



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 6 December 2022, 9.00am

Council Chamber, Greater Wellington Regional Council, 100 Cuba St, Te Aro, Wellington

Members

Mayor Anita Baker	Porirua City Council
Mayor Gary Caffell	Masterton District Council
Mayor Campbell Barry	Hutt City Council
Mayor Martin Connelly	South Wairarapa District Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kāpiti Coast District Council
Hon. Mayor Ron Mark	Carterton District Council
Council Chair Daran Ponter	Greater Wellington Regional Council
Mayor Tory Whanau	Wellington City Council

Recommendations in reports are not to be construed as Council policy until adopted by Council

Civil Defence Emergency Management Group Committee

Tuesday 6 December 2022, 9.00am

Taumata Kōrero - Council Chamber, Greater Wellington Regional Council
100 Cuba St, Te Aro, Wellington

Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Declarations of conflicts of interests		
3.	Public participation		
4.	Process for the appointment of the Civil Defence Emergency Management Group's Chairperson and Deputy Chairperson	22.468	3
5.	Confirmation of the public minutes of the Wellington Civil Defence Emergency Management Group meeting on 20 September 2022	22.443	8
6.	WREMO Quarterly Report – Quarter One 2022/23	22.512	11
7.	CDEM Group Appointments	22.516	45

Civil Defence Emergency Management Group
6 December 2022
Report 22.468



For Decision

PROCESS FOR THE APPOINTMENT OF THE CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP CHAIRPERSON AND DEPUTY CHAIRPERSON

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group on the procedure and options to appoint the Chairperson and Deputy Chairperson of the CDEM Group.

He tūtohu

Recommendations

That the Joint Committee:

1. **Notes** that the Chairperson and Deputy Chairperson hold office for a term of three years, until the next triennial local government elections.
2. **Adopts**, pursuant to Schedule 7 of the Local Government Act 2002, *either*:
 - a. Appointment by statutory voting system A; *or*
 - b. Appointment by statutory voting system B.
3. **Agrees** that any voting that requires a resolution by 'lot' to exclude any person/s will use the procedure where candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e., elected or not excluded from the next round).
4. **Adopts** the voting system and procedure outlined in recommendations 3 and 4 for the appointment of both the Chairperson and Deputy Chairperson.

Te horopaki

Context

2. Clause 15 of the CDEM Group's Terms of Reference provides that:
 - a. The Chairperson and Deputy Chairperson will hold office for a term of three years or such lesser period as may be determined by the CDEM Group
 - b. If three quarters of the representatives of the members present agree the CDEM Group may appoint a new Chairperson or Deputy Chairperson at any time.

3. The CDEM Group's practice has been that the terms of the Chairperson and Deputy Chairperson cease at each triennial local government election, and that voting on appointments for both these positions occur at the first meeting of the new triennium.

Te tātaritanga

Analysis

Procedure for appointments

4. The CDEM Group is a joint committee appointed under sections 30 and 30A of the Local Government Act 2002 (the LGA). As such, the procedure for appointing the Chairperson and Deputy Chairperson is provided under clause 25 of Schedule 7 to the LGA, unless it is varied by agreement with the local authorities or public bodies that appoint members to the committee¹. The CDEM Group's Terms of Reference do not contain such a variation.
5. Under clause 25, the CDEM Group must choose one of two statutory voting systems:
 - A Appointment by the majority of members present and voting, or
 - B Appointment by receiving a greater number of votes than any other candidate.

Characteristics of appointment by majority (Voting system A)

6. The characteristics of this voting system are:
 - a The person who is appointed receives the votes of a majority of the CDEM Group members present and voting
 - b There is a first round of voting for all candidates
 - c If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
 - d If no candidate is successful in the second round there is a third, and so on. Each time the candidate with the fewest votes in the previous round is excluded
 - e If, in any round, two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot
 - f Rounds of voting will only be required where there are more than two candidates.

Characteristics of appointment by greatest number of votes (Voting system B)

7. The characteristics of this voting system are:
 - a A person is appointed if they receive more votes than any other candidate
 - b There is only one round of voting
 - c If two or more candidates tie for the most votes, the tie is resolved by lot.

Determining by 'lot' where there is a tie

8. Both voting systems A and B require a resolution by 'lot' if two or more candidates receive an equal number of votes and no one else is elected. The most common

¹ Section 30A(6)(c)(i) of the LGA.

procedure is for the names of the candidates with the same number of votes to be placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e., elected or not excluded from the next round). It is recommended that this process be used in the event that there is a tie between candidates.

Nga kōwhiringa

Options

9. The CDEM Group must choose either of the two voting systems described above to elect the Chairperson and Deputy Chairperson. The CDEM Group is entitled to adopt different systems for the election of the Chairperson and Deputy Chairperson; however, for reasons of ease and practicability, it is recommended that the CDEM Group adopts the same system for both elections.

Option One – Voting system A - Election by the majority of members

Advantages	Disadvantages
The winning candidate is elected by a majority of Council members.	There may be multiple voting rounds.

10. Voting system A is recommended if the CDEM Group wants to guarantee that the winning candidate receives the votes of a majority of the members of the CDEM Group.

Option Two – Voting system B – Election by the greatest number of votes

Advantages	Disadvantages
There is only one round of voting.	The winning candidate may not have the majority support of Council members.

Ngā hua ahumoni

Financial implications

11. There are no financial implications arising from this report.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

12. There are no implications for Māori arising from this report.

Ngā tikanga whakatau

Decision-making process

13. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

Te hiranga Significance

14. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Greater Wellington Regional Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers consider the matters for decision are of low significance, given their administrative nature.

Te whakatūtakitaki Engagement

15. Due to the low significance of the decision, no engagement was considered necessary.

Ngā tūāoma e whai ake nei Next steps

16. Once the voting system is decided, the Manager Democratic Services, will call for nominations for the office of Chairperson for the CDEM Group. Once appointed, the Chairperson will take the chair for the rest of the meeting.
17. The newly appointed Chairperson will then call for nominations to the position of Deputy Chairperson.

Ngā kaiwaitohu Signatories

Writer	Lucas Stevenson – Kaitohutohu Advisor, Democratic Services
Approvers	Alex Smith – Kaitohutohu Matua Senior Advisor, Democratic Services Francis Ryan – Kaiwhakahaere Matua Manager, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki General Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The appointment of the Chairperson and Deputy Chairperson is consistent with the CDEM Group's Terms of Reference, Civil Defence Emergency Management Act 2002, and Local Government Act 2002.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Not applicable
<i>Internal consultation</i> There was no internal consultation required.
<i>Risks and impacts - legal / health and safety etc.</i> There are no known risks or impacts.



Please note these minutes remain unconfirmed until the Wellington Civil Defence Emergency Management Group meeting on 6 December 2022.

Report 22.443

Public minutes of the Wellington Civil Defence Emergency Management Group meeting on Tuesday 20 September 2022

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council
100 Cuba Street, Te Aro, Wellington, at 9.01am.

Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Beijen	South Wairarapa District Council
Mayor Guppy	Upper Hutt City Council
Mayor Lang	Carterton District Council

Mayor Lang participated at this meeting remotely and counted for the purpose of quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

A minute of silence was observed to acknowledge the death of Her Majesty, Queen Elizabeth II, Queen of New Zealand.

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee accepts the apologies for absence from Council Chair Ponter and Mayors Barry and Foster.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 31 May 2022 – Report 22.241

Moved: Mayor Patterson / Mayor Baker

That the Committee confirms the Public minutes of the Wellington Civil Defence Emergency Management Group meeting on 31 May 2022 – Report 22.241.

The motion was **carried**.

5 Wellington Region Emergency Management Office 2021/22 Annual Report – Report 22.424

Jeremy Holmes, Regional Manager, WREMO, spoke to the report.

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee approves the contents of the Wellington Region Emergency Management Office Annual Report (1 July 2021 – 30 June 2022).

The motion was **carried**.

6 Civil Defence Emergency Management Group Appointments – September 2022 – Report 22.425

Jeremy Holmes, Regional Manager, WREMO, spoke to the report.

Moved: Mayor Baker / Mayor Beijen

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
 - a Darryl McCurdy as Controller (Combined areas of Wairarapa district councils)
 - b Alison Wiley as alternate Controller (Porirua City Council)
- 2 Approves the addition of the following statutory appointees:
 - a Angela Bell as alternate Controller (Kapiti Coast District Council)
 - b Helen Oram as alternate Recovery Manager (Hutt City Council)

The motion was **carried**.

7 Proposed Meeting Schedule for 2023 – Report 22.401

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee:

- 1 Adopts the 2023 meeting dates, as follows:
 - a 7 March 2023
 - b 13 June 2023

- c 19 September 2023
- d 5 December 2023
- 2 Agrees to the meeting start time of 11am.
- 3 Authorises the Kaiwhakahaere Matua/Manager, Democratic Services, Greater Wellington, in consultation with the Joint Committee Chair and Regional Manager, WREMO to amend the schedule as necessary.
- 4 Notes, that as the Administering Authority, Greater Wellington will circulate the meeting schedule to members and key stakeholders.

The motion was **carried**.

Noted: The Committee noted that its meetings, the Wellington Regional Leadership Committee and Regional Transport Committee meetings are scheduled for the same day. The Committee requested that officers give consideration to the sequencing and length of the agendas across the three committees and coordinate the meetings and workshops to ensure sufficient breaks throughout the day.

The public meeting closed at 9.10am.

Mayor/Council Chair X (to be signed by newly elected CDEM Chair once appointed)

Chair

Date:

**Civil Defence Emergency Management Group
6 December 2022
Report 22.512**



For Decision

WREMO QUARTERLY REPORT – QUARTER ONE 2022/23

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management Group Joint Committee (the Joint Committee) of progress and achievements against the draft Wellington Region Emergency Management Office (WREMO) Annual Business Plan 2022/23 (WREMO Annual Plan).

He tūtohu

Recommendation

That the Joint Committee **approves** the WREMO Quarter One Report – 1 July to 30 September 2022 (Attachment 1) as an accurate reflection of progress against the WREMO Annual Plan.

Te horopaki

Context

2. The WREMO Quarter One Report – 1 July to 30 September 2022 (WREMO Q1 Report) (**Attachment 1**) provides information on achievements and progress against the activities set out in the WREMO Annual Plan work programme, as well as additional areas of work identified by the WREMO leadership team.
3. The Coordinating Executive Group (CEG) approved the WREMO Q1 Report and recommend that the Joint Committee approves the report.

Te tātaritanga

Analysis

4. Significant wins for the quarter include:
 - a Deploying WREMO staff to support Nelson-Tasman flood response
 - b A noticeable increase in attendance at Emergency Coordination Centre (ECC)/Emergency Operating Centre (EOC) training
 - c Te Kotahitango o Ngā Tai (Coming Together of Two Tides) Wānanga on emergency management. This was a first of its kind event, enabling a conversation between National Emergency Management Agency (NEMA), CDEM Groups, and Māori on partnership in emergency management.

5. Changes to the overall risks include:
 - a **Reduced** risks related changes to national COVID-19 strategies as the nation adapts to a more permanent approach, and risks from number of ECC/EOC training as attendance numbers have improved.
 - b **Increased** risks related to staff retention as an effect of a strong labour market
 - c **No significant change** to risks related to revisions to the CDEM Act as draft revisions have yet to be released, and no significant change to wellbeing risks as we continue to monitor wellbeing and manage workloads.
6. The budget is tracking well, with a small underspend of \$13,100 overall. There has been an overspend in personnel due to some significant back payments that had to be made to staff this quarter. The reserve balance as at 1 July 2022 is \$225,000. The reserve balance has been allocated to capability development, marketing and communications, and Māori Integration.

Ngā hua ahumoni Financial implications

7. There are no financial implications arising from this report.

Ngā Take e hāngai ana te iwi Māori Implications for Māori

8. Positive reception of Te Kotahitango o Ngā Tai (Coming Together of Two Tides) Wānanga on emergency management has enabled better partnership between iwi/Māori.
9. Funding for implementation of the Māori Integration Strategy has been allocated through the end of the 2022-23 financial year. Implementation will include further improvements to the strategy, and leveraging opportunities created by Te Kotahitango o Ngā Wānanga.

Ngā tikanga whakatau Decision-making process

10. The matter requiring decision in this report was considered by officers against the requirements of section 17 of the Civil Defence Emergency Management Act 2002 and the decision-making requirements of Part 6 of the Local Government Act.

Significance

11. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Greater Wellington Regional Council's Significance and Engagement Policy and Decision-making Guidelines. Officers recommend that this matter is of low significance, due to its administrative nature.

Te whakatūtakitaki Engagement

12. Given the low significance of the matter for decision, no related engagement was required

**Ngā āpitihanga
Attachment**

Number	Title
1	The WREMO Quarter One Report – 1 July to 30 September 2022

**Ngā kaiwaitohu
Signatories**

Writer	Sam Ripley – Emergency Management Advisor - Projects
Approver	Jeremy Holmes – Regional Manager, Wellington Region Civil Defence Emergency Management Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> The Quarterly Report identifies progress against the priorities identified in the Annual Business Plan 2022/23.
<i>Internal consultation</i> See paragraph 4.
<i>Risks and impacts - legal / health and safety etc.</i> There are no known risks.



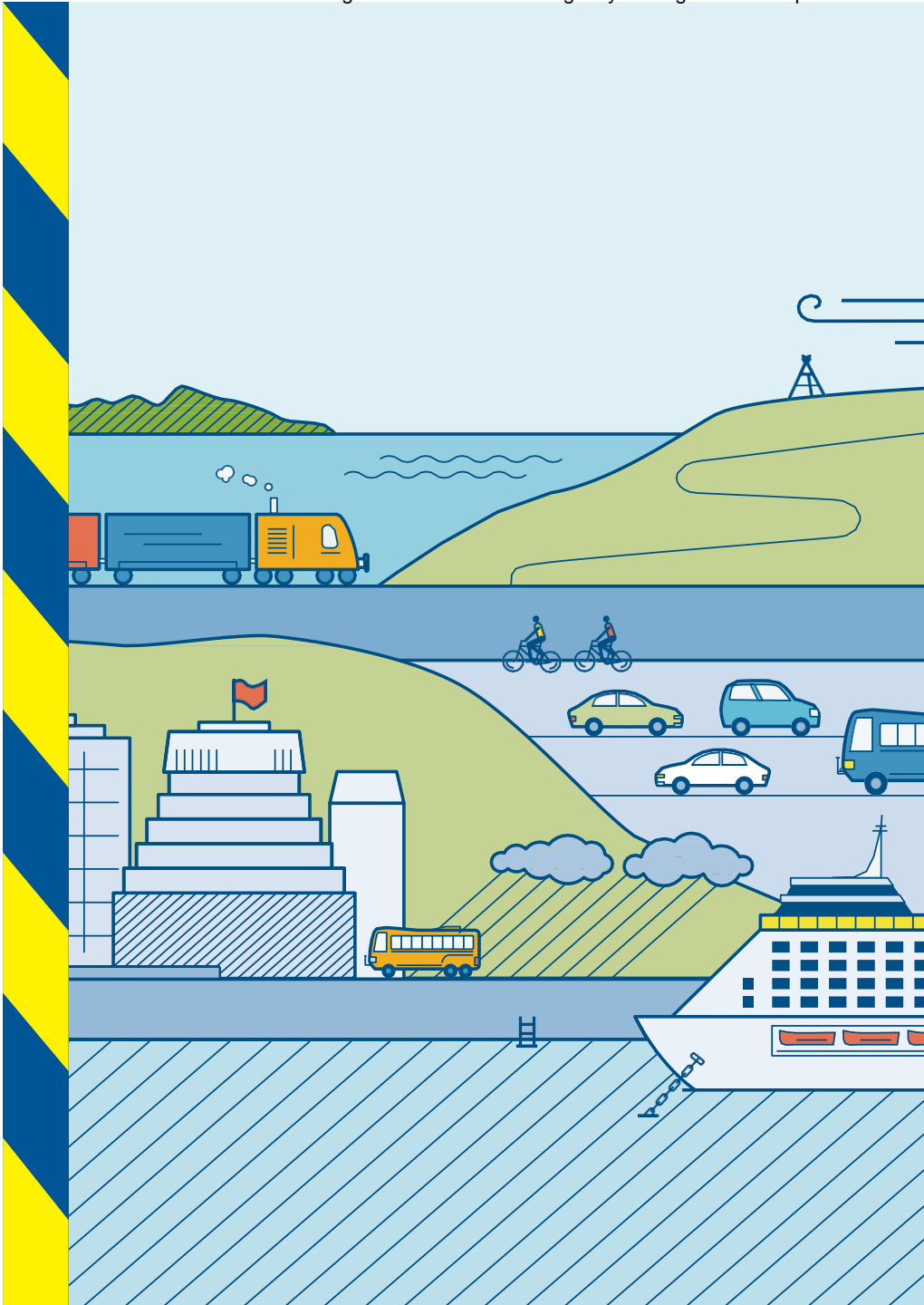
Wellington Region
Emergency Management Office

Quarterly Report



1 July to 30 September 2022

Q1





Contents

 **Executive summary 2**



Overview.....	3
Wins.....	3
Risk matrix.....	4
Financial summary.....	5

 **KPI summary 6**



Reduction.....	8
Readiness.....	10
Response.....	23
Recovery.....	27



Executive summary

Overview	3
Wins	3
Risk matrix	4
Financial summary	5



Overview

This financial year started with various severe weather events in the Wellington Region and across the country. In addition to responding locally to heavy swell warnings and severe weather warnings in July, August and September, WREMO and other CDEM Group staff provided much needed support on the ground during the Nelson-Tasman flood response.

Over the same period there has been an increased level of attendance in training and other meetings - many of which are now scheduled in person. This trend has been seen across communities and partner agencies alike, indicating an overall interest in returning to face-to-face engagements, whilst still being aware of the COVID risk.

In addition, we have continued building our relationship with mana whenua. In July, a meeting was held to discuss how mana whenua could be included in CDEM governance in the region. In September, Ngāti Toa and Te Āti Awa hosted a national wānanga for Māori in emergency management. The event was a milestone achievement for building better partnerships, sharing insights from emergency events, understanding ways to improve planning and shape legislation, and setting targets for where to go next. WREMO staff played a key role in helping plan the event and supported Ngāti Toa and Te Āti Awa with the delivery throughout.

J Holmes

Jeremy Holmes,
Regional Manager
Wellington Region CDEM Group

Wins

1

Win 1: Supporting Nelson-Tasman flood response

Staff deployed in August to the Nelson-Tasman region, as part of the national response to severe flooding. Staff provided a much-needed boost of skill and energy to the response and gained valuable experience that can be applied in our region.

2

Win 2: Increased training attendance

There has been a noticeable increase in the number of people attending training over the quarter due to a number of council initiatives and adjustments to the way in which training is delivered.

3

Win 3: National Māori Emergency Management Wānanga

A first of its kind event, the Te Kotahitanga o Ngā Tai (Coming Together of Two Tides) Wānanga on emergency management enabled a conversation between NEMA, CDEM Groups and Māori on partnership in emergency management and helped identify next steps.



Risk matrix

Risk matrix as at 30 September 2022:

Retention of staff

We continue to feel the effect of a strong labour market. We are particularly vulnerable to central government job offers, with a number of staff taking up opportunities.

Health, safety and wellbeing of staff

We are continuing to monitor staff wellbeing through regular check-ins and careful management of workloads.

Changes to national and regional COVID strategies

Although national controls have now reduced, COVID remains in our communities and continues to impact staff productivity and availability.

Numbers of council staff attending EOC/ECC training

There has been an increase in the number of council staff attending training due to various council interventions and changes to how courses are delivered.

Outcomes of revisions to the CDEM Act

We continue to work with NEMA where possible on Trifecta and await the draft release of the documents later this year.



Up since last quarter



Down since last quarter

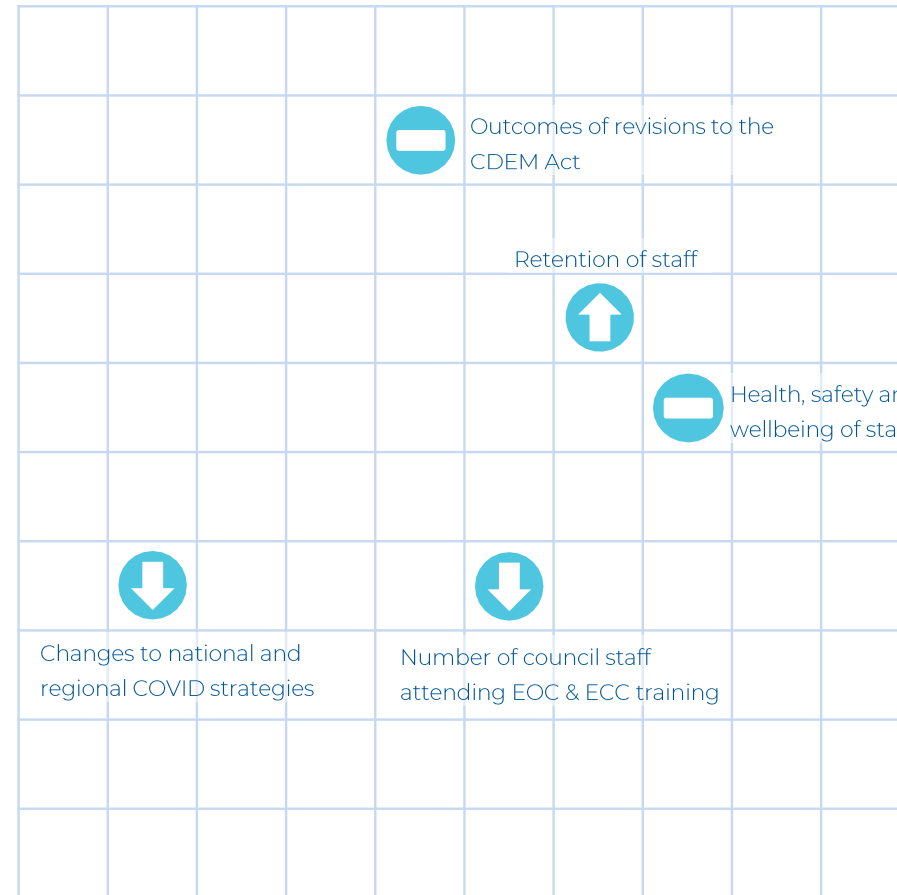


No change since last quarter

Almost Certain



LIKELIHOOD



Outcomes of revisions to the CDEM Act

Retention of staff



Health, safety and wellbeing of staff



Changes to national and regional COVID strategies



Number of council staff attending EOC & ECC training

IMPACT → Severe



Financial summary

WREMO Income Statement	YTD as at 30 September 2022			Fullyear
	Actual \$(000)	Budget \$(000)	Variance \$(000)	Budget \$(000)
Rates & levies	953.80	953.80	-	1297.11
External revenue	1996.10	1961.1	35.00	2,667.16
Council reimbursement on charges				-
Internal revenue				-
Total income	2949.90	2914.90	35.00	3,964.26
Less:				
Personnel costs	904.4	862.1	(42.3)	3448.22
Materials and supplies	0	80	80	320.00
ICT and communications	88.9	50	(38.9)	200.00
Office and property	18.3	27.5	9.2	110.00
Travel and Transport	11.3	15.3	4.0	61.04
Contractors and consultants	26.1	12.5	(13.6)	50.00
Total expenditure	1067.4	1047.3	(20.1)	4,189.26
Operating surplus/(deficit)	(43.2)	(56.3)	13.1	(225.00)
Vehicles and other plant purchases				-
Net funding before reserve movements				-
Council reimbursements				-
Reserve investments transfer out		56.3	56.3	225.00
Net funding surplus (deficit)	(43.2)	.0	13.1	-

Currently, the budget is tracking well with a small underspend of \$13.1k once the reserve has been added.

There has been an overspend in personnel due to some significant back payments that had to be made to staff in this quarter.

BALANCE OF RESERVE AS AT 1 JULY 2022 \$225,000**

Of this total, \$225,000 has been allocated for additional staff in capability development, marketing and communications and Māori Integration.



KPI Summary

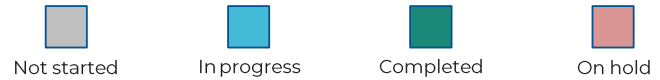
Reduction	7
Readiness	10
Response	23
Recovery	27




Reduction

KPI Summary

Progress



DELIVERABLE

Coordinate the efforts of councils and other CDEM Group partners to align and enhance approaches to natural hazard risk reduction practices.

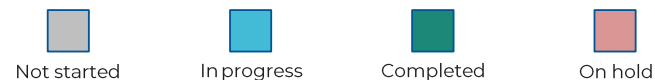
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Lead the Emergency Levels of Service project to ensure hazard risks to Lifeline Utility services are reduced.						LOW




Reduction

KPI Summary

Progress



DELIVERABLE

Lead the development and implementation of the CDEM Group Plan, and report on progress against the strategic outcomes identified in the Plan.

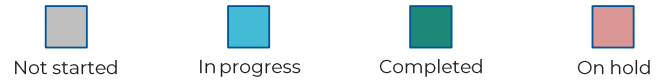
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop the WREMO Service Agreement for approval by CEG for implementation 1 July 2023.	Not started					HIGH
Develop the WREMO Annual Plan (2023-24) in alignment with council annual plan development time lines.	Not started					HIGH
Establish the Project Portfolio Management Office (PPMO) and provide an initial report to the CEG and Joint Committee to test the format and information requirements.	On hold					MED
Conduct the annual WREMO Regional Community Survey to identify trends and opportunities to increase resilience.	Not started					MED
Provide quarterly reports to the CEG Sub Committee, reporting on progress against the WREMO Annual Plan (2022-2023) activities.	In progress					MED




Reduction

KPI Summary

Progress



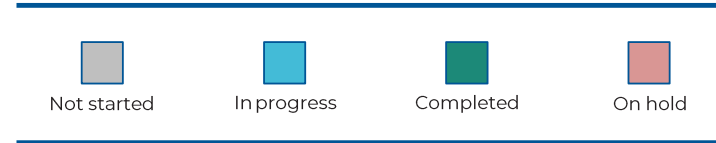
DELIVERABLE

Provide administrative support, guidance and advice to CDEM governance groups.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Perform the required secretariat duties for CDEM governance groups, including the Coordinating Executive Group (CEG) and Sub-Committee.	In progress					HIGH
Respond to relevant Local Government Official Information and Meetings Act (LGOIMA) requests in accordance with legislated time frames and procedures.	Not started					HIGH



Progress



DELIVERABLE

Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.	In progress				1/3	HIGH



Progress



DELIVERABLE

Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency.

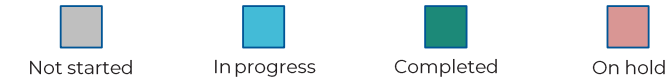
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop and maintain partnerships with iwi and marae to strengthen response capability.	In progress					HIGH
Establish a regional group to coordinate Community Resilience initiatives and share information across the region.	Not started					HIGH
Facilitate 15 local Emergency Services Coordination Committee (ESCC) meetings.	In progress				4 / 15	MED
Facilitate three Regional Inter-Agency Planning Committee (RIAPC) meetings.	In progress				1 / 3	MED
Arrange direct engagement opportunities with key response partners such as technical experts and critical infrastructure providers to share information, develop plans and strengthen coordination arrangements.	In progress					MED



Readiness







KPI Summary

Progress



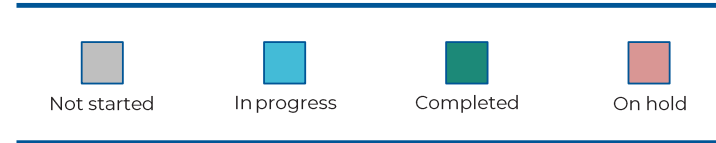
DELIVERABLE

Establish and maintain communication channels to keep communities informed about hazards, impacts and preparedness actions.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Integrate the WREMO and Get Prepared websites.						HIGH
Develop and schedule radio and digital advertising that supports community resilience campaigns and general preparedness.						HIGH
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey.						HIGH
Develop a Social Media Strategy and Plan.						HIGH
Review existing social media capability and develop a strategy to grow engagement and maintain consistency across all WREMO social media platforms.						HIGH
Ensure that WREMO and Get Prepared website content is up-to-date.						MED



Progress



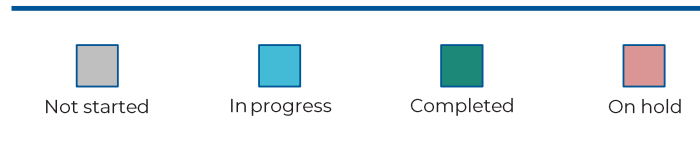
DELIVERABLE

Lead and coordinate a consistent approach to Public Information Management (PIM) across the region.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop and refine Public Information Management (PIM) components of regional plans and processes.	In progress					MED
Hold two meetings annually for Public Information Managers in the Wellington CDEM Group to develop relationships and share information.	Not started					MED



Progress



DELIVERABLE

Lead and coordinate initiatives to enhance welfare capability across the region.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Chair four Wellington Region Welfare Coordination Group meetings to enhance individual and collective agency capability and planning.	In progress					HIGH
Strengthen Needs Assessment capability and capacity in the region.	In progress					HIGH
Implement the CDEM Group Welfare Plan work programme guided by the Welfare Capability Maturity Model.	In progress					HIGH
Strengthen Emergency Assistance Centre (EAC) capability and capacity in the region.	In progress					MED
Develop regional guidance to support the provision of Emergency Shelter and Accommodation and Household Goods and Services in an emergency.	In progress					MED



Progress



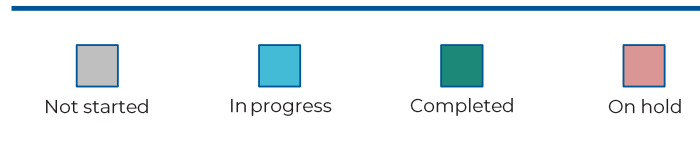
DELIVERABLE

Lead and coordinate the delivery of professional development opportunities for the region's emergency management workforce to enhance capability and capacity.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop and deliver professional development opportunities for the region's emergency management workforce in accordance with the Group Training and Exercise Plan 2022/23.	In progress					HIGH
Administer the Wellington Region's portion of the national CDEM training fund.	In progress					LOW
Coordinate and enhance the Wellington Region's Response Teams capability and capacity.	In progress					LOW
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	In progress					LOW
Support national level capability development advisory groups, programmes and initiatives.	In progress					LOW



Progress



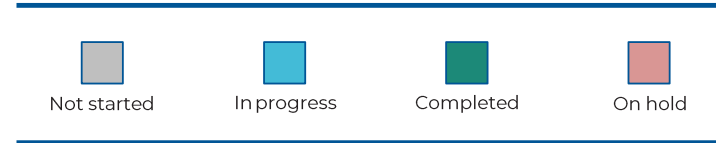
DELIVERABLE

Lead and coordinate the development, implementation and review of CDEM Group operational response plans and processes.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Develop a Health, Safety and Wellbeing Plan to support WREMO staff both in preparation for and in response to an emergency.	In progress					HIGH
Work with GWRC and territorial authorities to refine EOC and ECC flood response plans.	In progress					MED
Work with CDEM Group partners to make further improvements to the Wellington Region Emergency Response Plan.	In progress					LOW
Develop Regional Response Guidelines to support the primary CIMS functions in an emergency.	In progress					LOW



Progress



DELIVERABLE

Lead planning efforts for a timely and effective community response to an emergency.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Carry out annual audits for 128 Community Emergency Hubs.	In progress				10 / 128	HIGH
Deliver 28 Earthquake Drills and work with participants to make updates to the relevant Community Emergency Hub Guides.	In progress				4 / 28	MED
Coordinate and deliver 12 Community Emergency Hub awareness activities.	In progress				5 / 12	MED



Progress



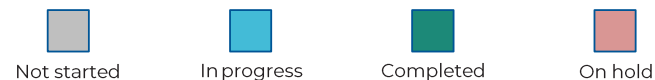
DELIVERABLE

Lead the development and delivery of community engagement initiatives for specific groups to increase preparedness.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Partner with local iwi, hapū, and Māori organisations to co-design preparedness messaging and initiatives for whānau.						HIGH
Lead and promote the Wellington Region's involvement in the Shakeout and Tsunami Hīkoi campaign to increase CDEM Group partner and community awareness and participation.						HIGH
Deliver Household Earthquake Planning sessions to community groups, workplaces and households.					18 / 48	MED
Deliver Business Continuity Planning workshops for businesses, not-for-profit organisations and government agencies.					1 / 4	MED
Deliver Emergency Planning sessions to schools and early childhood centres.					1 / 4	MED
Deliver Youth Leadership in Emergency Management programme at universities.						MED









Progress



DELIVERABLE (continued)

Lead the development and delivery of community engagement initiatives for specific groups to increase preparedness.

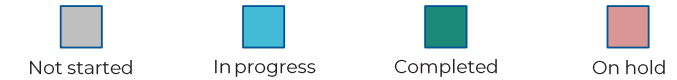
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Implement the next phase of the Central Business District (CBD) Engagement Plan, with a focus on tertiary students and apartment dwellers.						MED
Partner with people with disabilities and organisations that support them to co-design inclusive and accessible preparedness messaging and initiatives.						MED
Produce a Quarterly Newsletter, sharing preparedness messaging and opportunities to engage the community.					1/4	MED
Promote preparedness messaging and community connectedness through social media platforms.						MED
Deliver customised services or products depending on the community or council need (Blue Lines Coastal Preparedness, CALD communities, Water Tanks, Decision Making Under Pressure, etc.)						MED
Promote preparedness messaging with the community at regional or local events					3/7	LOW



Readiness






KPI Summary

Progress



DELIVERABLE

Lead the development and maintenance of equipment, systems and tools for WREMO, the ECC and EOCs.

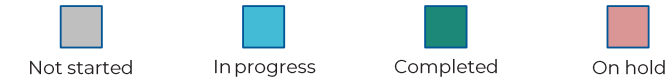
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Complete monthly operational ICT and technical equipment checks across the region's ECC and EOCs and resolve issues as required.						HIGH
Complete six readiness checks of the region's ECC and EOCs to ensure they are ready to respond to an emergency.					7 / 28	HIGH
Maintain IT security and platforms and explore opportunities for further development.						HIGH
Provide ICT guidance and advice to the EOCs/ECC using WREMO supported hardware and networks in preparation for an emergency.						HIGH
Maintain the regional radio network as an alternate communications system.						HIGH



Readiness

KPI Summary

Progress



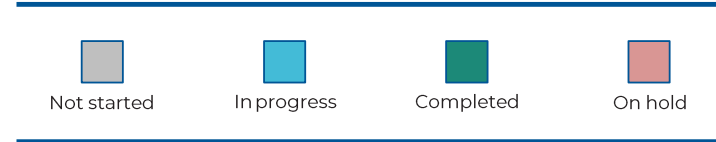
DELIVERABLE

Lead the development, implementation and review of CDEM Group and public alerting functions, including systems, tools, processes and personnel.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Maintain Alert Media platform as an alerting and notification tool and contribute to the national (alerting) work group.						HIGH
Manage and refine the Duty Officer system to ensure that a CDEM Group Duty Officer is available 24/7 to alert CDEM Group partners to an emergency.						HIGH
Conduct monthly Emergency Mobile Alert training to strengthen the Group's capability and capacity.						HIGH
Develop and refine Emergency Mobile Alert predefined messaging.						HIGH
Conduct social media training for Duty Officers.						HIGH



Progress



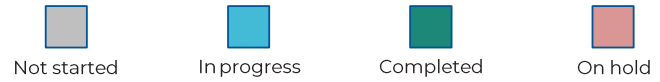
DELIVERABLE

Support community and CDEM Group partner initiatives to increase social connectedness and preparedness.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Support and promote opportunities with partners that increase social capital and preparedness.	In progress					MED



Progress



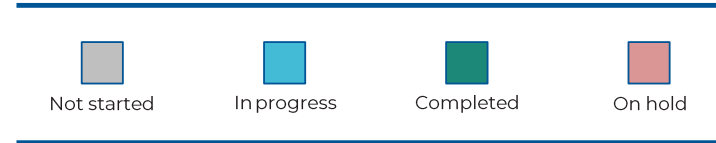
DELIVERABLE

Lead the development and implementation of a CDEM Group Lessons Learned framework.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Facilitate an after action review process following a CDEM response.	In progress					MED



Progress



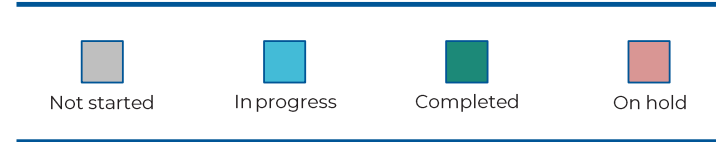
DELIVERABLE

Manage WREMO staff health and wellbeing in a response.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Ensure that the Health, Safety and Wellbeing of WREMO staff is supported to sustain an effective response.	In progress					HIGH



Progress



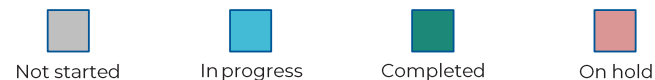
DELIVERABLE

Provide a 24/7 CDEM Group and public alerting function.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Use the CDEM Group Duty System to notify response partners about emergency events.	In progress					HIGH
Send Emergency Mobile Alerts to the public at the regional or local level for emergency events which reach the threshold for an alert.	Not started					HIGH



Progress



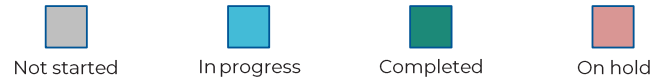
DELIVERABLE

Provide leadership, support and advice to councils, EOCs, the ECC and other CDEM Group partners in an emergency.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide professional emergency management staff to support any response to a CDEM emergency in our region.						HIGH
Provide the primary and alternate Regional Manager and Group Controller roles to the CDEM Group.						HIGH
Provide hazard advice on the potential regional impacts of a National Tsunami Advisory/Warning to supplement advice from the National Tsunami Expert Panel.						HIGH
Provide the primary Group Public Information Manager (PIM) to manage and coordinate regional PIM in a CDEM response.						HIGH
Provide the primary Group Welfare Manager to manage and coordinate Welfare in a CDEM response.						HIGH
Provide guidance and advice to assist council ICT personnel with CDEM systems and tools in an emergency.						HIGH
Provide professional emergency management staff to support other CDEM Groups, NEMA and partner agencies in a response.						MED



Progress



DELIVERABLE

Lead and coordinate recovery engagement opportunities to develop capability, share information and strengthen relationships.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Commence the establishment of Sector Groups for each Recovery environment.						MED
Host a forum for Recovery Managers to develop knowledge and capability.						MED



Progress



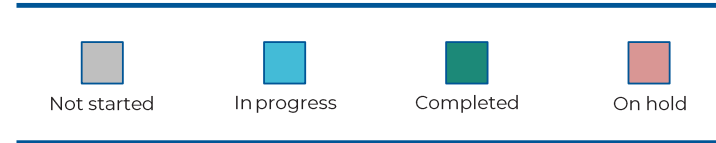
DELIVERABLE

Lead the development, implementation and review of regional recovery guidance and resources.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Refine the Recovery Framework and develop operational documents and supporting templates.	In progress					MED
Develop an Introduction to Recovery video for use in an activation.	Not started					MED
Begin developing short recovery training modules.	In progress					MED
Commence Strategic Recovery Planning based on NEMA guidance	In progress					LOW



Progress



DELIVERABLE

Provide leadership, support and advice to councils and other CDEM Group partners in recovery.

KPI	Q1	Q2	Q3	Q4	YTD	Priority
Provide professional emergency management staff to support any recovery from a CDEM emergency in the Wellington Region.						HIGH
Provide the primary Recovery Manager role to the CDEM Group.						HIGH

**Civil Defence Emergency Management Group
6 December 2022
Report 22.516**



For Decision

CDEM GROUP APPOINTMENTS

Te take mō te pūrongo

Purpose

1. To propose to the Wellington Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) a number of statutory appointments for the CDEM Group.

He tūtohu

Recommendations

That the Joint Committee:

1. **Approves** the removal of the following statutory appointees:
 - a Derek Baxter as Primary Controller (Wellington City Council)
2. **Approves** the addition of the following statutory appointees:
 - a Kym Fell as Alternate Controller (Wellington City Council)
 - b Hannah Brackley as Alternate Controller (Wellington City Council)
 - c Leonie McPhail as Alternate Controller (Porirua City Council)
 - d Glen Quintal as Alternate Controller (Porirua City Council)

Te horopaki

Context

2. Sections 26 and 29 of the CDEM Act 2002 require a CDEM Group to appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the:
 - a Group Controller for its area; and
 - b Group Recovery Manager for its area.
3. The CDEM Group is also required to appoint, either by name or by reference to the holder of an office, at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller and the Group Recovery Manager respectively if there is a vacancy in office or an absence from duty for any reason.

4. Sections 27 and 30 of the CDEM Act 2002 also states that a CDEM Group may appoint one or more persons to be:
- a A Local Controller; and
 - b A Local Recovery Manager.

Te tātaritanga Analysis

5. The following key is used in the table below:

Bold – New appointee

~~Strikethrough~~ – Removed appointee

Standard – Current appointee

6. **Controllers:** The following table lists current statutory appointees and recommended changes to the Group's Controllers, including alternates and supplementaries.

Area to which appointed	Appointee name and designation
CDEM Group	Mark Duncan (Group Controller) Jessica Hare (alternate) Jeremy Holmes (alternate) Dan Neely (alternate) Bruce Pepperell (alternate) Derek Baxter (alternate) Lester Piggott (alternate) Phil Becker (alternate)
Wellington City Council	Derek Baxter (Primary) Primary to be confirmed Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate) Kym Fell (alternate) Hannah Brackley (alternate)
Porirua City Council	Jerry Wrenn (Primary) Sam Bishop (alternate) Olivia Dovey (alternate) Leonie McPhail (alternate) Glen Quintal (alternate) Bruce Pepperell (alternate)
Kāpiti Coast District Council	James Jefferson (Primary) Nienke Itjeshorst (alternate) Steve Cody (alternate) Paul Busing (alternate) Scott Dray (supplementary)
Hutt City Council	Barry Vryenhoek (Primary)

	Lester Piggott (alternate) Matthew Boggs (alternate) Kara Puketapu-Dentice (alternate) Craig Cottrill (alternate) Anthony Robinson (alternate)
Upper Hutt City Council	Geoff Swainson (Primary) Angela Bell (alternate) Craig Cottrill (alternate) Liesel Jahnke (alternate) Steve Taylor (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	Steven May (Primary) Jonathan Hooker (alternate) Paul Gardner (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate)

7. Recovery Managers: The following table lists the current statutory appointees and recommended changes the Group's Recovery Managers, and alternates.

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	Kym Fell (Primary) Paul Andrews (alternate) Danny McComb (alternate)
Porirua City Council	Primary to be appointed Andrew Dalziel (alternate) Olivia Dovey (alternate)
Kāpiti Coast District Council	Natasha Tod (Recovery Manager) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager)
Upper Hutt City Council	Liesel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Johannes Ferreira (Carterton) Nigel Carter (South Wairarapa) Ben Jessep (Masterton)

8. **Non-statutory appointments:** The following table lists current appointments for other non-statutory roles. There are no changes proposed this quarter.

Area to which appointed	Appointee name and designation
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CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Jennifer Rizzi (Welfare Manager)
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Ngā hua ahumoni
Financial implications

9. There no financial implications arising from the matters for decision. Any associated costs are covered by the respective councils according to their individual agreements.

Ngā Take e hāngai ana te iwi Māori
Implications for Māori

10. There are no implications for Māori.

Ngā tikanga whakatau
Decision-making process

11. The matters requiring decision in this report were considered by officers against the decision-making requirements of the CDEM Act 2002 (see paragraphs 2 to 4) and of Part 6 of the Local Government Act 2002.

Te hiranga
Significance

12. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's Significance and Engagement Policy and Decision-making Guidelines. Officers recommend that the matters are of low significance, given their administrative nature.

Te whakatūtakitaki
Engagement

13. Due to the low significance of these decisions, no engagement on these matters was undertaken.

Ngā tūāoma e whai ake nei
Next steps

14. No further external communication is required.

**Ngā kaiwaitohu
Signatories**

Writer	Sam Ripley – Emergency Management Advisor - Projects
Approver	Jeremy Holmes – Regional Manager

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The CDEM Group makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known implications for Council's strategies, policies or plans.
<i>Internal consultation</i> All local authority chief executives were engaged and support the proposed appointees.
<i>Risks and impacts - legal / health and safety etc.</i> While there is no significant legal or health and safety risk, it is important that all Controllers, Recovery Managers and Group Welfare appointments are appropriately contracted to the council for which they hold the appointment. Each council is responsible for managing their own appointments and advises the CDEM Group of any changes to statutory appointments.