



If calling, please ask for Democratic Services

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## Civil Defence Emergency Management Group

Tuesday 5 December 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	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 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 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

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Tuesday 5 December 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.	<a href="#">Confirmation of Public Minutes of the Civil Defence Emergency Management Group meeting 19 September 2023</a>	23.497	10
5.	<a href="#">Confirmation of Public Excluded Minutes of the Civil Defence Emergency Management Group meeting 19 September 2023</a>	23.500	14
6.	<a href="#">Marae Resilience Presentation</a>	23.646	17
7.	<a href="#">Acute Water Shortage: Emergency Management Planning Update</a>	23.647	31
8.	<a href="#">WREMO Quarterly Report – Quarter One, 2023-24</a>	23.648	43
9.	<a href="#">Civil Defence Emergency Management Group Governance – The Way Forward</a>	23.649	74
10.	<a href="#">Civil Defence Emergency Management Group Appointments</a>	23.650	93



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group meeting on 5 December 2023.

Report 23.497

## Public minutes of the Civil Defence Emergency Management Group meeting on 19 September 2023

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council  
100 Cuba Street, Te Aro, Wellington at 11.00am.

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### Members Present

Hon. Mayor Mark (Deputy Chair)	Carterton District Council
Mayor Baker	Porirua City Council
Mayor Barry (from 11.03am)	Hutt City Council
Mayor Caffell	Masterton City Council
Mayor Connelly	South Wairarapa District Council
Deputy Mayor Foon	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Holborow	Kāpiti Coast District Council
Deputy Council Chair Staples	Greater Wellington Regional Council

Mayor Barry participated in this meeting remotely via MS Teams in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

Hon. Mayor Ron Mark, as the Deputy Chair, presided at the meeting in the absence of the Joint Committee Chair.

### Karakia timatanga

The presiding member opened the meeting with a karakia timatanga.

### Public Business

#### 1 Apologies

Moved: Mayor Caffell / Mayor Holborow

That the Joint Committee accepts the apologies for absence from Council Chair Ponter and Mayor Whanau.

The motion was **carried**.

**Noted:** Deputy Council Chair Staples attended in the absence of Council Chair Ponter and Deputy Mayor Foon attended in the absence of Mayor Whanau.

**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 13 June 2023 - Report 23.271**

Moved: Mayor Baker / Mayor Holborow

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 13 June 2023 - Report 23.271.

The motion was **carried**.

Mayor Barry joined the meeting via MS Teams at 11.03am at the conclusion of the above item.

**5 Deferral of the Review of the Wellington Region Civil Defence Emergency Management Group Plan – Report 23.483**

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

Moved: Mayor Connelly / Mayor Guppy

That the Joint Committee:

- 1 Approves the deferral of the Wellington Region Civil Defence Emergency Management Group Plan review.
- 2 Notes that the review will commence by 1 July 2024.

The motion was **carried**.

**6 Wellington Region Civil Defence Emergency Management Group Appointments – Report 23.482**

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

Moved: Deputy Council Chair Staples / Mayor Baker

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

The motion was **carried**.

**7 Adoption of the Wellington Region Civil Defence Emergency Management Group 2024 Meeting Schedule – Report 23.354**

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

Moved: Mayor Baker / Mayor Connelly

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.

The motion was **carried**.

**Resolution to exclude the public**

**8 Resolution to exclude the public – Report 23.458**

Moved: Mayor Caffell / Deputy Council Chair Staples

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:

<b>Appointment of Mana Whenua Advisors to the Wellington Region Civil Defence Emergency Management Group, and Members to the Coordinating Executive Group – Report PE23.454</b>	
<i>Reason/s 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.

The motion was **carried**.

The public part of the meeting closed at 11.09am

Mayor T Whanau

**Chair**

Date:



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group meeting on 5 December 2023.

The matters referred to in these minutes were considered by Council in Public Excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.

Report 23.500

## Public Excluded minutes of the Civil Defence Emergency Management Group meeting on Tuesday 19 September 2023

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council  
100 Cuba Street, Te Aro, Wellington at 11.10am.

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### Members Present

Hon. Mayor Mark (Deputy Chair)	Carterton District Council
Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Caffell	Masterton City Council
Mayor Connelly	South Wairarapa District Council
Deputy Mayor Foon	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Holborow	Kāpiti Coast District Council
Deputy Council Chair Staples	Greater Wellington Regional Council

Mayor Barry participated in this meeting remotely via MS Teams in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

Hon. Mayor Ron Mark, as the Deputy Chair, presided at the meeting in the absence of the Joint Committee Chair.

### Public excluded Business

- 1 Appointment of mana whenua advisors to the Wellington Region Civil Defence Emergency Management Group, and Members to the Coordinating Executive Group – Report PE23.454**

Jeremy Holmes, WREMO, spoke to the report.

Moved: Deputy Mayor Foon / Mayor Connelly

That the Joint Committee:

- 1 Notes that, at its meeting on 13 June 2023, the Wellington Region Civil Defence Emergency Management (CDEM) Group agreed to provide for the appointment of two mana whenua advisors to the CDEM Group and up to six mana whenua members and a Māori Warden member to the Coordinating Executive Group (CEG).
- 2 Agrees to provide for alternate mana whenua members to CEG.
- 3 Appoints to the CDEM Group as mana whenua advisors:
  - a Callum Katene
  - b Kura Moeahu
- 4 Notes that the mana whenua advisors appointed to the CDEM Group do not have voting rights.
- 5 Notes that quorum for CDEM Group meetings remains at five local authority members.
- 6 Appoints to the CEG as mana whenua members:
  - a Denise Hapeta
  - b Frank Hippolite
  - c Mihirangi Hollings
  - d Wirangi Luke
  - e Helmut Modlik
  - f Tia Tuuta
- 7 Appoints Gabriel Tupou to the Wellington CEG as the Māori Warden member.
- 8 Appoints to the Wellington CEG as alternate mana whenua members:
  - a Kara Puketapu-Dentice
  - b Cherie Seamark
  - c Jennie Smeaton
  - d Kirsty Tamanui
  - e Hata Wilson
- 9 Notes that all mana whenua advisors and members (including the alternate members/advisor when attending in the absence of an appointed member/advisor) are entitled to receive a standard daily meeting/workshop fee of \$235 and may claim payment of mileage or reimbursement of public transport costs for attendance at meetings.

The motion was **carried**.

## **Karakia whakamutunga**

The presiding member closed the meeting with a karakia whakamutunga.

The meeting closed at 11.14am

Mayor T Whanau

**Chair**

Date:

**Civil Defence Emergency Management Group  
5 December 2023  
Report 23.646**



**For Information**

**MARAE RESILIENCE PRESENTATION**

**Te take mō te pūrongo**

**Purpose**

1. This is a cover report for the “Marae Resilience (TPK and Council)” presentation ([Attachment 1](#)) which will cover:
  - a Recent developments with Te Puni Kokiri (TPK) Kainga Rua funding to improve the resilience of marae
  - b The intended regional approach by mana whenua
  - c Possible considerations for councils to help increase the resilience of marae
  - d Intended next steps

**Te tāhū kōrero**

**Context**

***Marae Resilience Update (TPK and Council)***

2. Wellington Regional Emergency Management Office’s (WREMO) Māori Integration Program aims to integrate Te Ao Māori into emergency management between 2021 and 2026.
3. After recent emergency events on the East Coast of the North Island TPK agreed to fund 23 community containers in Tairāwhiti. This has sparked considerable interest from iwi nationwide.
4. In May 2023, regional iwi submitted a joint bid to TPK for similar support, with WREMO assistance to help receiving marae develop local emergency plans (a pre-requisite for such funding). In October 2023, TPK approved a \$271,599 (plus GST) bid to fund six Aituā Response Containers (ARC) in the region. The intent is to deliver these ARCs to a number of marae across the region and bid for other marae in the future.
5. The ARCs can be configured in various ways according to the needs of individual marae. Their intent is to improve marae resilience, with support from mana whenua, councils, and other regional partners.
6. Various options exist for councils to help improve marae resilience, including the provision of Commercial Starlink Units, 25,000-liter water tanks, and large trauma first aid kits. However, a number of issues need to be worked through first, including: funding, individual marae interest, ownership, placement, training, maintenance, and ongoing costs.

7. Further discussions are planned with council emergency management staff on 13 December 2023 and mana whenua to progress this work.

**Ngā āpitihanga  
Attachment**

<b>Number</b>	<b>Title</b>
1	Wellington Regional Emergency Management Office – Marae Resilience (TPK and Council) Presentation

**Ngā kaiwaitohu  
Signatories**

Writer	Jennifer Rizzi – Team Leader, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

<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 Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan, which is informed by the Wellington Region Civil Defence Emergency Management Group Plan. The Joint Committee 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> This work is part of the WREMO Annual Plan. It is being done to help inform future Council strategies, policies and plans.
<b><i>Internal consultation</i></b> This presentation has been prepared in consultation with members of Tairāwhiti CDEM Group, TPK and mana whenua.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks.

Attachment 1 to Report 23.646

# Marae Resilience Update (TPK and Council)

# Māori Integration Programme

**Naku te rourou nau te rourou ka ora ai te iwi**  
**With your basket and my basket, the people will live**

Five Workstreams:

**Goal: Integrate Te Ao Māori into Emergency Management in the Wellington region.**

## Kaupapa Kotahi

Support the **development of cultural competence and confidence** of WREMO staff.

## Kaupapa e Toru

Develop guidance for **iwi / Māori representation** or liaison in the region's six **Emergency Operations Centres (EOCs)** and its **Emergency Coordination Centre (ECC)**.

## Kaupapa e Rua

Develop a framework to **incorporate local iwi / Māori into regional emergency management governance**.

## Kaupapa e Wha

Work with **local iwi / Māori to improve their level of preparedness** for emergencies.

## Kaupapa e Rima

Work with **marae** to identify the roles and responsibilities that they may perform in response to and recovery from emergencies **to provide better outcomes for whānau, hapū and communities**.

1 year

1 year

2 years

5 years

5 years

0 year

Development and Implementation Timeline

5 years

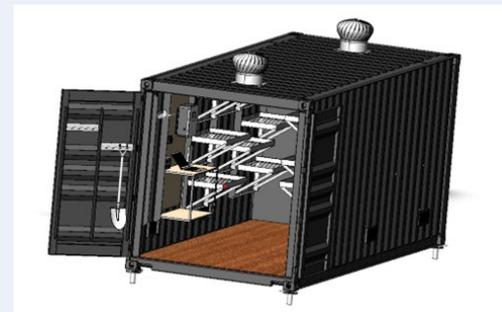
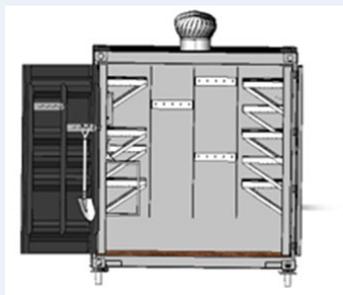
# Tairāwhiti: TPK funded community containers (23)



# Iwi Interest

- Considerable iwi interest (nationwide)
- May - Combined regional iwi bid to TPK for similar (with WREMO support: development of required marae emergency plans)
- Oct – TPK bid approved (\$271, 599)

# ARC – Aituā Response Containers



Iwi	Marae
Te Āti Awa	Waiwhetū/Lower Hutt
	Whakarongotai/Waikanae
Raukawa ki te tonga	Ngā hapu o Ōtaki
Ngāti Toa	Hongoeka/Plimmerton
	Takapūwāhia/Porirua
Ngā hau e wha (mātāwaka)	Paparangi/Newlands

\* Intent: Bids for other marae in future years

## Next Steps

- **Nov/Dec 23** – WREMO Community Resilience Staff engage with selected marae regarding siting (hazard awareness) and community preparedness
- **Dec 23** - Site placements confirmed (collaboration with councils and/or Māori land shareholders)
- **Dec 23 – Apr 24** - Fit out and upgrades of each ARC
- **Apr 24** - Delivery to sites with supplies
- **31 May 24** - Final report to TPK of deliverables/outcomes

# Summary of ARC Content (TBC)

- 20 foot container (new)
- Levelling feet/solar-powered louvered roof venting/fan
- Shelving unit/workbench/comms desk
- Electrical upgrades (eg lighting/powersockets) – power source (battery, generator or solar TBC)
- Welding upgrades & combination locks
- Tools – Shovels, sledge-hammers, hand-held radios, torches, chainsaws, brooms, dry goods, blankets, water containers & more

# Summary

- Note the efforts made by mana whenua to improve marae resilience;
- Note the support provided by WREMO;
- Note the potential involvement of councils and other Group partners (eg FENZ); and
- Note the planned approach.

# Council Interest

- What else can be done to help improve marae resilience?

Commercial Starlink Unit (with battery inverter)	25000 Litre Watertank	Large Trauma First Aid Kit
		
<p><b>Purchase Cost:</b></p> <ul style="list-style-type: none"> <li>• High Performance: \$4,560</li> <li>• Standard: \$1,200</li> <li>• Pelican Case: \$1,000</li> </ul>	<p><b>Purchase Cost:</b> \$3,300</p>	<p><b>Purchase Cost:</b> \$570</p>
<p><b>Running Cost:</b></p> <ul style="list-style-type: none"> <li>• Priority – 40 GB - \$260 month</li> <li>• Priority – 1 TB - \$426 month</li> <li>• Priority – 2 TB - \$840 month</li> <li>• Priority – 6 TB - \$2507 month</li> </ul>	<p><b>Running Cost:</b> Nil</p>	<p><b>Running Cost:</b> Nil (?)</p>

## Issues to be worked through:

- Indicative council appetite (\$5-10k per marae? How many? Over what timeframe?)
- Individual marae interest
- Ownership (council or marae?)
- Siting (in ARC in pelican case or fixed in existing facility?)
- Training
- Maintenance
- Ongoing running costs

\* Intent: To be discussed at next LGEMC meeting on 13 Dec and mana whenua

# Summary

- Note the content of WREMO enquiries to date;
- Note the intended way forward (to discuss with council EM staff on 13 Dec and mana whenua partners); and
- Note the planned approach

**Civil Defence Emergency Management Group  
5 December 2023  
Report 23.647**



**For Information**

## **ACUTE WATER SHORTAGE – EMERGENCY MANAGEMENT PLANNING UPDATE**

**Te take mō te pūrongo**

### **Purpose**

1. This is a cover report for the “Acute Water Shortage: EM Planning Update” presentation ([Attachment 1](#)) which will cover:
  - a The developing situation
  - b What has been done to date
  - c The agreed approach
  - d Intended next steps

### **Te tāhū kōrero**

#### **Context**

##### ***Acute Water Shortage: EM Planning Update***

2. On 5 October 2023, Wellington Water (WWL) informed Wellington Region Emergency Management Office (WREMO) and council emergency management leads of the potential acute water shortage situation over summer and the intent to inform council executive leadership teams (ELTs) and elected officials in the coming weeks.
3. On 19 October 2023, WREMO ran a workshop with council emergency management leads to understand the situation, risk, legislative framework, and roles and responsibilities at the local level.
4. On 2 November 2023 WREMO then hosted a meeting with National Emergency Management Agency (NEMA), Taumata Arowai and WWL to discuss the same at the national and regional levels.
5. Through these discussions an agreed draft concept of operations approach was developed. Further work to flesh out the detail has been done since.
6. The intent is to test the draft concept of operations in an acute water shortage escalation exercise on 6 December 2023.
7. Any lessons from the exercise will be factored into the draft concept of operations before everyone heads away for the Christmas/New Year break.

### **Ngā āpitihanga**

**Attachment**

<b>Number</b>	<b>Title</b>
1	Wellington Regional Emergency Management Office – Acute Water Shortage: EM Planning Update Presentation

**Ngā kaiwaitohu  
Signatories**

Writer	Jennifer Rizzi – Team Leader, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

<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 Joint Committee is required to ensure that hazards and associated risks are identified and assessed and ensure an effective and efficient region-wide Civil Defence Emergency Management response to and recovery from emergencies.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> This work is part of the WREMO Annual Plan: to coordinate the efforts of regional partners in response to emergencies.
<b><i>Internal consultation</i></b> This presentation has been prepared in consultation with Wellington Water, Councils and Te Whatu Ora, as well as Taumata Arowai and NEMA.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> The Wellington region uses more water (individually) than any other part of the country. If regional water usage is not reduced by 10-15% before the time when demand is expected to exceed supply (January-April 2024), then more serious water restrictions will need to be applied. If more serious water restrictions are applied, parts of the region could potentially find themselves without water for extended periods. This impact would need to be managed by WWL and councils.

Attachment 1 to Report 23.647

# Acute Water Shortage: Planning Update

# Situation Update

- 5 Oct – WWL informed WREMO and Council EM leads of:
  - the potential acute water shortage situation over summer; and
  - the intent to inform council ELTs and elected officials in the coming weeks
- 19 Oct – WREMO workshop with council EM leads to understand the following:
  - General situation
  - Risk
  - Legislative framework (CDEM Act or Water Services Act)
  - Roles and responsibilities

# Situation Update

- 2 Nov – WREMO meeting with NEMA, Taumata Arowai and WWL to discuss the same:
  - General situation
  - Risk
  - Legislative framework (CDEM Act or Water Services Act)
  - Roles and responsibilities

# This is our modeling for this Summer



Our water, our future.

Risk Level	Response Plan Action	Communication		Demand	Supply	Headroom	Storage	Operational Parameters	Support Information
		Who	What						
1	Observe			<=170MLD	Macaskill Lake Storage >=70% for Jan & Jul >=60% for Feb & Jun >=50% for Mar-May Macaskill Lake Storage (predicted) As above using 2% storage curve Macaskill Lake Net Outflow <=25MLD Kaitoke River Abstraction >=80MLD Waiwhetū Aquifer level >=2.5mAD Wainuiomata >=15MLD	>120%	Full		Drought Management Plan – Performance Dashboard  Supply Risk Dashboard
2	Prepare Response Structure on stand-by.  Weekly monitoring of parameters and information.	Stakeholders and partners Community Commercial customers	Moved levels – demand and supply situation, Dashboards  As per comms plan  Prepare / conserve	>170MLD or >190MLD (1-day ave)	Macaskill Lake Storage <70% for Jan & Jul <60% for Feb & Jun <50% for Mar-May Macaskill Lake Storage (predicted) As above using 2% storage curve Macaskill Lake Net Outflow >25MLD Kaitoke River Abstraction <80MLD Waiwhetū Aquifer level <2.5mAD Wainuiomata <15MLD	<120%	Full	Pump run hours: <6hrs  Reservoir recovery times: <6hrs	Drought Management Plan – Performance Dashboard  Supply Risk Dashboard
3	Activate Response Structure activated. Implement action plans. Daily monitoring of parameters and information. Prepare for supply augmentation.	Stakeholders and partners Community Commercial customers High use residential zones	Moved levels – demand and supply situation, Dashboards Activation status Actions  As per comms plan  Conserve / reduce  Conserve / reduce	>190MLD (7-day ave) or >200MLD (1-day ave)	Macaskill Lake Storage <60% for Jan & Jul <50% for Feb & Jun <40% for Mar-May Macaskill Lake Storage (predicted) As above using 2% storage curve Macaskill Lake Net Outflow >50MLD Kaitoke River Abstraction <40MLD Waiwhetū Aquifer level <2.3mAD Wainuiomata <10MLD	<= 105% of demand (but then sustained above 105% after activation)	Full	Pump run hours: >6hrs per day  Reservoir recovery times: >6hrs	High night flows. High demand in a range of DMA zones. Increase in customer complaints.
4	WWL Incident Response Structure activated. Protect critical zones. Augment supply.	As per Communications Action Plan	As per Communications Action Plan	>220MLD	Macaskill Lake Storage <30% Macaskill Lake Storage (predicted) As above using 2% storage curve Macaskill Lake Net Outflow N/A Kaitoke River Abstraction 0MLD Waiwhetū Aquifer level <2MLD Wainuiomata 0MLD	<=105% of demand (with Level 3 restrictions in place, or actual/predicted shortfall)	60% and can't restore in one or more reservoir. 70% in Naenae, Lindon etc.)	Pump run hours: >20hrs per day  Reservoir recovery times: >0hrs  Pressure : <25m Major water main burst	High night flows. High demand in a range of DMA zones. Increase in customer complaints – pressure, water quality
5	Regional Emergency Protect critical zones	As per Communications Action Plan	As per Communications Action Plan			<100% supply shortfall	Critical reservoir Empty		High night flows. High demand in a range of DMA zones. Increase in customer complaints – pressure, water quality.



# Activation Operational Framework

Attachment 1 to Report 23.647

Purpose: Provide escalation levels and actions for activating the Water Shortage Response Plan.

V4: 1 November 2023





# Activation Operational Framework

Attachment 1 to Report 23.647

**Purpose:** Provide escalation levels and actions for activating the Water Shortage Response Plan.

V4: 1 November 2023

			Roles and Responsibilities		
Risk Level	Drought Management Plan Actions	Water Shortage Response Plan Status	Wellington Water	Councils	WREMO
Level 1	Routine restrictions (odds/evens watering)	Observe			
Level 2	Sprinkler & irrigation system ban	Prepare			
Level 3	Outdoor water use ban (domestic only)	Activate			
24% Level 4 WWL Incident	Outdoor water use ban. Reduce indoor water use.	WWL Incident			
10% Level 5 Regional Emergency		WWL Incident – protect critical zones			

\*Situation could potentially move very quickly between levels 4 and 5

# Situation Update

- 2 Nov – Agreed approach:
  - WWL lead in levels 1-4
  - CDEM lead in level 5 (regional emergency, WWL still water lead)
  - Water Services Act to be used before CDEM Act
  - Roles and responsibilities to be developed at each level
  - All Group members to support public messaging
  - Public messaging to include businesses and high risk users
  - Overall goals:
    - to **reduce** regional water usage to avoid supply becoming an issue; and
    - have a clear plan for when/if supply becomes an issue, including who pays (**readiness/response**).

# Situation Update

- 14 Nov – Roles and responsibilities workshop with RIAPC
- 15 Nov – Roles and responsibilities workshop with LGEMC
- 29 Nov – Coordination workshop with NEMA, Taumata Arowai and WWL
- 6 Dec – Acute Water Shortage Escalation Exercise
  
- Ongoing: WREMO work with WWL, councils and other regional partners (Te Whatu Ora) on public messaging at each response level

# Summary

- Note the level of risk;
- Note the work done by members of the Group to date;
- Note the intended way forward; and
- Note the planned approach.

**Civil Defence Emergency Management Group  
5 December 2023  
Report 23.648**



**For Decision**

**WREMO QUARTERLY REPORT – QUARTER ONE, 2023-24**

**Te take mō te pūrongo**

**Purpose**

1. To inform the Joint Committee of Wellington Region Emergency Management Office's (WREMO) achievements and progress against the activities scheduled in the 2023/24 Annual Plan.

**He tūtohu**

**Recommendation**

That the Joint Committee:

- 1 **Approves** the WREMO Quarter One Report – 1 July to 30 September 2023 as an accurate reflection of progress against the WREMO Annual Plan.

**Te horopaki**

**Context**

2. [Attachment 1](#) (The WREMO Quarter One Report – 1 July – 30 September 2023) 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) received the WREMO Quarter 1 Report on 1 December 2023 for endorsement. Their decision will be advised during this meeting.

**Te tātaritanga**

**Analysis**

4. Over the quarter, training was provided to over 800 council and emergency partner staff, and community resilience staff ran community preparedness activities for over 1,000 people.
5. The recovery team remained actively engaged in supporting the Wairarapa Recovery Office in the wake of Cyclone Gabrielle. They also collaborated with other Group recovery managers, National Emergency Management Agency (NEMA), and members of the Cyclone Recovery Unit to explore strategies for enhancing their collective efforts to improve efficiency.

6. Work continued with Greater Wellington to identify staff and space for a regional recovery office in the event that one had to be established for a large-scale event in the future.
7. Currently, the budget is tracking well with an overspend of \$99 thousand. The overspend is due to scheduled equipment upgrades that were completed in the first quarter of the year and are expected to even out through the remaining quarters. There is variation in the line totals as we learn how each expense is categorised since changing to a new financial platform.

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

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

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

9. For the first time, mana whenua became members of the region's mayoral and chief executive governance committees. This provides a platform to oversee and contribute to the way in which emergency management is done in the region. This change is a significant step in acknowledging the valuable role that iwi and Māori communities play in emergency management, ensuring their participation at all levels of the emergency management system.
10. A framework for determining how marae will likely operate in response is under development. The aim is to align expectations between emergency management and marae pre-event.
11. Engagement with marae across the region continued, with progress in the Wairarapa this quarter, including Motuwairaka Marae, Riversdale Hau Ariki Marae, Martinborough, and Kohunui Marae.
12. WREMO staff improved their cultural competence through training, access to Education Perfect (Māori online learning), mini-sessions, and a marae visit. Additionally, an introductory course on Te Tiriti o Waitangi has been added to the cultural competency pathway.

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

13. 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**

14. 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.* Staff recommend that this matter is of low significance, due to its administrative nature.

**Te whakatūtakitaki**

**Engagement**

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

**Ngā tūāoma e whai ake nei**

**Next steps**

16. No further action is required.

**Ngā āpitihanga**

**Attachment**

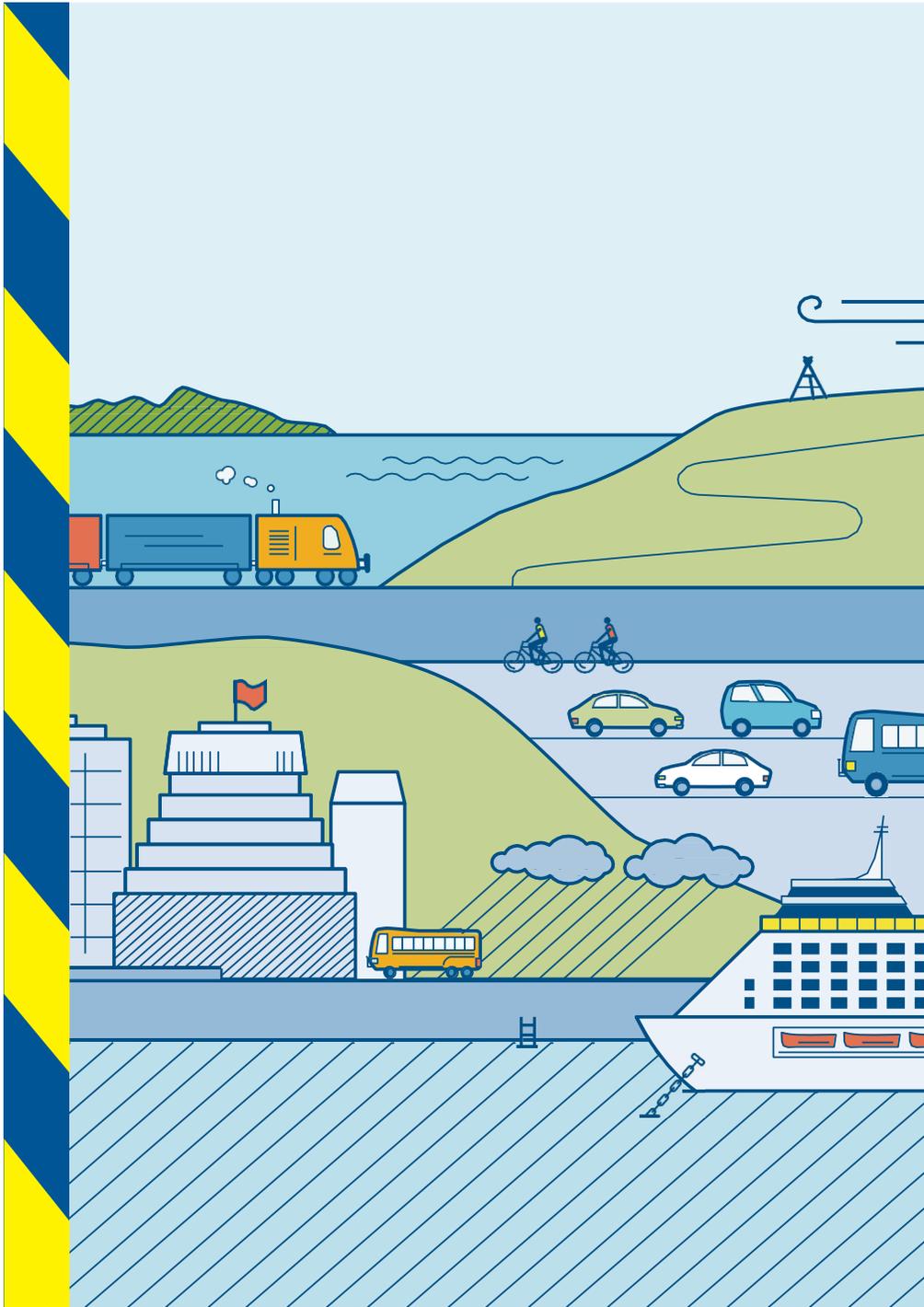
Number	Title
1	The WREMO Quarter One Report – 1 July – 30 September 2023

**Ngā kaiwaitohu**

**Signatories**

Writer	Jennifer Rizzi – Team Leader, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

<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 Joint Committee reviews the work programme identified in the draft WREMO Annual Business Plan, which is informed by the Wellington Region CDEM Group Plan. The Joint Committee is responsible for implementing and monitoring the Group Plan.
<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> Internal consultation is outlined in paragraph 4 of this report.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks.



WELLINGTON REGION  
EMERGENCY MANAGEMENT

OFFICE

# Quarterly Report

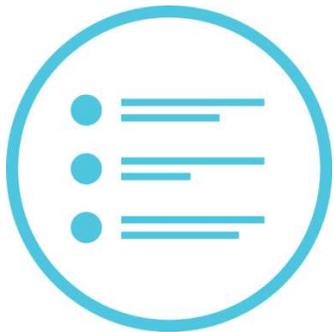
1 July to 30 September 2023

Q1



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# Executive summary

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## Overview

The first quarter of this financial year was relatively quiet from an emergency response perspective. This was unusual given it is the time of year we normally experience winter storms and severe swells. However, this quarter marked a heightened focus on emergency preparedness in the aftermath of Cyclone Gabrielle. WREMO staff were heavily committed to conducting council training and delivering public preparedness initiatives as a consequence of this event.

Over the quarter, training was provided to over 800 council and emergency partner staff, and community resilience staff ran community preparedness activities for over 1,000 people. The recovery team remained actively engaged in supporting the Wairarapa Recovery Office in the wake of Cyclone Gabrielle. They also collaborated with other Group Recovery Managers, NEMA, and members of the Cyclone Recovery Unit to explore strategies for enhancing their collective efforts to improve recovery outcomes.

Work also continued with Greater Wellington Regional Council (GWRC) to identify staff and space for a regional recovery office in the event one had to be established for a large-scale event in the future.

For the first time, mana whenua became members of the region's mayoral and chief executive governance committees. This provides a platform to oversee and contribute to the way in which emergency management is done in the region. This change is a significant step in acknowledging the valuable role that iwi and Māori communities play in emergency management, ensuring their participation at all levels of the emergency management system.

*J Holmes*

Jeremy Holmes,  
Regional Manager  
Wellington Region CDEM Group



## Wins

1

### Exercise Rū

During the month of September, Exercise Rū (Shake) was carried out a total of nine times around the region, involving a total of 438 council staff and external agency personnel. The exercise was the first of two designed to evaluate the region's ability to respond effectively to a magnitude 8.2 earthquake along the Alpine Fault ahead of a planned national exercise on this scenario in 2024.

2

### Community Resilience Engagement

Over the quarter, members of the Community Resilience team ran a series of six Emergency Response Practices at Community Emergency Hubs, which 165 people attended. Household Earthquake Planning workshops were delivered to 435 individuals and 635 one-on-one preparedness conversations occurred at public events.

3

### Social Media Reach

Social media had a reach of more than 784,000 across 54 posts. One post reached over 225,000 people on its own.



## Risk matrix as of 30 September 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 other 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

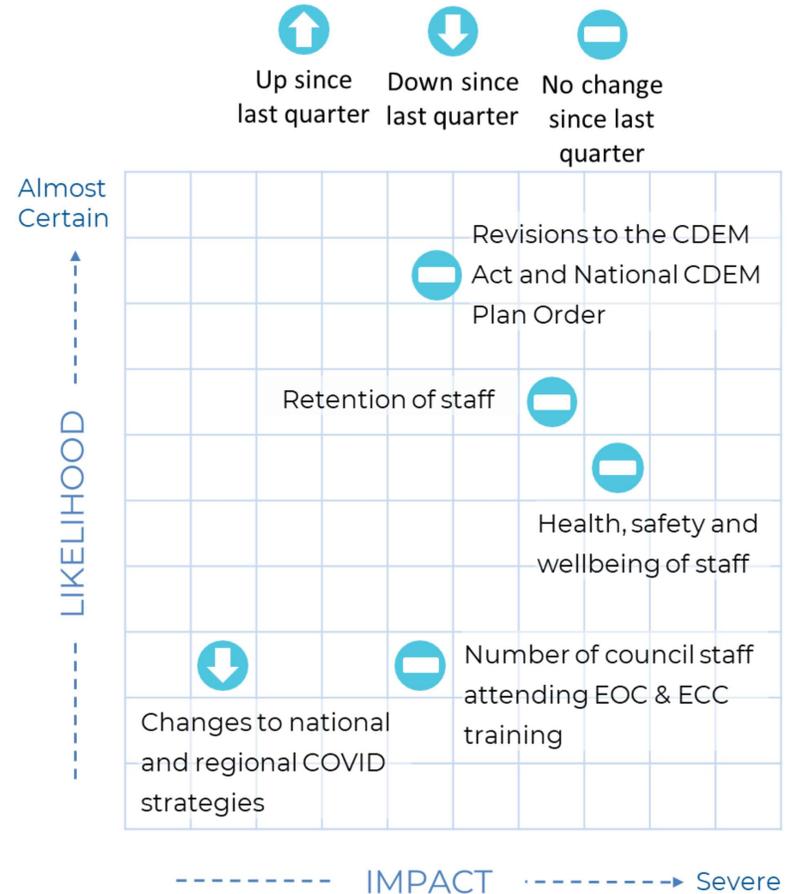
Although national controls have now reduced, COVID remains in our communities and continues to impact staff productivity and availability.

### Numbers of council staff attending EOC/ECC training

Increased numbers of staff attending training after Cyclone Gabrielle has reduced concern about the number of staff attending training. However, high staff turnover and the challenge of developing capability to manage fast moving, complex events continues (this is being addressed through the Long Term Planning bid).

### Revisions of the CDEM Act and National CDEM Plan Order

We continue to await the enactment of the new Emergency Management Bill and National CDEM Plan Order.





## Financial summary

WREMO Income Statement	YTD as at 30 September 2023			Full year
	Actual \$(000)	Budget \$(000)	Variance \$(000)	Budget \$(000)
Rates & levies	355.4	355.4	-	1421.54
External revenue	730.80	730.80	-	2923.00
Council reimbursement on charges				-
<b>Total income</b>	1086.1	1086.1	-	<b>4344.54</b>
<b>Less:</b>				
Personnel costs	800.6	892.3	91.7	3569.30
Materials and supplies	197.0	-	(197.0)	-
ICT and communications	46.1	32.9	(13.2)	131.50
Office and property	107.1	40.9	(66.1)	163.74
Travel and Transport	5.1	32.5	27.4	130.00
Contractors and consultants	29.8	87.5	57.7	350.00
<b>Total expenditure</b>	1185.6	1086.1	(99.5)	4344.54
<b>Operating surplus/(deficit)</b>	(99.5)	-	<b>(99.5)</b>	-
Vehicles and other plant purchases				-
<b>Net funding before reserve movements</b>				-
Council reimbursements				-
Reserve investments transfer out	-	-	-	-
<b>Net funding surplus (deficit)</b>	<b>(99.5)</b>	-	<b>(99.5)</b>	-

Currently, the budget is tracking well with an overspend of \$99k.

The overspend is due to scheduled equipment upgrades that were completed in the first quarter and are expected to even out through the remaining quarters. There is variation in the line totals as we learn how each expense is categorised since changing to a new financial platform.

**BALANCE OF  
RESERVE AS AT 1 July  
2023  
\$156,696\***



# Activity Summary

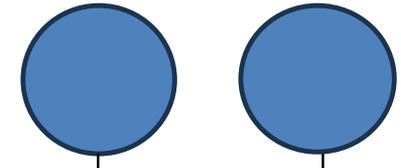
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# How to read the report

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

*Identifies the deliverable*



*Identifies lead team*

*Identifies which of the 4Rs*

- As part of the WREMO Agreement process, additional resources have been approved by Chief Executives and Mayors of all councils and have now been incorporated into each council's Long-Term Planning for a final decision.

*Quarterly updates on the deliverable*

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Develop the Council/WREMO Partnership Agreement for implementation 1 July 2024.						HIGH
Develop the WREMO Annual Plan (2024–25) and report on progress against the current WREMO Annual Plan (2023-2024) activities.						HIGH
Report to CDEM Group governance, on the collective partner agencies progress on the CDEM Group Plan strategic goals.						MED

*Summary of activities*

*Status of activity*





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

- During this quarter, there were five meetings of Emergency Services Coordination Committees (ESCC), one Regional Interagency Planning Committee (RIAPC) meeting, and one meeting of the regional Welfare Coordination Group (WCG).
- Staff from WREMO and councils visited Belmont Quarry, which will play a vital role in re-establishing priority routes after a major earthquake.
- Media engagement continued, including with the Wairarapa Times Age regarding Community Emergency Hubs.
- Planning began for the Public Information Management forum scheduled for November.
- WREMO began work with GWRC to establish the requirements for staffing and resourcing a Regional Recovery Office.



What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Facilitate Regional Inter-Agency Planning Committee (RIAPC), local Emergency Services Coordination Committee (ESCC), Chair the Wellington Region Welfare Coordination Group, and arrange Public Information Manager Hui to enhance individual and collective agency capability and planning.					7/22	HIGH
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.						MED
Maintain connections with different community groups to provide targeted support during response, recovery and future preparedness.						HIGH
Provide business as usual (BAU) media coordination, management and support to the Regional Manager, and the wider WREMO team as required.						HIGH

Not started
  In progress
  Completed
  On hold



## Provide leadership, support and advice (across the EM system) to councils, EOCs, the ECC and other CDEM Group partners in response and recovery.



- No significant response activity occurred this quarter.
- The duty system continued to provide 24/7 coverage.
- After Action Reports are being developed following Exercise Rū (Shake).
- The Group Recovery Office continued to support the Wairarapa Recovery Office following Cyclone Gabrielle. This included advice on recovery indicators and Community Resilience team members helping deliver a recovery project to build Marae and Hub resilience.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Provide the 24/7 CDEM duty team for the CDEM Group, provide primary Group Controller, Group Recovery Manager and, other professional EM staff for operational response and recovery support.						HIGH
Send Emergency Mobile Alerts to the public and provide hazard advice on the potential regional impacts of a National Tsunami Advisory/Warnings.						HIGH
Facilitate an After-Action Review process following a CDEM response.						HIGH
Continue to support the Wairarapa Recovery Office and use this opportunity to refine recovery plans and develop guidance for the wider region.						HIGH





Wellington Region Emergency Management Office Quarterly Report  
Q1 – 1 July to 30 September 2023

**EVENT**

**Exercise Rū**

**WHEN**

*September 2023*

**WHERE**

*Individually across all council areas*

**ABOUT**

In June 2024, a national exercise known as Exercise Rū Whenua is scheduled to take place across Aotearoa New Zealand. This exercise is designed to simulate the nation’s response to a formidable M8.2 Alpine Fault earthquake. The potential impacts of this earthquake are anticipated to surpass those experienced during the 2016 Kaikōura earthquake, making it a critical test of New Zealand's disaster preparedness.

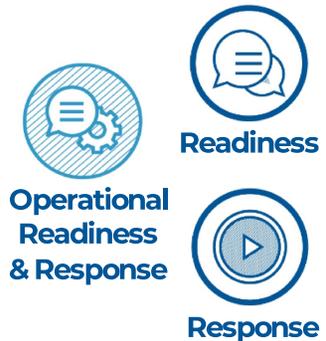
To evaluate the region's ability to respond effectively to such an earthquake and provide support to affected communities in the South Island, Exercise Rū was conducted in September. This exercise focused on the immediate hours following the earthquake when there was limited situational awareness. The activities focused on gathering critical information and preparing to offer local assistance, including the potential evacuation of individuals from the South Island. During the month of September, Exercise Rū was carried out a total of nine times, involving a total of 438 council staff and external agency personnel. These exercises play are essential for enhancing disaster response and preparedness for such seismic events.



During Exercise Rū, at the Regional Emergency Coordination Centre, Group Controller Mark Duncan briefed agency liaisons and technical experts.



## 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.



- Over 800 staff participated in training and exercises this quarter, with Exercise Rū involving 438 council staff and external agencies.
- Three ICT training sessions were conducted for EOC/ECC staff.
- Three Emergency Mobile Alert (EMA) training sessions occurred, and three additional WREMO staff members gained access to the live EMA Portal, enhancing our region's EMA capability.
- Support was provided to Response Teams NZRT 7 (Victoria University), 18 (Hutt City Council), and 9 (Upper Hutt Community Rescue) to prepare them for their completion of the National Accreditation Process.
- A report assessing the state of New Zealand's emergency management unit standards framework is 90% complete.
- Wellington's share of the National CDEM Training Fund has enabled the delivery of courses across a range of areas for both Council staff and Response Teams. We expected to use all of this calendar year's funding for courses by December.

What are we doing this year?	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 2023/24.						MED
Strengthen regional EM Workforce recruitment, selection, induction, retention and rewards arrangements.						MED
Administer the Wellington Region's portion of the national CDEM training fund, coordinate and enhance the Wellington Region's Response Teams capability and capacity.						MED





Wellington Region Emergency Management Office Quarterly Report  
Q1 – 1 July to 30 September 2023

## Training & exercise summary

Over the quarter, WREMO ran 22 emergency management courses, which 361 people attended.

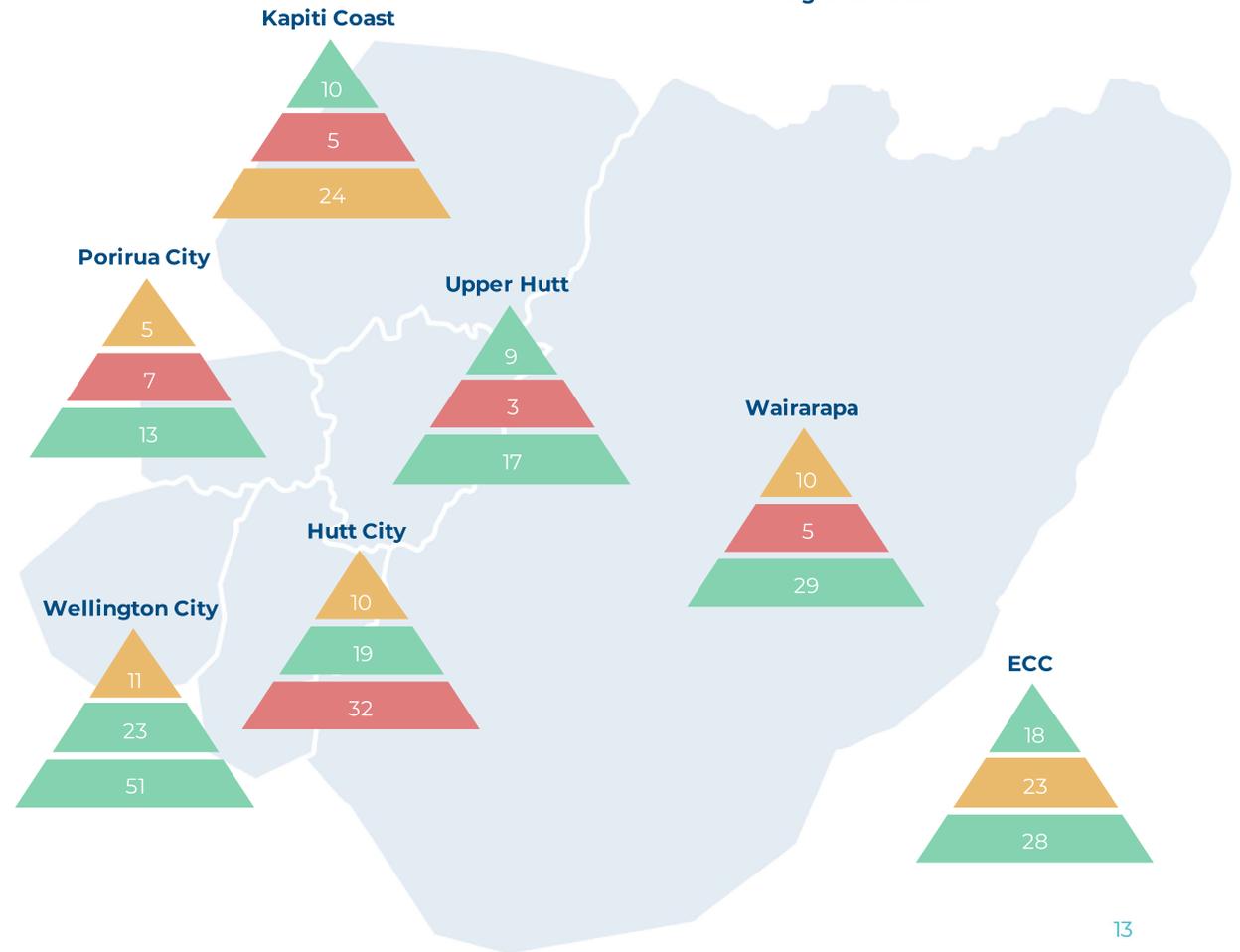
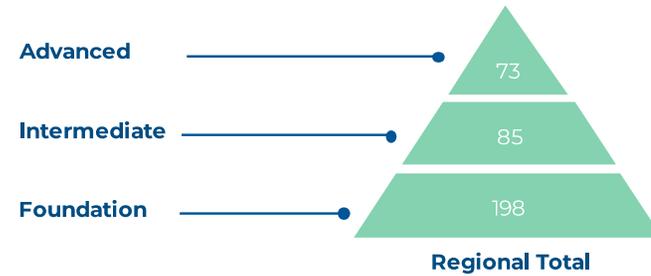
During September, Exercise Rū was run 9 times across councils, with a total of 438 council staff and external agency staff participating.

This quarter saw the introduction of Te Karere: a briefing on items of interest. The first session was on the Duty System, with 26 council staff and 4 agency staff attending. These sessions allow council and agency staff to have a greater understanding of some of the work that happens within the CDEM space.

### Note:

The numbers presented here relate to EOC and ECC training against agreed targets. Other training targets vary among councils, with each council establishing its own training goals.

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





## Lead and coordinate recovery planning to develop capability, share information and strengthen relationships.



- Scoping for a Strategic Recovery Plan has been completed.
- A Sector Group Terms of Reference has been drafted for each Recovery environment (built, economic, social, environmental and cultural)
- A project is underway with NEMA and Group Recovery Offices around the country to review and develop recovery templates, which will be added to the Recovery Operations Guide.
- One Recovery Manager training module was developed this quarter. Recovery training material began being incorporated into our EM Foundation, Intermediate and Advanced courses. We are 50% through completing a stand-alone Recovery module for Controllers and Coordination Centre function managers.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Refine the Recovery Operations Guide and continue to develop supporting guides and templates.						MED
Develop an Introduction to Recovery video for use in an activation and a wider suite of recovery training videos.						MED
Continue developing recovery training modules and integrate with the wider WREMO training programme.						MED
Begin developing a Group Recovery Strategy.						HIGH

Not started
  In progress
  Completed
  On hold



## Lead and coordinate the development and maintenance of equipment, systems, tools and facilities to support timely and effective responses to and recoveries from emergencies.



- All seven coordination centres had both ICT and response readiness checks completed, with minor updates, repairs and maintenance undertaken.
- Given ongoing uncertainty with NEMA's timeline for a national system, discussions with local councils and welfare partners have resumed to plan for interim regional needs assessment arrangements.
- A regional GIS meeting was held to begin developing a viable GIS strategy.
- The Duty Officer Tsunami guidelines have been updated to reflect NEMA's updated tsunami guidance.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Support councils to ensure the ECC and EOCs are fit for purpose and ready to respond to an emergency.	In progress	Not started	Not started	Not started	7/42	HIGH
Manage and refine the Duty Officer system.	In progress	Not started	Not started	Not started		HIGH
Provide ICT guidance and advice to the EOCs/ECC using WREMO supported hardware and networks in preparation for an emergency.	In progress	Not started	Not started	Not started	11/42	HIGH
Maintain the regional radio network and other alternate communications systems.	In progress	Not started	Not started	Not started		HIGH
Maintain Alert Media platform as an alerting and notification tool and contribute to the national (alerting) work group and explore options for region-wide consistency.	In progress	Not started	Not started	Not started		HIGH
Explore and identify Microsoft 365 Tools for implementation to further enhance our systems, tools and processes.	In progress	Not started	Not started	Not started		MED
Develop and refine predefined PIM messaging including for Emergency Mobile Alerts.	In progress	Not started	Not started	Not started		MED

Not started
  In progress
  Completed
  On hold



## Lead the development and delivery of community preparedness activities.



Community Resilience & Recovery



Readiness

- 165 individuals participated in a series of six Emergency Response Practices at Community Emergency Hubs.
- Social media had a reach of more than 784,000 across 54 posts. One post reached over 225,000 people on its own.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Promote and deliver Community Emergency Hub response practice sessions (includes an online contribution).					6/35	MED
Build trusting relationships with marae and facilitate their Marae Emergency Plan.					4/10	MED
Complete annual Hub audits to ensure they are fit for purpose, in an appropriate location and ready to activate.					7/127	MED
Develop and deliver emergency planning for schools and early childhood centres.						MED
Explore an MOU with WREMO and Red Cross to work with CALD communities.						MED
Promote preparedness messaging and community connectedness through events, social media platforms, radio and digital advertising.						MED
Carryout a targeted media campaign based on areas of improvement identified in the annual Community Survey.						MED



Not started



In progress



Completed



On hold



Wellington Region Emergency Management Office Quarterly Report  
Q1 – 1 July to 30 September 2023

**EVENT**

## Youth Leadership and Emergency Management Workshop

**WHEN**

9 September 2023

**WHERE**

*Te Herenga Waka,  
Victoria University of Wellington*



Workshop students holding their participation certificates

**ABOUT**

A "Youth Leadership and Emergency Management Workshop" drew 20 Victoria University of Wellington (VUW) students for a full-day event. They explored emergency management and leadership, from household preparedness to Community Emergency Response Practices, with an emphasis on fostering growth mindsets and empowering participants to drive positive change in their communities.

The event gained depth through insights from VUW Emergency Management and NZRT7, the university's response team, on emergency management intricacies and campus rescue operations. A highlight was the hands-on Community Emergency Hub mini-activity, allowing participants to engage directly with potential roles during emergencies.

Some attendees expressed interest in joining NZRT7 in the future. This second iteration showcases a strong partnership between VUW's Wellington Plus Programme and WREMO. We appreciate the support from those who contributed to the event's success.



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



Community Resilience & Recovery



Readiness

- The Kāpiti Number 8 Wire initiative received support in August from the Community Resilience and Recovery Team.

What are we are doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Work with local council teams to support relevant council initiatives in areas of community-focused emergency management, community development and/or climate change.						MED



Not started



In progress



Completed



On hold



## Integrate Te Ao Māori into Emergency Management in the Wellington region.



- Engagement with marae across the region continues, with progress in the Wairarapa this quarter, including Motuwairaka Marae, Riversdale Hau Ariki Marae, Martinborough, and Kohunui Marae.
- The establishment of the Tākaihere Function which is designed to involve Māori in the response and a crucial element of the Group's Coordination Centre structure, is underway, with draft resources currently under review.
- WREMO staff have improved their cultural competence through training, access to Education Perfect (Māori online learning), mini-sessions, and a marae visit. Additionally, an introductory course on Te Tiriti o Waitangi has been added to the cultural competency pathway.
- Iwi were formally welcomed as members of the Joint Committee and Coordinating Executive Group (CEG) Regional emergency governance structures.
- A framework for determining how marae will likely operate in response is under development. The aim is to align expectations between EM and marae pre-event.

What are we are doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Develop and adopt guidance for iwi/ Māori representation or liaison in the Regions operation centres.	In progress					HIGH
Work with local iwi/ Māori to improve their level of preparedness for emergencies.	In progress					HIGH
Work with Work with marae to identify the roles and responsibilities that they may perform in response to and recovery from emergencies to provide better outcomes for whānau, hapū and communities.	In progress					HIGH
Support the development of cultural competence and confidence of WREMO staff.	In progress					HIGH
Develop and adopt a framework that incorporates local iwi/ Māori into regional emergency management governance.	Completed					HIGH

Not started
  In progress
  Completed
  On hold



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



Business & Development



Across 4Rs

- As part of the WREMO Partnership Agreement process, additional resources have been requested and approved by the Chief Executives and Mayors of all nine councils. This increase has been incorporated into each council's Long-Term Planning processes for final decisions on funding to be made by each council committee.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Develop the Council/WREMO Partnership Agreement for implementation 1 July 2024.						HIGH
Develop the WREMO Annual Plan (2024–25) and report on progress against the current WREMO Annual Plan (2023-2024) activities.						HIGH
Report to CDEM Group governance, on the collective partner agencies progress on the CDEM Group Plan strategic goals.						MED



Not started



In progress



Completed



On hold



## Provide business support to WREMO and CDEM governance groups.



Business & Development



Across 4Rs

- CEG and Joint Committee governance meetings both occurred this quarter.
- A GWRC Local Government Official Information and Meetings Act (LGOIMA) request was reviewed and actioned.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Manage finance, health, safety and wellbeing, human resources, ICT functions for WREMO, and the management of secretariat functions for both WREMO and CDEM governance groups.						HIGH
Coordinate to maintain visibility of WREMO and council staff response deployments.						HIGH



Not started



In progress



Completed



On hold



## Lead and coordinate the development, implementation and review of operational response plans and procedures.



- Support was provided to councils to review and refine their Local Emergency Response Plans (LERPs), including Emergency Assistance Centre (EAC) procedures. Drafts have been updated in the [wrem.nz](http://wrem.nz) platform.
- Emergency water arrangements in the Wellington Region Emergency Response Plan (WREP) were reviewed.
- Background tsunami evacuation planning meetings were held to validate assumptions and procedures with GNS, GWRC, and NEMA Monitoring and Reporting (MAR). Proposed content and structure were agreed upon, and planning for stakeholder engagement has begun.
- Work on regional response processes and procedures, to inform the development of regional response guidelines, has started.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Support councils with the review and refinement of Local Emergency Response Plans (LERPs).						MED
Work with CDEM Group partners to make further improvements to the Wellington Region Emergency Response Plan.						MED
Review and refine regional response processes and procedures.						MED
Develop Regional Response Guidelines to support the primary CIMS functions in an emergency.						MED





## Coordinate and facilitate research and programmes of work in relation to hazard risk awareness and risk reduction.



Business & Development



Across 4Rs

- This year's hazard risk awareness and risk reduction programmes have begun.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Facilitate the CDEM Group's contribution to the Its Our Fault research programme.						MED



Not started



In progress



Completed



On hold



## Lead the development and delivery of household preparedness activities



- 635 Household Preparedness Guides and one-on-one preparedness conversations have occurred at public events.
- Household Earthquake Planning workshops have been delivered to 435 individuals.
- Preparations have begun for "The Long Walk Home" event. The date (1 March 2024) has been confirmed. Logistics and communications plans are now being worked through.
- Apartment and university hall preparedness was promoted in a full-day youth in emergency management workshop and engagement at a Massey and Victoria Universities flatting expo.
- An Apartment Emergency Planning Guide has been developed and piloted with apartment residents.
- A pilot "Decision Making in a Disaster" course was held in Kāpiti and the content adjusted based on participant feedback.

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Attend fairs and events, deliver The Long Walk Home, and promote specific household preparedness for apartment dwellers and halls of residence at university.					21	MED
Deliver Decision Making in a Disaster as a recovery and response preparedness course.					Pilot	MED





## Lead the development and delivery of business preparedness activities.



Community Readiness  
Resilience &  
Recovery

What are we doing this year?	Q1	Q2	Q3	Q4	YTD	Priority
Promote BCP for small to medium businesses, NGOs and community service organisations via face-to-face and online delivery.						MED



Not started



In progress



Completed



On hold



Wellington Region Emergency Management Office Quarterly Report  
Q1 – 1 July to 30 September 2023

**EVENT**

**National Recovery Hui**

**WHEN**

*August 2023*

**WHERE**

*Wellington*

**ABOUT**

WREMO recently organised the second National Recovery Hui in Wellington. These gatherings assemble Regional Group Recovery Managers to foster collaboration and improve recovery outcomes, with a particular focus on operational aspects. The latest hui welcomed recovery representatives from CDEM Groups nationwide, as well as from NEMA and the Cyclone Recovery Unit.

Given recent events, there was much to discuss, and the working group identified several recovery projects to develop. Due to limited capacity, they prioritised three work programs for this year:

1. Developing a pre-disaster recovery plan/framework outlining the essential steps for medium-to-large scale recovery efforts.
2. Reviewing, updating, and creating new recovery operational guidance and templates for the NEMA website.
3. Creating a nationally consistent recovery capability development program for individuals involved in recovery efforts.



Dan Neely, Group Recovery Manager, and other recovery managers workshop national recovery projects at the national recovery hui.

**Civil Defence Emergency Management Group  
5 December 2023  
Report 23.649**



**For Information**

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP GOVERNANCE – THE WAY FORWARD**

**Te take mō te pūrongo**

**Purpose**

1. This is a cover report for the “CDEM Group Governance: The Way Forward” presentation ([Attachment 1](#)) which will cover:
  - a The need to improve governance visibility of Group work
  - b Legislative responsibilities
  - c Historical approach
  - d Current trends
  - e The need for change
  - f NEMA and council thinking to date
  - g What would you like to see?

**Te horopaki**

**Context**

***Civil Defence Emergency Management Group (CDEM) Governance: The Way Forward***

2. In the 2023 Wellington CDEM Group Capability Assessment it was noted that:
  - a CEG has little oversight of the collective contribution normal council business makes to emergency management before, during and after an emergency; and
  - b holistic performance reporting (recognising the different roles and responsibilities of Group partners) may help focus Group efforts where they are most needed.
3. In the last quarter of the 2022/23 financial year, it was agreed by governance that:
  - a previous CDEM reporting requirements have focused on Wellington Region Emergency Management Office (WREMO) rather than the other members of the Group.
  - b all Group governance meetings should be Group focused.
  - c they would include updates from each agency on progress against the Group Plan.

- d governance would be able to get a collective picture of how the Group is going and the potential risks.
  - e all Group partners would be recognised and be able to demonstrate their role in CDEM.
4. New legislation, recent trends in emergency events and increasing public expectation means the previous approach is no longer fit-for-purpose.
  5. Some initial thinking has been done on the subject by National Emergency Management Agency (NEMA) and councils.
  6. What would the other members of the Group like to see?

**Ngā āpitihanga**

**Attachment**

Number	Title
1	Wellington Regional Emergency Management Office – CDEM Group Governance: The Way Forward

**Ngā kaiwaitohu**

**Signatories**

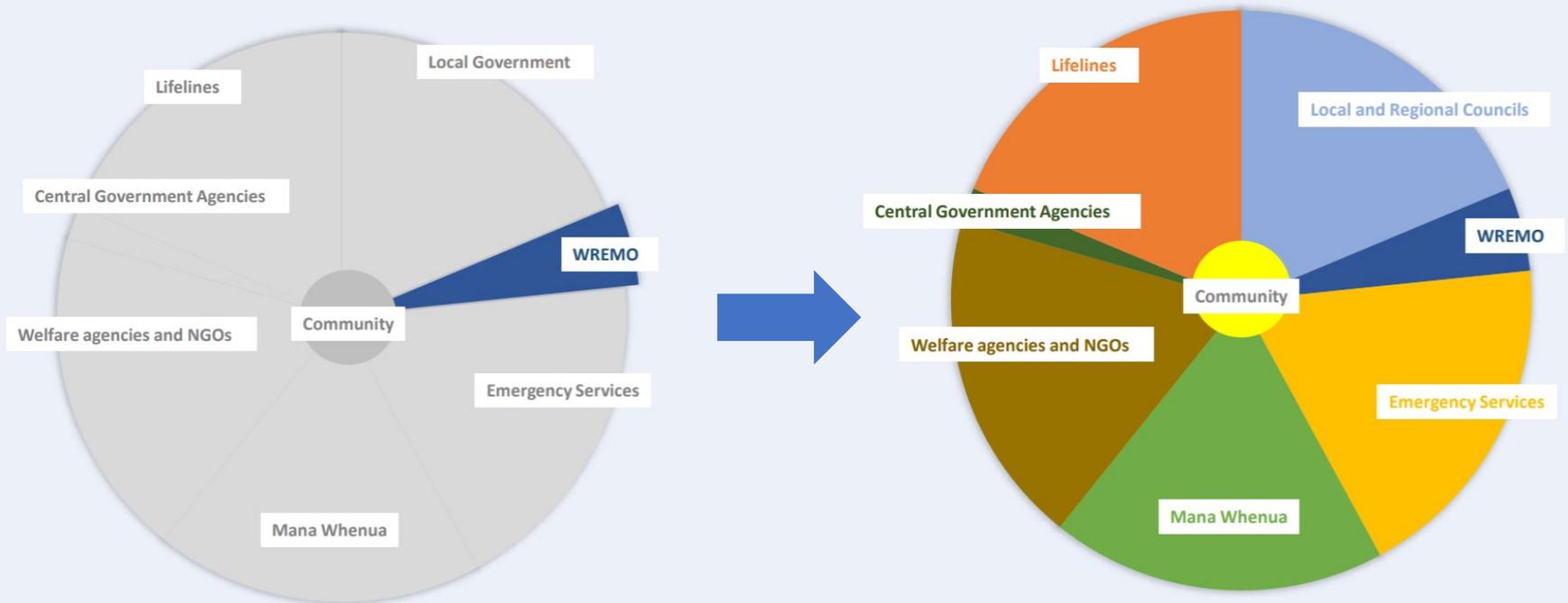
Writer	Jennifer Rizzi – Team Leader, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

<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 Joint Committee is required to ensure that hazards and associated risks are identified and assessed and ensure an effective and efficient region wide CDEM response to and recovery from emergencies.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>This work is part of the WREMO Annual Plan: to coordinate the efforts of regional partners in response to and recovery from emergencies. This includes work in risk reduction and readiness.</p>
<p><b><i>Internal consultation</i></b></p> <p>There was no internal consultation.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>If central government and public expectations regarding emergency management are not met going forward, not only are communities going to be adversely impacted, but there is likely to be a loss of public trust and confidence in local government.</p>

Attachment 1 to Report 23.649

# CDEM Group Governance: The Way Forward

# Governance Reporting



# What does this mean?

- All CDEM Group Governance meetings will be Group focused, and include updates from each agency on progress against the Group Plan.
- Reporting will be based on the Group Plan and include all partner agencies.
- CDEM Governance will be able to get a collective picture of how we are going and the potential risks.
- All CDEM Group partners will be recognised and be able to demonstrate their role in CDEM.

# CDEM Act 2002 vs EM Bill

## 17 Functions of Civil Defence Emergency Management Groups

- (1) The functions of a Civil Defence Emergency Management Group, and of each member, are to—
- (a) in relation to relevant hazards and risks,—
    - (i) identify, assess, and manage those hazards and risks:
    - (ii) consult and communicate about risks:
    - (iii) identify and implement cost-effective risk reduction:
  - (b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area:
  - (c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area:
  - (d) respond to and manage the adverse effects of emergencies in its area:
  - (e) plan and carry out recovery activities:
  - (f) when requested, assist other Groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Group's own area and any other requests for assistance from other Groups):
  - (g) within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act:
  - (h) monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act:
  - (i) develop, approve, implement, and monitor a civil defence emergency management group plan and regularly review the plan:
  - (j) participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan:
  - (k) promote civil defence emergency management in its area that is consistent with the purpose of this Act.

## 29 Role of Emergency Management Committees

- (1) The role of an Emergency Management Committee is to,—
- (a) in relation to hazards and risks within the Committee's area,—
    - (i) take the lead in identifying and assessing those hazards and risks:
    - (ii) co-ordinate the management of those hazards and risks:
    - (iii) identify and implement cost-effective risk reduction:
    - (iv) assist each local authority represented in the Committee to—
      - (A) identify and assess those hazards and risks relevant to that local authority:
      - (B) consult and communicate with the communities within that local authority about those hazards and risks:
  - (b) ensure that suitably trained and competent personnel, including volunteers, are available and there is an appropriate organisational structure for those personnel for effective emergency management in its area:
  - (c) respond to and manage the adverse effects of emergencies in its area:
  - (d) co-ordinate emergency management throughout its area:
  - (e) plan and carry out recovery activities in its area:
  - (f) when requested, assist other Committees in the implementation of emergency management in their areas (having regard to the competing emergency management demands within the Committee's own area and any other requests for assistance from other Committees):
  - (g) within its area, promote and raise public awareness of, and compliance with, this Act and legislative provisions relevant to the purpose of this Act:
  - (h) identify the needs of iwi and Māori within its area in relation to emergency management and develop plans to address those needs:
  - (i) recognise the role and contributions of iwi and Māori in emergency management in its area and communicate that information to local authorities, communities, and others within the area if it is relevant:
  - (j) monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act (including the Acts set out in **clause 3 of Schedule 2**):
  - (k) develop, approve, implement, and monitor an emergency management committee plan and regularly review the plan:
    - (l) engage with Māori and iwi within its area in the development of the emergency management committee plan:
    - (m) establish systems and processes to ensure that the Committee has the capability and capacity to engage with iwi and Māori and to understand the perspectives of iwi and Māori:
    - (n) participate in the development of the national disaster resilience strategy and the national emergency management plan:
    - (o) promote emergency management in its area that is consistent with the purpose of this Act.

# CDEM Act 2002 vs EM Bill

## 20 Appointment and functions of Civil Defence Emergency Management Co-ordinating Executive Groups

- (2) Each Executive Group is responsible to the Civil Defence Emergency Management Group for—
- (a) providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group:
  - (b) implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group:
  - (c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

## 34 Role of Emergency Management Co-ordinating Executive

An Emergency Management Co-ordinating Executive is responsible to the Emergency Management Committee for—

- (a) providing advice to the Emergency Management Committee and any subgroups or subcommittees of the Committee:
- (b) implementing, as appropriate, the decisions of the Emergency Management Committee:
- (c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the emergency management co-ordinating executive plan.

# Historical Approach

Show what work is being done against each Annual and Group Plan

Wellington Region Emergency Management Office Quarterly Report  
Annual Report – 1 July 2022 to 30 June 2023

KPI Summary

Readiness

KPI Summary

Progress

---

Not started

In progress

Completed

On hold

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>					4 / 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>					2/2	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.

55

WELLINGTON REGION  
EMERGENCY MANAGEMENT  
GROUP

# Historical Approach

## Periodic Group Capability Assessments:

- Frequency – Inconsistent
  - 2011 (MCDEM initiated)
  - 2015 (MCDEM Initiated)
  - 2023 (Group Initiated)
- Methodology – Dated (2011)
- Effectiveness – Questionable
- Investment - Variable

### 3. Summary of Scores

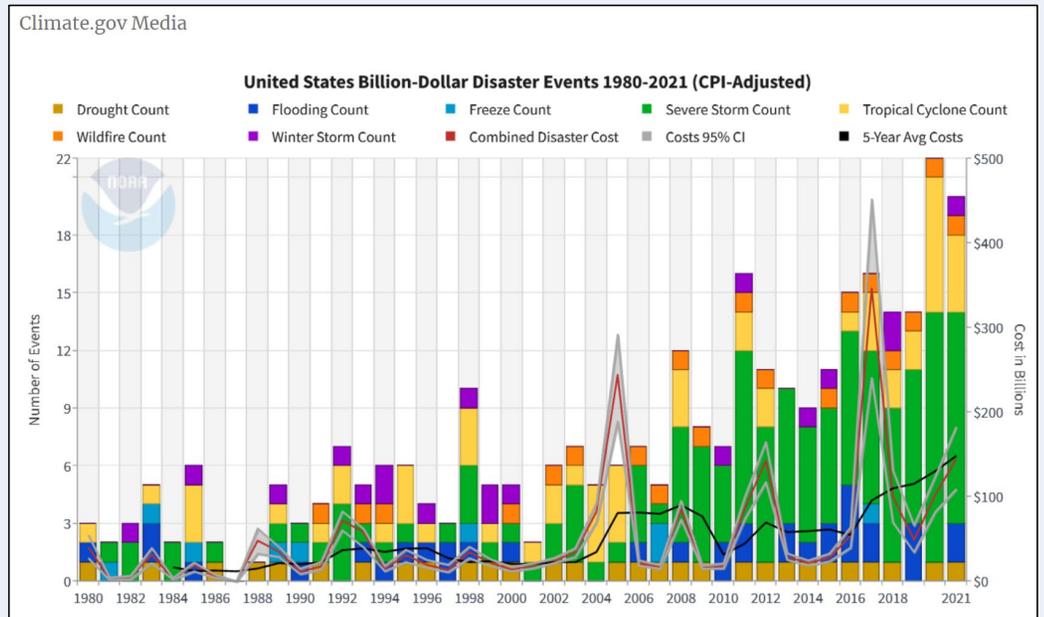
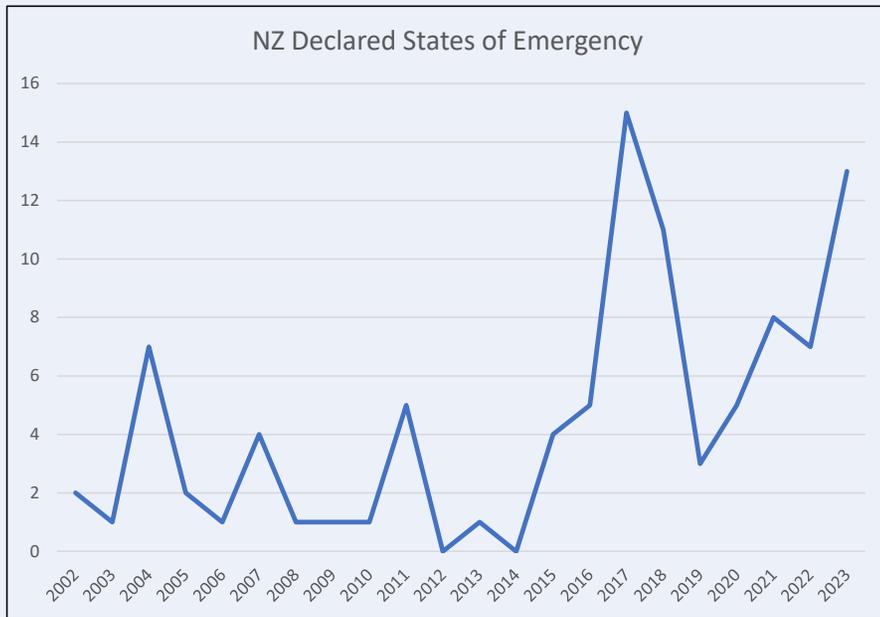
The table below summarises the suite of scores for the Wellington CDEM Group at objective level<sup>17</sup>.

SUMMARY OF RESULTS		
Results for Goal 1		SCORE
G1A	Increase the level of community awareness and understanding of the risks from hazards	87.8
G1B	Improve individual and community preparedness	93.5
G1C	Improve community participation in CDEM	87.9
G1D	Encourage and enable wider community participation in hazard risk management decisions	64.5
Results for Goal 2		SCORE
G2A	Improve the coordination, promotion and accessibility of CDEM research	
G2B	Develop a comprehensive understanding of New Zealand's hazardscape	75.0
G2C	Encourage all CDEM stakeholders to reduce the risks from hazards to acceptable levels	64.4
Results for Goal 3		SCORE
G3A	Promote continuing and coordinated professional development in CDEM	80.2
G3B	Enhance the ability of CDEM Groups to prepare for and manage civil defence emergencies	76.2
Results for Goal 4		SCORE
G4A	Implement effective recovery planning activities	68.0
G4B	Enhance the ability of agencies to manage the recovery process	66.3
Results for Enabler 1		SCORE
E1A	Implement effective organisational structures for CDEM	65.6
E1B	CDEM Group culture positively influences the effective delivery of CDEM	85.0
E1C	Ensure agencies have funding for civil defence emergency management	84.0
Results for Enabler 2		SCORE
E2A	Organisational resilience is developed through risk management and planned strategies	75.0
E2B	Organisational resilience is developed through adaptive capacity	77.3
Results by Goal		SCORE
G1	To increase community awareness, understanding, preparedness and participation in civil defence emergency management	85.7
G2	To reduce the risks from hazards to New Zealand	69.7
G3	To enhance New Zealand's capability to manage civil defence emergencies	76.8
G4	To enhance New Zealand's capability to recover from civil defence emergencies	67.1
E1	Governance and management arrangements support and enable civil defence emergency management	73.2
E2	Organisational resilience supports effective crisis management	76.2
OVERALL SCORE		75.0

Summary of results: Scores for the Wellington CDEM Group at objective level

# Current Trends

Emergency events: increasing frequency, severity and cost (especially due to the effects of climate change)



# Current Trends

## Improved scientific advice:

- Hikurangi Subduction Zone M9 earthquake and tsunami:
  - 25% probability of occurring in the next 50 years:
    - Regional Impact:
      - Damaged buildings: 200,000+
      - Evacuations: 50,000+
      - Injuries: 10,000+
      - Deaths: 9,000+
      - Total cost: ? (2011 Christchurch Earthquake: \$40+ billion)
- Alpine Fault M8+ earthquake:
  - 75% probability of occurring in the next 50 years:
    - Regional Impact: ?

# Current Trends

Increased public expectation:

- Timely
- Well informed
- Joined up
- Learned past lessons

# Current Trends

Increased public expectation:



CHRIS SKELTON/STUFF

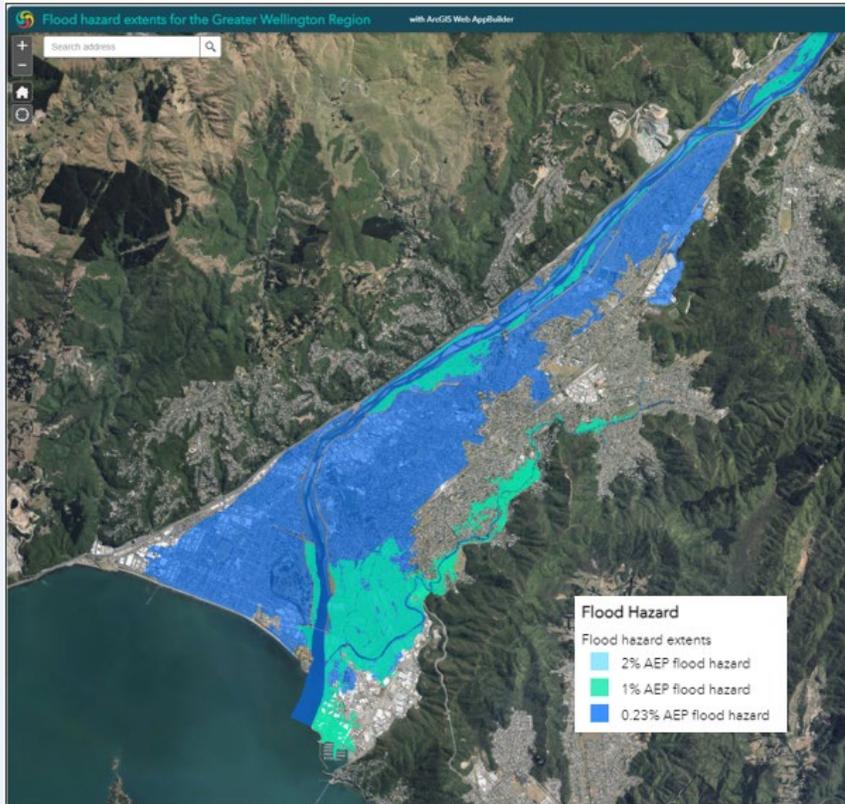
Sediment brought down by floodwaters during Cyclone Gabrielle buries a building up to its roof in the Esk Valley, north of Napier.

Cyclone Gabrielle:

- 1 in 250 year event? (0.4 AEP)
- Current cost: \$14 billion?

# Current Trends

Increased public expectation:



- Impact: 1/3 devastated (up to 4m high) , 2/3 impacted, rest of region?
- Cost: \$Billions...
- Recovery: Decades



# Overall Assessment

- Historical approach not fit-for-purpose
- Need to highlight the risks
- Determine collective risk appetite
- More accountability

# Continuous Improvement & Assurance Function (Fixed Term)

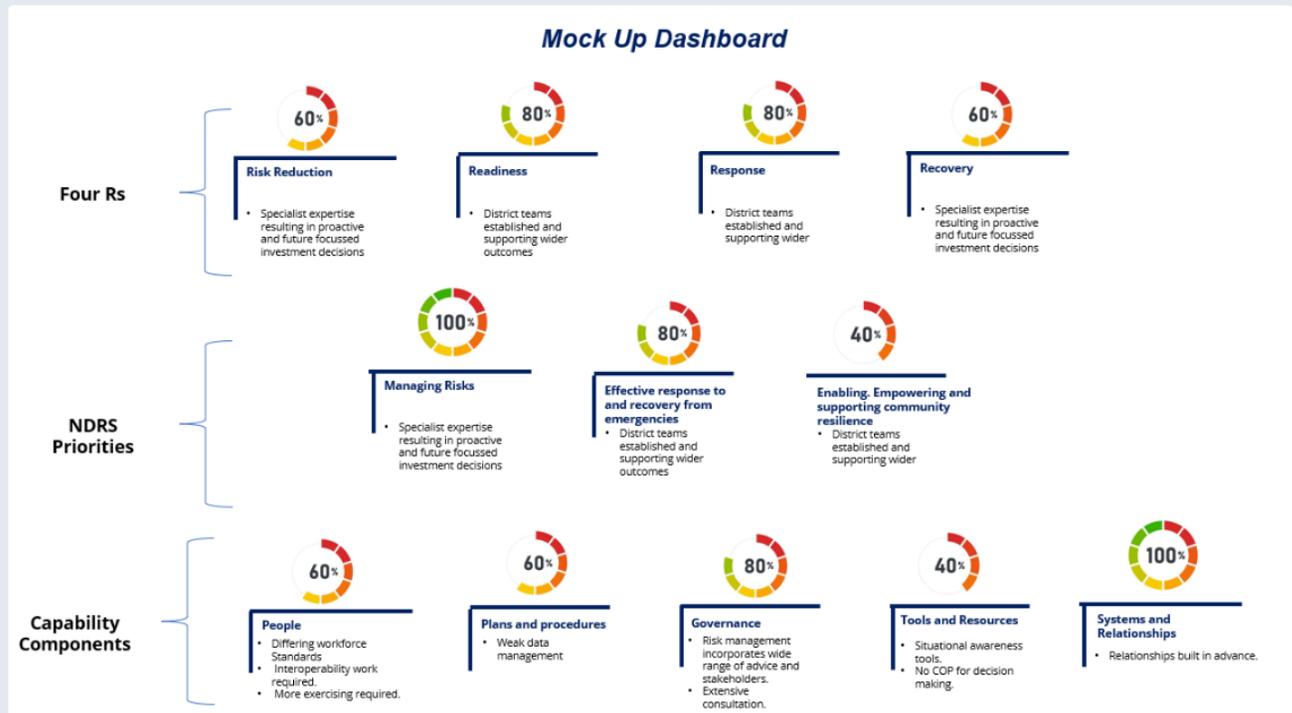
Attachment 1 to Report 23.649



Continuous Improvement



Assurance



# LGEMC Recommendation

- Dashboard-type, risk-based approach
- Strategic risks:
  - All hazards (impact-based) approach
  - Whole of society and whole of system approach
  - Across the 4Rs (Reduction, Readiness, Response and Recovery)
- Operational risks:
  - People
  - Partnerships
  - Platforms
  - Plans
  - Procedures

} 'Capability Bricks'
- Transparency ('lifting the lid') on what we are doing individually and collectively
- Overview and deep dives
- Focus on mitigation

Attachment 1 to Report 23.649

# What would you like to see?

**Civil Defence Emergency Management Group  
5 December 2023  
Report 23.650**



**For Decision**

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS**

**Te take mō te pūrongo**

**Purpose**

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

**He tūtohu**

**Recommendations**

That Joint Committee:

- 1 **Approves** the removal of the following statutory appointees:
  - a ...
- 2 **Approves** the addition of the following statutory appointees:
  - a ...

**Te horopaki**

**Context**

2. On 1 December 2023 the CDEM Group Coordinating Executive Group (CEG) received the enclosed list of statutory appointments for endorsement. Any recommendations for changes to appointments will be advised during this meeting.
3. 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.
4. 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.
5. 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

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

**Bold** – New appointee

~~Strikethrough~~ – Removed appointee

Standard – Current appointee

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

Area to which appointed	Appointee name and designation
CDEM Group	Charlie Blanch (Group Controller) Mark Duncan (alternate) Jessica Hare (alternate) Jeremy Holmes (alternate) Dan Neely (alternate) Derek Baxter (alternate) Lester Piggott (alternate) Phil Becker (alternate) Kane McCollum (alternate)
Wellington City Council	Benjamin Vollebregt (Primary) Phil Becker (alternate) Sarah Murray (alternate) Moana Mackey (alternate) Hannah Brackley (alternate)
Porirua City Council	Sam Bishop (Primary) Jerry Wrenn (alternate) Olivia Dovey (alternate) Leonie McPhail (alternate) Glen Quintal (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) 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) Debra 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)

8. **Recovery Managers:** 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	Paul Andrews (alternate)
Porirua City Council	<b>Primary to be appointed</b> Andrew Dalziel (alternate) Olivia Dovey (alternate)
Kāpiti Coast District Council	Kris Pervan (Recovery Manager) Angela Bell (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager)
Upper Hutt City Council	Liesel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Johannes Ferreira (Carterton) Nigel Carter (South Wairarapa) Ben Jessep (Masterton)

9. **Non-statutory appointments:** The following table lists current appointments for other non-statutory roles.

<b>Area to which appointed</b>	<b>Appointee name and designation</b>
CDEM Group	Richard Mowll (Lifelines Utility Co-ordination Manager) Aly Curd (Group Welfare Manager)

### **Ngā hua ahumoni**

#### **Financial implications**

10. 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**

11. There are no implications for Māori.

### **Ngā tikanga whakatau**

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

12. 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**

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

### **Te whakatūtakitaki**

#### **Engagement**

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

### **Ngā tūāoma e whai ake nei**

#### **Next steps**

15. No further external communication is required.

### **Ngā kaiwaitohu**

#### **Signatories**

Writer	Jennifer Rizzi – Team Leader, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

<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 makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> There are no known implications for Council's strategies, policies or plans.
<b><i>Internal consultation</i></b> All local authority chief executives were engaged and support the proposed appointees.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> 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.