



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 19 September 2023, 11.00am

Taumata Kōrero - Council Chamber, Greater Wellington Regional Council
100 Cuba St, 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 Martin Connelly	South Wairarapa District Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kāpiti 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 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 Committee

Tuesday 19 September 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.	Declarations of conflicts of interest		
3.	Public Participation		
4.	Confirmation of Public Minutes of the Civil Defence Emergency Management Group meeting 13 June 2023	23.271	10
5.	Deferral of the Review of the Wellington Region Civil Defence Emergency Management Group Plan	23.483	14
6.	Wellington Region Civil Defence Emergency Management Group Appointments	23.482	17
7.	Adoption of the Wellington Region Civil Defence Emergency Management Group 2024 Meeting Schedule	23.354	23

Resolution to Exclude the Public

8.	Resolution to Exclude the Public	23.458	27
----	--	--------	----

Public Excluded Business

9.	Appointment of Mana Whenua Advisors to the Wellington Region Civil Defence Emergency Management Group and Members to the Coordination Executive Group	PE23.454	28
----	---	----------	----



Please note these minutes remain unconfirmed until the Wellington Civil Defence Emergency Management Group meeting on 19 September 2023.

Report 23.271

Public minutes of the Wellington Region Civil Defence Emergency Management Group meeting on Tuesday 13 June 2023

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

Members Present

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 (via MS Teams)	Hutt City Council
Mayor Gary Caffell	Masterton District Council
Mayor Wayne Guppy	Upper Hutt City Council
Mayor Janet Holborow	Kāpiti Coast District Council
Mayor Martin Connelly (via MS Teams)	South Wairarapa District Council
Council Chair Daran Ponter	Greater Wellington Regional Council

Karakia timatanga

Mayor Whanau opened the meeting with a karakia timatanga.

Public Business

1 Apologies

There were no apologies.

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 7 March 2023 - Report 23.86

Moved: Mayor Baker / Mayor Caffell

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 7 March 2023 – Report 23.86.

The motion was **carried**.

Noted: Jeremy Holmes provided a brief update on WREMO’s ongoing support to the Wairarapa Recovery Office after Cyclone Gabrielle, including its preparation and submission of a funding application for ongoing staffing and helping councils navigate the property categorisation process that the national Cyclone Recovery Unit had announced at the start of June.

5 Wellington Region Emergency Management Office Quarterly Report – Quarter Three, 2022/23 – Report 23.261

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 Three Report – 1 January to 31 March 2023 as an accurate reflection of progress against the WREMO Annual Plan.

The motion was **carried**.

Noted: The CDEM Group noted that the tornado in Paraparaumu was not included in the WREMO Quarter 3 Report and acknowledged the contributions that WREMO and emergency management teams had in responding to this event.

6 Wellington Region Emergency Management Office Annual Plan – Report 23.259

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

Moved: Mayor Baker / Mayor Holborow

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

The motion was **carried**.

7 Provision of Mana Whenua Advisors on the Wellington Civil Defence Emergency Management Group – Report 23.206

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

Moved: Mayor Whanau / Council Chair Ponter

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.

The motion was **carried**.

8 Wellington Civil Defence Emergency Management Group Appointments – Report 23.260

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

Moved: Council Chair Ponter / Mayor Baker

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

The motion was **carried**.

9 Recent Event Reflections – Loafers Lodge Fire [Oral Update]

Jeremy Holmes, Regional Manager, WREMO, spoke to this item and a presentation was tabled.

Mayor Whanau acknowledged the work the first responders and emergency management teams were doing in response to this event.

Noted: Correspondence has been received by councils from Megan Woods outlining the extra work that will need to be done around properties and compliance going forward to reduce the chance of similar events occurring again.

Karakia whakamutunga

Mayor Whanau closed the meeting with a karakia whakamutunga.

The public meeting closed at 11.23am

Hon. Mayor Ron Mark

Presiding Member

Date:

Civil Defence Emergency Management Group
19 September 2023
Report 23.483



For Decision

DEFERRAL OF THE REVIEW OF THE WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN

Te take mō te pūrongo

Purpose

1. To advise the Wellington Region Civil Defence Emergency Management (CDEM) Group that the review of the CDEM Group Plan be deferred until 1 July 2024.

He tūtohu

Recommendation

That the Joint Committee **approves** the deferral the Wellington Region Civil Defence Emergency Management Group Plan review until 1 July 2024.

Te tāhū kōrero

Background

2. Section 17 of the CDEM Act 2002 sets out the functions of a CDEM Group. One of these functions, is to “develop, approve, implement and monitor a CDEM group plan and regularly review the plan.”
3. Section 48 of the CDEM Act 2002 states that “Every Civil Defence Emergency Management Group must prepare and approve a civil defence emergency management group plan”. The current Wellington Region CDEM Group Plan remains in effect until 30 June 2024.

Te tātaritanga

Analysis

4. Due to the recent introduction of the new Emergency Management Bill to the House of Representatives, which is currently in consultation, and the associated review of the National CDEM Plan, which is also planned, it is proposed that we delay the review of our current Group Plan for a period 12 months.
5. Section 56(b) of the CDEM Act 2002 states “If a civil defence emergency management group plan has been operative for 5 years or more and it is more than 5 years since the plan has been reviewed under this section, the Civil Defence Emergency Management Group concerned must review the plan”. The proposed deferral meets these requirements with the formal review commencing on 1 July 2024.

Ngā hua ahumoni

Financial implications

6. There are no financial implications arising from this report. All costs associated with the meetings will be met from existing budgets.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

7. The deferral of the Group Plan is beneficial as it will enable the CDEM Gorup Plan to take into account the new legislation. The proposed Bill has roles and responsibilities for iwi included.

Ngā tikanga whakatau

Decision-making process

8. The matters requiring decision in this report were considered by staff against the decision-making requirements of the Local Government Act 2002.

Te hiranga

Significance

9. Staff have 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*. Staff recommend that the matters are of low significance given their administrative nature.

Te whakatūtakitaki

Engagement

10. Because of the low significance of the decision, community engagement is not considered necessary.

Ngā tūāoma e whai ake nei

Next steps

11. Staff will monitor the progress of the Emergency Management Bill through Parliament.

Ngā kaiwaitohu

Signatories

Writer	Jess Hare – Kaiwhakahaere Matua Manager, Business and Development
Approvers	Jeremy Holmes – Kaiwhakahaere ā Rohe 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 has the responsibility to ... review CDEM group plan, in accordance with section 56 of the CDEM Act 2002.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> This is the guiding strategic document for the Wellington CDEM Group.
<i>Internal consultation</i> The CEG were consulted and supported the decision to defer the Group Plan.
<i>Risks and impacts - legal / health and safety etc.</i> Not agreeing to defer the Group Plan will require the review to occur this financial year. As the Emergency Management Bill is not yet confirmed, this could mean the Group Plan will not accurately incorporate the Bill and would have to be reviewed again to ensure it meets these requirements once the new legislation comes into effect.

**Civil Defence Emergency Management Group
19 September 2023
Report 23.482**



For Decision

**WELLINGTON REGION 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. Bruce Pepperell as Alternate Group Controller for Wellington Region CDEM Group
 - b. Bruce Pepperell as Alternate Controller for Porirua City Council
 - c. Kym Fell as Alternate Local Controller for Wellington City Council
 - d. Jennifer Rizzi as CDEM Group Welfare Manager
2. **Approves** the addition of the following statutory appointees:
 - a. Charlie Blanch as Group Controller for Wellington Region CDEM Group
 - b. Aly Curd as CDEM Group Welfare Manager
 - c. Deborah Nicholas as Alternate Local Controller for Upper Hutt City Council

Te horopaki

Context

2. Sections 26 and 29 of the CDEM Act 2002 require a CDEM Group to appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the:
 - a. Group Controller for its area; and
 - b. Group Recovery Manager for its area.
3. The CDEM Group is also required to appoint, either by name or by reference to the holder of an office, at least one suitably qualified and experienced person to perform

the functions and duties, and exercise the powers of the Group Controller and the Group Recovery Manager respectively if there is a vacancy in office or an absence from duty for any reason.

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

**Te tātaritanga
Analysis**

5. The following key is used in the tables 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	<p>Charlie Blanch (Group Controller)</p> <p>Mark Duncan (alternate)</p> <p>Jessica Hare (alternate)</p> <p>Jeremy Holmes (alternate)</p> <p>Dan Neely (alternate)</p> <p>Bruce Pepperell (alternate)</p> <p>Derek Baxter (alternate)</p> <p>Lester Piggott (alternate)</p> <p>Phil Becker (alternate)</p> <p>Kane McCollum (alternate)</p>
Wellington City Council	<p>Benjamin Vollebregt (Primary)</p> <p>Phil Becker (alternate)</p> <p>Moana Mackey (alternate)</p> <p>Kym Fell (alternate)</p> <p>Hannah Brackley (alternate)</p>
Porirua City Council	<p>Sam Bishop (Primary)</p> <p>Jerry Wrenn (alternate)</p> <p>Olivia Dovey (alternate)</p> <p>Leonie McPhail (alternate)</p> <p>Glen Quintal (alternate)</p> <p>Bruce Pepperell (alternate)</p>

Area to which appointed	Appointee name and designation
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) Roderick Hickling (alternate)
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) Deborah Nicholas (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.

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 (alternate)
Porirua City Council	Primary to be appointed Andrew Dalziel (alternate) Olivia Dovey (alternate)

Area to which appointed	Appointee name and designation
Kāpiti Coast District Council	Kris Pervan (Recovery Manager) 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 Jessop (Masterton)

Non-statutory appointments:

8. The following table lists current appointments for other non-statutory roles. The following changes are proposed this quarter.

Area to which appointed	Appointee name and designation
CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Jennifer Rizzi (Welfare Manager) Aly Curd (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 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	Jess Hare – Manager, Business and Development, WREMO
Approver	Jeremy Holmes – 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 makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known implications for Council's strategies, policies or plans.
<i>Internal consultation</i> All local authority chief executives were engaged and support the proposed appointees.
<i>Risks and impacts - legal / health and safety etc.</i> While there is no significant legal or health and safety risk, it is important that all Controllers, Recovery Managers and Group Welfare appointments are appropriately contracted to the council for which they hold the appointment. Each council is responsible for managing their own appointments and advises the CDEM Group of any changes to statutory appointments.

**Civil Defence Emergency Management Group
19 September 2023
Report 23.354**



For Decision

**ADOPTION OF THE WELLINGTON REGION CIVIL DEFENCE EMERGENCY
MANAGEMENT GROUP 2024 MEETING SCHEDULE**

Te take mō te pūrongo

Purpose

1. To advise the Wellington Civil Defence Emergency Management (CDEM) Group of the meeting schedule for the 2024 calendar year.

He tūtohu

Recommendations

That the Joint Committee:

1. **Adopts** the 2024 meeting schedule as follows:
 - a 19 March
 - b 4 June
 - c 3 September
 - d 26 November
2. **Agrees** to a meeting start time of 11am.
3. **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.
4. **Notes**, that as the Administering Authority, Greater Wellington will circulate the meeting schedule to members and key stakeholders.

Te tāhū kōrero

Background

2. The CDEM Group's Terms of Reference states that meetings will be held twice per year, or as agreed in order to carry out the CDEM Group's functions, duties and powers as delegated to it under its Terms of Reference. Traditionally, four meetings have been scheduled annually.
3. Since 2022, meetings have been scheduled Tuesdays, and held on the same day as the Wellington Regional Leadership Committee (WRLC) and the Regional Transport Committee (RTC). This is because the three committees have an overlapping membership.

Te tātaritanga

Analysis

4. Staff are proposing four meetings for 2024, consistent with long-standing practice. These will be held quarterly in March, June, September and late November. More meetings may be scheduled if and when required. This will be done in consultation with the Regional Manager, Wellington Region Emergency Management Office (WREMO) and the CDEM Group Chair.
5. As the CDEM Group, WRLC and RTC have an overlapping membership, the three meetings will be scheduled on the same day. This is to minimise the number of days members will need to be available.
6. As all members of the CDEM Group are members of the WRLC but not the RTC, the CDEM Group meetings will start at 11am, following the scheduled WRLC meeting.
7. Because the meetings for the CDEM Group will be held on the same day as the WRLC and RTC meetings, the CDEM Group meetings will need to be held at the same location, being Greater Wellington's Cuba Street office.
8. The governance and democratic services teams from all member councils have been consulted and advised of the proposed dates to avoid scheduling conflicts.

Ngā hua ahumoni

Financial implications

9. There are no financial implications arising from this report. All costs associated with the meetings will be met from existing budgets.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

10. At its last meeting on 23 June 2023, the CDEM Group agreed that two mana whenua members would be appointed to the CDEM Group as advisors. Adopting the schedule will provide these potential mana whenua advisors with certainty of meeting dates, and thus providing for their participation and involvement at Group meetings.

Ngā tikanga whakatau

Decision-making process

11. The matters requiring decision in this report were considered by staff against the decision-making requirements of the Local Government Act 2002.

Te hiranga

Significance

12. Staff have 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. Staff recommend that the matters are of low significance given their administrative nature.

Te whakatūtakitaki

Engagement

13. Because of the low significance of the decision, community engagement is not considered necessary.

Ngā tūāoma e whai ake nei

Next steps

14. Greater Wellington will send meeting invites to CDEM Group members and relevant key staff.
15. Meetings will be publicly notified in *The Post* and *Wairarapa Times-Age* and be published on Greater Wellington’s website. This is in accordance with the public notice requirements of the Local Government Official Information and Meetings Act 1987 and Greater Wellington Regional Council’s Standing Orders.

Ngā kaiwaitohu

Signatories

Writer	Lucas Stevenson – Kaitohutohu Ratonga Manapori Democratic Services Advisor
Approvers	Francis Ryan – Kaiwhakahaere Mana Urungi, Manapori Head of Governance and Democracy Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy Jeremy Holmes – 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's Terms of Reference state that meetings must be held twice per year, or as agreed to.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> The schedule will enable the CDEM Group to consider reports and issues relevant to its areas of responsibilities at periodic intervals.
<i>Internal consultation</i> Staff from the Regional Transport function, Wellington Regional Leadership Committee Secretariat and WREMO were consulted in drafting the schedule in order to meet all three bodies' needs.
<i>Risks and impacts - legal / health and safety etc.</i> Not adopting the schedule will impact the schedule of the Wellington Regional Leadership Committee and Regional Transport Committee, as the CDEM Group meetings are held alongside these two committees. Not adopting the schedule will also have an impact on all councils in the region, as the governance/democratic services teams of each have been advised to hold the proposed dates and to incorporate the dates into their respective schedules. Not adopting the schedule will mean re-drafting the dates to suit the nine councils and mana whenua, which could become problematic with councils either having adopted or being close to adopting their respective schedules.

**Civil Defence Emergency Management Group
19 September 2023
Report 23.458**



For Decision

RESOLUTION TO EXCLUDE THE PUBLIC

That the Joint Committee excludes the public from the following parts of the proceedings of this meeting, namely:

Appointment of Mana Whenua Advisors to the Wellington Region Civil Defence Emergency Management Group, and Members to the Coordinating Executive Group – Report PE23.454

The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of this resolution are as follows:

Appointment of Mana Whenua Advisors to the Wellington Region Civil Defence Emergency Management Group, and Members to the Coordinating Executive Group – Report PE23.454	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in this report includes personal and identifying information about candidates for appointment to the Wellington Region Civil Defence Emergency Management Group and the Coordinating Executive Group. Release of this information is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment as a Committee member.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of the meeting is excluded as per section 7(2)(a) of the Act in order to protect the privacy of natural persons, including that of deceased natural persons.</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.