



If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 3 September 2024, 1.00pm

Council Chamber, Hutt City Council, 30 Laings Road, Lower Hutt

Members

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

Callum Katene

Kura Moeahu

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

1 Wellington Region Civil Defence Emergency Management Group

1. Definitions

1.1 For the purpose of these Terms of Reference:

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

"CDEM Group" means the Wellington Region CDEM Group.

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

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

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

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

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

2. Name

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

3. Members

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

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

South Wairarapa District Council
Upper Hutt City Council
Wellington City Council

4 Status

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

5 Purpose of Terms of Reference

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

6. Functions, duties and powers

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

7 Objectives of the CDEM Group

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

8 Representatives

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

9 Requirement to maintain the CDEM Group

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

10 Delegated authority

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

10.1 Appoint a Group Controller

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

10.2 Appoint local controllers

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

10.3 Appoint person who may declare state of local emergency

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

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

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

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

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

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

10.5 Exercise powers to perform its functions

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

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

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

10.6 Establish and Maintain the Co-ordinating Executive Group

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

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

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

11. Powers not delegated

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

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

12. Remuneration

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

13. Meetings

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

14. Voting

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

to that Member.

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

15. Election of Chairperson and Deputy Chairperson

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

16. Reporting

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

17. Administering authority

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

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

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

18. Good faith

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

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

19. Variations

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

20. Review of the Terms of Reference

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

Civil Defence Emergency Management Group

Tuesday 3 September 2024, 1.00pm

Council Chamber, Hutt City Council, 30 Laings Road, Lower Hutt

Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Declarations of conflicts of interest		
3.	Public Participation		
4.	Confirmation of Public Minutes of the Civil Defence Emergency Management Group meeting on 4 June 2024	24.299	10
5.	Continuous Improvement and Assurance Update	24.465	14
6.	Current Risk: Acute Water Shortage – Summer Contingency Planning	24.469	25
7.	Current Risk: Āwhina Welfare Registration and Needs Assessment System	24.468	32
8.	Hawke’s Bay After Action Review – Planning Update	24.467	39
9.	North Island Severe Weather Events: Government Inquiry Update	24.466	49
10.	Wellington Region Civil Defence Emergency Management Group Appointments – September 2024	24.464	60
11.	Adoption of the 2025 Meeting Schedule	24.440	66



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management meeting on 3 September 2024.

Report 24.299

Public minutes of the Civil Defence Emergency Management Group meeting on Tuesday 4 June 2024

Council Chamber, Hutt City Council
30 Laings Road, Lower Hutt, at 11.01am

Members Present

Mayor Whanau (Chair)	Wellington City Council
Hon. Mayor Mark (Deputy Chair)	Carterton District Council
Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Caffell (from 11.03am until 11.34am)	Masterton District Council
Mayor Guppy	Upper Hutt City Council
Mayor Holborow	Kāpiti Coast District Council
Deputy Mayor Sadler-Futter	South Wairarapa District Council

Mayors Caffell and Mark participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

Karakia timatanga

The Committee Chair opened the meeting with a karakia timatanga.

Public Business

1 Apologies

Moved: Mayor Whanau / Mayor Baker

That the Joint Committee accepts the apologies for absence from Council Chair Ponter, Callum Katene and Kura Moeahu.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

There was no public participation.

4 Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 19 March 2024 - Report 24.140

Moved: Mayor Whanau / Mayor Guppy

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 19 March 2024 – Report 24.140.

The motion was **carried**.

5 Introduction of Director of Emergency Management – National Emergency Management Agency

Jeremy Holmes, Regional Manager, introduced John Price, Director Civil Defence Emergency Management and Deputy Chief Executive (DCE) Emergency Management from the National Emergency Management Agency (NEMA).

John has now been in the role for a year. He was previously the Police District Commander in Canterbury during the Christchurch earthquakes and the mosque attacks.

John explained to the Group the structure of NEMA. One DCE is responsible for strategic enablement, and the other is responsible for emergency management. The DCE Emergency Management is also the Director of Civil Defence Emergency Management (CDEM) under the CDEM Act 2002.

John talked about the reform of the CDEM Act 2002. In 2023 there was a Bill before Parliament, which the Select Committee was considering. Following the review into the response to Cyclone Gabrielle and other severe weather events, the Bill as drafted was not considered fit for purpose. As a result, it was withdrawn by the new Government.

The Coalition Government's Budget (which was announced 30 May 2024) has identified funding to complete the new national crisis centre, which will replace 'The Bunker' in the basement of the Beehive, as well as provide for an alternative national crisis centre, which will be in Auckland.

John advised that there will be a three-part National Response and Recovery Exercise in June and July, since the last occurred in 2016. The focus of this exercise will be a rupture of the Alpine Fault. Day 1 will be the initial response. People throughout the country will be involved.

Day 2 will be two weeks on and will involve gathering over 200 leaders from different sectors in Te Papa.

Day 3 will have a focus on recovery.

There will be some significant space weather events for 2025-26. The solar cycle will have an impact on power and magnetic forces, and GPS, among other things. This is something that NEMA is working through.

The CDEM Group discussed the balance of community preparedness without causing negative impacts to mental health and panic. John advised that simple messaging is key. It is also difficult to involve communities in preparedness due to socio economics and differing priorities. It is important that communities are connected.

Mayor Caffell joined the meeting at 11.03am, during the above item.

6 Government Inquiry Update and Engagement Timeline – Report 24.291 [For Information]

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

Mayor Caffell left the meeting at 11.34am during the above item and did not return.

7 Hawke’s Bay Review and How This Applies to the Wellington Region – Report 24.292 [For Information]

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

8 Personal Liability Insurance for Statutory Appointments – Report 24.293 [For Information]

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

9 Civil Defence Emergency Management Group Appointments – June 2024 – Report 24.285

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

Moved: Mayor Whanau / Mayor Baker

That the Joint Committee:

- 1 Approves the addition of the following statutory appointees:
 - a Paul McCorry as alternate Local Controller for Wellington City Council
 - b Chris Matthews as alternate Local Controller for Wellington City Council
 - c Steve Millar as alternate Local Controller for Kāpiti Coast District Council
 - d Simon Taylor as alternate Local Controller for the combined Wairarapa councils.
 - e Ian Osland as alternate Local Controller for the combined Wairarapa councils.
- 2 Approves the removal of the following statutory appointees:

- a Angela Bell as alternate Local Controller for Kāpiti Coast District Council
- b Glen O'Connor as alternate Local Controller for Kāpiti Coast District Council
- c Kara Puketapu-Dentice as alternate Local Controller for Hutt City Council
- d Andrew Dalziel as alternate Local Recovery Manager for Porirua City Council

The motion was **carried**.

Karakia whakamutunga

The Committee Chair closed the meeting with a karakia whakamutunga.

The public meeting closed at 11.49am.

Mayor T Whanau

Chair

Date:

Civil Defence Emergency Management Group
3 September 2024
Report 24.465



For Decision

CONTINUOUS IMPROVEMENT AND ASSURANCE UPDATE

Te take mō te pūrongo

Purpose

1. To inform the Civil Defence Emergency Management (CDEM) Group (CDEM Group) of the progress made on the Continuous Improvement and Assurance (CIA) function to date.

Te tāhū kōrero

Background

2. This report highlights the high-level findings from Exercise Ua Whero, the initial Council Capability Assessments and the region's current capability maturity level. Additionally, this update outlines the intent to assess risk against the strategic outcomes outlined in the Group Plan going forward.
3. Development of the CDEM Group's CIA Framework began in December 2023. The framework is designed to improve the maturity and effectiveness of emergency management across the region by focusing on capability assessment, risk management, and strategic planning. It draws on best practice, existing assessment tools, and internationally recognised standards like ISO 31000.

High Level Timeline of Continuous Improvement and Assurance workplan

4. To date and the rest of this financial year:
 - a December 2023 – February 24: Framework development
 - b January 2024 – April 24: Development of the Capability Assessment Tool.
 - c April – May 2024: Planning, conduct, and evaluation of Exercise Ua Whero across the region.
 - d June – July 2024: Conduct Council Capability Assessments & Community Preparedness Metric Analysis.
 - e July – September 2024: Analysis, drafting, and release of Council Annual Assessment reports.
 - f October 2024 – June 2025: Development of Strategic Risk Register.
 - g November 2024 and May 2025: Exercise Evaluations.
 - h June – July 2025: Community Preparedness Survey & Council Annual Assessments

- i July 2025 onwards: Development of the next Group Plan.
- j Throughout: Event After Action Reviews (AAR)

Exercise Evaluations:

5. Exercise Ua Whero: Conducted in May 2024, simulating a severe weather scenario similar to Cyclone Gabrielle.
6. Participation: Several hundred staff from councils, partner agencies, and iwi Māori were included.
7. Outcome: Positive feedback from participants with a rating of 7.7/10.
8. Evaluation Model: A new Capability Maturity Model was used, which assessed the Group's capability maturity at a "basic" to "defined" level.
9. Strengths: Significant maturity was noted in Public Information Management (PIM).
10. Risks Identified: Limited flood forecasting capability, mass evacuation planning challenges in the Hutt Valley, and inexperienced Coordinated Incident Management System (CIMS) Function Managers.

Capability Assessment Update:

11. Tool Update: Significant updates have been made to the Capability Assessment Tool for regional use.
12. Assessment Completion: All councils in the Region (Wairarapa combined) have completed their assessments.
13. Preliminary Results: Indicate a "basic" level of system maturity across the 4Rs (Reduction, Readiness, Response, Recovery).
14. Next Steps: Councils will receive DRAFT results soon to inform annual planning.

Risk Management Framework:

15. Development Status: The Risk Management Framework for Wellington CDEM Group is under development.
16. Challenges: No compelling examples of good practice found across the sector.
17. Drafting: Scope, context, and criteria are being developed using council risk frameworks and ISO 31000.
18. Planning Scenarios include:
 - a Most Likely: Localized severe weather event.
 - b Most Likely (plus): Regional or national severe weather event, similar to Cyclone Gabrielle.
 - c Most Dangerous: Hikurangi subduction zone earthquake and tsunami.

Ngā hua ahumoni
Financial implications

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

Ngā Take e hāngai ana te iwi Māori
Implications for Māori

20. Implementing the CIA Framework is beneficial as it will enable the CDEM Group to strengthen its partnerships with iwi Māori. The high-level findings and assessments will provide opportunities to incorporate Māori perspectives into emergency management planning. The proposed scenarios for risk assessment will ensure that the specific needs and cultural considerations of iwi are addressed, enhancing resilience and collaboration in the region.

Te whakatūtakitaki
Engagement

21. Given the moderate significance of this work, targeted engagement has taken place with stakeholders, including Wellington Region Emergency Management Office staff, agency partners, the Local Government Emergency Management Collective and members of the Coordinating Executive Group in its development.

Ngā tūāoma e whai ake nei
Next steps

22. The Regional Manager will provide and speak to a presentation ([Attachment 1](#)) at the Committee's meeting on 3 September 2024.

Ngā āpitihanga
Attachment

Number	Title
1	Continuous Improvement and Assurance Update presentation

Ngā kaiwaitohu
Signatories

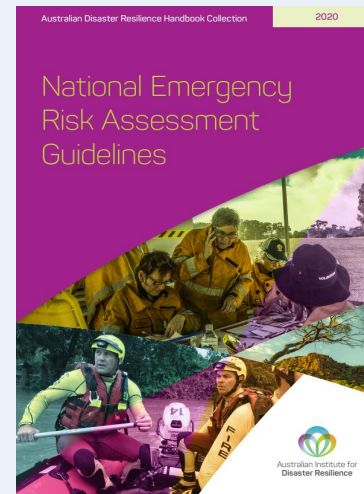
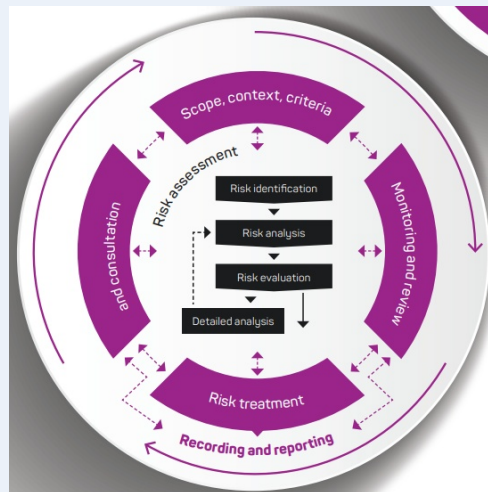
Writer	Jennifer Rizzi – Kaitaki-a-tima Team Leader – Business and Development, WREMO
Approver	Jeremy Holmes – Kaiwhakahaere ā Rohe Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The Joint Committee is required to identify and assess hazards and associated risks and ensure the Group has an effective and efficient region-wide CDEM ability to respond to and recover from emergencies. This work supports this by improving the region's emergency management approach by identifying and assessing hazards and risks, as well as ensuring preparedness through capability assessments and exercises like Ua Whero.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are no known implications for Council's strategies, policies or plans at this stage.</p>
<p><i>Internal consultation</i></p> <p>Members of both the Local Government Emergency Management Collective and Coordinating Executive Group have been engaged as this capability has been developed and are supportive of the planned approach.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>While there is no significant legal or health and safety risk, if central government and public expectations regarding emergency management are not met in the future, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.</p>

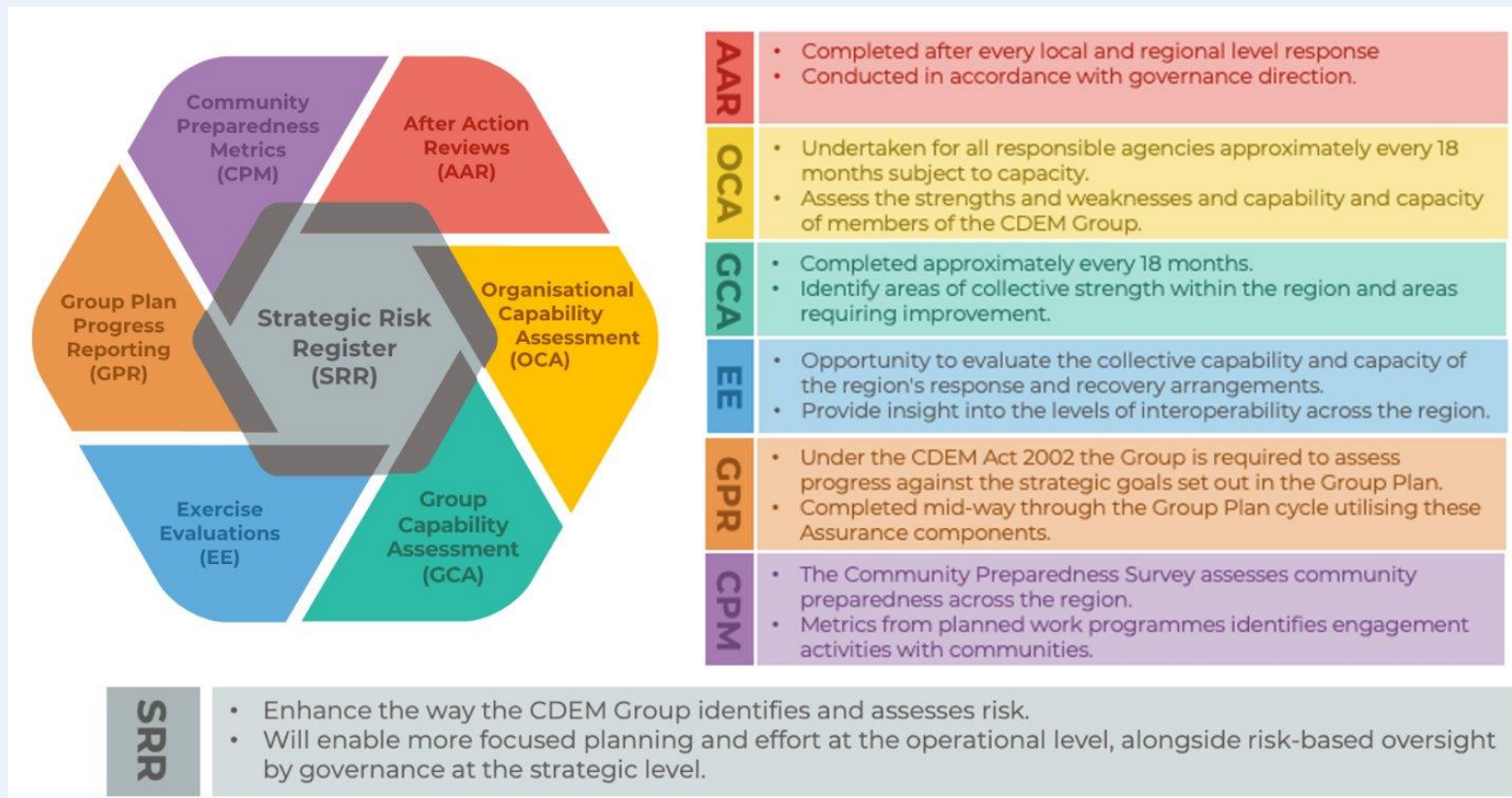
Attachment 1 to Report 24.465



Continuous Improvement and Assurance (CIA) Update



Background



Timeline

- Dec 23 – Feb 24: Framework development
- Jan 24 – Apr 24: Capability Assessment Tool development
- Apr 24 – May 24: Planning, conduct and evaluation of Exercise Ua Whero across the region
- Jun 24 – Jul 24: Council Capability Assessments & Community Preparedness Metric Analysis
- Jul 24 – Sep 24: Analysis, drafting and release of Council Annual Assessment reports
- Nov 24 & May 25: Exercise Evaluations
- Jun 25 – Jul 25: Community Preparedness Survey & Council Annual Assessments
- Oct 24 – Jun 25: Strategic Risk Register Development
- Jul 25 onwards: Development of next Group Plan
- Event After Action Reviews (AAR) throughout

Attachment 1 to Report 24.465



Attachment 1 to Report 24.465



Exercise Evaluation Update

- Exercise Ua Whero run across the region in May 2024.
- Severe weather (Cyclone Gabrielle-type) scenario involving several hundred staff from councils, partner agencies and iwi Māori.
- Participants reported the exercise as a positive experience with an overall rating of **7.7 / 10**.
- The exercise was evaluated applying a new Capability Maturity Model.
- Using the new model the system was assessed to be operating at a “**basic**” to “**defined**” level of maturity across the region.
- Significant maturity was observed across the region with Public Information Management (PIM).
- The main areas of risk identified in the exercise were:
 - **limited flood forecasting capability and capacity,**
 - **limited mass evacuation planning and options (Hutt Valley), and**
 - **inexperienced CIMS Function Managers.**

Attachment 1 to Report 24.465

Capability Assessment Update



- Significant work has been done to update the old MCDEM (nationally consistent) Capability Assessment Tool for use across the region.
- Capability Assessments have been completed across the region by all councils (Wairarapa combined).
- The results are currently being evaluated, but the preliminary points are:
 - The latest assessments represent a deeper dive of our systems maturity and seem to reflect the best assessment possible of the system with the time, knowledge and tools available.
 - The results set out some clear areas of strength across the region and areas of immaturity that require further work.
 - The general trend at council level, and subsequently across the region, is that the system is operating at a “**basic**” level of maturity across the 4Rs.
 - All councils will receive their DRAFT results in the coming weeks to inform annual planning.

Attachment 1 to Report 24.465



Risk Management Framework

- Work is underway to develop the Risk Management Framework for the Wellington CDEM Group.
- No compelling examples of good practise across the sector have been surfaced to date.
- The scope, context and criteria is being drafted, having reviewed all of the existing available council risk frameworks within our region.
- Drawing on the ISO 31000 (2018) definition “Risk is defined as the effect of uncertainty on objectives”, the proposal is to assess risk against our ability to deliver on the strategic outcomes in the Group Plan.
- The proposed planning scenarios are:
 - Most Likely – Localised severe weather event
 - Most Likely (plus) – Regional (national) severe weather event – Cyclone Gabrielle
 - Most Dangerous – Hikurangi subduction zone earthquake and tsunami
- Using the proposed scope, context and criteria, risk will be identified and analysed through the assurance activities underway.



Attachment 1 to Report 24.465

Questions?

Civil Defence Emergency Management Group
3 September 2024
Report 24.469



For Information

CURRENT RISK: ACUTE WATER SHORTAGE – SUMMER CONTINGENCY PLANNING

Te take mō te pūrongo

Purpose

1. To inform the Wellington Region Civil Defence Emergency Management (CDEM) Group (the CDEM Group) of the current risk of acute water shortage for this summer and the planned approach and resource implications for addressing the issue.

Te tāhū kōrero

Background

2023 Water Shortage Threat:

2. In 2023 the water supply network serving Porirua, Wellington, Hutt City, and Upper Hutt faced a water shortage threat due to summer drought conditions and compromised infrastructure.
3. In response, Wellington Region Emergency Management Office (WREMO) supported Wellington Water Limited (WWL) to develop a multi-agency response plan.

2023/24 Response Overview:

4. WREMO facilitated weekly multi-agency coordination meetings to enhance situational awareness with WWL, local councils, and Wellington Region CDEM Group partners.
5. Plans were developed for scalable potable water distribution from street to suburb level and integrated into Local Emergency Response Plans.
6. A Response Concept of Operations was developed detailing the situation, mission, execution, and roles across WWL, councils, CDEM Group partners, and other stakeholders.
7. Significant recovery planning was carried out, including a Holistic Consequence Analysis to understand potential impacts.
8. The Welfare Coordination Group planned for welfare and needs assessment.
9. WREMO facilitated a number of Public Information Management (PIM) hui and a multi-agency messaging workshop, translated water advice into eleven regional priority languages, braille, audio, easy read, and large print, and developed a multi-

agency messaging grid and PIM training for WWL staff to ensure consistent and effective communication.

10. Additional Business Continuity Planning (BCP) workshops were offered to small and medium businesses to help them manage potential impacts.

Te tātaritanga

Analysis

Ongoing risk

11. Although the region maintained its water levels during the summer, ongoing risks due to global warming and infrastructure weaknesses highlighted the need for continued readiness and planning in this area.
12. As a result, WREMO has engaged WWL to understand the risk and potential planning requirements for 2024/25.

Current Risk:

13. Baseline winter demand is being established and forecast planning model will be re-run in mid-October.
 - a WWL mitigation work is underway to reduce leakage by 7.4 million litres per day. This reduces the likelihood of zero headroom, but does not negate it.
 - b WWL will lead engagement with Commercial and Residential customers. Commercial engagement with key users is being planned.
 - c As per last summer's concept of operations (CONOPS), WWL is expected to lead on emergency water outages using contractor potable, portable, water tankers. Council emergency management contingency plans for alternate emergency community water distribution are to be used in extremis.
 - d WREMO and WWL PIM are to meet later this month to discuss public messaging.

Ngā hua ahumoni

Financial implications

14. Additional WREMO and council staff time may be required for planning and responding to a 2024/25 Acute Water Shortage.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

15. Partnership and Collaboration: Addressing acute water shortages requires active collaboration with Māori and recognition of their role as kaitiaki (guardians) of natural resources. This includes involving iwi in decision-making processes and incorporating mātauranga Māori (Māori knowledge) into response strategies.
16. Protection of Sacred Water Sources: Some water sources hold significant cultural and spiritual value for Māori. It is crucial to consider these when planning and

implementing water response strategies, ensuring that sacred water sources are protected and preserved.

Te whakatūtakitak

Engagement

17. Given the moderate significance of these risks, targeted engagement has taken place with stakeholders and should continue.

Ngā tūāoma e whai ake nei

Next steps

18. The Regional Manager will provide and speak to a presentation ([Attachment 1](#)) at the Committee's meeting on 3 September 2024.

Ngā āpitihanga

Attachment

Number	Title
1	Acute Water Shortage – Summer Contingency Planning presentation

Ngā kaiwaitohu

Signatories

Writer	Jennifer Rizzi – Kaitaki-a-tīma Team Leader – Business and Development, WREMO.
Approver	Jeremy Holmes – Kaiwhakahaere ā Rohe Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Addressing the risks related to acute water shortages directly supports the Committee's mandate to identify and assess hazards and risks and ensure the region's ability to respond and recover effectively and efficiently to emergencies.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known implications for Council's strategies, policies or plans at this stage.
<i>Internal consultation</i> Members of both the Local Government Emergency Management Collective and Coordinating Executive Group were engaged in and supported the proposed approach.
<i>Risks and impacts - legal / health and safety etc.</i> While there is no significant legal or health and safety risk, if central government and public expectations regarding emergency management are not met in the future, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.

Attachment 1 to Report 24.469

Current Risk: Acute Water Shortage – Summer Contingency Planning

Current Risk: Acute Water Shortage – Summer Contingency Planning

- WREMO engaged with WWL.
- Baseline winter demand is being established and forecast planning model will be re-run in mid-October.
- WWL mitigation work underway to reduce leakage by 7.4Ml pd. This reduces the likelihood of zero headroom but does not negate it.
- WWL to lead engagement with Commercial and Residential customers. Commercial engagement with key users being planned.
- As per CONOPS last summer, WWL expected to lead on emergency water outages utilising contractor potable portable water tankers. Council EM contingency plans for alternate emergency community water distribution in extremis.
- WREMO and WWL PIM to meet later this month to discuss public messaging

Attachment 1 to Report 24.469

Questions?

Civil Defence Emergency Management Group
3 September 2024
Report 24.468



For Information

CURRENT RISK: ĀWHINA WELFARE REGISTRATION AND NEEDS ASSESSMENT SYSTEM

Te take mō te pūrongo

Purpose

1. To inform the Civil Defence Emergency Management (CDEM) Group (CEDEM Group) of the current risk relating to the planned decommissioning of the Āwhina welfare registration and needs assessment system by the National Emergency Management Agency (NEMA), as well as the planned approach and resource implications for addressing this issue.

Te tāhū kōrero

Background

2. In 2019 various CDEM Groups around the country worked with NEMA to develop a nationally consistent Welfare Registration and Needs Assessment platform. The platform, called Āwhina, provides a nationally consistent, secure, in-field data collection platform for the Welfare function to collect data via pre-formatted surveys and securely share them with partners.
3. In 2020, during the Covid pandemic, the platform was brought into service and all CDEM Groups were encouraged to use it. However, since the introduction into service occurred part way through the pandemic – when Groups had already started using their own platforms – not all Groups decided to use the platform. Wellington CDEM Group was one of the Groups that decided to use it and trained its staff accordingly.
4. While the Āwhina Welfare Registration and Needs Assessment platform was functional and available for territorial authorities to use during the pandemic and other emergency events subsequently, some concerns existed around its user-friendliness. In particular, the fact that the system needed to be activated by NEMA staff for training use and emergencies, and required NEMA staff to make any changes to survey questions, made the platform somewhat challenging.
5. However, it did provide a secure, nationally consistent tool that met privacy requirements for data collection and sharing
6. The Welfare Coordination Group planned for its use, including onboarding users and training, if it should be required for the Acute Water Shortage situation in the summer of 2023/24

7. However, on 9 August 2024, NEMA informed Groups that it would be decommissioning the platform as an end-of-life system without the funding or resources to upgrade or maintain it
8. NEMA has indicated it plans to develop a national platform in the future, but this will take several years

Te tātaritanga Analysis

9. NEMA has identified Wellington Region Emergency Management Office (WREMO) as the last remaining user of the Āwhina system (other Groups have decided to move away from the system for the reasons outlined above) and has offered to work with Eagle Technology to integrate the system with WREMO's ArcGIS Online platform if that is the direction chosen.
10. WREMO is currently undertaking an options analysis of the various platforms that are potentially available, including those being used by other CDEM Groups, and an estimate of the work that is required to adopt it.
11. A regional solution is likely to use existing Microsoft and/or ESRI geospatial platforms, both of which are widely used by councils and agencies.
12. WREMO will need to re-prioritise internal resources to update Privacy Impact Assessments and establish necessary data-sharing agreements with councils and relevant agencies.
13. The Coordinating Executive Group Chair also intends to send a letter to the Chief Executive of NEMA expressing concern about Āwhina being decommissioned and the transfer of a central government function to local government.

Ngā hua ahumoni Financial implications

14. True financial costs will depend on the solution agreed on by councils. These costs may include development, penetration testing, licensing, ongoing maintenance, support services, etc.
15. Successful implementation will require additional time from WREMO and council staff for implementation and training.

Ngā Take e hāngai ana te iwi Māori Implications for Māori

16. Data Sovereignty: Māori have specific rights and interests in how their data is collected, stored, and used. WREMO and councils will need to engage with Māori communities and iwi to ensure that data-sharing agreements align with principles of Māori data sovereignty.
17. Equity of Access: It is essential to ensure that the welfare registration and needs assessment system is accessible to all Māori, including those in remote or rural

areas. This may involve tailored support or alternative methods of access to ensure that Māori communities are not disadvantaged.

Te whakatūtakitaki

Engagement

18. Given the moderate significance of this work, targeted engagement has taken place with stakeholders, including WREMO staff, agency partners, the Local Government Emergency Management Collective and the Coordinating Executive Group.

Ngā tūāoma e whai ake nei

Next steps

19. The Regional Manager will provide and speak to a presentation ([Attachment 1](#)) at the Committee's meeting on 3 September 2024.

Ngā āpitihanga

Attachment

Number	Title
1	Āwhina Welfare Registration and Needs Assessment System presentation

Ngā kaiwaitohu

Signatories

Writer	Jennifer Rizzi – Kaitaki-a-tīma Team Leader – Business and Development, WREMO
Approver	Jeremy Holmes – Kaiwhakahaere ā Rohe Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Addressing the risks related to the Āwhina Welfare Needs Assessment System supports the Committee's mandate to identify and assess hazards and risks and ensure the region has the region's ability to respond and recovery effectively and efficiently to emergencies.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known implications for Council's strategies, policies or plans at this stage.
<i>Internal consultation</i> Members of both the Local Government Emergency Management Collective and Coordinating Executive Group were engaged in the development of the planned approach.
<i>Risks and impacts - legal / health and safety etc.</i> While there is no significant legal or health and safety risk, if central government and public expectations regarding emergency management are not met in the future, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.

Attachment 1 to Report 24.468

Current Risk: Āwhina Welfare Registration and Needs Assessment System

Current Risk: Āwhina Welfare Registration & Needs Assessment System

- Āwhina provides a nationally consistent, secure, in-field data collection platform for Welfare to collect data via pre-formatted surveys and securely share them with partners.
- On 9 August NEMA confirmed their decision to decommission Āwhina as an end-of-life system without the resources or funding to upgrade and maintain it. NEMA has confirmed they will work with WREMO to ensure a regional alternative is in place before decommissioning.
- While NEMA intends to provide a national platform in the future this will be some years away, and WREMO is now working to identify alternative means of providing multi-agency access to a regionally consistent welfare needs assessment platform.
- A regional solution is almost certain to utilise either existing Microsoft and/or ESRI geospatial platforms, both widely used by councils and agencies.
- End-user interfaces and user experience will be largely unchanged.
- WREMO will need to re-prioritise internal resources to revise Privacy Impact Assessments and establish required data sharing agreements with councils and relevant agencies.

Attachment 1 to Report 24.468

Questions?

Civil Defence Emergency Management Group
3 September 2024
Report 24.467



For Information

HAWKE'S BAY AFTER ACTION REVIEW – PLANNING UPDATE

Te take mō te pūrongo

Purpose

1. To update the Wellington Region Civil Defence Emergency Management (CDEM) Group (CDEM Group) of the Hawke's Bay After Action Review (AAR) findings.

Te tāhū kōrero

Background

2. Earlier this year the findings of the Hawke's Bay CDEM Group review of their response to Cyclone Gabrielle were assessed against the Wellington Region's current emergency management arrangements. The assessment was carried out to identify relevant lessons for the Wellington Region and any recommended improvements that could be taken to address those lessons.
3. While differences in our regional arrangements were identified, which would likely have brought about a different result than in Hawke's Bay, the assessment identified that an event of that scale would still likely overwhelm the Wellington CDEM Group and put significant pressure on community capability and capacity. In fact, many of the findings in the Hawke's Bay review were consistent with the findings of our own review of the Wairarapa's response to Cyclone Gabrielle in 2023.
4. Given the number of recommendations identified in the Hawke's Bay AAR (106 – many of which were already being addressed by the Wellington CDEM Group), five overarching recommendations relevant to the region were developed to address specific areas of risk. These were identified and prioritised based on the high level of exposure the region has to flooding (200,000 people live in flood prone areas in the region). They focused on readiness and response as risk reduction was not in the scope of the review.
5. The recommendations were:
 - a Be realistic about the likely levels of service and support that the community can expect to receive and where it is likely to come from.
 - b Establish a Wellington Region Flood Forecasting and Warning Working Group made up of MetService, Greater Wellington Regional Council (Greater Wellington), Wellington Water, Wellington Regional Emergency Management Office (WREMO) and all territorial authorities to review our existing flood

- forecasting capability and capacity and develop a fully integrated, resilient, fit for purpose flood forecasting and warning system.
- c Continue to promote a precautionary approach within the region centred around planning for the “Most Likely” and “Most Dangerous” scenarios.
 - d Enhance the region’s emergency management workforce by creating a more professionalized cohort of Coordinated Incident Management System (CIMS) function managers across the region.
 - e Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process.
6. In the last quarter of the 2023/24 financial year the above recommendations were submitted to Coordinating Executive Group (CEG) for approval. The recommendations were approved in principle, pending more information on implementation.

Te tātaritanga

Analysis

7. On 16 August 2024 the requested additional information was provided to CEG for each of the five recommendations:
- a Be realistic about the likely levels of service and support that the community can expect to receive and where it is likely to come from.
 - i A national program of work being considered by National Emergency Management Agency (NEMA) and Department of the Prime Minister and Cabinet (DPMC) (nationally consistent model and messaging).
 - b Establish a Wellington Region Flood Forecasting and Warning Working Group to review our existing flood forecasting capability and capacity and develop a fully integrated, resilient, fit for purpose flood forecasting and warning system.
 - i Monthly meetings are occurring between WREMO and Greater Wellington Floods (Greater Wellington Floods Risk Management Program, and regional Common Operating Picture project) with other partner inputs (e.g. the 3 August 2024 Flood Rescue Tabletop Exercise).
 - c Continue to promote a precautionary approach within the region centred around planning for the “Most Likely” and “Most Dangerous” scenarios.
 - i LTP funded Regional Incident Management Team (IMT) positions for Intelligence and Planning SMEs (2 FTE) will work to ensure plans are operationally effective, with regionally consistent triggers and actions.
 - ii Training opportunities will be run in the meantime.
 - d Enhance the region’s emergency management workforce by creating a more professionalised cohort of CIMS function managers across the region.
 - i Development opportunities will be provided for function managers, informed by a survey of training development requirements.

- ii Councils will provide at least two function managers per CIMS function going forward.
- iii A pre-exercise workshop will be run for the region's 7 November 2024 regional exercise, and monthly activities will be run from the New Year.
- e Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process.
 - i LTP funding for eight new IMT SMEs (Team Leader / Response Manager, Intelligence, Operations, Planning, Logistics, PIM, Tākaihere, GIS) has been approved.
 - ii Recruitment is expected to start within the next three months (TBC).

Ngā hua ahumoni

Financial implications

- 8. The cumulative financial impact on councils includes investments in technology, infrastructure, staffing, training, and ongoing operations to meet the demands of these initiatives.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

- 9. The impacts on Māori from the reviewed response to Cyclone Gabrielle highlights the importance of culturally inclusive and responsive emergency management practices. By integrating Māori perspectives into planning, training, and communication strategies, the Wellington region can better support Māori communities in building resilience and ensuring their safety in future emergencies.

Ngā tūāoma e whai ake nei

Next steps

- 10. The Regional Manager will provide and speak to a presentation ([Attachment 1](#)) at the Committee's meeting on 3 September 2024.

Ngā āpitihanga

Attachment

Number	Title
1	Hawke's Bay After Action Review – Planning Update presentation

Ngā kaiwaitohu

Signatories

Writer	Jennifer Rizzi – Kaitaki-a-tima Team Leader – Business and Development, WREMO.
Approver	Jeremy Holmes – Kaiwhakahaere ā Rohe Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Addressing the risks related to severe weather events such as flooding directly supports the Committee's mandate to identify and assess hazards and associated risks, and will enhance the region's ability to respond and recover effectively and efficiently to emergencies.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known implications for Council's strategies, policies or plans at this stage.
<i>Internal consultation</i> Members of both the Local Government Emergency Management Collective and Coordinating Executive Group were engaged in and supported the proposed approach.
<i>Risks and impacts - legal / health and safety etc.</i> While there is no significant legal or health and safety risk, if central government and public expectations regarding emergency management are not met in the future, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.

Hawke's Bay After Action Review – Planning Update

In Place/Low Risk	Underway or Planned/Constrained Capacity/Immature	High Risk	Unclear
7/106	71/106	8/106	20/106

Group Recommendations*

1. **Be realistic about the likely levels of service and support that the community can expect to receive and where it is likely to come from.**
2. **Establish a Wellington Region Flood Forecasting and Warning Working Group** to review our existing flood forecasting capability and capacity and develop a fully integrated, resilient, fit for purpose flood forecasting and warning system.
3. **Continue to promote a precautionary approach within the region centred around planning for the “Most Likely” and “Most Dangerous” scenarios.**
4. **Enhance the region’s emergency management workforce by creating a more professionalized cohort of CIMS function managers across the region.**
5. **Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process.**

* Previously approved by CEG in principle (more information required).

Group Recommendations**

- 1. Be realistic about the likely levels of service and support that the community can expect to receive and where it is likely to come from.**
 - National program of work being considered by NEMA and DPMC (nationally consistent model and messaging).
- 2. Establish a Wellington Region Flood Forecasting and Warning Working Group** to review our existing flood forecasting capability and capacity and develop a fully integrated, resilient, fit for purpose flood forecasting and warning system.
 - Monthly meetings between WREMO and GW Floods (GW Floods Risk Management Program, regional Common Operating Picture project) and other partner inputs (eg 3 Aug Flood Rescue Tabletop Exercise).
- 3. Continue to promote a precautionary approach within the region centred around planning for the “Most Likely” and “Most Dangerous” scenarios.**
 - LTP funded Regional IMT positions for Intelligence and Planning SMEs (2 FTE) will work to ensure plans are operationally effective, with regionally consistent triggers and actions.
 - Training opportunities in the meantime.

** 16 Aug CEG provided with more information.

Group Recommendations**

4. **Enhance the region's emergency management workforce by creating a more professionalized cohort of CIMS function managers across the region.**
 - Development opportunities for function managers, informed by survey of training development requirements.
 - Councils to provide at least two function managers per CIMS function going forward.
 - Pre-exercise workshop for 7 Nov regional exercise, and monthly activity from the New Year.
5. **Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process.**
 - LTP funding for eight new IMT SMEs (Team Leader / Response Manager, Intelligence, Operations, Planning, Logistics, PIM, Tākaihere, GIS).
 - Recruitment expected to start within the next three months (TBC).

** 16 Aug CEG provided with more information.

Attachment 1 to Report 24.467

Questions?

Civil Defence Emergency Management Group
3 September 2024
Report 24.466



For Information

NORTH ISLAND SEVERE WEATHER EVENTS: GOVERNMENT INQUIRY UPDATE

Te take mō te pūrongo

Purpose

1. To inform the Civil Defence Emergency management (CDEM) Group (CDEM Group) of the work that has been done on the North Island Severe Weather Event (NISWE) Government inquiry findings since the release of the report in April 2024.

Te tāhū kōrero

Background

2. In April 2024 the Department of Prime Minister and Cabinet (DPMC) released the findings of the Government Inquiry into last year's NISWE, covering the Auckland Anniversary Floods, Cyclone Hale and Cyclone Gabrielle.
3. In May, DPMC established a project team to identify potential solutions to the various recommendations that were made in the report. The timeline for the work was as follows:
 - a May: Project team creation
 - b June: Exploratory research
 - c July: Key issue deep dives
 - d August: Testing and refinement
 - e September: Report writing and Cabinet consideration
 - f October: Public release

Te horopaki

Context

4. In June, the Emergency Management Special Interest Group (EM SIG) - comprising of the country's CDEM Group Managers - made a submission to DPMC on the subject and a number of Group Subject matter Experts (SMEs) were invited to take part in a series of DPMC-run sprints on specific subjects. The subjects were:
 - a How do we enable individuals and communities to be self-reliant and how do we enable community organisations and businesses to participate at all levels?

- b How might we deliver flexible and responsive funding for emergency management?
 - c How might we clarify roles and responsibilities for different groups?
 - d Is the model, based on local leadership fit for purpose?
 - e Is the 'lead agency' ' support agency' model fit for purpose?
 - f What is the role of the National Emergency Management Agency (NEMA) across the 4Rs (reduction, readiness, response and recovery) and is it fit for purpose?
5. In July, the findings from the sprints were socialised with members of the EM SIG, selected council Chief Executives and Mayors, sprint participants and iwi Chairs. The key findings were:
- a Implement whole of society emergency management (including recognise and enable the significant contribution of iwi Māori in Emergency Management).
 - b Support and enable local government to deliver a consistent standard of Emergency Management across New Zealand.
 - c Build the professionalism of the Emergency Management workforce.
 - d Enable a system that works together.
 - e Drive a strategic focus on implementation and investment to ensure delivery.
6. In September 2025 the findings and recommendations are being written up for submission to Cabinet in late September/early October.
7. In October 2025 the Government's response to the Government Inquiry findings are due to be publicly released.

Ngā hua ahumoni Financial implications

8. At this stage the financial implications of this work are not known as they are awaiting consideration by Cabinet. However, it is expected that the findings will likely include some level of further investment in emergency management by central government.

Ngā Take e hāngai ana te iwi Māori Implications for Māori

9. At this stage the implications for Māori are not known as we are awaiting consideration by Cabinet. However, it is expected that the findings will likely include more recognition of and investment in the capabilities that Māori bring to emergency management.

**Te whakatūtakitak
Engagement**

10. DPMC has carried out some targeted engagement with stakeholders to inform their thinking in this area. Since the work has been run by DPMC, members of the Wellington CDEM Group have had only limited opportunities to engage to date. A wider level of engagement is expected to occur once Cabinet has considered and approved the recommendations of the DPMC project team.

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

11. The Regional Manager will provide and speak to a presentation ([Attachment 1](#)) at the Committee’s meeting on 3 September 2024.

**Ngā āpitihanga
Attachment**

Number	Title
1	North Island Severe Weather Events: Government Inquiry Update presentation

**Ngā kaiwaitohu
Signatories**

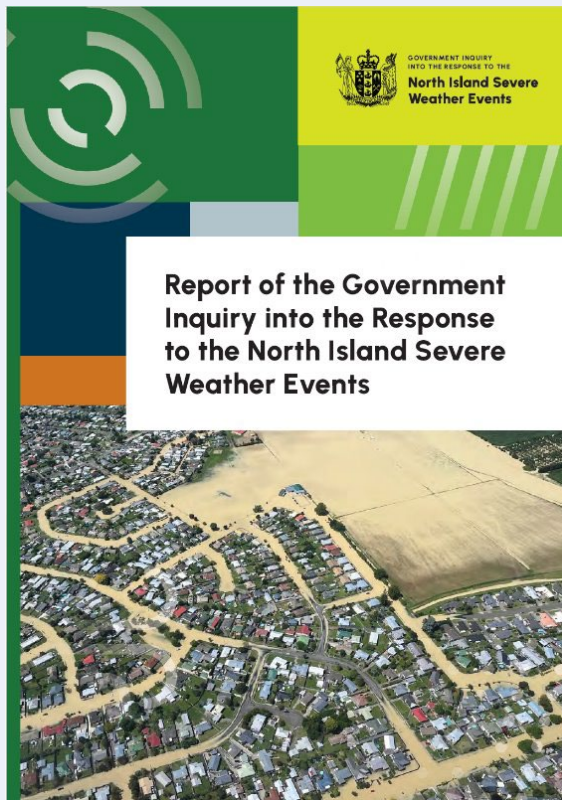
Writer	Jennifer Rizzi – Kaitaki-a-tima Team Leader – Business and Development, WREMO.
Approver	Jeremy Holmes – Kaiwhakahaere ā Rohe Regional Manager, Wellington CDEM Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council’s roles or with Committee’s terms of reference</i></p> <p>The Joint Committee is required to identify and assess hazards and associated risks and ensure an effective and efficient region-wide ability to respond to and recover from emergencies. Contributing to this work by DPMC helps build the national, regional and local response and recovery capability to respond to the sorts of events considered in the NISWE Government Inquiry.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>There are no known implications for Council’s strategies, policies or plans at this stage.</p>
<p><i>Internal consultation</i></p> <p>Members of both the Local Government Emergency Management Collective and Coordinating Executive Group have been informed of the work carried out by DPMC and are supportive of the work that has been done to date.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>While there is no significant legal or health and safety risk, if central government and public expectations regarding emergency management are not met in the future, not only will communities be adversely impacted, but there will likely be a loss of public trust and confidence in local government.</p>

Attachment 1 to Report 24.466

Government Inquiry Update

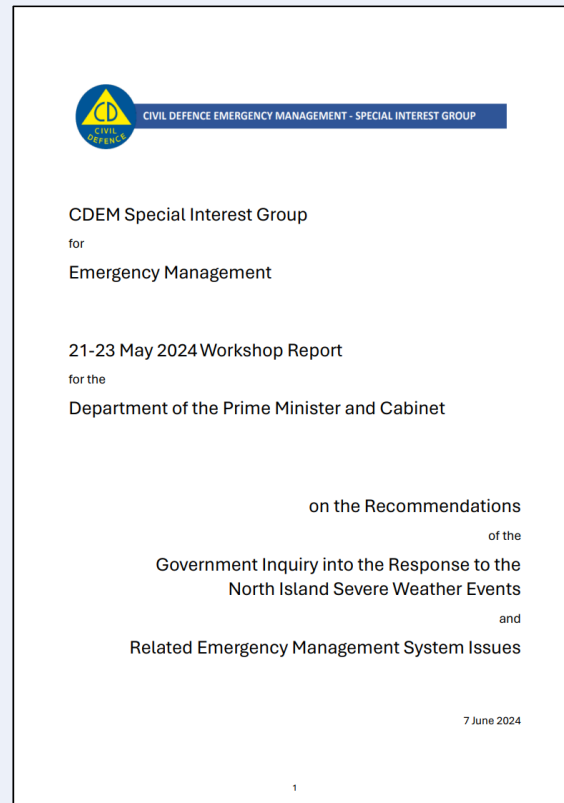
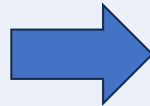
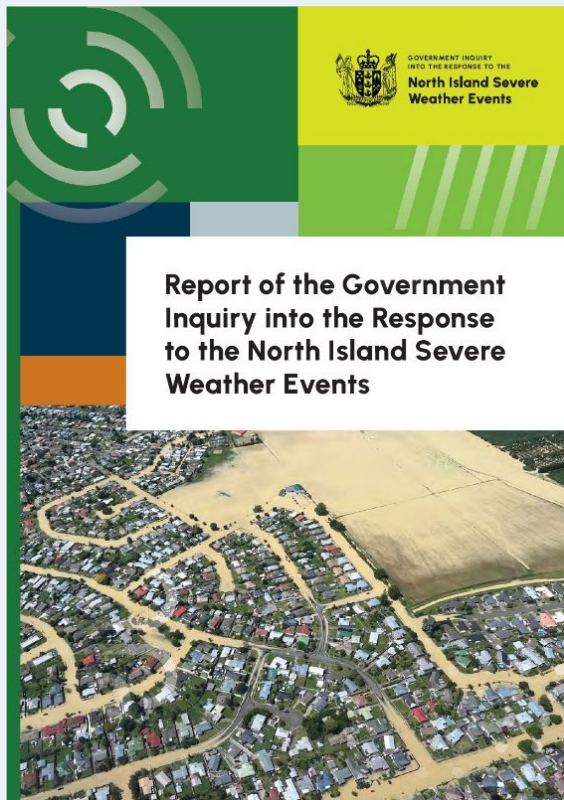
DPMC Response



Project Timeline

- May: Project team creation
- Jun: Exploratory research
- Jul: Key issue deep dives
- Aug: Testing and refinement
- Sep: Report writing and Cabinet consideration
- Oct: Public release

EM SIG Response



DPMC SME Sprints

1	How do we enable individuals and communities to be self-reliant and how do we enable community organisations and businesses to participate at all levels?	1-2 July
2a*	How might we deliver flexible and responsive funding for emergency management?	3 July
3	How might we clarify roles and responsibilities for different groups?	8-9 July
4	Is the model, based on local leadership fit for purpose?	10-11 July
5	Is the 'lead agency' ' support agency' model fit for purpose?	15-16 July
6	What is the role of NEMA across the 4Rs and is it fit for purpose?	17-18 July

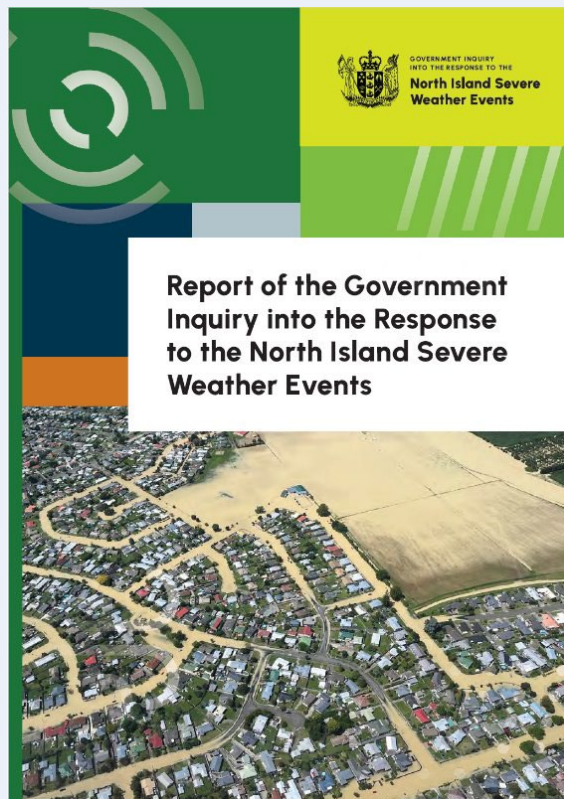
Testing of Initial Findings & TRIZ

- 13 Aug: EM SIG Members
- 14 Aug: Selected council CEs, Mayors and Chairs
- 16 Aug: Sprint participants
- 19 Aug: Iwi Chairs

Draft programme of changes:

- Implement whole of society emergency management (including recognise and enable the significant contribution of iwi Māori in EM)
- Support and enable local government to deliver a consistent standard of EM across NZ
- Build the professionalism of the EM workforce
- Enable a system that works together
- Drive a strategic focus on implementation and investment to ensure delivery

DPMC Response



Project Timeline

- May: Project team creation
- Jun: Exploratory research
- Jul: Key issue deep dives
- Aug: Testing and refinement
- **Sep: Report writing and Cabinet consideration**
- Oct: Public release

Attachment 1 to Report 24.466

Questions?

Civil Defence Emergency Management Group
3 September 2024
Report 24.464



For Decision

WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – SEPTEMBER 2024

Te take mō te pūrongo

Purpose

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

He tūtohu

Recommendations

That the Joint Committee:

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

Te horopaki

Context

2. Sections 26 and 29 of the CDEM Act 2002 require a CDEM Group to appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the:
 - a Group Controller for its area; and
 - b Group Recovery Manager for its area.
3. The CDEM Group is also required to appoint, either by name or by reference to the holder of an office, at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller and the Group Recovery Manager respectively if there is a vacancy in office or an absence from duty for any reason.
4. Sections 27 and 30 of the CDEM Act 2002 also states that a CDEM Group may appoint one or more persons to be:
 - a A Local Controller; and
 - b A Local Recovery Manager.

Te tātaritanga

Analysis

5. The following key is used in the table below:
 - **Bold** – New appointee
 - ~~Strikethrough~~ – Removed appointee
 - Standard – Current appointee

Controllers:

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

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) Moana Mackey (alternate) Hannah Brackley (alternate)

	Paul McCorry (alternate) Chris Matthews (alternate)
Porirua City Council	Sam Bishop (Primary) Olivia Dovey (alternate) Leonie McPhail (alternate) Glenn Quintal (alternate) Mike Mendonca (alternate)
Kāpiti Coast District Council	James Jefferson (Primary) Nienke Itjeshorst (alternate) Steve Cody (alternate) Paul Busing (alternate) Scott Dray (supplementary) Roderick Hickling (alternate) Steve Millar (alternate)
Hutt City Council	Barry Vryenhoek (Primary) Lester Piggott (alternate) Matthew Boggs (alternate) Craig Cottrill (alternate) Jon Kingsbury (alternate) Anthony Robinson (alternate)
Upper Hutt City Council	Geoff Swainson (Primary) Craig Cottrill (alternate) Liesel Jahnke (alternate) Steve Taylor (alternate) Debra Nicholas (alternate) Gunter Wild (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	Simon Taylor – MDC (Primary Controller) Ian Osland – MDC (alternate) Jonathan Hooker – MDC (alternate) Solitaire Robinson – CDC (Alternate) Matt Vins – SWDC (alternate) Murray Jonston (Alternate) Paul Gardner – SWDC (Alternate)

Recovery Managers:

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

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	Paul Andrews (Primary)
Porirua City Council	Olivia Dovey (Primary)
Kāpiti Coast District Council	Kris Pervan (Recovery Manager) Angela Bell (alternate) Gina Anderson-Lister (alternate) Nicole Davey (alternate) Brigid Jenkins (alternate)
Hutt City Council	Andrea Bradshaw (Recovery Manager) Jarred Griffiths (alternate) Alison Geddes (alternate)
Upper Hutt City Council	Liezel Jahnke (Recovery Manager) Geoff Swainson (alternate)
Combined areas of the district councils in the Wairarapa	Johannes Ferreira (Carterton) Nigel Carter (South Wairarapa) Ben Jessep (Masterton)

Non-statutory appointments:

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

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

Ngā hua ahumoni**Financial implications**

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

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

10. There are no implications for Māori.

Ngā tikanga whakatau
Decision-making process

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

Te hiranga
Significance

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

Te whakatūtakitaki
Engagement

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

Ngā kaiwaitohu
Signatories

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

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

Civil Defence Emergency Management Group
3 September 2024
Report 24.440



For Decision

ADOPTION OF THE 2025 MEETING SCHEDULE

Te take mō te pūrongo

Purpose

1. To advise the Wellington Region Civil Defence Emergency Management (CDEM) Group of the proposed meeting schedule for the 2025 calendar year.

He tūtohu

Recommendations

That the Joint Committee:

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

Te tāhū kōrero

Background

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

Te tātaritanga

Analysis

4. Staff are proposing four meetings for 2025, consistent with long-standing practice. These will be held quarterly, as follows:
 - a 18 March
 - b 24 June
 - c 16 September
 - d 2 December.
5. More meetings may be scheduled if and when required. This will be done in consultation with the CDEM Group Chair and the Regional Manager, Wellington Region Emergency Management Office (WREMO).
6. Meetings held on the same day as the WRLC will be held at Hutt City Council.
7. The democracy and governance teams at each council have been informed of the above meeting dates to avoid scheduling conflicts.

Ngā hua ahumoni

Financial implications

8. There are no financial implications arising from this report. All costs associated with the meetings have been budgeted for.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

9. There are no implications for Māori arising from this report. However, the CDEM Group has two mana whenua advisors appointed to it. Adopting the meeting schedule will provide them with certainty of meeting dates and therefore facilitate their participation and involvement at Group meetings.

Ngā tikanga whakatau

Decision-making process

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

Te hiranga

Significance

11. Officers considered the significance (as defined in Part 6 of the Local Government Act 2002) of the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that the matters outlined in this report are of low significance because of their administrative nature.

Te whakatūtakitaki

Engagement

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

Ngā tūāoma e whai ake nei

Next steps

13. Greater Wellington will send meeting invites to CDEM Group members and relevant key staff and stakeholders.
14. Meetings will also be publicly notified in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

Ngā kaiwaitohu

Signatories

Writer	Lucas Stevenson – Kaitohutohu Ratonga Manapori Democratic Services Advisor
Approvers	Elizabeth Woolcott – Kaiwhakahaere Matua Ratonga Manapori Manager, Democratic Services Francis Ryan – Kaiwhakahaere Mana Urungi, Manapori Head of Governance and Democracy Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The CDEM Group's Terms of Reference state that meetings must be held twice per year, or as agreed to.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> The schedule will enable the CDEM Group to consider reports and issues relevant to its areas of responsibilities, at periodic intervals.
<i>Internal consultation</i> Staff from WREMO and the WRLC Secretariat were consulted in preparing the schedule.
<i>Risks and impacts - legal / health and safety etc.</i> Not adopting the schedule will have an impact on the nine councils' individual meeting schedules, as it will require finding alternative dates to suit all councils.