CDEM Professionals Meeting		Manager, EMO, EMSO		No TVEOA budget – Within Overheads	2018/19	