



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 26 November 2024, 11.00am

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

Members

Mayor Tory Whanau (Chair)	Wellington City Council
Hon. Mayor Ron Mark (Deputy Chair)	Carterton District Council
Mayor Anita Baker	Porirua City Council
Mayor Campbell Barry	Hutt City Council
Mayor Gary Caffell	Masterton District Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kāpiti Coast District Council
Council Chair Daran Ponter	Greater Wellington Regional Council
Deputy Mayor Melissa Sadler - Futter	South Wairarapa District Council

Callum Katene

Kura Moeahu

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

1 Wellington Region Civil Defence Emergency Management Group

1. Definitions

1.1 For the purpose of these Terms of Reference:

"Act" means the Civil Defence Emergency Management Act 2002.

"CDEM Group" means the Wellington Region CDEM Group.

"Co-ordinating Executive Group" (the CEG) means the Co-ordinating Executive Group to be established under section 20 of the Civil Defence and Emergency Management Act 2002 and clause 10.7 of this Terms of Reference.

"Group Controller" means a person appointed under section 26 of the Civil Defence and Emergency Management Act 2002 and clause 10.1 of these Terms of Reference as a Group Controller.

"Member" means a Local Authority that is a member of the Civil Defence Emergency Management Group that is the subject of this document.

"Representative" means the Mayor or Chairperson of a Member or an alternative person who has been given the delegated authority to act for the Mayor or Chairperson.

"Wellington Region" for the purposes of these Terms of Reference means the Wellington Region as defined by the Local Government (Wellington Region) Reorganisation Order 1989, excluding the parts of the Tararua District falling within the area administered by the Greater Wellington Regional Council.

2. Name

2.1 The Wellington Region Civil Defence Emergency Management Group shall be known as the Wellington Region CDEM Group.

3. Members

3.1 Each of the following local authorities is a member of the Wellington Region CDEM Group:

Carterton District Council
Greater Wellington Regional Council
Kapiti Coast District Council
Hutt City Council
Masterton District Council
Porirua City Council

South Wairarapa District Council
Upper Hutt City Council
Wellington City Council

4 Status

- 4.1 The Wellington Region CDEM Group has the status of a Civil Defence Emergency Management Group under the Civil Defence Emergency Management Act 2002. It is a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

5 Purpose of Terms of Reference

- 5.1 The purpose of these Terms of Reference is to:
- (1) Define the responsibilities of the CDEM Group as delegated to the CDEM Group by the Members
 - (2) Provide for the administrative arrangements of the Group.

6. Functions, duties and powers

- 6.1 The functions, duties and powers of the CDEM Group are those that are set out for a Civil Defence Emergency Management Group in the Civil Defence Emergency Management Act 2002.

7 Objectives of the CDEM Group

- 7.1 To assist the CDEM Group to meet the requirements of the Act, the Group adopts the following objectives:
- (1) To ensure that hazards (as defined in the Act) and the consequential risks are identified and assessed
 - (2) To ensure an effective and efficient region-wide civil defence emergency management capability to respond to and recover from emergencies (as defined in the Act)
 - (3) To facilitate effective and efficient emergency management through partnership and co-ordination amongst the organisations represented on the Co-ordinating Executive Group
 - (4) To promote appropriate mitigation of the risks.

8 Representatives

- 8.1 Each Member is to be represented on the CDEM Group by one person only, being the Mayor or Chairperson of that local authority or an alternate representative who has been given the delegated authority to act for the Mayor or Chairperson.
- 8.2 An alternate representative must be an elected person from that local authority under section 13(4) of the Act.
- 8.3 Under section 114S(4) of the Local Government Act 1974, and clause 30(9) Schedule 7 of the Local Government Act 2002, the powers to discharge any representative on the CDEM Group and appoint his or her replacement shall be exercisable only by the Member that appointed the representative being discharged.

9 Requirement to maintain the CDEM Group

- 9.1 Section 12(2) of the Act, section 114P(5) of the Local Government Act 1974, and clause 30(5) Schedule 7 of the Local Government Act 2002, must not be read as permitting any Member to discharge or reconstitute the CDEM Group.
- 9.2 It is the responsibility of each Member of the CDEM Group to ensure that they have a representative available to participate in the CDEM Group, as soon as practicable after their representative is no longer able to represent that Member for whatever reason, with the same delegated functions, duties and powers as their predecessor.

10 Delegated authority

The CDEM Group has the responsibility delegated by the Members to:

10.1 Appoint a Group Controller

- 10.1.1 Appoint in accordance with section 26 of the Act, a suitably qualified and experienced person to be the Group Controller for the Wellington Region.
- 10.1.2 Appoint a suitably qualified and experienced person(s) to exercise the functions, powers and duties of the Group Controller in the event of a vacancy in or absence in the office of Group Controller.
- 10.1.3 Delegate to the Group Controller the functions set out in section 28 of the Act.

10.2 Appoint local controllers

- 10.2.1 Appoint in accordance with section 27 of the Act and following consultation with the relevant Members, one or more persons to be a Local Controller.

10.3 Appoint person who may declare state of local emergency

- 10.3.1 Appoint in accordance with section 25 of the Act, and following consultation with the

relevant Members, at least one representative of a Member of the CDEM Group as a person authorised to declare a state of local emergency within the Wellington Region.

10.4 Prepare, approve, implement and review civil defence emergency management group plan

10.4.1 In accordance with sections 48 to 57 of the Act, prepare, and after consultation approve a CDEM Group Plan.

10.4.2 In accordance with section 17 of the Act, implement and monitor the CDEM Group Plan within the costs that each Member has agreed to pay.

10.4.3 In accordance with section 56 of the Act, review the CDEM Group Plan.

10.5 Exercise powers to perform its functions

10.5.1 In accordance with section 18(1) of the Act, all the powers that are reasonably necessary or expedient to enable the CDEM Group to perform its functions, including the power to delegate any of its functions to Members, the Group Controller, or any other person.

10.5.2 In accordance with section 18(2) of the Act:

- (1) Recruit and train volunteers for civil defence emergency management tasks
- (2) Conduct civil defence emergency management training exercises, practices, and rehearsals
- (3) Issue and control the use of signs, badges, insignia, and identification passes authorised under the Act, regulations made under the Act, or the civil defence emergency management plan
- (4) Ensure the provision, maintenance, control, and operation of warning systems
- (5) Ensure the provision of communications, equipment, accommodation, and facilities for the exercise of the CDEM Group's functions and powers during an emergency
- (6) Exercise any other powers that are necessary to give effect to the CDEM Group's Civil Defence Emergency Management Plan.

10.6 Establish and Maintain the Co-ordinating Executive Group

10.6.1 In accordance with section 20 of the Act, establish and maintain a Co-ordinating Executive Group consisting of:

- (1) The chief executive officer of each Member or a senior person acting on that person's behalf;
- (2) A senior member of the Police assigned for the purpose by the Commissioner of Police

- (3) A senior member of the Eire Service assigned for the purpose by the National Commander
- (4) The chief executive officers of Capital and Coast Health District Health Board, Hutt Valley Health Board and Wairarapa Health District Health Board, or a person or persons acting on their behalf

11. Powers not delegated

Any power that cannot be delegated in accordance with Section 114Q of the Local Government Act 1974 and Clause 32 Schedule 7 of the Local Government Act 2002.

- 11.2 The determination of internal staff structures of individual Members necessary for the delivery of services required under the Act or the CDEM Group Plan.
- 11.3 The determination of funding for implementing the CDEM Group Plan.

12. Remuneration

- 12.1 Each Member of the CDEM Group shall be responsible for remunerating its representative on the CDEM Group for the cost of that person's participation in the CDEM Group.

13. Meetings

- 13.1 The New Zealand Standard for model standing orders (NZS 9202: 2001), or any New Zealand Standard substituted for that standard, will be used to conduct CDEM Group meetings as if the CDEM Group were a local authority and the principal administrative officer of the Greater Wellington Regional Council or his or her nominated representative were its principal administrative officer.
- 13.2 Other standing orders may be used, subject to the agreement of the CDEM Group, and in accordance with section 19(1) of the Act.
 - 13.2.1 The CDEM Group shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference. However there will be at least two meetings per year.
 - 13.2.2 The quorum shall consist of five (5) members.

14. Voting

- 14.1 In accordance with section 114Q of the Local Government Act 1974 and clause 32(4) Schedule 7 of the Local Government Act 2002, at meetings of the CDEM Group each Member's representative has full authority to vote and make decisions within the delegations of this Terms of Reference on behalf of that Member without further recourse

to that Member.

- 14.2 Members shall use their best endeavours to avoid use of a casting vote by obtaining majority consensus.
- 14.3 Each Member has one vote.
- 14.4 A casting vote shall not be used unreasonably in favour of one Member.
- 14.5 As general statements of principle, a casting vote is to be used in the best interests of the Wellington region.

15. Election of Chairperson and Deputy Chairperson

- 15.1 On the constitution or reconstitution of the CDEM Group Members shall elect a CDEM Group Chairperson and may elect a Deputy Chairperson.
- 15.2 The Group's Chairperson and Deputy Chairperson will hold office for an initial term up to the local body elections in October 2004.
- 15.3 Following the October 2004 elections the Chairperson and Deputy Chairperson will hold office for a term of three years or such a lesser period as may be determined by the CDEM Group. However, if three-quarters of the representatives of the Members present agree the Group may appoint a new Chairperson or Deputy Chairperson at any time.
- 15.4 The term of office of an appointed Chairman or Deputy Chairman ends if that person ceases to be a representative of a Member of the CDEM Group.

16. Reporting

- 16.1 Any organisation represented on the Co-ordinating Executive Group shall be able to prepare reports for consideration by the CDEM Group.
- 16.2 The Chairperson of the Co-ordinating Executive Group shall be responsible for approving reports to the CDEM Group.
- 16.3 Following each meeting of the CDEM Group, the Chairperson shall prepare a summary report of the business of the meeting. Each representative shall report back to his or her authority following each meeting.

17. Administering authority

- 17.1 In accordance with the section 23 of the Act, the administering authority for the CDEM Group is Greater Wellington Regional Council.
- 17.2 In accordance with section 24(2) of the Act, the administrative and related services referred to in clause 17d of these Terms of Reference, include services required for the purposes of the Act, or any other Act, regulation, or bylaw that applies to the conduct of the joint standing committee under section 114S of the Local Government Act 1974,

and clause 30 Schedule 7 of the Local Government Act 2002.

- 17.3 Until otherwise agreed, Greater Wellington Regional Council will cover the full administrative costs of servicing the CDEM Group.

18. Good faith

- 18.1 In the event of any circumstances arising that were unforeseen by the Members or their representatives at the time of adopting this Terms of Reference, the Members and their representatives hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of:

- (1) The Members of the CDEM Group collectively
- (2) The Wellington Regional community represented by the Members of the CDEM Group collectively.

19. Variations

- 19.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the CDEM Group.
- 19.2 Once a proposed variation, deletion or addition to this Terms of Reference has been put to the CDEM Group, this Terms of Reference is not amended until each Member adopts the revised terms of Reference giving effect to the proposed variation, deletion or addition.
- 19.3 Notwithstanding clause 19.2, the CDEM Group may amend the Terms of Reference, where the changes will not materially affect the commitment of any individual Member.

20. Review of the Terms of Reference

- 20.1 The Terms of Reference will be reviewed and if appropriate amended by the CDEM Group at its meeting following the adoption of its Group Plan and any subsequent amendments to or revisions of that Plan.
- 20.2 The adoption of an amended Terms of Reference revised under clause 20.1 will be undertaken in accordance with section 19.

Civil Defence Emergency Management Group

Tuesday 26 November 2024, 11.00am

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

Public Business

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Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group meeting on 26 November 2024.

Report 24.481

Unconfirmed Public minutes of the Civil Defence Emergency Management Group meeting on Tuesday 3 September 2024

Online via Microsoft Teams at 1.02pm.

Members Present

Mayor Tory Whanau (Chair)	Wellington City Council
Mayor Anita Baker	Porirua City Council
Mayor Campbell Barry	Hutt City Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kāpiti Coast District Council
Deputy Mayor Melissa Sadler-Futter (from 1.07pm)	South Wairarapa District Council

All members participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum as per clause 25B of Schedule 7 to the Local Government Act 2002

Karakia timatanga

The Joint Committee Chair opened the meeting with a karakia timatanga.

Public Business

1 Apologies

Moved: Mayor Whanau / Mayor Baker

That the Civil Defence Emergency Management Group accepts the apologies for absence from Mayors Caffell and Hon. Mark, Council Chair Ponter, Callum Katene, and Kura Moeahu, and the apology for lateness from Deputy Mayor Sadler-Futter.

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 Civil Defence Emergency Management Group meeting on 4 June 2024 - Report 24.299

Moved: Mayor Whanau / Mayor Barry

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 4 June 2024 - Report 24.299

The motion was **carried**

5 Continuous Improvement and Assurance Update – Report 24.465 [For Information]

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

Deputy Mayor Sadler-Futter arrived at 1.07pm during the above item

6 Current Risk: Acute Water Shortage – Summer Contingency Planning – Report 24.469 [For Information]

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

7 Current Risk: Āwhina Welfare Registration and Needs Assessment System – Report 24.468 [For Information]

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

8 Hawke’s Bay After Action Review – Planning Update – Report 24.467 [For Information]

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

9 North Island Severe Weather Events: Government Inquiry Update – Report 24.466 [For Information]

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

10 Wellington Region Civil Defence Emergency Management Group Appointments – September 2024 – Report 24.464

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

Moved: Mayor Whanau / Mayor Guppy

That the Joint Committee:

1. Approves the removal of the following statutory appointees:
 - a. Angela Bell as alternate Local Recovery Manager for Kāpiti Coast District Council.

2. Approves the addition of the following statutory appointees:
 - a. Jon Kingsbury as alternate Local Controller for Hutt City Council
 - b. Simon Taylor as Primary Local Controller for the combined Wairarapa Councils
 - c. Ian Osland as alternate Local Controller for the combined Wairarapa Councils
 - d. Jonathan Hooker as alternate Local Controller for the combined Wairarapa Councils
 - e. Matt Vins as alternate Local Controller for the combined Wairarapa Councils
 - f. Gina Anderson- Lister as alternate Local Recovery Manager for Kāpiti Coast District Council
 - g. Nicole Davey as alternate Local Recovery Manager for Kāpiti Coast District Council
 - h. Brigid Jenkins as alternate Local Recovery Manager for Kāpiti Coast District Council
 - i. Jared Griffiths as alternate Local Recovery Manager for Hutt City Council
 - j. Alison Geddes as alternate Local Recovery Manager for Hutt City Council.

The motion was **carried**.

11 Adoption of the 2025 Meeting Schedule – Report 24.440

Lucas Stevenson, Democratic Services Advisor, spoke to the report.

Moved: Mayor Whanau / Mayor Barry

The Joint Committee:

1. Adopts the 2025 meeting schedule as follows:
 - a. 18 March
 - b. 24 June
 - c. 16 September
 - d. 2 December
2. Authorises the Head of Governance and Democracy, Greater Wellington, in consultation with the Joint Committee Chair and the Regional Manager, WREMO, to amend the schedule as necessary.
3. Notes, that as the Administering Authority, Greater Wellington will circulate the meeting schedule to members and key stakeholders.

The motion was **carried**.

Karakia whakamutunga

The Committee Chair closed the meeting with a karakia whakamutunga

The meeting closed at 1.27pm

Mayor T. Whanau

Chair

Date:

Civil Defence Emergency Management Group
26 November 2024
Report 24.657



For Information

RISK AND ASSURANCE UPDATE

Te take mō te pūrongo

Purpose

1. To update the Wellington Region Civil Defence Emergency Management (CDEM) Group on the ongoing risk and assurance work across the Wellington Region.

Te tāhū kōrero

Background

2. Section 17 of the CDEM Act 2002 requires a CDEM Group to identify, assess, and manage hazards and risks, and monitor and report on compliance with the CDEM Act 2002, and CDEM Group Plans.
3. In 2023, the Office of the Auditor-General's Report (the Auditor General's Report) into Auckland Council's preparedness to respond to an emergency found that, "the Council's systems for monitoring and reporting and measuring effectiveness did not support good governance".¹
4. We have reviewed the Auditor General's Report and considered the findings relevant in the Wellington Region.
5. In late 2023, the National Emergency Management Agency (NEMA) began developing a national emergency management assurance function.
6. As a result of the Auditor General's Report and NEMA's work in risk and assurance, we have established a Wellington regional Continuous Improvement and Assurance function. The intended purpose is to deliver more "regular and meaningful information about performance so that the Coordinated Executive Group (CEG) and CDEM Group can direct and support improvements to regional emergency management functions.
7. A risk and assurance update was provided to the Wellington Region CEG on 15 November 2024. All members of the CEG noted the progress made to date with the Continuous Improvement and Assurance function and agreed with the initial findings from a preliminary assessment of the regional and local emergency management system.

¹ <https://oag.parliament.nz/2023/auckland-council/docs/auckland-council.pdf>

Te tātaritanga Analysis

8. The establishment of a regional Continuous Improvement and Assurance function has progressed well this year. Key milestones include:
 - a Completion of an international, national, regional and local review of existing approaches to Continuous Improvement and Assurance in the emergency management sector to inform the development of the regional function.
 - b Development of a new Continuous Improvement and Assurance information system as part of the regional emergency management information management system.
 - c Development of the regional Continuous Improvement and Assurance Framework and supporting tools.
 - d Completion of seven Annual Assessment for each council (Wairarapa councils combined).
 - e Review and analysis of several recent After-Action Reviews completed across the country to provide regional and local level context and insights.
 - f Development of an improved Exercise Evaluation methodology and approach used at the regional exercises on 7 November 2024; and
 - g Initial development of the Regional Risk Management Framework for emergency management.
9. While many of these milestones are still in progress, several assurance activities have already provided an evidence base for an initial assessment of the state of the local and regional emergency management system in the Wellington Region.
10. Noting that the initial findings are limited in scope, the local and regional emergency management system is likely to be capable of meeting basic individual needs during a "most likely" localised, short-duration CDEM emergency. However, the system is unlikely to be able to meet the needs of the community in the event of a "most likely plus" severe weather event (e.g., Cyclone Gabrielle) or a "most dangerous" event, such as a Hikurangi subduction zone earthquake and tsunami.
11. At the community level, preparedness is generally low across various areas. This could lead to a high demand for support, which the "official" system may currently be unable to meet.
12. [Attachment 1](#) provides an overview of the November 2024 Risk and Assurance summary.

Ngā tūāoma e whai ake nei Next steps

13. Work will continue to develop more detailed information on the state of the local and regional emergency management system. It is anticipated that CDEM Group members will use this information to inform plans, strategies, and initiatives aimed

at improving system performance and increasing preparedness across the Wellington Region, in accordance with CEG and CDEM Group direction.

Ngā āpitihanga

Attachments

Number	Title
1	Strategic Risk Summary Concept

Ngā kaiwaitohu

Signatories

Writer	Mark Duncan – Kaitohutohu Matua Principal Advisor Continuous Improvement & Assurance
Approver	Dan Neely – Kaiwhakahaere ā Rohe Acting Regional Manager, Wellington CDEM Group

<p style="text-align: center;">He whakarāpopoto i ngā huritaonga Summary of considerations</p>
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The Joint Committee is required to ensure that hazards and associated risks are identified and assessed and ensure an effective and efficient region-wide CDEM response to and recovery from emergencies.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are a number of strategic priorities from the current Wellington Region CDEM Group Plan that this work aligns to. An example is <i>Increased understanding and management</i> and regional risks (including hazards, vulnerability and ways to prevent and mitigate).</p>
<p><i>Internal consultation</i></p> <p>This process has been developed in consultation with council staff and recently presented to and supported by CEG.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>The risk and impacts are included above and will be further clarified as the framework is further refined.</p>

The Wellington Civil Defence Emergency Management (CDEM) Group Risk & Assurance Overview: Nov 2024



Level	Description	Likelihood	Death, Injury, Illness	Economic	Infrastructure	Environmental	Public Administration	Social
Most Dangerous	Large Hikurangi Subduction Zone EQ and tsunami	Extremely Rare*	Catastrophic	Catastrophic	Catastrophic	Catastrophic	Catastrophic	Major - Catastrophic
Most Likely (+)	Major severe weather event (Cyclone Gabrielle)	Rare*	Major - Catastrophic	Major - Catastrophic	Major - Catastrophic	Major - Catastrophic	Major - Catastrophic	Moderate - Major
Most Likely	Minor – Moderate severe weather event	Almost Certain	Minor	Minor - Moderate	Minor - Moderate	Minor - Moderate	Minor - Moderate	Minor

*Hikurangi subduction zone earthquake = 25% chance in 50yrs

		
Most Likely Scenario	Most Likely (+)	Most Dangerous
<p><i>Minor – Moderate localised severe weather events usually impacting our region several times a year.</i></p> <p><i>Regional examples: Kapiti severe weather, Plimmerton Floods, South Coast Swells, Flooding in the Hutt Valley, Cyclone Gabrielle impacting the Wairarapa.</i></p>	<p><i>Major severe weather event like Cyclone Gabrielle or an Alpine Fault event impacting Wellington.</i></p> <p><i>“There is an 80 percent chance of another Cyclone Gabrielle-scale weather disaster happening in the next 50 years, at a cost of up to \$14.5 billion, a Treasury report has warned.”</i></p>	<p><i>A large Hikurangi subduction zone earthquake causing large tsunami impacting the region within minutes.</i></p> <p><i>“recent research has shown there is a 1 in 4 chance of a major Hikurangi Subduction Zone event in the next 50 years.”</i></p>
<p>Can we meet the needs of the community? Yes – most likely</p>	<p>Can we meet the needs of the community? Unlikely or Very limited</p>	<p>Can we meet the needs of the community? No</p>
<p>The system has generally been able to meet the needs of the community in the most likely events that the region typically faces</p> <p>Current System Strengths are:</p> <ul style="list-style-type: none"> • Interoperable Workforce Model • Network of Emergency Operations Centres • Suite of Emergency Plans and Procedures* • Network of Local and Regional Relationships* • Regional Information Management System • Mature Public Information Management Capability • Ability to provide Emergency Shelter and Accommodation and Household Goods and Services* • Recovery capability that is advancing* 	<ul style="list-style-type: none"> • Not experienced an event of this scale. • Lack of robust planning scenario to inform risk and planning. • Current flood forecasting, warning and response capability unlikely to provide warnings, leading to life safety risk. • No viable plans to evacuate the Hutt Valley. • Complexity and scale of these events would overwhelm the region. • No Pre-Disaster Recovery Plans locally or regionally for these events. 	<ul style="list-style-type: none"> • New Zealand will be overwhelmed. • The initial response likely to be by the community. • Thousands of fatalities (estimated) due to earthquake and subsequent tsunami. • Extended lifelines outages across transport, power, water, fuel, communications, sanitation and others. • Only 50% of people understand that the earthquake will be the only tsunami warning. • 58% of people have stored water for 7 days. • 50% have a safe way to go to the toilet. • No Pre-Disaster Recovery Plans locally, regionally or nationally for these events. • Some critical reduction work appears uncertain due to funding pressures.

* Currently at a basic level

Civil Defence Emergency Management Group
26 November 2024
Report 24.659



For Information

WELLINGTON WATER UPDATE

Te take mō te pūrongo

Purpose

1. To update the Civil Defence Emergency Management (CDEM) Group on the acute water shortage risk for the upcoming summer period.

Te tāhū kōrero

Background

2. In October 2023 Wellington Water (WWL) informed Wellington Regional Emergency Management Office (WREMO) and council emergency management leads of the potential acute water shortage situation over summer and the intent to inform council executive leadership teams and elected officials in the coming weeks.
3. The WREMO ran a workshop with council emergency management leads to understand the situation, risk, legislative framework, and roles and responsibilities at the local level.
4. WREMO then hosted a meeting with National Emergency Management Agency (NEMA), Taumata Arowai and WWL to discuss the same at the national and regional levels.
5. A draft concept of operations was developed and exercised on 6 December 2023. Updates were made to the concept of operations in preparation for the high-risk period in early 2024.
6. An update was provided to the Coordinated Executive Group (CEG) on 15 November. All members of the CEG noted the excellent progress that has been made by Wellington Water over the past 24 months to reduce the over risk.

Te tātaritanga

Analysis

7. The risk of Level 4 restrictions has significantly reduced to a 4% chance for the 2024/2025 summer period.
8. WWL will work to manage water demand and restrictions this summer through its three strategic outcomes provided to councils at the Regional Water Summit in 2023. The strategic outcomes are Keep, Reduce and Add (KRA) which are aligned with industry best practice.

9. WWL will proactively communicate its key activities to demonstrate its efforts to manage water demand, and when doing so will consistently link these back to the wider context and their strategic outcomes.
10. In addition to the KRA outcomes, WWL is also focused on working with councils (including WREMO) to be prepared respond to an acute water shortage if one arises.

Ngā tūāoma e whai ake nei

Next steps

11. Wellington Water will continue to monitor the situation and provide regular updates on the risk to councils, relevant agencies and the public.

Ngā āpitihanga

Attachments

Number	Title
1	Acute Water Risk Reduction

Ngā kaiwaitohu

Signatories

Writer	Jessica Hare – Kaiwhakahaere Matua Manager, Business and Development, WREMO.
Approver	Dan Neely – Acting Kaiwhakahaere ā Rohe Acting Regional Manager, WREMO.

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 is required to ensure that hazards and associated risks are identified and assessed, and ensure an effective and efficient region-wide CDEM response to and recovery from emergencies.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Should a significant acute water shortage occur, the planning and response is part of the WREMO Annual Plan: to coordinate the efforts of regional partners in response to emergencies.
<i>Internal consultation</i> This document was developed by Wellington Water and provided to the CEG in advance of this meeting.
<i>Risks and impacts - legal / health and safety etc.</i> If regional water usage exceeds supply, then more serious water restrictions will need to be applied. Parts of the region could potentially find themselves without water for extended periods. This impact would need to be managed by WWL and councils.

Attachment 1 to Report 24.659

Acute Water Shortage Risk Reduction Stakeholder Update October 2024



Our water, our future.

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3 Risk Forecast

4 Demand Reduction Update

5 Leaks Backlog Update

6 Water Watch Dashboard

7 Regional Demand and Variance Tracker

8 Council by Council Variance Tracker

Talking about our work this summer

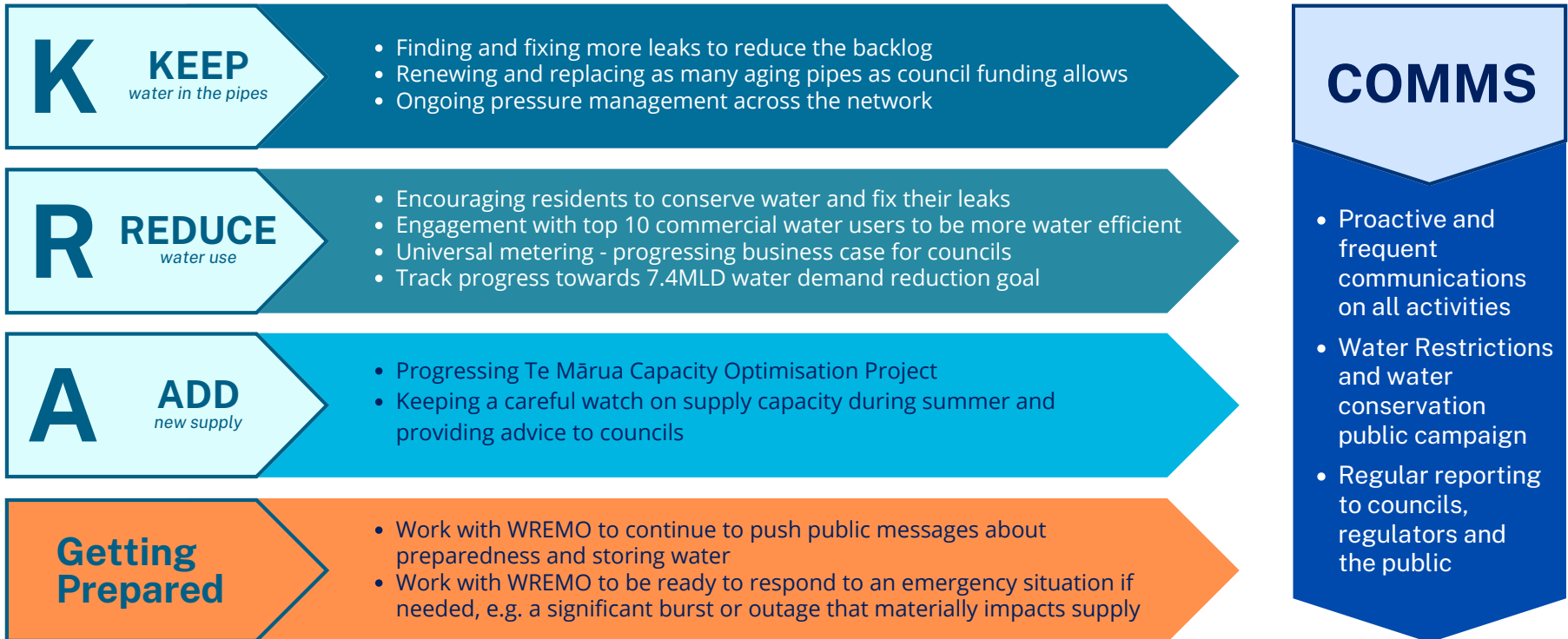
Attachment 1 to Report 24.659

When thinking about communicating our work to manage water demand and restrictions this summer, it's useful to go back to the three strategic outcomes we provided councils at the Regional Water Summit in 2023 to achieve a sustainable water supply: **KRA (Keep, Reduce and Add)**. KRA are the strategic outcomes for the Water Balance, so there is strong alignment here with industry best practice.

Under each outcome we can clearly see where our key operational activities sit and how they tie together.

Our **communications approach** then is to proactively communicate our key activities this year to demonstrate our efforts, and when doing so we consistently link these back to the wider context and our strategic outcomes.

In addition to the KRA outcomes, we are also focused working with WREMO to prepare in case we do need to respond to an emergency situation.



Acute Water Supply and Demand Update - 1/11/24

Risk summary

Current Level

1

Only use sprinklers every second day

Chance of Level 2 this summer

40%

If we move to level 2 this summer we will give approx. 7 days notice

Chance of Level 3 this summer

14%*

Our latest modelling shows the highest risk period is early Feb*

Chance of Level 4 this summer

4%*

Our latest modelling shows the highest risk period is early Feb*

Buffer Average past 7 days

38%

Buffer is at or above 15%**

Buffer Forecast next 7 days

31%

Forecast buffer is at or above 15%**

What triggers a shift in Water Restriction Levels?

Wellington Water's Drought Management Group regularly monitors a range of factors, including river and aquifer levels, weather forecasts, operational activities and water demand.

One of the key factors is the 'buffer'. This is the space (or headroom) between the maximum amount of water we can supply, and how much we all use and lose through leaks.

We keep an eye on the buffer, and it helps us know when to recommend a change in water restrictions to help the public better manage their water use.

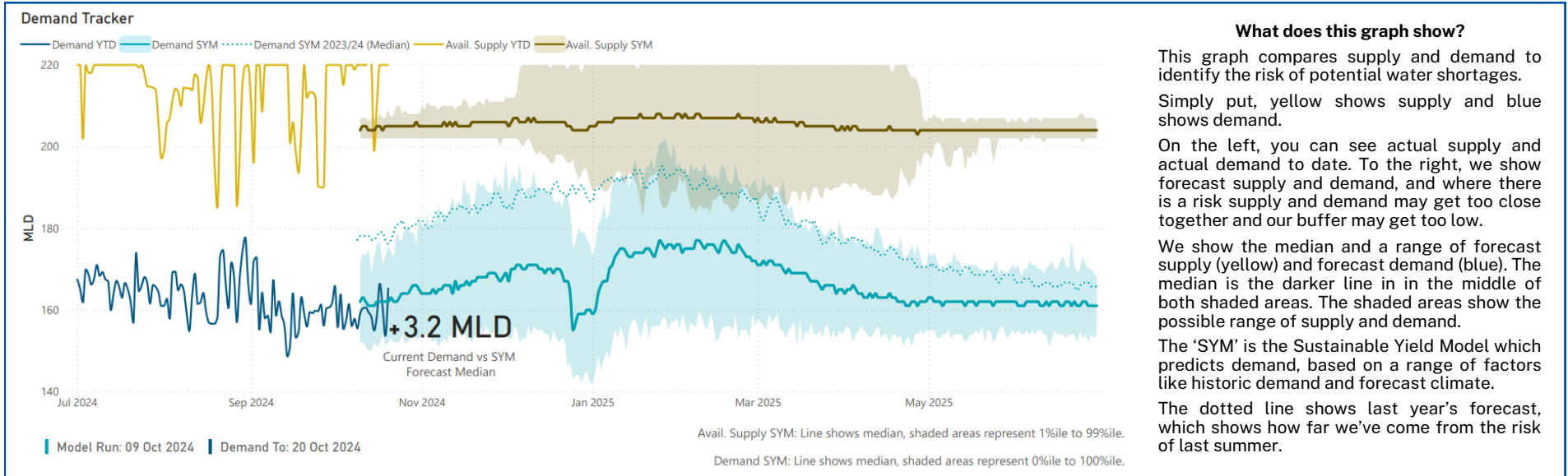
As there are a range of factors to consider, the buffer is used as a guide only and does not automatically trigger a shift in water restriction levels.

*This modelling is reviewed each month, updated as necessary and subject to change.

*The efforts of the public following water restrictions can reduce this chance, but this requires everyone to do their bit.

**The buffer is one key indicator of risk, and is offered as a guide only. Other factors are monitored as part of level risk assessment.

Risk forecast



What does this graph show?

This graph compares supply and demand to identify the risk of potential water shortages.

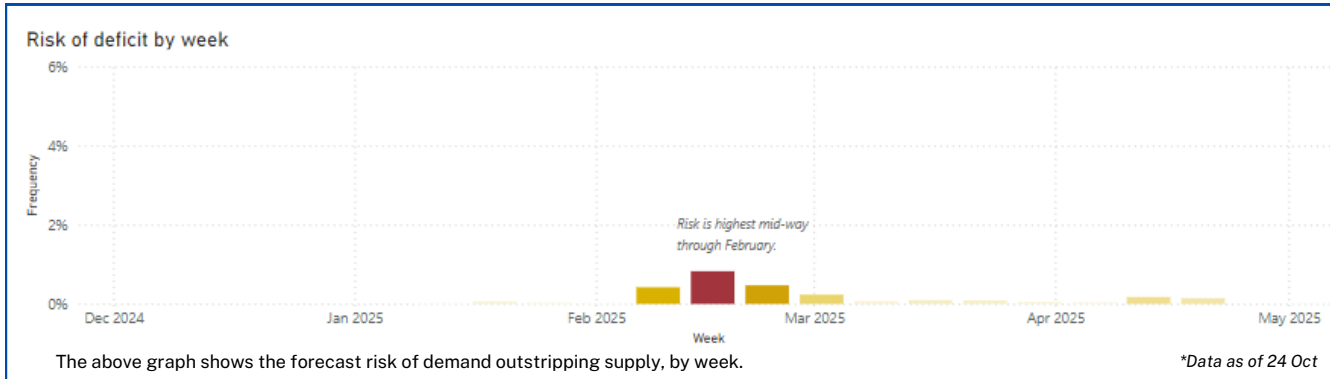
Simply put, yellow shows supply and blue shows demand.

On the left, you can see actual supply and actual demand to date. To the right, we show forecast supply and demand, and where there is a risk supply and demand may get too close together and our buffer may get too low.

We show the median and a range of forecast supply (yellow) and forecast demand (blue). The median is the darker line in the middle of both shaded areas. The shaded areas show the possible range of supply and demand.

The 'SYM' is the Sustainable Yield Model which predicts demand, based on a range of factors like historic demand and forecast climate.

The dotted line shows last year's forecast, which shows how far we've come from the risk of last summer.



How do we forecast risk?

We use a model developed in partnership with NIWA to assess the likelihood that the metropolitan water supply will run out of water or reach a critically low level of supply buffer.

The likelihood is assessed using an approach called 'Monto Carlo' simulation, where thousands of future scenarios of supply and demand are used to test and stress the system.

The model is updated each month during summer to align the model's climate inputs to the [NIWA Seasonal Climate Outlook](#) for the Wellington water supply catchments.

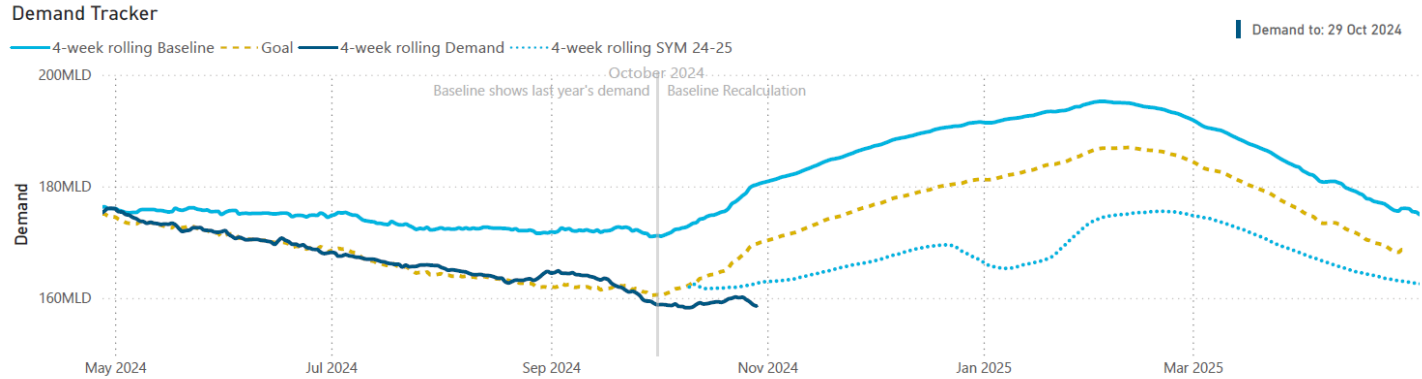
Demand reduction update

Last year's demand:
172.8MLD

This year's demand:
158.6MLD

Overall:
14.2MLD

4 week rolling average as of Oct 29



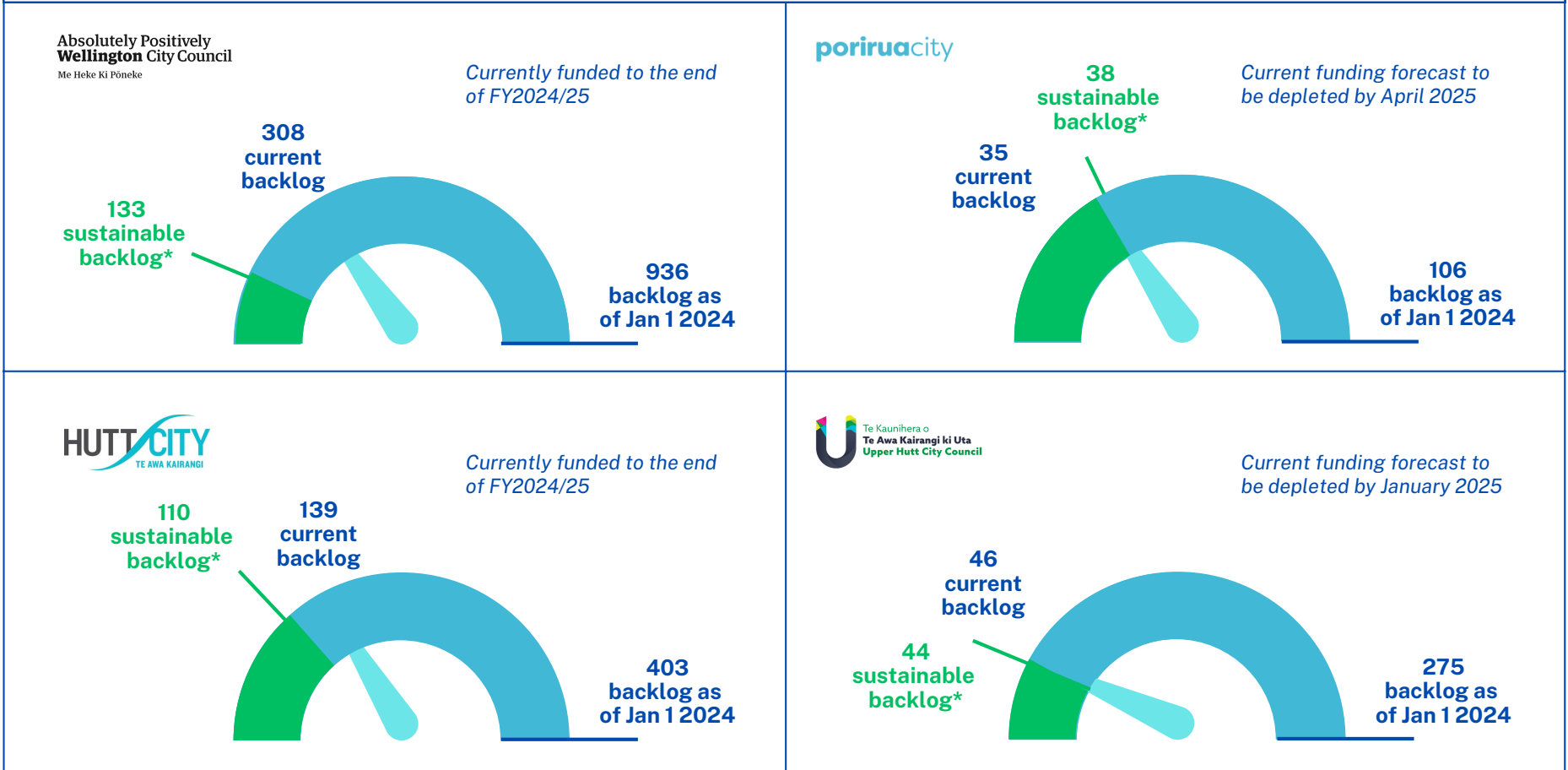
Demand reduction overview in million litres per day (MLD)	
Estimated savings (Feb 24 - Jun 24)	6.4MLD
Estimated savings (Jul 24 - Oct 24)	3.42MLD
Potential savings (Nov 24 - Feb 25)	2.34MLD
Potential total savings (Feb 24 - Feb 25)	12.16MLD

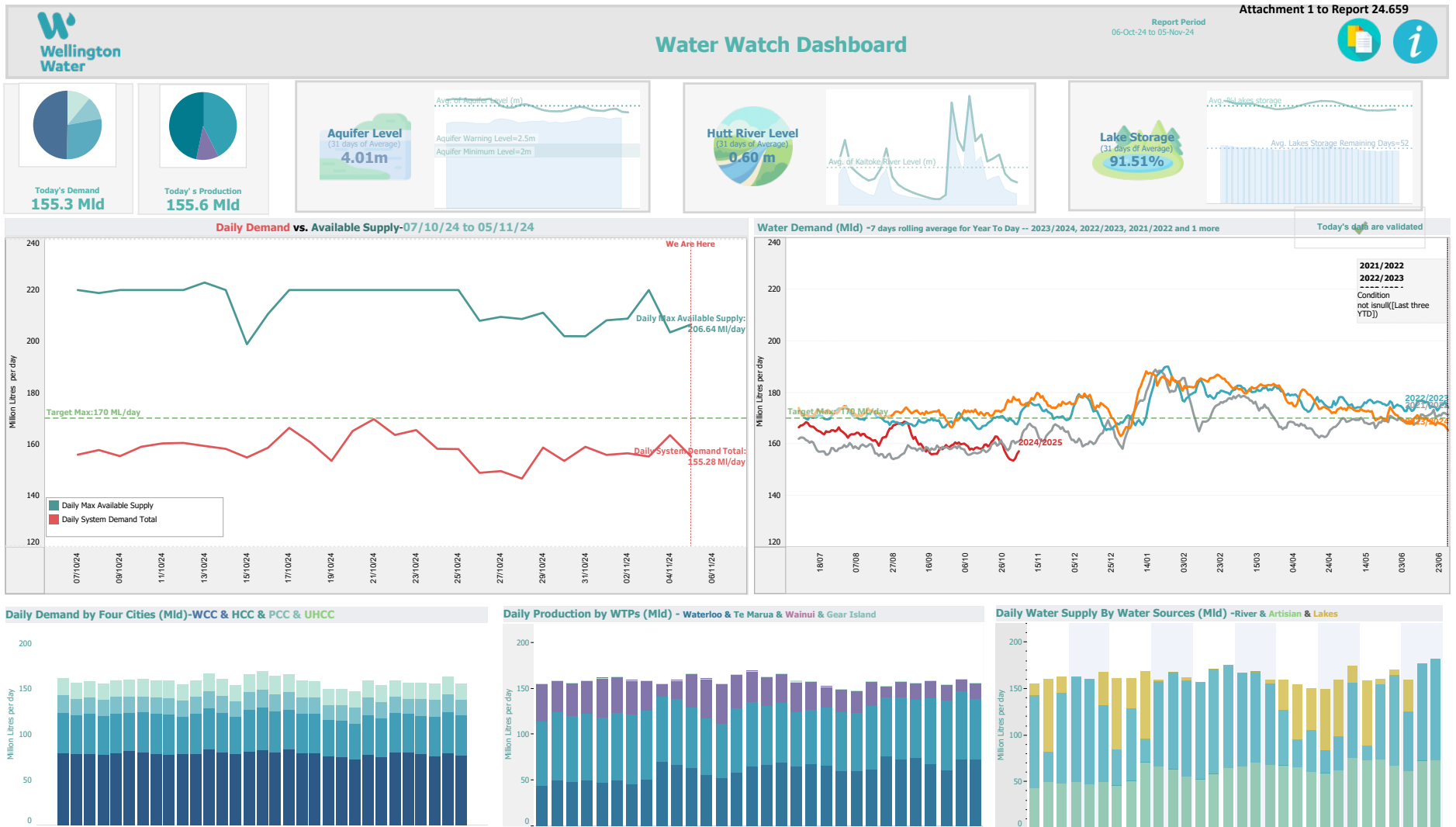
FY24/25 Breakdown of estimated demand reduction in million litres per day (MLD) <small>*Data as of Oct 28</small>			
	Estimated demand reduction (Jul 24 - Oct 24)	Potential total demand reduction (Jul 24 - Feb 25)	Commentary
Regional Leak backlog	3.27MLD	3.69MLD	On track, with all metro councils at or approaching a sustainable level. UHCC and PCC have indicated funding increases this FY.
Non-residential demand reduction	0.15MLD	0.65MLD	Stage 1 complete, with Stage 2 underway. Targeting high use customers to change behaviours and reduce use and waste.
Capital renewals	0.0016MLD (1,600L per day)	0.016MLD (16,000L per day)	2.2km renewed. Proactive mahi to reduce future water loss and leaks.
Galvanised Iron Rider mains	0.0032MLD (3,200L per day)	0.007MLD (7,000L per day)	1067m completed. Proactive mahi to reduce future water loss and leaks.
Proactive Leak detection	0MLD	1.4MLD	Programme being implemented.
<i>Excluding metered non-residential use, demand reductions are estimated. Without universal water meters we cannot confidently state the exact impact of each project. Instead, we continue to monitor the progress of each project alongside overall demand.</i>			

Leaks backlog

Attachment 1 to Report 24.659
*Data as of XX Oct

What is a sustainable backlog?
Wellington Water and councils have each agreed on a sustainable leak backlog as a realistic target. This is the average number of leaks reported in 10 working days. If we hold leaks at or around this level, we can keep water loss to a minimum, and enable efficient leak repairs.







Acute Water Shortage Risk - Demand Reduction Monitoring

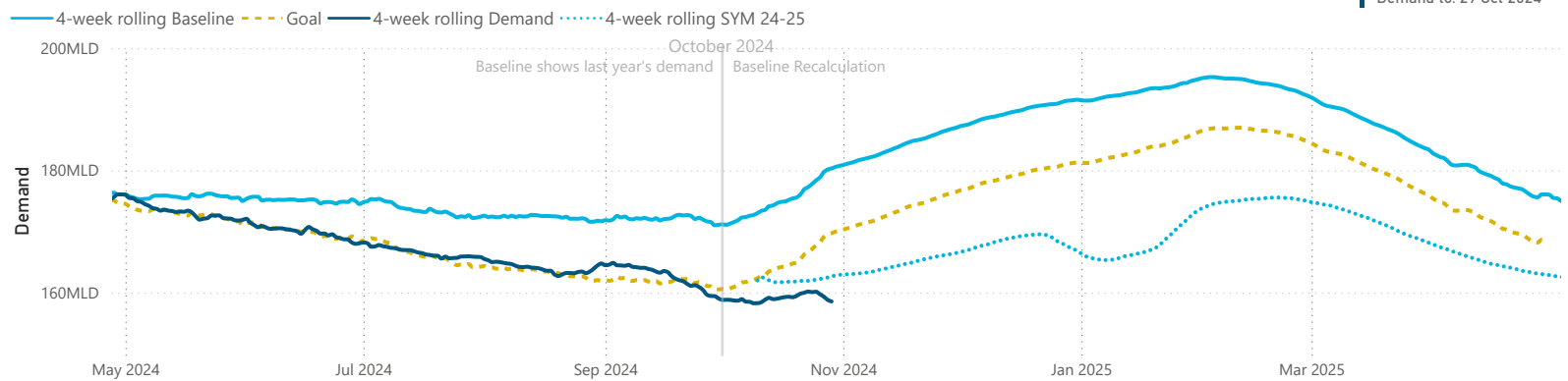
Attachment 1 to Report 24.659

How is demand tracking?

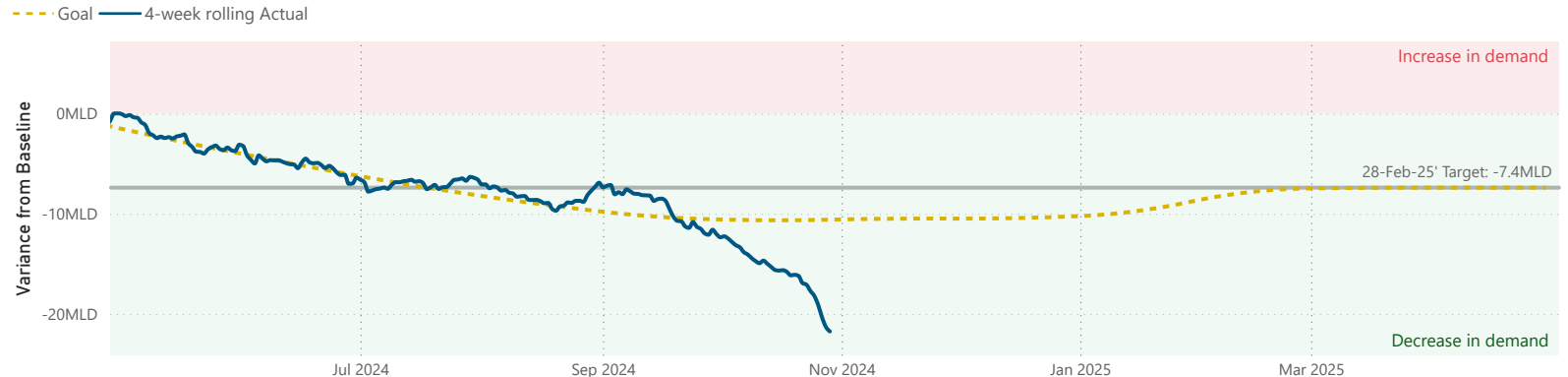
Metropolitan view

These graphs measure demand as an indication of our progress towards achieving the 7.4 million litres per day (MLD) demand reduction needed to reduce the risk of an acute water shortage/water restriction Level 4 for the Wellington Metropolitan Region (Wellington City, Porirua, Lower Hutt and Upper Hutt). This target does not reduce the risk of water restriction level 3. The 7.4MLD demand reduction by February 2025 has been agreed upon by Taumata Arowai, Wellington Water and our council owners as a realistic goal. 'Demand' refers to water that is used by customers and water loss (ie. leaks). Wellington Water and our council owners are working to reduce demand through water loss reduction and increasing customer water conservation. Work is also being done to increase daily supply at Te Mārua Water Treatment Plant. We don't anticipate that the work at Te Mārua will be completed in time to reduce the risk for summer 2024/25. In order to reduce the risk, councils have increased their funding to find and fix more leaks. We are also looking at other operational activities to manage the network and reduce water loss e.g. pressure management. We expect our data to improve over time, and provide us with a more robust understanding of the efficacy of our demand reduction activities and analysis. We expect these graphs to show short-term fluctuations in actual demand, with the overall trend aligning with the goal.

Demand Tracker



Variance Tracker



Following a recent spike, overall demand is slowly drawing back inline with the goal pathway. The yellow dotted line indicates the goal pathway for demand reduction, while the blue line shows the actual demand. As water demand traditionally increases during summer, to achieve the goal of a 7.4MLD reduction in summer demand we need to exceed that demand reduction during winter. This is built into the graphs below, where demand dips beneath the target and then rises as we enter summer.



Acute Water Shortage Risk - Demand Reduction Monitoring

Attachment 1 to Report 24.659

How is demand tracking?

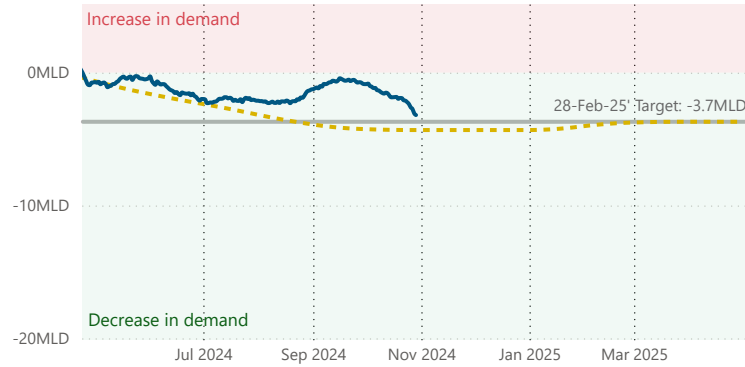
Council by council

The graphs below track demand reduction, council by council. This is influenced by each council's investment in water loss reduction, activities like pressure management and network calming, and customer use. The yellow dotted line indicates the goal pathway for demand reduction, while the blue line shows the actual demand.

Variance Tracker by City

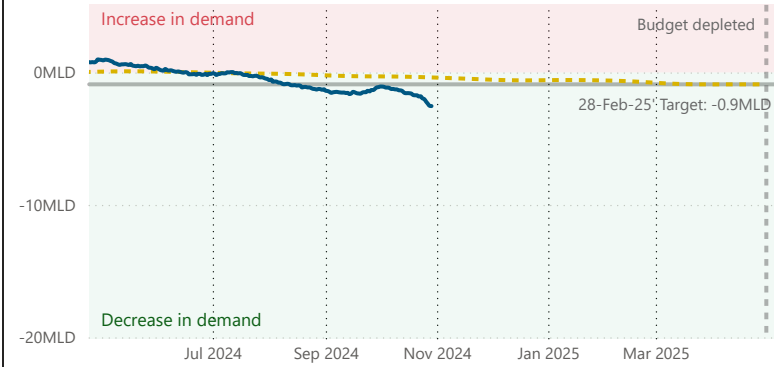
--- Goal — 4-wk rolling Actual

HCC



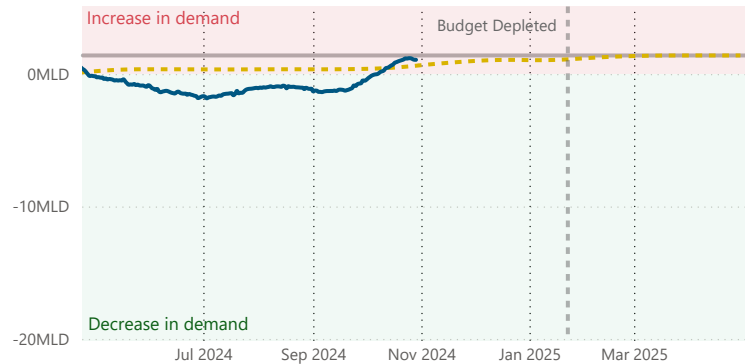
Increased water loss detection and repair activity in the CBD combined with our discovery of a significant private leak which was repaired by the owner are drawing demand back inline with the target. Further work is underway in the zone to ensure that high users are monitored and issues responded to with urgency.

PCC



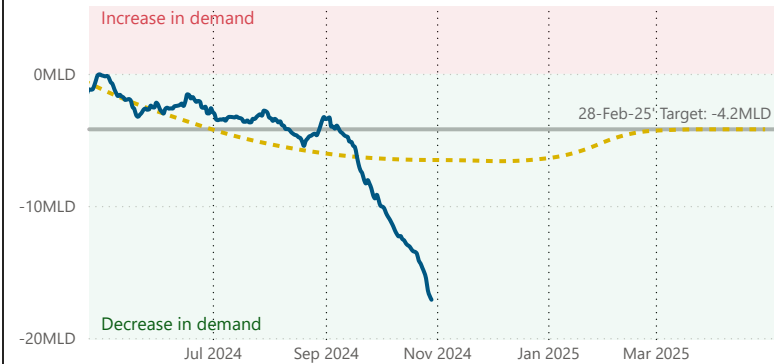
Public leak numbers are within sustainable levels and demand remains steady below the target.

UHCC



While public leaks remain at a sustainable level, consumption is up on the same time last year. There is no obvious single zone causing this and demand is being monitored closely.

WCC



Encouragingly, while demand was forecast to increase, it has instead plateaued and remains lower than the same time last year by approximately 9MLD. This accounts for the sharp dive in the variance tracker.

Civil Defence Emergency Management Group
26 November 2024
Report 24.661



For Decision

WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT STRATEGY UPDATE

Te take mō te pūrongo

Purpose

1. To advise the Civil Defence Emergency Management Group (CDEM group) of the proposed approach to the development of Regional Emergency Management Strategy.

He tūtohu

Recommendations

That the Committee:

- 1 **Agrees** to move to a 10 year planning strategy to align with local authorities' Long Term Plan planning.
- 2 **Agrees** to the development of an overarching Regional Emergency Management Strategy based on local authorities' Long Term Plan planning.
- 3 **Notes** that the 10 year Regional Emergency Management Strategy will inform the development of the five year Group Plans.
- 4 **Notes** that officers will provide a report to a future meeting to approve the Regional Emergency Management Strategy.

Consideration by Committee

2. The proposed approach to developing a Regional Emergency Management Strategy was provided to the Coordinated Executive Group (CEG) on 15 November 2024. All members of the CEG supported the development of the strategy.

Te horopaki

Context

3. Section 48 of the Civil Defence Emergency Management (CDEM) Act 2002 requires CDEM Groups to prepare Group Plans.
4. Section 49 requires Group Plans to be provided to the Minister for Emergency Management for review prior to approval and specifies in detail what must be included in Group Plans.
5. Section 52 provides for public consultation during the Group Plan development.

6. Section 53 requires Group Plans to be consistent with the National Civil Defence Emergency Management Strategy and take into account Director's guidelines, codes or technical standards.
7. The current Wellington CDEM Group Plan became operative in 2019. The intended review date was 2024, however this timeframe was extended to take into account the proposed legislative changes that were underway at the national level in 2023.
8. Within the Region, councils generally work to a 10 year planning horizon with Long-Term Plans
9. Partner agencies plan to various timeframes.
10. These factors have resulted in a CDEM Group Plan with the following challenges:
 - a Legislative requirements mean the Plan includes both strategic and operational details which can make the overarching long term direction of CDEM unclear.
 - b The 5-year timeframe for the Group Plan does not align with Long Term Plan planning, making it more difficult to develop and implement a collective strategy.
 - c Our partner agencies' strategies are not integrated or represented in the Group Plan in a meaningful way.

Te tātaritanga Analysis

11. The following will be considered when developing the strategy:
 - a Regional Impact: The strategy aims to align planning cycles and enhance collaboration among councils and partner agencies, which is important for regional emergency management but does not represent a substantial change to current operations.
 - b Organisational Capability: Development of the strategy is expected to be managed within existing resources and capacities, without significant impact on the Group's overall capability.
 - c Connection to the CDEM Group Plan: This strategy will inform the direction of the CDEM Group Plan to ensure that each for the Group Plan cycles of five years aligns with the overarching longer-term strategy of the CDEM Group.
12. The proposed regional strategy is designed to achieve the following:
 - a Create a clear vision and direction of how the collective group can work together to meet the growing future risks and the increasing expectations of our communities through a longer planning horizon, while still meeting legislative requirements.
 - b Delineate between strategic and operational elements of the system.
 - c Align council planning cycles and partner agency efforts.

Ngā hua ahumoni

Financial implications

13. The strategy development may require funding for workshops, stakeholder engagement, and consultancy support. The costs are anticipated to be absorbed within existing budgets at this stage.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

14. As members of the CDEM Group and partners in the delivery of emergency management in our region, Mana Whenua will be involved in the development of the strategy.

Ngā tikanga whakatau

Decision-making process

15. The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

Te hiranga

Significance

16. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matters, taking into account Greater Wellington Regional Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matters are of low significance because it is administrative part of a process that will lead to a decision of medium-high significance.

Te whakatūtakitaki

Engagement

17. Because of the low significance of the decision, community engagement was not considered necessary.

Ngā tūāoma e whai ake nei

Next steps

18. The Wellington Regional Emergency Management Office (WREMO) Leadership Team is currently working with Anne Patillo (Director, Pattillo) who is supporting the team to develop and guide the Regional Emergency Management Strategy.
19. This process will involve working closely with councils and key partners to develop a shared vision and approach for the future.
20. Upon finalising the scope and timelines, WREMO will communicate this to all partners and provide detailed information on the collaborative process for developing the strategy.

**Ngā kaiwaitohu
Signatories**

Writer	Jessica Hare – Kaiwhakahaere Matua Manager, Business and Development, WREMO
Approver	Dan Neely – Kaiwhakahaere ā Rohe Acting Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with the Committee’s terms of reference</i></p> <p>The strategy aligns with the goal to <i>identify and assess hazards and risks</i> by addressing legislative challenges that obscure long-term hazard management, ensuring a clear framework to evaluate and respond to regional risks.</p> <p>It supports the goal to <i>ensure effective and efficient emergency management capability</i> by clarifying the distinction between strategic and operational elements, enabling a cohesive and streamlined regional response and recovery approach.</p> <p>The collaborative approach to strategy development directly <i>facilitates effective emergency management through partnerships</i> by working closely with councils and key partners, ensuring alignment and coordinated efforts.</p> <p>By proposing to align council planning cycles and integrate partner agency strategies, the strategy <i>promotes appropriate risk mitigation</i> through cohesive, forward-looking initiatives that address regional vulnerabilities.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>The proposed approach would support better alignment with Council’s strategies, policies and plans.</p>
<p><i>Internal consultation</i></p> <p>All members of the Coordinating Executive Group were engaged and support the proposed approach.</p>
<p><i>Risks and impacts – legal/health and safety etc.</i></p> <p>Updates will be provided to stakeholders throughout the development process to maintain transparency and build confidence in the collaborative approach.</p>

Civil Defence Emergency Management Group
24 November 2024
Report 24.660



For Information

EXERCISE RŪ WHENUA A ROHE SUMMARY

Te take mō te pūrongo

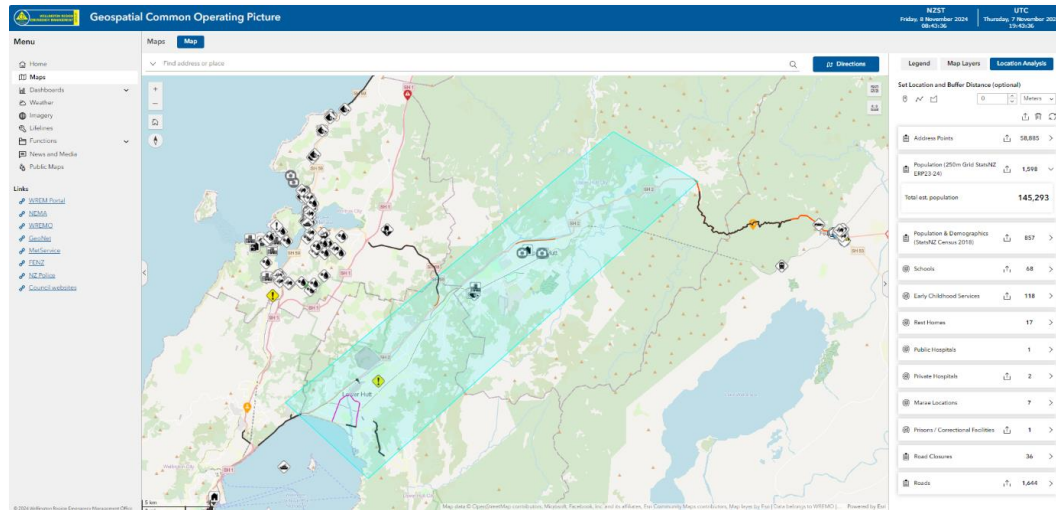
Purpose

1. To inform the Civil Defence Emergency Management (CDEM) Group of the initial themes and opportunities for improvement identified during the region wide Exercise Rū Whenua a Rohe.

Te tāhū kōrero

Background

2. On Thursday 7 November 2024 the CDEM Group exercised the concurrent activation of the Emergency Coordination Centre (ECC) and all six Emergency Operations Centres (EOC) across the Wellington Region. Over 400 staff from councils as well as liaison officers from partner agencies took part. This is the first time all centres have activated at the same time since the initial response to COVID-19 in 2020.
3. The exercise provided the opportunity for all staff to practice training they had received and highlighted the opportunity for councils to further develop function and sub-function leaders. This would build familiarity with specific risks and hazards in the Wellington Region, our response arrangements and developing these leaders from knowing 'how' to operate in their role to knowing 'what' to do next.
4. The geospatial mapping element of the Common Operating Picture, including the ability to share operational layers across councils and agencies, as well as collect data from the field was successfully deployed. This is a significant milestone and was completed as a sprint project within the Greater Wellington Regional Council (Greater Wellington) Geographic Information Systems (GIS) team. This platform is to be maintained and enhanced by the agreed and funded Wellington Regional Emergency Management Office (WREMO) GIS position.



Example of the Common Operating Picture

5. This exercise was a full-scale exercise conducted across the Wellington Region simulating our response 24 hours after a major Alpine-Fault earthquake. In an Alpine Fault earthquake, the Wellington Region could face major damage to buildings, roads, and essential services, with impacts greater than those experienced from the 2016 Kaikōura earthquake.
6. Some councils also conducted field activity such as rapid impact assessment of simulated damage and reconnaissance of key routes, rapid building assessments, and establishment of emergency assistance centres. In Porirua, members of the Waitangirua community also took part by opening their local Community Emergency Hub.
7. Agencies involved included GNS Science, MetService, NZ Police, Fire and Emergency NZ, Wellington Free Ambulance, NZ Transport Agency – Waka Kotahi, Ministry of Business, Innovation & Employment, Te Whatu Ora, Ministry of Social Development and Welfare Agencies, NZ Red Cross, Te Puni Kōkiri, Ministry for Primary Industries, Corrections, and the National Emergency Management Agency.
8. An Exercise Rū Whenua update was provided to the Coordinated Executive Group (CEG) on 15 November. All members of the CEG noted the great work that had been undertaken both prior to, and on the day. CEG particularly wanted to acknowledge all participants and their role in a very successful exercise. CEG also indicated that for the next exercise in May, they would like to exercise the role of CEG and the Joint Committee

Te tātaritanga Analysis

What worked well?

9. The concurrent activation of the Wellington Region’s ECC and EOCs provided the opportunity to test the interoperability of the Wellington Region’s emergency

management system. Good communication, collaboration and coordination was observed throughout the exercise.

10. A key benefit of this exercise was the ability for functions to coordinate with their equivalent functions in other EOCs and the ECC.
11. Participation rates were high among council staff and partner agencies. The Wellington Region has increased its workforce capacity significantly in recent years, and the regional exercises are a key part of staff's development pathway after they have undertaken incident management training.
12. The Wellington Region demonstrated the ability to achieve a Common Operating Picture (COP) through the multi-agency use of the emergency management sharepoint for collaborative work on documents and lists, as well as the highly effective deployment of the Geospatial Common Operating Picture (GCOP)³.
13. Exercise participants provided very positive feedback regarding their exercise experiences which was agreed to have supported them with their professional development and relationship building efforts.

What could be improved?

14. While agencies have continued to increase the number of staff with some level of coordination centre or incident management training, there is a need to continue to build technical capability in functions and sub-function managers giving staff the skills, knowledge and experience needed to lead in complex, fast moving ambiguous emergencies. This needs to include the time allocated to develop and adapt local plans, policies and procedures which is ideally led by council staff that will be working on these functions in a response, and not by emergency management staff in isolation. Several councils have formalised expectations and Full Time Equivalent allocation for function managers to undertake this work.
15. Detailed contingency planning needs to be developed across councils and partners to manage larger high-density built-up areas like Wellington CBD and Hutt Valley. This includes activities like cordon-planning, welfare support, and mass evacuation.
16. The scenario resulted in over 100,000 people isolated in the Hutt Valley (due to slips on SH2 and SH58) as well as the loss of accommodation for thousands across the Wellington Region. While some immediate support would be provided through the use of Community Emergency Hubs and Emergency Assistance Centres, significant work is required to plan and deliver mass welfare support. This requires further scoping and planning to identify ways to provide mass welfare support to our communities.
17. Councils and agencies should ensure they have scalable primary and alternate coordination centre facilities with appropriate technology, facilities, and resilience suitable to support long-term responses. This exercise demonstrated that several primary coordination centre locations were too small to support their role in region wide events. This correlates with experiences in the Hawke's Bay and Auckland during the 2023 North Island Severe Weather Event.

Pictures from the EOC's and ECC during Exercise Rū Whenua a Rohe



Kāpiti EOC



Porirua EOC



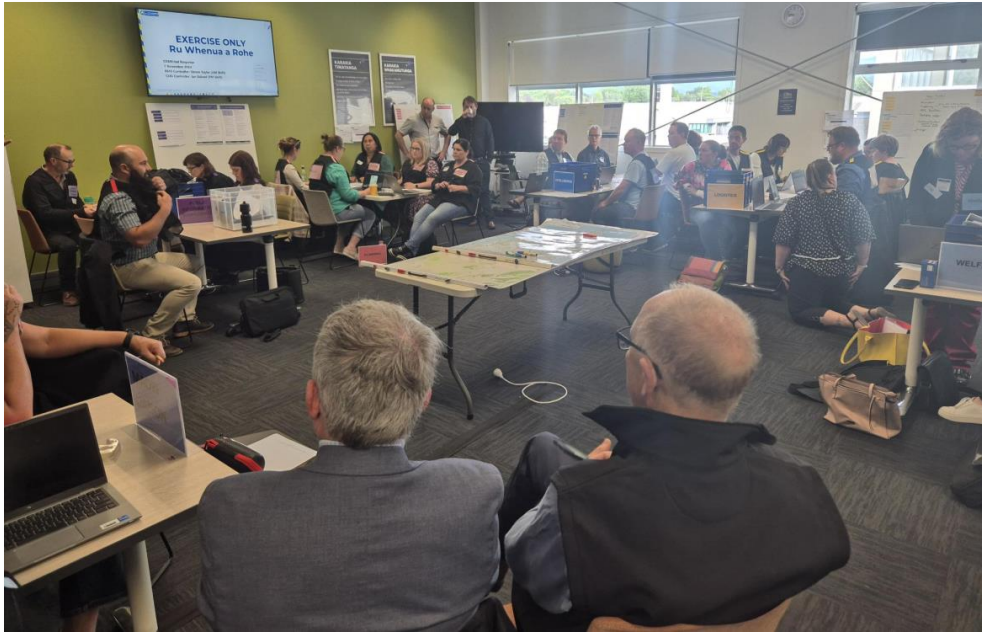
Wellington City EOC



Hutt City EOC



Upper Hutt EOC



Wairarapa EOC



Featherston EAC



Regional ECC

Ngā tūāoma e whai ake nei

Next steps

18. Exercise evaluation reports will be finalised and lessons learnt incorporated into the relevant work programmes. Some of these lessons may be tested in the May 2025 exercise which is currently being scoped.
19. The next regional exercise is proposed for May 2025. A high-level scope and scenario for this exercise will be developed prior to the end of the year

**Ngā kaiwaitohu
Signatories**

Writer	Charlie Blanch – Kaiwhakahaere Matua Manager Operational Readiness and Response / Group Controller
Approver	Dan Neely – Kaiwhakahaere ā Rohe Acting Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The CDEM Group is required to ensure that hazards and associated risks are identified and assessed and ensure an effective and efficient region-wide CDEM response to and recovery from emergencies.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are a number of strategic priorities from the current Wellington Region CDEM Group Plan that this work aligns to. An example is Prompt activation of local Emergency Operations Centres (EOCs) and regional Emergency Coordination Centre (ECC) to effectively manage and coordinate response efforts by response agencies to assist communities.</p>
<p><i>Internal consultation</i></p> <p>This report has been developed in consultation with council staff and recently presented to and supported by CEG.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>While there is no significant legal or health and safety risk, if our region does not meet the expectations or our communities regarding emergency management, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.</p>

Civil Defence Emergency Management Group
26 November 2024
Report 24.658



For Decision

WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – NOVEMBER 2024

Te take mō te pūrongo

Purpose

1. To advise the the Wellington Civil Defence Emergency Management Group (CDEM Group) of a number of statutory appointments for the CDEM Group.

He tūtohu

Recommendations

That Joint Committee:

- 1 **Approves** the removal of the following statutory appointees:
 - a Benjamin Vollebregt as primary Local Controller for Wellington City Council
 - b James Jefferson as primary Local Controller for Kāpiti Coast District Council
 - c Aly Curd as Group Welfare Manager
 - d Angela Bell as alternate Local Recovery Manager for Kāpiti Coast District Council.
- 2 **Approves** the addition of the following statutory appointees:
 - a Carrie McKenzie as primary Local Controller for Wellington City Council
 - b Julie Sherston as Group Welfare Manager
 - c Jon Kingsbury as alternate Local Controller for Hutt City Council
 - d Alison Geddes as alternate Recovery Managers for Hutt City Council
 - e Jarred Griffiths as alternate Recovery Managers for Hutt City Council
 - f Nicole Davey as alternate Local Recovery Managers for Kāpiti Coast District Council.
 - g Brigid Jenkins as alternate Local Recovery Managers for Kāpiti Coast District Council.
 - h Gina Anderson-Lister as alternate Local Recovery Managers for Kāpiti Coast District Council.

Te horopaki

Context

2. Sections 26 and 29 of the Civil Defence Emergency Management (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 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

Controllers:

6. 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	Charlie Blanch (Group Controller) Mark Duncan (alternate) Jessica Hare (alternate) Jeremy Holmes (alternate) Dan Neely (alternate) Derek Baxter (alternate) Lester Piggott (alternate) Phil Becker (alternate) Kane McCollum (alternate)
Wellington City Council	Benjamin Vollebregt (Primary) Carrie McKenzie (Primary) Phil Becker (alternate) Moana Mackey (alternate)

	Hannah Brackley (alternate) Paul McCorry (alternate) Chris Matthews (alternate)
Porirua City Council	Sam Bishop (Primary) Olivia Dovey (alternate) Leonie McPhail (alternate) Glen Quintal (alternate) Mike Mendonca (alternate)
Kāpiti Coast District Council	James Jefferson (Primary) Roderick Hickling (Primary) Nienke Itjeshorst (alternate) Steve Cody (alternate) Paul Busing (alternate) Scott Dray (supplementary) Steve Millar (alternate)
Hutt City Council	Barry Vryenhoek (Primary) Lester Piggott (alternate) Matthew Boggs (alternate) Craig Cottrill (alternate) Anthony Robinson (alternate) Jon Kingbury (alternate)
Upper Hutt City Council	Geoff Swainson (Primary) Craig Cottrill (alternate) Liesel Jahnke (alternate) Steve Taylor (alternate) Debra Nicholas (alternate) Gunter Wild (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	Jonathan Hooker (Primary) Simon Taylor (alternate) Paul Gardner (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate)

Recovery Managers:

7. 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	Paul Andrews (Primary)
Porirua City Council	Olivia Dovey (Primary)
Kāpiti Coast District Council	Kris Pervan (Recovery Manager) Nicole Davey (alternate) Brigid Jenkins (alternate) Gina Anderson-Lister (alternate) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager) Alison Geddes (alternate) Jarred Griffiths (alternate)
Upper Hutt City Council	Liezel 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)

Non-statutory appointments:

8. The following table lists current appointments for other non-statutory roles.

Area to which appointed	Appointee name and designation
CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Aly Curd (Group Welfare Manager) Julie Sherston (Group Welfare Manager)

Ngā hua ahumoni**Financial implications**

9. There are 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 the Regional Council's *Significance and Engagement Policy* and Greater Wellington's *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	Jessica Hare – Kaiwhakahaere Matua Manager, Business and Development, WREMO
Approver	Dan Neely – Kaiwhakahaere ā Rohe Acting Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council’s roles or with Committee’s terms of reference</i></p> <p>The CDEM Group makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are no known implications for Council’s strategies, policies or plans.</p>
<p><i>Internal consultation</i></p> <p>All local authority chief executives were engaged and support the proposed appointees.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>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.</p>