



If calling, please ask for Democratic Services

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## Civil Defence Emergency Management Group

Tuesday 13 June 2023, 11.00am

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

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### 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 Martin Connelly	South Wairarapa District Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kapiti Coast District Council
Council Chair Daran Ponter	Greater Wellington Regional Council

**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 I I 4S(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 I I4P(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 Fire 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 Committee

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Tuesday, 13 June 2023, 11.00am

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

## Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	<a href="#">Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 7 March 2023</a>	23.86	10
5.	<a href="#">Wellington Region Emergency Management Office Quarter Three Report</a>	23.261	14
6.	<a href="#">Wellington Region Emergency Management Office Annual Plan Update</a>	23.259	53
7.	<a href="#">Provision of Mana Whenua Advisors on the Wellington Civil Defence Emergency Management Group</a>	23.206	58
8.	<a href="#">Wellington Civil Defence Emergency Management Group Appointments</a>	23.260	64
10.	Recent Event Reflections – Loafers Lodge Fire	Oral	



Please note these minutes remain unconfirmed until the Wellington Civil Defence Emergency Management Group meeting on 13 June 2023.

Report 23.86

## Public minutes of the Wellington Civil Defence Emergency Management Group meeting on Tuesday 7 March 2023

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council  
100 Cuba Street, Te Aro, Wellington, at 11am.

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### Members Present

Mayor Anita Baker (Chair)	Porirua City Council
Hon. Mayor Ron Mark (Deputy Chair)	Carterton District 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 Ponter	Greater Wellington Regional Council
Mayor Tory Whanau	Wellington City Council

### Public Business

#### 1 Apologies

Moved: Mayor Baker / Mayor Whanau

That the Joint Committee accepts the apology for absence from Mayor Connelly.

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.

Mayor Baker, Chairperson of the Wellington Civil Defence Emergency Management Group, announced her resignation as the Chairperson, and vacated the Chair.

Hon. Mayor Mark, Deputy Chairperson, assumed the Chair.

#### **4 Election of the Wellington Civil Defence Emergency Management Group Chairperson – Report 23.67**

Hon. Mayor Mark spoke to the report.

Moved: Mayor Baker / Mayor Whanau

That the Joint Committee:

- 1 Notes that the Chairperson will hold office until the next triennial local government elections.

The motion was **carried**.

Moved: Council Chair Ponter / Mayor Guppy

- 2 Adopts, pursuant to Schedule 7 of the Local Government Act 2002, Appointment by statutory voting system B.

The motion was **carried**.

Moved: Mayor Barry / Mayor Caffell

- 3 Agrees that any voting that requires 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).

The motion was **carried**.

#### **4.1 Appointment of Chairperson**

The Presiding Member, Hon. Mayor Mark, called for nominations for the position of Chairperson of the Wellington Civil Defence Emergency Management Group.

Moved: Mayor Baker / Council Chair Ponter

That the Wellington Civil Defence Emergency Management Group appoints Mayor Whanau as Chairperson.

There being no further nominations, Mayor Whanau was declared the Chairperson of the Wellington Civil Defence Emergency Management Group.

Hon. Mayor Mark vacated the Chair on the election of Mayor Whanau as Chairperson, and Mayor Whanau assumed the Chair.

**5 Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 6 December 2022 - Report 22.528**

Moved: Mayor Baker / Mayor Holborow

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 6 December 2022 – Report 22.528.

The motion was **carried**.

**6 Wellington Region Emergency Management Office Quarterly Report – Quarter Two, 2022-23 – Report 23.72**

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

Moved: Mayor Holborow / Council Chair Ponter

That the Joint Committee approves the Wellington Region Emergency Management Office Quarter Two Report – 1 October to 31 December 2022, as an accurate reflection of progress against the Wellington Region Emergency Management Office Annual Plan.

The motion was **carried**.

**7 Wellington Civil Defence Emergency Management Group Appointments – Report 23.71**

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

Moved: Mayor Baker / Mayor Barry

That the Joint Committee:

- 1 Approves the addition of the following statutory appointees:
  - a Kane McCollum as Alternate Group Controller
  - b Benjamin Vollebregt as Primary Controller for Wellington City Council
  - c Angela Bell as Alternate Controller for Kāpiti Coast District Council.

The motion was **carried**.

**8 Recent Event Reflections: Auckland Flooding; Interislander Ferry Engine Failure; Cyclone Gabrielle – Oral Report**

Jeremy Holmes, Regional Manager, WREMO, provided an oral briefing on the Auckland, flooding event, the recent Interislander passenger ferry engine failure, and Cyclone Gabrielle.

**Auckland Flooding:**

Mr Holmes advised the Committee that Auckland Council has initiated an independent review of the performance of the Auckland Council before, during, and after the January 2023 flood event. The current review of the CDEM Act will take account of what is learnt from this event and the later Cyclone Gabrielle event. The Committee noted the issues that can arise when there is a hiatus between media and social media reporting of a rapidly escalating event and relevant CDEM communications to affected communities.

### **Interislander engine failure**

Mr Holmes advised of the prompt action taken by WREMO, Wellington City Council, and other agencies, when advised of the engine failure on the Interislander passenger ferry Kaitaki on 28 January 2023. The Committee noted that the absence of offshore towing capacity for large vessels is a national issue and that Greater Wellington Regional Council has raised this issue with Maritime New Zealand and other stakeholders.

### **Cyclone Gabrielle**

Mr Holmes advised the Committee of the significant personnel and logistical support provided by WREMO and council staff in the wellington region to the response to both the Cyclone Gabrielle and Auckland flood events.

Within the Wellington Region the cyclone had significant impacts in areas of the Wairarapa. Dan Neely, Group Recovery Manager, WREMO, advised that meetings of mayors, iwi and community groups have been held to help develop the terms of reference for the Wairarapa Recovery Group; this will provide the foundation for the development of the Wairarapa recovery action plan, community engagement plan, and the process for access to funding streams.

The public meeting closed at 11.41am.

Mayor Tory Whanau

**Chair**

Date:

**Civil Defence Emergency Management Group**  
**13 June 2023**  
**Report 23.261**



**For Decision**

## **WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE QUARTERLY REPORT – QUARTER 3, 2022-23**

**Te take mō te pūrongo**

### **Purpose**

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group of the Wellington Region Emergency Management Office's achievements and progress against the activities scheduled in the 2022/23 Annual Plan.

**He tūtohu**

### **Recommendation**

That the Joint Committee **approves** the Wellington Region Emergency Management Office [Quarter Three Report – 1 January to 31 March 2023](#) as an accurate reflection of progress against the WREMO Annual Plan.

**Te tāhū kōrero**

### **Background**

2. The Wellington Region Emergency Management Office (WREMO) Quarter 3 (Q3) Report 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 Q3 Report and recommend that the CDEM Group approves it.

**Te tātaritanga**

### **Analysis**

4. Significant wins for the quarter include:
  - a Supporting Cyclone Gabrielle response and recovery - 122 staff from the Wellington CDEM Group deployed to other regions and the National Crisis Management Centre to help during Cyclone Gabrielle.
  - b Increased training numbers - 179 people from councils and partner agencies attended 13 training courses that were offered.

- C High level of community interest in emergency preparedness - More than 2,000 community members were reached directly through training, workshops and other emergency preparedness events.
- 5. The budget is tracking well with an overspend of \$42,180 before any reserve movements. Through the final quarter there will be some significant spend with the monthly campaign, the community survey and final equipment purchases. Overall, we are projected to track pretty close to budget for the year.

### **Ngā hua ahumoni**

#### **Financial implications**

- 6. There are no financial implications arising from this report.

### **Ngā Take e hāngai ana te iwi Māori**

#### **Implications for Māori**

- 7. Engagement with iwi and marae on emergency planning in the Wellington Region has been well-received. Partners have expressed a growing confidence in working with the Wellington CDEM Group.

### **Ngā tikanga whakatau**

#### **Decision-making process**

- 8. 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.

### **Te hiranga**

#### **Significance**

- 9. 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**

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

**Ngā āpitihanga**  
**Attachment**

<b>Number</b>	<b>Title</b>
1	The WREMO Quarter Three Report – 1 January – 31 MARCH 2023

**Ngā kaiwaitohu**  
**Signatories**

Writer	Sam Ripley – Advisor, WREMO
Approvers	Jess Hare – Manager, Business and Development, WREMO Jeremy Holmes – Regional Manager

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The CDEM Group reviews the work programme identified in the draft WREMO Annual Business Plan, which is informed by the Wellington Region CDEM Group Plan. The CDEM Group is responsible for implementing and monitoring the Group Plan.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The Quarterly Report identifies progress against the priorities identified in the Annual Business Plan 2022/23.
<b><i>Internal consultation</i></b> See paragraph 3.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks.



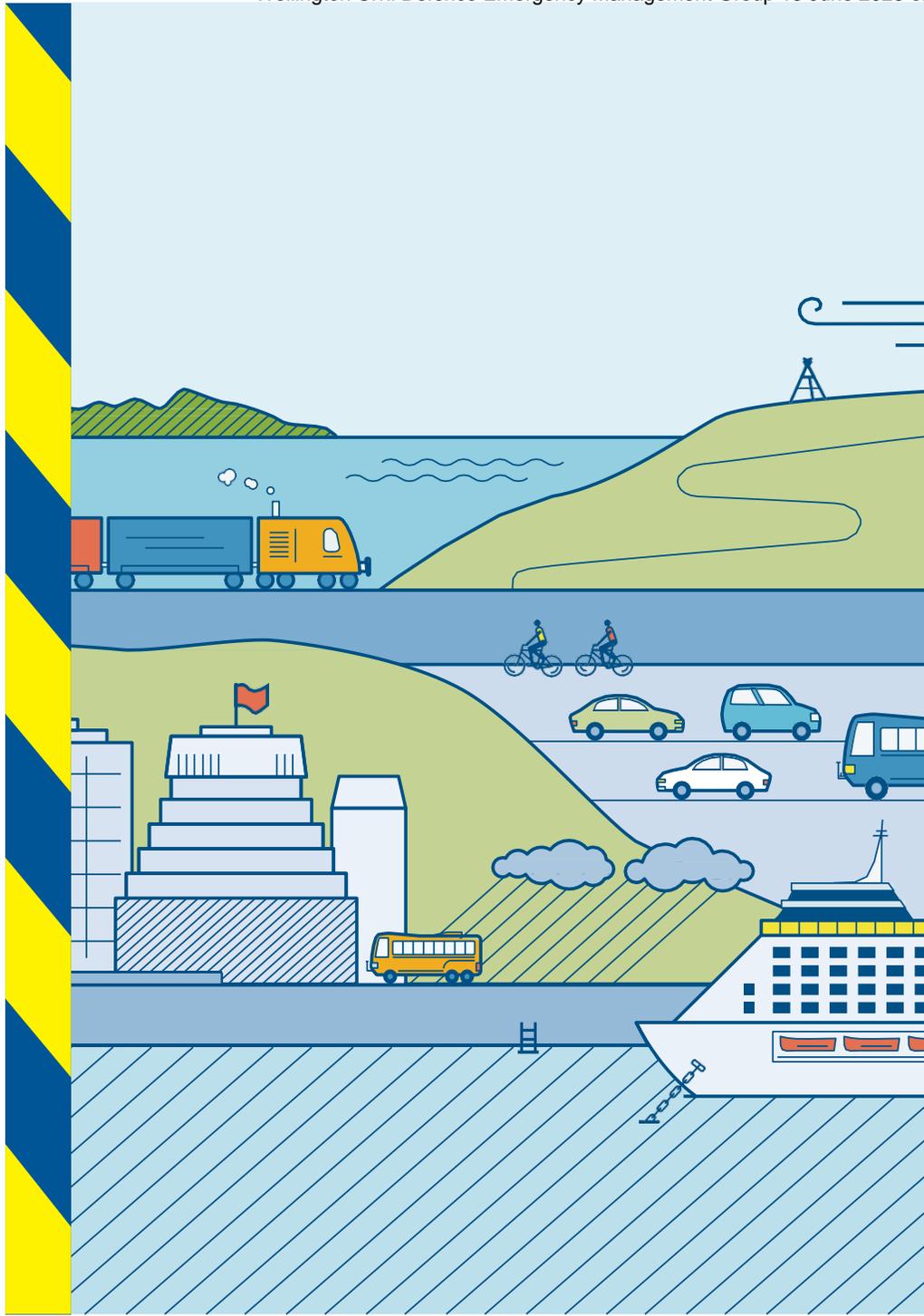
Wellington Region  
Emergency Management Office

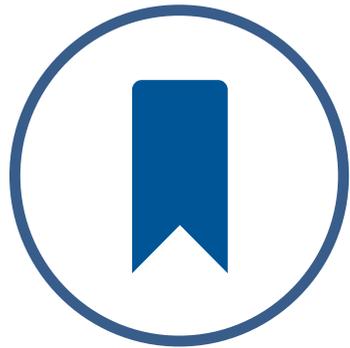
# Quarterly Report



1 January to 31 March 2023

Q3





# Contents

 <b>Executive summary .....</b>	<b>2</b>
<hr/>	
Overview.....	3
Wins.....	3
Risk matrix .....	4
Financial summary.....	5
 <b>KPI summary .....</b>	<b>6</b>
<hr/>	
Reduction.....	7
Readiness.....	11
Response.....	26
Recovery.....	30



# Executive summary

Overview	3
Wins	3
Risk matrix	4
Financial summary	5



## Overview

The operational tempo during the third quarter of the 2022/23 financial year was very high for Wellington CDEM Group staff. Events that impacted the region included Ex Tropical Cyclone Hale, the Auckland floods, the Interislander ferry engine failure, Cyclone Gabrielle, the Paraparaumu earthquake, heavy swells on Wellington's South Coast and the Wairarapa, and the Point Howard slip.

Cyclone Gabrielle was by far the most significant event for our region, as it was for the wider country. In our region, the most severe impacts were felt in the Wairarapa, particularly eastern coastal areas. The support provided by councils, iwi, communities, partner agencies and government will be an important part of their recovery journey.

While some Group staff worked locally in support of the Wairarapa response, others deployed to Auckland, the Hawke's Bay and the National Crisis Management Centre in the basement of the Beehive. These staff provided a high level of professionalism and capability at local, regional and national levels, all of which was very well received.

In addition to the various responses, 179 council and partner agency staff attended various training courses during the quarter. Deploying staff said they appreciated the training they received before deploying and the ability to access the various tools they had trained on in other parts of the country where such tools didn't exist.

In addition, the increased number of emergency events triggered heightened levels of public interest in preparedness, which members of the community resilience team responded to. Events and workshops in March reached over 2,000 community members directly, with many more reached via social media and public messaging.

*J Holmes*

Jeremy Holmes,  
Regional Manager  
Wellington Region CDEM Group

## Wins

1

### Supporting Cyclone Gabrielle response and recovery

122 staff from the Wellington CDEM Group deployed to other regions and the National Crisis Management Centre to help during Cyclone Gabrielle.

2

### Increased training numbers

179 people from councils and partner agencies attended 13 training courses that were offered.

3

### High level of community interest in emergency preparedness

More than 2,000 community members were reached directly through training, workshops and other emergency preparedness events.



## Risk matrix

Risk matrix as at 31 March 2023:

### 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

Overall, 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 await the release of the new Emergency Management Bill and National CDEM Plan.



Up since last quarter



Down since last quarter

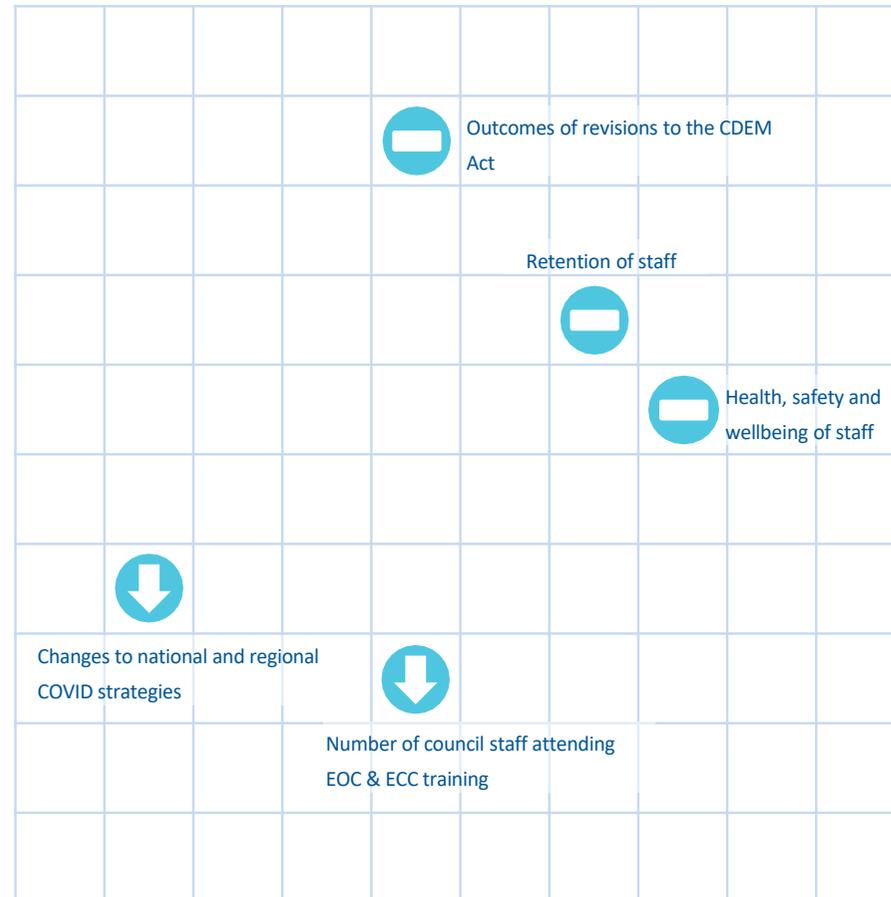


No change since last quarter

Almost Certain



LIKELIHOOD



IMPACT

Severe





## Financial summary

WREMO Income Statement	YTD as at 31 March 2023			Full year
	Actual \$(000)	Budget \$(000)	Variance \$(000)	Budget \$(000)
Rates & levies	972.83	972.83	-	1,297.11
External revenue	2103.37	2000.37	103.00	2,667.16
Council reimbursement on charges				-
<b>Total income</b>	<b>3076.20</b>	<b>2973.20</b>	<b>103.00</b>	<b>3964.26</b>
<b>Less:</b>				
Personnel costs	2532.10	2586.17	54.07	3448.22
Materials and supplies	0	180.00	180.00	240.00
ICT and communications	113.76	150.00	36.24	200.00
Office and property	183.24	142.50	(40.74)	190.00
Travel and Transport	90.54	45.78	(44.76)	61.04
Contractors and consultants	198.74	37.50	(161.24)	50.00
<b>Total expenditure</b>	<b>3118.38</b>	<b>3141.95</b>	<b>23.57</b>	<b>4,189.26</b>
<b>Operating surplus/(deficit)</b>	<b>(42.18)</b>	<b>(168.75)</b>	<b>126.57</b>	<b>(225.00)</b>
Vehicles and other plant purchases				-
<b>Net funding before reserve movements</b>				-
Council reimbursements				-
Reserve investments transfer out	0	168.75	168.75	225.00
<b>Net funding surplus (deficit)</b>	<b>(42.18)</b>	<b>.00</b>	<b>126.57</b>	<b>-</b>

Currently, the budget is tracking well with an overspend of \$42.18k before any reserve movements.

Through the final quarter there will be some significant spend with the monthly campaign, the community survey and final equipment purchases. Overall, we are projected to track pretty close to budget for the year.

**BALANCE OF RESERVE AS AT 31  
December 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.

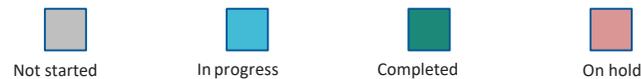
KPI	Q1	Q2	Q3	Q4	YTD	Priority
Lead the Emergency Levels of Service project to ensure hazard risks to Lifeline Utility services are reduced.	In progress	In progress	In progress	Not started	Not started	LOW



# 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. <sup>1</sup>	Not started	In progress	In progress			HIGH
Develop the WREMO Annual Plan (2023–24) in alignment with council annual plan development timelines.	Not started	In progress	In progress			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. <sup>2</sup>	On hold	On hold	On hold			MED
Conduct the annual WREMO Regional Community Survey to identify trends and opportunities to increase resilience. <sup>3</sup>	Not started	Not started	Not started			MED
Provide quarterly reports to the CEG Sub Committee, reporting on progress against the WREMO Annual Plan (2022-2023) activities.	In progress	In progress	In progress			MED

1. All interviews completed (76 in total).
2. Removed in Q1. To be considered after service agreement is developed.
3. Scheduled for Q4.



# 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	In progress	In progress			HIGH
Respond to relevant Local Government Official Information and Meetings Act (LGOIMA) requests in accordance with legislated time frames and procedures. <sup>1</sup>	Not started	In progress	On hold			HIGH

1. No requests received in Q3.




# Readiness

## KPI Summary

### 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	In progress	Completed			HIGH
Establish a regional group to coordinate Community Resilience initiatives and share information across the region. <sup>1</sup>	Not started	Not started	On hold			HIGH
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.	In progress	In progress	In progress			HIGH
Facilitate 15 local Emergency Services Coordination Committee (ESCC) meetings.	In progress	In progress	In progress		14 / 15	MED
Facilitate three Regional Inter-Agency Planning Committee (RIAPC) meetings.	In progress	In progress	Completed		3 / 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	In progress	In progress			MED

1. On hold due to staff priority shifts from Cyclone Gabrielle response.



## Training summary

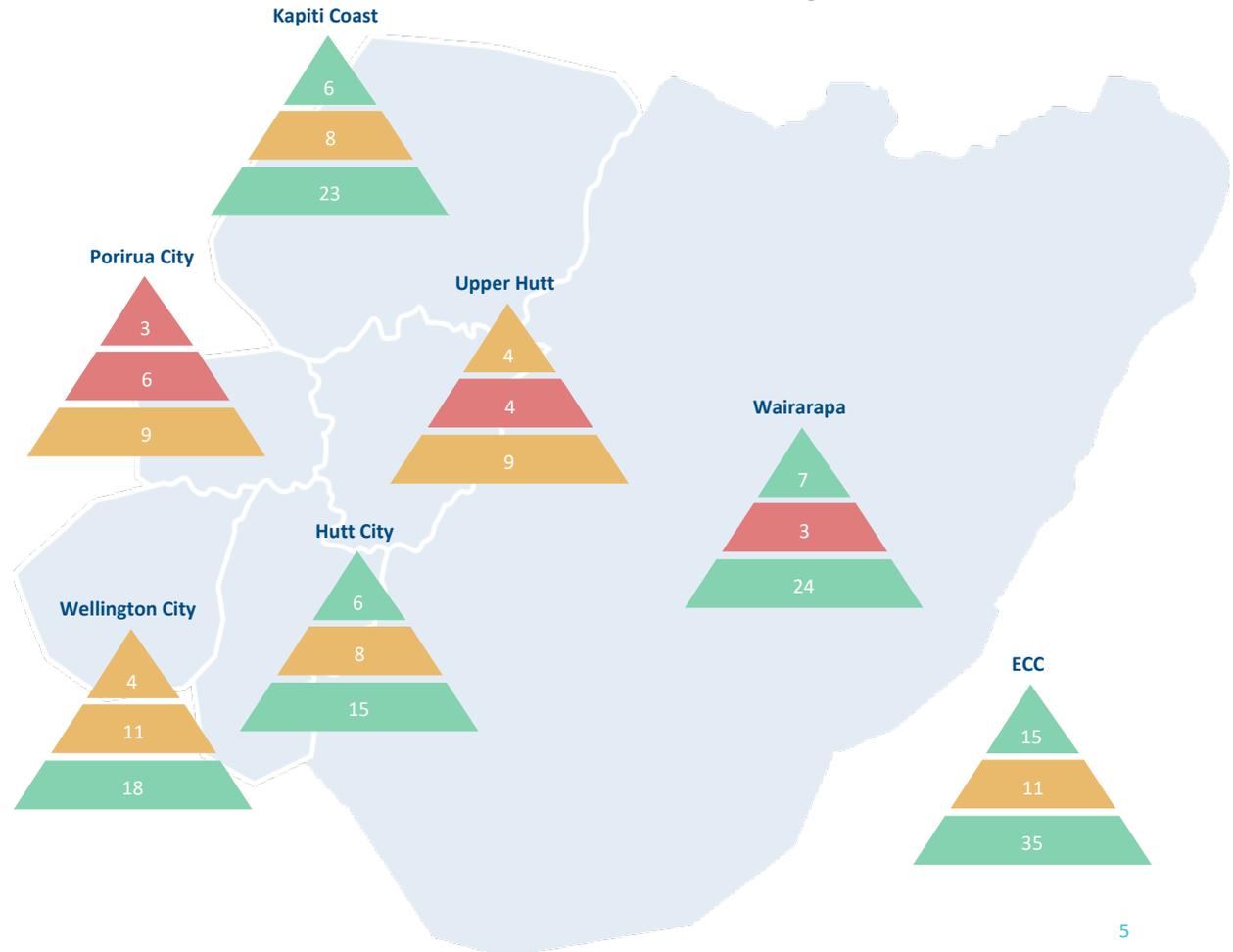
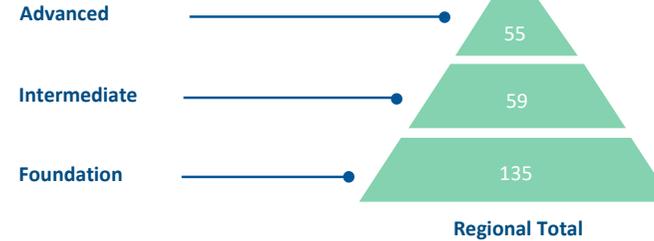
Over the quarter WREMO ran 13 emergency management courses, which 179 people attended. In addition, WREMO staff completed Elected Official training for all nine councils. This represents an incredible effort over the quarter and goes a long way to strengthening the Region's emergency management capabilities.

Feedback from those who recently deployed indicated they found the training they had received from WREMO invaluable, and easy to apply in real situations. They also appreciated being able to access the tools they had trained with anywhere in the country.

**Note:**

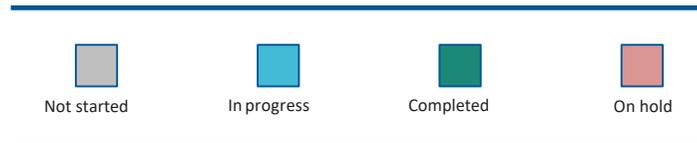
The numbers shown here are for EOC and ECC training only. Additional training was also run for specialist roles such as welfare needs assessment and working in emergency assistant centres.

- Met requirements for sufficient staff
- Met 2/3 the requirements
- Met less than 2/3 of the requirements





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.	In progress	Completed	Completed			HIGH
Develop and schedule radio and digital advertising that supports community resilience campaigns and general preparedness.	In progress	In progress	In progress			HIGH
Carry out a targeted media campaign based on areas of improvement identified in the annual Community Survey. <sup>1</sup>	Not started	In progress	In progress			HIGH
Develop a Social Media Strategy and Plan.	In progress	In progress	In progress			HIGH
Review existing social media capability and develop a strategy to grow engagement and maintain consistency across all WREMO social media platforms.	In progress	In progress	In progress			HIGH
Ensure that WREMO and Get Prepared website content is up-to-date. <sup>2</sup>	In progress	In progress	In progress			MED

1. Delivery delayed to Q4 due to staff priority shifts from Cyclone Gabrielle response.  
2. Merged in Q3 to one single website: WREMO.nz



# Readiness

## KPI Summary

### 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	In progress	In progress			MED
Hold two meetings annually for Public Information Managers in the Wellington CDEM Group to develop relationships and share information.	Not started	In progress	In progress		1 / 2	MED



<b>EVENT</b>	<b>Joint PIM and Welfare forum</b>
<b>WHEN</b>	<i>March</i>
<b>WHERE</b>	<i>Virtually</i>
<b>ABOUT</b>	<p>Over 70 participants attended a joint Welfare and PIM forum to explore how these two critical CIMS functions link.</p> <p>There were many insightful moments. Of note was hearing from Positively Pacific, who talked about how to develop meaningful connections with Pacific communities. They provided vital information and support using the power of social media and grew from 0 to 12,000 followers in the process.</p> <p>By sharing insights across functions and building relationships now, our region will be better placed to coordinate efforts in emergencies.</p>



Thank you to speakers from Positively Pacific, Wellington City Council, Nelson City Council and all participants for sharing and discussing your recent PIM and Welfare experiences.



# Readiness

## KPI Summary

### 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. <sup>1</sup>					3 / 4	HIGH
Strengthen Needs Assessment capability and capacity in the region.						HIGH
Implement the CDEM Group Welfare Plan work programme, guided by the Welfare Capability Maturity Model.						HIGH
Strengthen Emergency Assistance Centre (EAC) capability and capacity in the region.						MED
Develop regional guidance to support the provision of Emergency Shelter and Accommodation, and Household Goods and Services in an emergency. <sup>2</sup>					1/2	MED

1. Not tracked in previous quarters. Annual target and YTD progress updated to include meetings held in Q1, Q2, and Q3.
2. Incorrectly reported as completed in the Q2 report. Work is ongoing and will continue into Q4.



# Readiness

## KPI Summary

### 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	In progress	In progress	Not started	Not started	HIGH
Administer the Wellington Region's portion of the national CDEM training fund.	In progress	In progress	In progress	Not started	Not started	LOW
Coordinate and enhance the Wellington Region's Response Teams capability and capacity.	In progress	In progress	In progress	Not started	Not started	LOW
Manage the Group's Learning Management System (takatū) and incorporate national-level enhancements to the system as required.	In progress	In progress	In progress	Not started	Not started	LOW
Support national level capability development advisory groups, programmes and initiatives.	In progress	In progress	In progress	Not started	Not started	LOW



# Readiness

## KPI Summary

### 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	In progress	In progress	Not started	Not started	HIGH
Work with GWRC and territorial authorities to refine EOC and ECC flood response plans.	In progress	In progress	In progress	Not started	Not started	MED
Work with CDEM Group partners to make further improvements to the Wellington Region Emergency Response Plan.	In progress	On hold	In progress	Not started	Not started	LOW
Develop Regional Response Guidelines to support the primary CIMS functions in an emergency. <sup>1</sup>	In progress	In progress	On hold	Not started	Not started	LOW

1. On hold due to shift in staff priority from Cyclone Gabrielle response.



## EVENT

## Training

## WHEN

*March*

## WHERE

*WREMO, Thorndon*

## ABOUT

Our Marketing and communications Team developed and delivered just-in-time PIM training to public sector leads through Te Kawa Mataaho Public Service Commission. The course strengthened their ability to support the Tropical Cyclone Gabrielle response and future events in the Wellington Region.

The training was tailored to the specific needs of the public sector leads, with a focus on providing them with the necessary skills and knowledge to manage public information in CDEM emergencies.



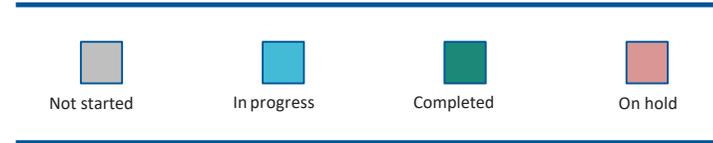
40 Public sector communication leads attended the PIM just-in-time training across two sessions.



# Readiness

## KPI Summary

### 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. <sup>1</sup>	In progress	In progress	In progress	Not started	39 / 128	HIGH
Deliver 28 Earthquake Drills and work with participants to make updates to the relevant Community Emergency Hub Guides. <sup>2</sup>	In progress	In progress	In progress	Not started	14 / 23	MED
Coordinate and deliver 12 Community Emergency Hub awareness activities.	In progress	In progress	Completed	Not started	21 / 12	MED

1. The majority of Hub audits are scheduled for Q4.
2. Target was incorrectly reported as 28 in previous reports. The correct target for the year is 23.



# Readiness

## KPI Summary

### 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.					58 / 48	MED
Deliver Business Continuity Planning workshops for businesses, not-for-profit organisations and government agencies.					4 / 4	MED
Deliver Emergency Planning sessions to schools and early childhood centres.					3 / 4	MED
Deliver Youth Leadership in Emergency Management programme at universities. <sup>1</sup>						MED

1. On hold due to shift in staff priority from Cyclone Gabrielle response.



# Readiness

## KPI Summary

### 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. <sup>1</sup>						MED
Produce a Quarterly Newsletter, sharing preparedness messaging and opportunities to engage the community.					3 / 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					30 / 7	LOW

1. On hold due to shift in staff priority from Cyclone Gabrielle response. Previously on hold due to staff focusing on accessibility of wremo.nz.



# 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. <sup>1</sup>					27 / 42	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

1. Target measure was incorrectly set at 28 in previous reports. The correct annual target is 42.

**EVENT****Community engagement****WHEN***March (Neighbours Month)***WHERE***Across the Region***ABOUT**

Cyclone Gabrielle has been a powerful reminder of why we prepare for emergencies. It sparked greater community interest in being ready.

WREMO met this energy head on during the third quarter with 19 training sessions, 10 fairs and events, and 7 online webinars during the month of March, with a reach of over 2,000 people.

The direct support of elected officials along the way is a testament to the importance of how everyone has a part to play in building resilience and preparedness.



CRR Advisor - Katie Sharp with Wellington City Councillors Laurie Foon and Nureddin Abdurahman



# 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.	In progress	In progress	In progress	Not started		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.	In progress	In progress	In progress	Not started		HIGH
Conduct monthly Emergency Mobile Alert training to strengthen the Group's capability and capacity.	In progress	In progress	In progress	Not started	9 / 12	HIGH
Develop and refine Emergency Mobile Alert predefined messaging.	In progress	In progress	In progress	Not started		HIGH
Conduct social media training for Duty Officers.	In progress	In progress	In progress	Not started		HIGH



# Readiness

## KPI Summary

### 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	In progress	In progress	Not started		MED




# Response

## KPI Summary

### 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	In progress	In progress	Not started	Not started	MED




# Response

## KPI Summary

### 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	In progress	In progress	Not started	Not started	HIGH




# Response

## KPI Summary

### 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	In progress	In progress	Not started	Not started	HIGH
Send Emergency Mobile Alerts to the public at the regional or local level for emergency events which reach the threshold for an alert. <sup>1</sup>	Not started	HIGH				

1. No events required sending an Emergency Mobile Alert.




# Response

## KPI Summary

### 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.	In progress	In progress	In progress			HIGH
Provide the primary and alternate Regional Manager and Group Controller roles to the CDEM Group.	In progress	In progress	In progress			HIGH
Provide hazard advice on the potential regional impacts of a National Tsunami Advisory/Warning to supplement advice from the National Tsunami Expert Panel. <sup>1</sup>	Not started	In progress	Not started			HIGH
Provide the primary Group Public Information Manager (PIM) to manage and coordinate regional PIM in a CDEM response.	In progress	In progress	In progress			HIGH
Provide the primary Group Welfare Manager to manage and coordinate Welfare in a CDEM response.	In progress	In progress	In progress			HIGH
Provide guidance and advice to assist council ICT personnel with CDEM systems and tools in an emergency.	In progress	In progress	In progress			HIGH
Provide professional emergency management staff to support other CDEM Groups, NEMA and partner agencies in a response.	In progress	In progress	In progress			MED

1. No events this quarter required tsunami advice.



# Recovery

## KPI Summary

### Progress



Not started



In progress



Completed



On hold

### 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.	Not started	In progress	In progress			MED
Host a forum for Recovery Managers to develop knowledge and capability.	In progress	In progress	In progress			MED



## EVENT

## Cyclone Response

## WHEN

January - February

## WHERE

Wairarapa, Auckland, Hawke's Bay, NCMC.

## ABOUT

In addition to supporting the Wairarapa EOC, the Wellington CDEM Group deployed over 100 people to support Auckland, Hawkes Bay and the National Crisis Management Centre.

Feedback from hosting agencies has highlighted a high level of professionalism and capability from our Group, and after-action reviews have identified targets for further growth and improvements to our emergency management capability.



Scott Dray supporting Recovery, and Mischa Hill supporting PIM during their Auckland Flood response deployments.



# Recovery

## KPI Summary

### 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	In progress	In progress			MED
Develop an Introduction to Recovery video for use in an activation.	Not started	Not started	Not started			MED
Begin developing short recovery training modules.	In progress	In progress	In progress			MED
Commence Strategic Recovery Planning based on NEMA guidance	In progress	In progress	In progress			LOW



# Recovery

## KPI Summary

### 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.	Not started	Not started	In progress			HIGH
Provide the primary Recovery Manager role to the CDEM Group.	In progress	In progress	In progress			HIGH



**EVENT**

**Capability Development**

**WHEN**

*February to March*

**WHERE**

*Across the Region*

**ABOUT**

WREMO delivered 13 courses, working with 179 people, as well as Elected Official training for all nine councils. This represents an incredible effort and goes a long way to strengthening the Region's emergency management capabilities.

With so many events this quarter, there were many opportunities to put training into action. Feedback from those who deployed indicated they found the training they had received invaluable, and easy to apply in real situations.

“Course was clear and to the point, with lots of opportunity to share and contribute.”

“The real-world stories and discussion topics encouraged practical thinking.”

“Building relationships with colleagues and other council employees.”

Course feedback was positive, and consistently highlighted the value of capable instructors and practical training.

Civil Defence Emergency Management Group  
13 June 2023  
Report 23.259



For Decision

## WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE ANNUAL PLAN UPDATE

### Te take mō te pūrongo

#### Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group of the deliverables and budget for the 2023/24 Wellington Region Emergency Management Office (WREMO) Annual Plan.

### He tūtohu

#### Recommendation

That the Joint Committee **approves** the deliverables and budget components of the Wellington Region Emergency Management Office Annual Plan 2023/24.

### Te tāhū kōrero

#### Background

2. Under the terms of the Agreement on Joint Civil Defence and Emergency Management Services signed by the nine councils in the Wellington region on 27 June 2012, WREMO is required to prepare a comprehensive annual business plan commencing 1 July.
3. The Coordinating Executive Group (CEG) and the CEG Sub Committee have recommended the approval of both the deliverables and the proposed budget for the WREMO Annual Plan.
4. As the community survey results are not available until later June (and these results need to be included), the final version will not be available until 30 June 2023.

### Te tātaritanga

#### Analysis

5. WREMO's draft Annual Plan outlines the following deliverables and the assigned priority:

#### **HIGH PRIORITY:**

- A1. Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency.

- A2. Provide leadership, support and advice (across the EM system) to councils, EOCs, the ECC and other CDEM Group partners in response and recovery.
- O1. Lead and coordinate the design, development and delivery of professional development opportunities and supporting systems for the region's emergency management workforce to enhance people capability and capacity.
- O2. Lead and coordinate the development and maintenance of equipment, systems, tools and facilities to support timely and effective responses to and recoveries from emergencies.
- C5. Lead and coordinate recovery planning to develop capability, share information and strengthen relationships.
- B1. Provide business support to WREMO and CDEM governance groups.
- B2. Lead the development and implementation of the CDEM Group Plan, and report on progress against the strategic outcomes identified in the Plan.

**MEDIUM PRIORITY:**

- A3. Integrate Te Aō Māori into Emergency Management in the Wellington region.
- O3. Lead and coordinate the development, implementation and review of operational response plans and procedures.
- C1. Lead the development and delivery of household preparedness activities.
- C2. Lead the development and delivery of business preparedness activities.
- C3. Lead the development and delivery of community preparedness activities.
- C4. Support community and CDEM Group partner initiatives to increase social connectedness and preparedness.
- B3. Coordinate and facilitate research and programmes of work in relation to hazard risk awareness and risk reduction.

6. The budget for the 2023/34 financial year is \$4,344,544 with the following cost allocations for each of the councils:

Funding apportionment		2023/2024	
Council	Funding apportionment	2023/2024	Invoice amount per quarter
		excl GST	excl GST
Greater Wellington Regional	32.72%	\$1,421,535	\$355,383.70
Wellington City Council	27.26%	\$1,184,323	\$296,080.67
Hutt City Council	14.02%	\$609,105	\$152,276.27
Porirua City Council	7.38%	\$320,627	\$80,156.84
Kapiti Coast District Council	7.01%	\$304,553	\$76,138.13
Upper Hutt City Council	5.74%	\$249,377	\$62,344.21

Funding apportionment		2023/2024	
Masterton District Council	3.33%	\$144,673	\$36,168.33
South Wairarapa District Council	1.36%	\$59,086	\$14,771.45
Carterton District Council	1.18%	\$51,266	\$12,816.40
<b>Total</b>	<b>100.00%</b>	<b>\$4,344,544</b>	<b>\$1,086,136.00</b>

### **Ngā hua ahumoni Financial implications**

7. There are no financial implications arising from the matter for decision as the sums outlined above are consistent with what has previously been agreed.

### **Ngā Take e hāngai ana te iwi Māori Implications for Māori**

8. Engagement with Māori is a priority in the draft WREMO 2023/24 Annual Plan, including an ongoing focus on building relationships with regional iwi/Māori partners.

### **Ngā tikanga whakatau Decision-making process**

9. 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 2002.

### **Te hiranga Significance**

10. 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**

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

**Ngā kaiwaitohu**  
**Signatories**

Writer	Sam Ripley – Advisor, Business and Development, WREMO
Approvers	Jess Hare – Manager, Business and Development, WREMO Jeremy Holmes – Regional Manager

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></p> <p>The Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan 2023/24, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>The draft WREMO 2023/24 Annual Plan contributes to implementation of the Group Plan by setting yearly priorities in relation to the Group Plan's 5-year strategic outcomes.</p>
<p><b><i>Internal consultation</i></b></p> <p>Refer paragraph 3.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>There are no known risks</p>

**Civil Defence Emergency Management Group**  
**13 June 2023**  
**Report 23.206**



**For Decision**

## **PROVISION OF MANA WHENUA ADVISORS ON THE WELLINGTON CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

**Te take mō te pūrongo**

### **Purpose**

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group on the provision of mana whenua advisors of the CDEM Group and of mana whenua members on the Coordinating Executive Group (CEG).

**He tūtohu**

### **Recommendations**

That the Joint Committee:

- 1 **Agrees** to provide for two mana whenua representatives as advisors to the Wellington Civil Defence Emergency Management (CDEM) Group Joint Committee, who have the skills, attributes, or knowledge to assist the work of the CDEM Group.
- 2 **Agrees** to provide for six mana whenua representatives and one Māori Warden representative as full members to the Wellington CDEM Group Coordinating Executive Group (CEG).
- 3 **Agrees** to the involvement of mana whenua representatives in other CDEM bodies or working groups according to interest, funding and availability.
- 4 **Notes** that this is an interim measure while the CDEM Act 2002 is being reviewed.
- 5 **Notes** that the two appointed mana whenua advisors appointed to the Joint Committee will not have voting rights.
- 6 **Agrees** to the remuneration for each appointee at each CDEM Group meeting being;
  - a \$235 per daily meeting, *plus*
  - b payment of mileage or reimbursement of public transport costs.
- 7 **Notes** that the agreed remuneration costs will be invoiced to councils in accordance with the agreed cost allocation model outlined in the 2019-24 Group Plan.

## **Te horopaki**

### **Context**

2. The CDEM Act 2002 is currently being reviewed and, as part of that review, it is expected that there will be a change to enable mana whenua involvement in CDEM Groups. However, it is not expected that these changes will come into effect until the end of 2024.
3. While that review is being undertaken, and associated changes are being put before Parliament, officers propose that the Wellington CDEM Group makes provision for:
  - a two mana whenua representatives, as advisors, to sit on the CDEM Group, with speaking rights (i.e. not voting rights)
  - b six mana whenua and one Māori Warden representatives, as full members, to sit on the CEG
  - c mana whenua representatives attend other CDEM committee or working groups according to interest, funding and availability.
4. On 2 June 2023 the above proposal was considered and endorsed by CEG.

## **Te tātaritanga**

### **Analysis**

5. The current CDEM Act 2002 explicitly states that membership of the CDEM Group Joint Committee consists of representatives of each local authority: the mayor or chairperson of each authority. Because the CDEM Act 2002 explicitly states who the members of the CDEM Group are, officers advise that the CDEM Group is unable to appoint additional full members.
6. However, the CDEM Group may appoint advisors, who may sit on the CDEM Group but not vote.
7. Officers are of the opinion that the CDEM Group may appoint advisors itself, instead of through its Administering Authority (Greater Wellington). This is because the CDEM Group is established via the CDEM Act 2002, rather than through the provisions of the Local Government Act 2002.
8. Officers note that the CDEM Group's Terms of Reference would need to be updated to reflect these changes.

### ***Number of advisors***

9. There are six mana whenua iwi in the Wellington Region, and the Region is diverse and has diverse needs when it comes to emergencies.
10. When the changes to the CDEM Act 2002 were proposed, the recommendation was that a minimum of two iwi representatives sit on CEG and the CDEM Group.
11. On 1 July 2022 the region's six mana whenua partners indicated they would unlikely have the capacity to sit on both the CEG and CDEM Group.
12. All six mana whenua iwi and Māori Wardens indicated they would like to sit on CEG.

13. They indicated they would be comfortable with two mana whenua representatives representing their collective interests on the CDEM Group. The six mana whenua would agree between them, on who to recommend to the CDEM Group for appointment to the CDEM Group.

**Remuneration of Joint Committee advisors and CEG full members**

14. It is proposed that all mana whenua iwi and Māori Warden attendees receive Greater Wellington’s standard daily meeting/workshop fee of \$235.
15. Attendees are also able to claim payment of mileage, or reimbursement of public transport costs.

**Ngā hua ahumoni  
Financial implications**

16. Attendees will be eligible to receive remuneration, as agreed by the CDEM Group, plus mileage or reimbursement of public transport costs.
17. It is expected that costs will be met by members of the CDEM Group until such time as the new legislation comes into effect, when the National Emergency Management Agency (NEMA) will assume the cost.
18. Based on the number of meetings per year (four each year, apart from the first year where an additional induction meeting has been requested) it is expected that the indicative costs will be as follows:

Meeting	No of Reprs	Meeting fee incl. travel costs	Meeting per year	Indic. Cost 2023/24	Indic. Cost 2024/25	Indic. Cost 2025/26
Joint Committee	2	\$300 per meeting	4 (+1 induction)	\$3,000	\$2,400	NEMA
CEG	7	\$300 per meeting	4 (+1 induction)	\$10,500	\$8,400	NEMA
<b>Total</b>				<b>\$13,500</b>	<b>\$10,800</b>	<b>NEMA</b>

19. On 2 June 2023 the above costs were considered and approved by CEG. It was agreed that that costs would be invoiced to councils in accordance with the agreed cost allocation model outlined in the 2019-24 Group Plan.

**Ngā Take e hāngai ana te iwi Māori  
Implications for Māori**

20. Iwi play an important role during emergencies. Marae provide manaaki (care) for impacted community members, including providing emergency accommodation and food. They also share important information with community members and know the needs of their communities.

21. Providing advisor roles on the CDEM Group Joint Committee and full time roles on CEG will help iwi be more integrated in emergency management in the Wellington region. It will ensure iwi interests are considered before emergency events occur as well as afterwards. It will also provide the CDEM Group with a better insight into how iwi and marae can help in an emergency.
22. It will also strengthen the relationship between councils, iwi and WREMO and give effect to the principles of Te Tiriti o Waitangi.

### **Ngā tikanga whakatau Decision-making process**

23. 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**

24. 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 Greater Wellington's *Decision-making Guidelines*. Officers consider these matters are of low significance, due to their administrative nature.

### **Te whakatūtakitaki Engagement**

25. Due to the level of significance, no public engagement was considered necessary.

### **Ngā tūāoma e whai ake nei Next steps**

26. Officers will work with mana whenua to identify two persons with the relevant skills, attributes or knowledge that will assist the CDEM Group in its work.
27. Officers will work with mana whenua to identify seven persons with the relevant skills attributes or knowledge that will assist the CEG in its work.
28. The CDEM Group terms of reference will be adjusted to reflect the provision for appointment of advisors to the CDEM Group.
29. Proposed appointees to the CDEM Group and CEG will be brought to a future CDEM Group meeting for appointment.

**Ngā kaiwaitohu  
Signatories**

Writers	Lucas Stevenson – Kaitohutohu   Advisor, Democratic Services Jessica Hare – Kaiwhakahaere Matua   Manager, Business and Development
Approvers	Francis Ryan – Kaiwhakahaere Matua   Head of Governance and Democracy Jeremy Holmes – Kaiwhakahaere Matua   Regional Manager

<p><b>He whakarāpopoto i ngā huritaonga</b>  <b>Summary of considerations</b></p>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></p> <p>The CDEM Group 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.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>The 2017 Ministerial CDEM Review recommended that CDEM:</p> <ul style="list-style-type: none"> <li>• Recognise the capability that iwi bring to emergency management; and</li> <li>• Legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role.</li> </ul> <p>The required changes to legislation have been prepared and are about to be introduced to the House. However, due to the upcoming national election and extensive select committee process it is expected that the new legislation will not come into effect until the end of 2024. This change is about the Wellington CDEM Group bringing the required changes into effect before the legislation changes to ensure the CDEM Group and iwi are more joined up when providing support to the region between now and when the new legislation comes into effect.</p>
<p><b><i>Internal consultation</i></b></p> <p>Staff from Greater Wellington's Democratic Services, NEMA and WREMO were consulted.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>While it possible that the legislation may be further delayed, or the content of the legislation may change from what is currently drafted, officers believe that the above changes are the correct action to give effect to the intent of the recommendations from the 2017 Ministerial CDEM Review – the driver for the current legislative change - and the principles of Te Tiriti o Waitangi until such time as the new legislation comes into effect.</p>

**Civil Defence Emergency Management Group**  
**13 June 2023**  
**Report 23.260**



**For Decision**

## **WELLINGTON CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS**

**Te take mō te pūrongo**

**Purpose**

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group of 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 Sarah Murray, as Alternate Controller for Wellington City Council
  - b Jerry Wrenn as Primary Controller for Porirua City Council
  - c Sam Bishop as Alternate Controller for Porirua City Council
  - d Kym Fell as Primary Recovery Manager for Wellington City Council
  - e Natasha Tod as Primary Recovery Manager for Kāpiti Coast District Council
2. **Approves** the addition of the following statutory appointees:
  - a Sam Bishop as Primary Controller for Porirua City Council
  - b Jerry Wrenn as Alternate Controller for Porirua City Council
  - c Roderick Hickling as Alternate Controller for Kāpiti Coast District Council
  - d Kris Pervan as Alternate Recovery Manager for Kāpiti Coast District 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

#### **Controllers:**

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

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
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) Kane McCollum (alternate)
Wellington City Council	Benjamin Vollebregt (Primary) Phil Becker (alternate) <del>Sarah Murray (alternate)</del> Moana Mackey (alternate) Kym Fell (alternate) Hannah Brackley (alternate)
Porirua City Council	<b>Sam Bishop (Primary)</b> <del>Jerry Wrenn (Primary)</del> <b>Jerry Wrenn (alternate)</b> <del>Sam Bishop (alternate)</del> Olivia Dovey (alternate)

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
	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) Angela Bell (alternate) Scott Dray (supplementary) Greg O'Connor (alternate) <b>Roderick Hickling (alternate)</b>
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) 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)

**Recovery Managers:**

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

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
CDEM Group	Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	<del>Kym Fell (Primary)</del> Paul Andrews (alternate)

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
	<del>Danny McComb (alternate)</del>
Porirua City Council	<b>Primary to be appointed</b> Andrew Dalziel (alternate) Olivia Dovey (alternate)
Kāpiti Coast District Council	<del>Natasha Tod (Recovery Manager)</del> <b>Kris Pervan (Recovery Manager)</b> Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager)
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. There are no changes proposed this quarter.

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Jennifer Rizzi (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 Greater Wellington Regional 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 kaiwaitohu  
Signatories**

Writer	Sam Ripley – Advisor, WREMO
Approvers	Jess Hare – Manager, Business and Development Jeremy Holmes – Regional Manager

<p><b>He whakarāpopoto i ngā huritaonga</b>  <b>Summary of considerations</b></p>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></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><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>There are no known implications for Council's strategies, policies or plans.</p>
<p><b><i>Internal consultation</i></b></p> <p>All local authority chief executives were engaged and support the proposed appointees.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></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>