Name and logo of Council

Status Report template

|  |  |  |
| --- | --- | --- |
| Event: |  | |
| Regions/Districts/Wards affected: |  | |
| Date: |  | |
| Report Number: | # | |
| Time period covered: |  | |
| Date next Report due: |  | |
| Distributed to: | Joint Committee, CEG, Group Recovery Manager, MCDEM | |
| Frequency: | Weekly/fortnightly/monthly | |
| Prepared by: | Name | Title |
| Signed off by: | Name | Title |

*Replace yellow highlights with relevant information or delete if not applicable.*

*This template from MCDEM’s Recovery Toolkit aims to help CDEM Groups and local authorities prepare and support their communities to recover after an emergency, meet their legislative duties and elevate recovery preparedness across New Zealand. The templates provide suggestions based on lessons from previous recoveries - they are not prescriptive. Please email* [*MCDEMRecovery@dpmc.govt.nz*](mailto:MCDEMRecovery@dpmc.govt.nz) *with your feedback and suggestions.*

Executive Summary

Overall status of recovery:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Green = on track according to Recovery Action Plan |  |  | Orange = issue could result in change of scope or timing but is being managed |  |  | Red = issue no longer manageable and need help |  |

Highlights and milestones from this period:

Key priorities this week/month

| Action # | Task Group/ Project | **Action** | **Expected outcome** |
| --- | --- | --- | --- |
|  | Eg, Social, Built, Natural, Economic, Rural, Financial, Community engagement, Communications |  |  |
|  |  |  |  |
|  |  |  |  |

Current or emerging risks and issues

*Add new risks and issues to Recovery Action Plan and Risk Register. See Risk and Opportunities template on* [www.civildefence.govt.nz](https://www.civildefence.govt.nz/)*.*

| Issue | **Impact** | **Actions taken** | **Expected outcome** | **Indicator** | **Organisation** | **Responsible person** | **Expected completion date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Eg, change in recovery Office structure, resourcing issues |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Progress against Recovery Action Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Green = on track according to Recovery Action Plan |  |  | Orange = issue could result in change of scope or timing but is being managed |  |  | Red = issue no longer manageable and need help |  |

| Action # | Task Group/ Project | **Action** | **Expected outcome** | **Indicator** | **Organisation** | **Responsible person** | **Progress** | **Expected completion date** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Eg, Social, Built, Natural, Economic, Rural, Financial, Community engagement, Communications |  |  |  |  |  | Green, orange or red |  | Eg Not started, On track, Complete |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Key indicators

| **Item** | **This week** | **Last week** | **Comment** |
| --- | --- | --- | --- |
| Number of uninhabitable houses |  |  |  |
| Number of people in emergency accommodation |  |  |  |
| Number of families needing temporary accommodation |  |  |  |
| Number of families back homes |  |  |  |
| Number of families not known whereabouts of |  |  |  |
| Number of people needing welfare services |  |  |  |
| Number of insurance claims |  |  |  |
| Number of insurance claims resolved |  |  |  |
| Number of families with no insurance |  |  |  |
| Number of families with under insurance |  |  |  |
| Number of applications to Mayoral Relief Fund |  |  |  |
| Number of Mayoral Relief Fund grants and $ amounts |  |  |  |
|  |  |  |  |