

If calling, please ask for Democratic Services

Civil Defence Emergency Management Group

Tuesday 4 June 2024, 11.00am

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

Quorum: five local authority members

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 Committee

Tuesday 4 June 2024, 11.00am

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 19 March 2024	24.140	10
5.	Introduction of Director of Emergency Management – National Emergency Management Agency		
6.	Government Inquiry Update and Engagement Timeline	24.291	13
7.	Hawke’s Bay Review and How this Applies to the Wellington Region	24.292	44
8.	Personal Liability Insurance for Statutory Appointments	24.293	57
9.	Civil Defence Emergency Management Group Appointments – June 2024	24.285	65

4

Please note these minutes remain unconfirmed until the Wellington Region Civil Defence Emergency Management Group meeting on 4 June 2024.

Report 24.140

Public minutes of the Wellington Region Civil Defence Emergency Management Group meeting on Tuesday 19 March 2024

Council Chamber, Hutt City Council

30 Laings Road, Lower Hutt at 11.00am.

Members Present

Council Chair Ponter (Presiding Member)	Greater Wellington Regional Council
Mayor Baker	Porirua City Council
Mayor Caffell	Masterton District Council
Mayor Guppy	Upper Hutt City Council
Mayor Holborow	Kāpiti Coast District Council
Acting Mayor Sadler-Futter	South Wairarapa District Council

Callum Katene

Mayor Caffell and Acting Mayor Sadler-Futter participated at this meeting remotely via Microsoft Teams and counted for the purposes of quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

Callum Katene participated at this meeting remotely via Microsoft Teams.

Council Chair Ponter presided at the meeting in the absence of the Joint Committee Chair and Deputy Chair.

Karakia timatanga

The Presiding Member opened the meeting with a karakia timatanga.

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Holborow

That the Joint Committee accepts the apologies for absence from Mayors Whanau, Mark and Barry, 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 of 5 December 2024 - Report 23.655

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting of 5 December 2024 - Report 23.655.

The motion was **carried**.

5 Group Plan Development Timeline – Report 24.116

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Guppy / Mayor Holborow

That the Joint Committee notes the proposed Civil Defence Emergency Management Group plan timeline.

The motion was **carried**.

6 Continuous Improvement and Assurance Update title – Report 24.117

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, and Mark Duncan, WREMO, spoke to the report.

Moved: Mayor Holborow / Mayor Guppy

That the Joint Committee:

- 1 Notes the recommendations of the Office of the Auditor General's Report on Auckland Emergency Management:
 - a Governors and senior managers need regular and meaningful information about performance so they can direct and support improvements to the Council's emergency management function. They also need this information to know that the Council can respond effectively in an emergency.

- 2 Notes the work done by members of the Wellington Civil Defence Emergency Management Group to date.
- 3 Supports the intent to develop and implement a nationally aligned and regionally consistent Capability Assessment Tool to assess responsible agency and Group emergency management capability and capacity until a new national tool is developed.
- 4 Supports the intent to use the Australian Institute for Disaster Resilience's Risk Assessment Guidelines alongside the National Emergency Management Agency Directors Guidelines for CDEM Group Planning to inform the development of the region's Continuous Improvement and Assurance function and processes.
- 5 Notes the dependency on a Continuous Improvement & Assurance FTE being approved in the upcoming LTP process to deliver this work.

The motion was **carried**.

7 Civil Defence Emergency Management Group Appointments – Report 24.118

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report.

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee:

- 1 Approves the addition of the following statutory appointees:
 - a Gunter Wild as Alternate Local Controller for Upper Hutt City Council
 - b Mike Mendonca as Alternate Local Controller for Porirua City Council
- 2 Approves the removal of the following statutory appointees:
 - a Jerry Wrenn as Alternate Local Controller for Porirua City Council
 - b Steven May as Primary Local Controller for the combined Wairarapa councils.

The motion was **carried**.

Karakia whakamutunga

The Presiding Member closed the meeting with a karakia whakamutunga

The public meeting closed at 11.24am

T Whanau

Chair

Date:

For Information

GOVERNMENT INQUIRY UPDATE AND ENGAGEMENT TIMELINE

Te take mō te pūrongo

Purpose

1. To update the Civil Defence Emergency Management (CDEM) Group Joint Committee (the Committee) on the status of the government inquiry and the engagement timeline for this work.

Te horopaki

Context

2. The following timeline outlines the 16 CDEM Groups' response to the government inquiry:
 - a 8 May: Identify a single point of contact and consultant to help meet rapid timeline
 - b 13-17 May: Wellington Region Emergency Management Office (WREMO) to consult with Local Government Emergency Management Collective (LGEMC) to get an initial position
 - c 21-23 May: Group Managers to develop a consolidated position
 - d 27-31 May: Draft submission paper to be prepared by consultant
 - e 3-7 June: Draft submission paper to be reviewed, feedback provided, and final paper completed by consultant
 - f 10 June: Initial submission paper to be submitted to the Department of Prime Minister and Cabinet (DPMC)
 - g Post 10 June: Groups to be on standby to provide feedback to DPMC responses thereafter

Ngā tūāoma e whai ake nei

Next steps

3. The Regional Manager will speak to a presentation (**Attachment 1**) at the Committee's meeting on 4 June 2024.

**Ngā āpitihanga
Attachment**

Number	Title
1	Section: Government Inquiry Update and Engagement Timeline - CDEM Group Joint Committee Presentation – 4 June 2024

**Ngā kaiwaitohu
Signatories**

Writer	Jess Hare – Manager – Business and Development, WREMO.
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

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.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no known implications for Council's strategies, policies or plans at this stage.

Internal consultation

All members of the Coordinating Executive Group were engaged and support the proposed approach.

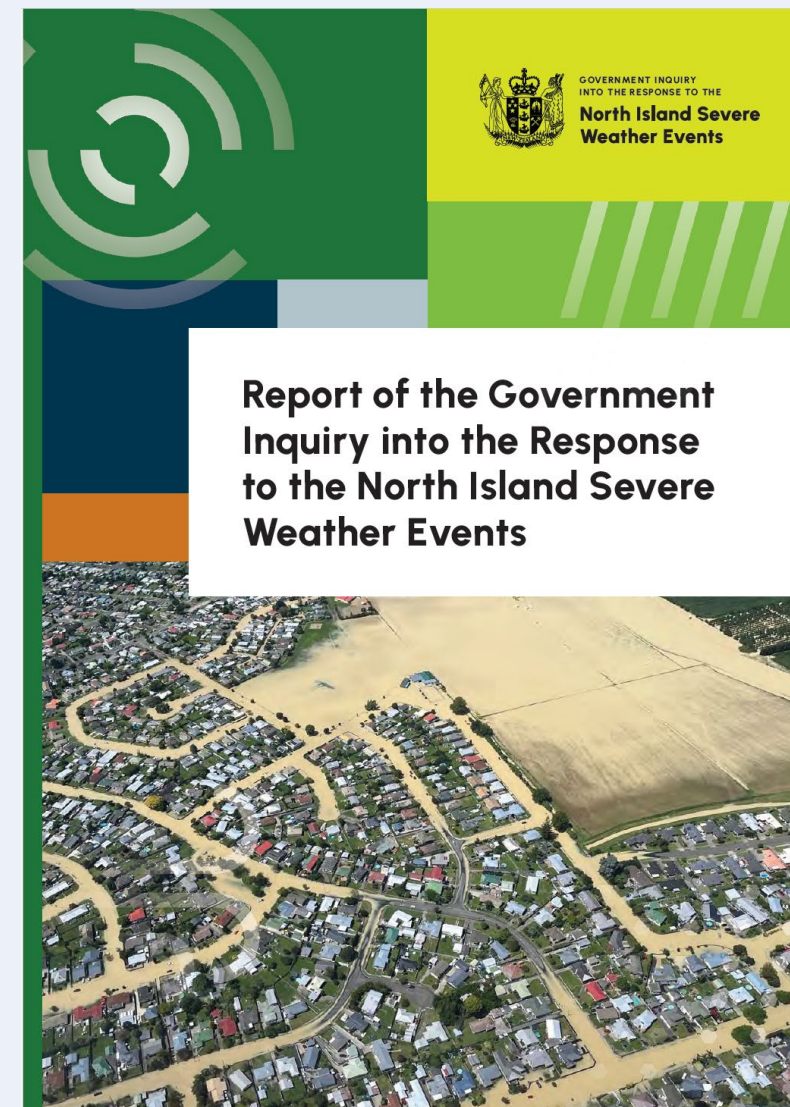
Risks and impacts - legal / health and safety etc.

While there is no significant legal or health and safety risk, 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.

Government Inquiry Update and Engagement Timeline

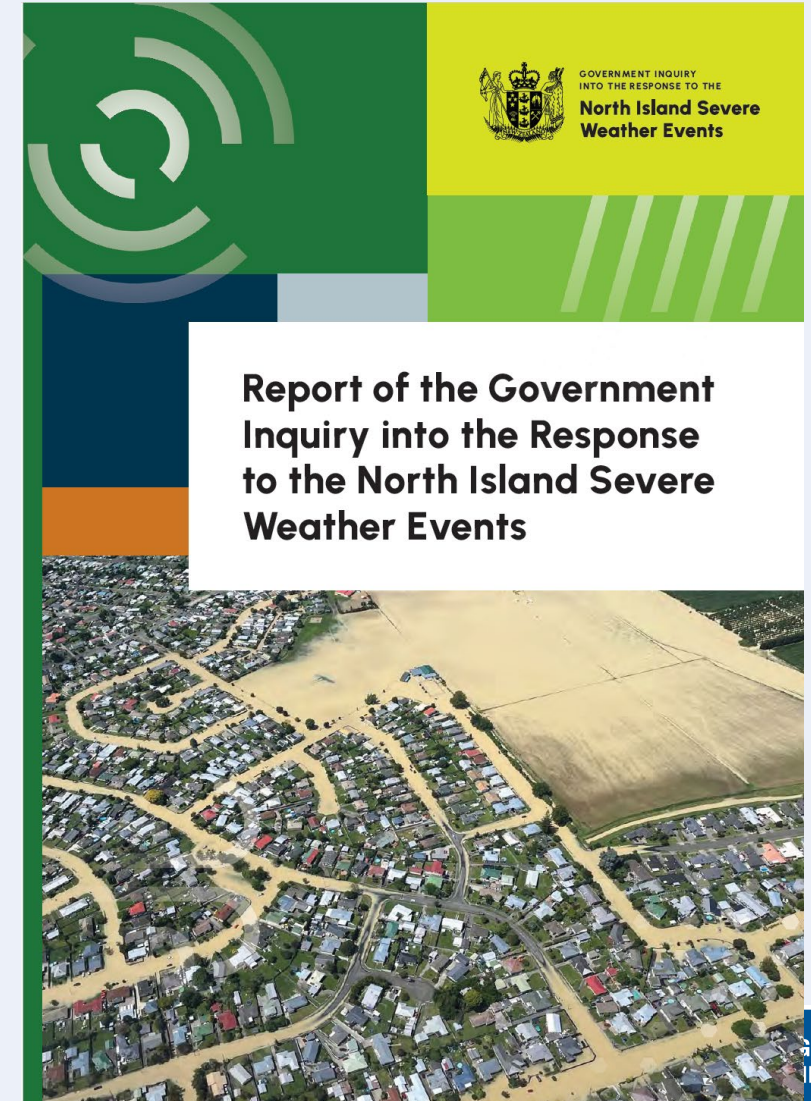
Background

- 23 Apr:
 - Government Inquiry Findings Released
- 29 Apr:
 - Group informed that DPMC was leading the response to the findings
 - Minister's Direction: "A need for speed":
 - 1st Cabinet Paper (Roadmap) – Early Jun
 - 2nd Cabinet Paper (Investment Options) – Late Sep / Early Oct
 - Intent – Start implementation in 2025
 - DPMC initially not very interested in Group engagement (?)
 - EM SIG encouraged DPMC to include CDEM Groups in their deliberations (verbal offer and letter)



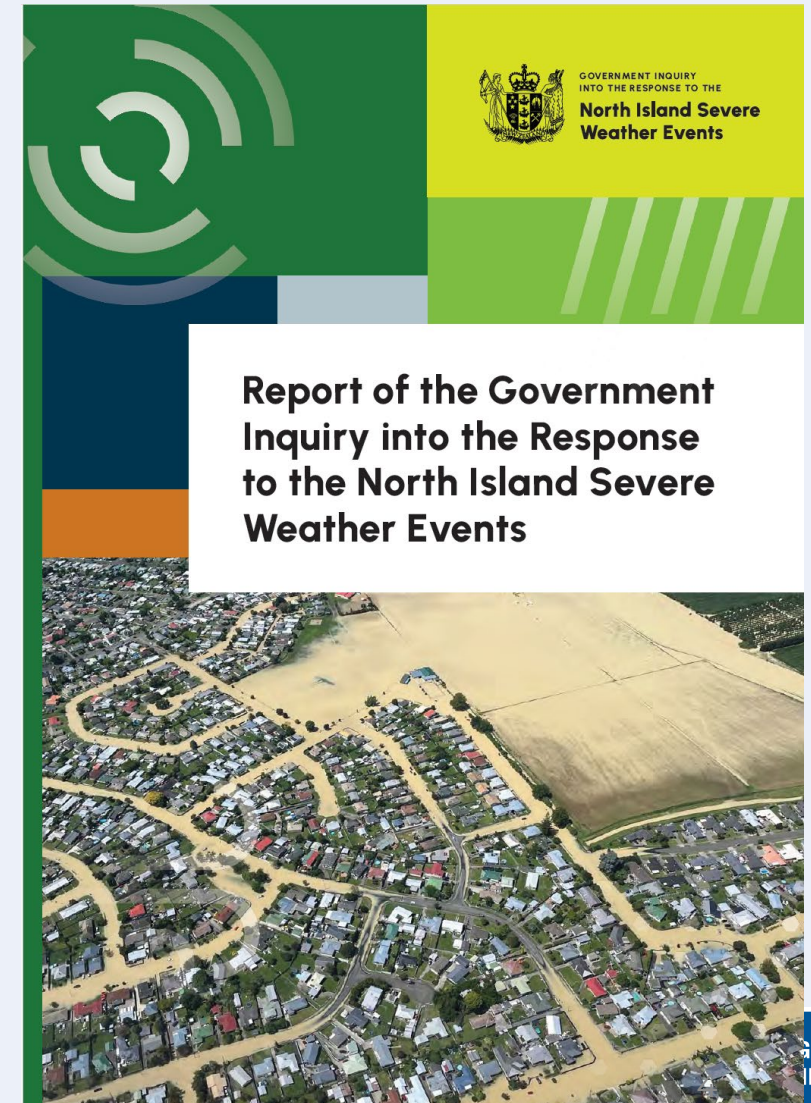
Government Inquiry Update

- 8 May:
 - DPMC Lead attended EMLG (Groups and NEMA)
 - Focus:
 - About changing the EM System, not individual parts.
 - Intent:
 - To look more broadly than just responding to cyclones.
 - To make the country's EM system fit for purpose for the range of risks it may face in the future, across all hazards.



Government Inquiry Update

- 8 May:
 - Small team working in DPMC
 - Reporting to a Steering Group
 - Reference Group being established
 - CDEM Groups can be involved if they can:
 - provide a single rep on Reference Group;
 - provide collective advice rather than individual submissions;
 - provide initial thoughts on findings and recommendations by 10 June; and
 - be prepared to provide further advice (deep dives) on various subjects thereafter.

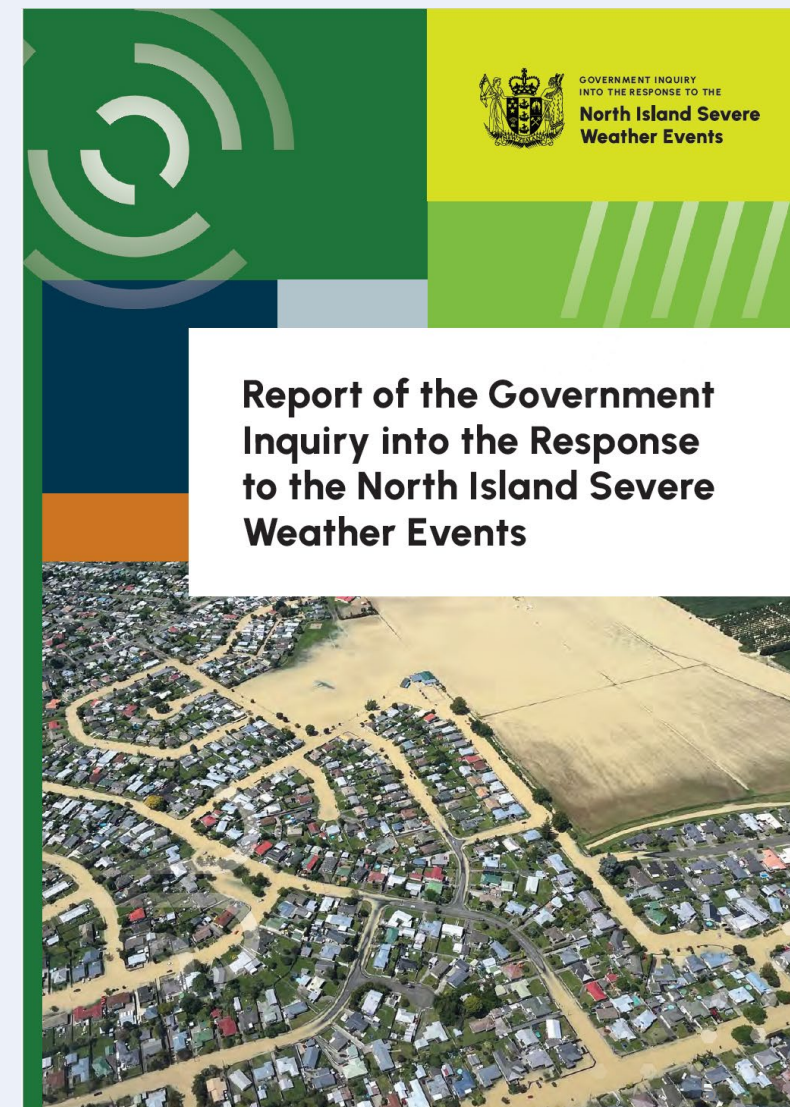


Government Inquiry Update

SIG Response:

- ✓ 8 May: Identify a single POC and consultant to help meet rapid timeline*
- ✓ 13-17 May: WREMO to consult with LGEMC to get an initial position
- ✓ 21-23 May: Group Managers to develop a consolidated position
- 27-31 May: Draft submission paper to be prepared by consultant
- 3-7 June: Draft submission paper to be reviewed, feedback provided, and final paper completed by consultant
- 10 June: Initial submission paper to be submitted
- Post 10 June: Groups to be on standby to provide feedback to DPMC responses thereafter

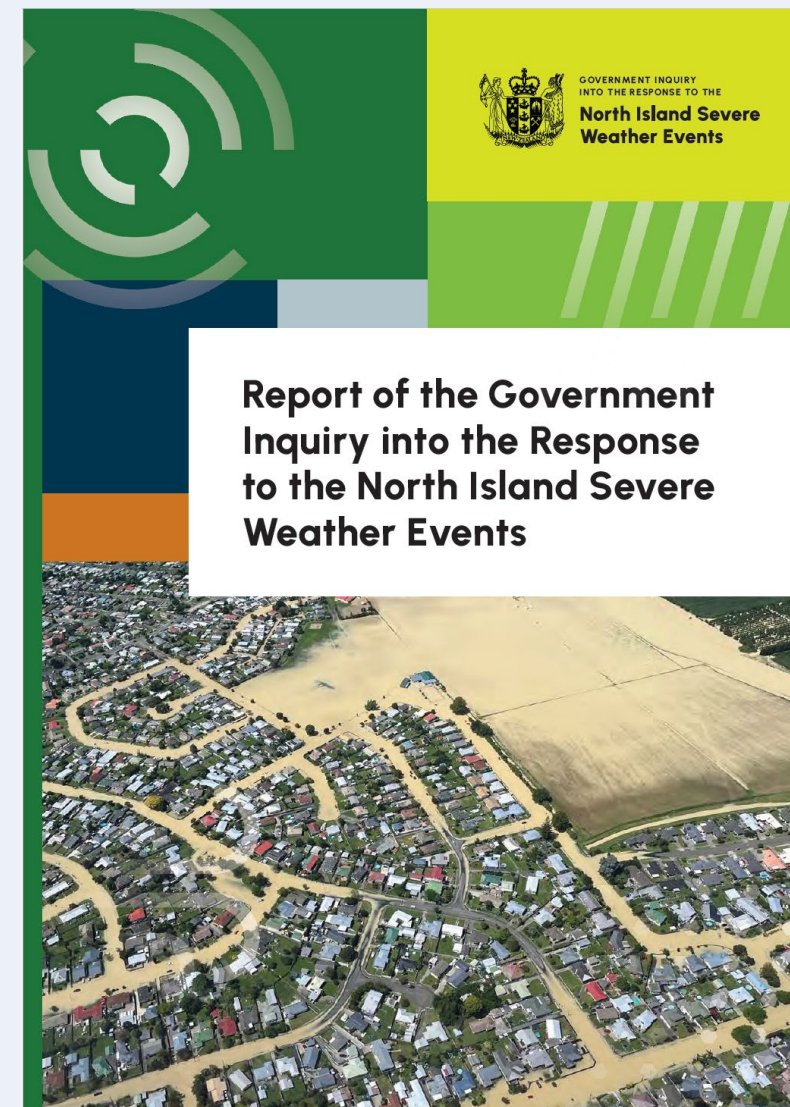
*Cost spread across 16 CDEM Groups



Government Inquiry Update

Initial Group Thinking:

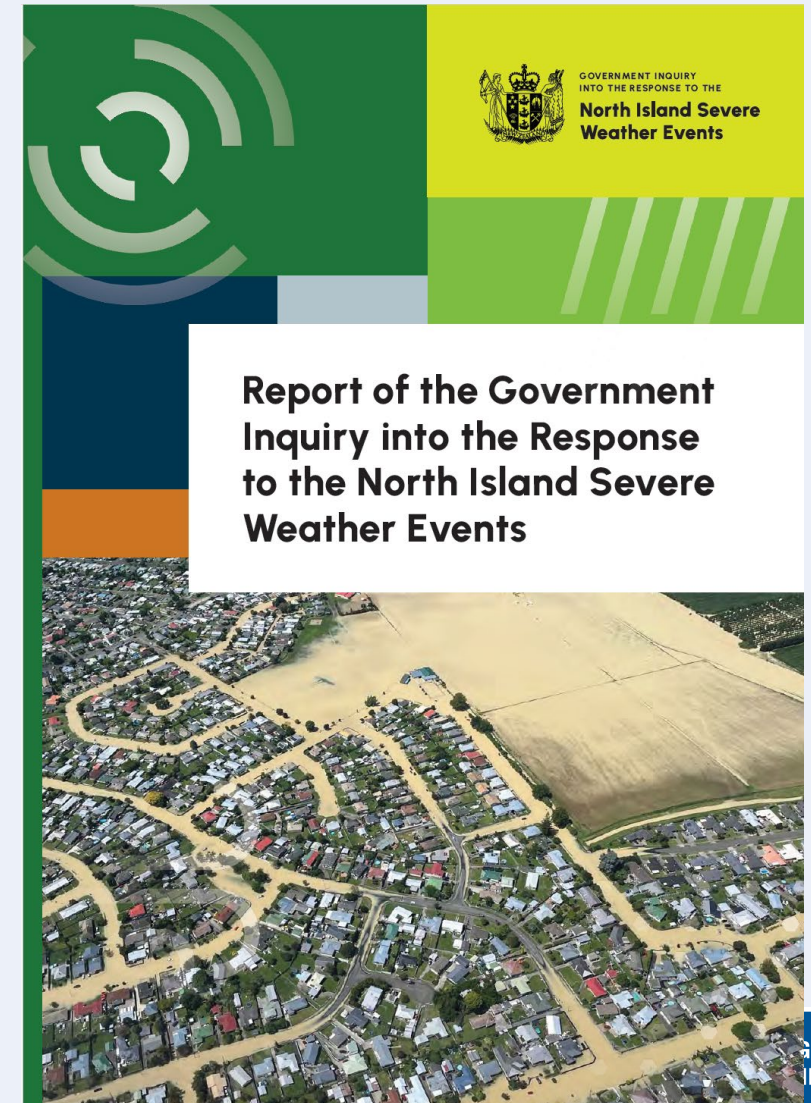
- **Supportive of desired endstate** (EM system that is fit for purpose for the range of risks it may face in the future, across all hazards)
- **Very concerned about the proposed approach** (rushed timeframe for consideration and feedback - to get best results we think there needs to be an authentic co-design process with sufficient time and information to make well-informed decisions)
- **Will be drawing these concerns to the attention of Governance** over coming weeks and expect them to make their views known to the Minister in due course
- That said, **if DPMC still wants to continue** with the identified approach and timeline, we think **the following items will deliver the best return on investment** for the system...
- (Respond to 14 Govt Inquiry Recommendations)



Government Inquiry Update

SIG Workshop Agenda (21-23 May):

- Initial thoughts on intended approach by DPMC
- Environmental scan – what we need to be prepared for
- What a fit for purpose EM system look like - high level (key principles, underlying assumptions, across the 4Rs, all levels)
- Thoughts on the 14 Government Inquiry Recommendations
- What is missing?
- How to engage Governance as a collective
- Next steps – ongoing engagement and resourcing



Government Inquiry into the Response to the NISWE – EM SIG Workshop Findings (Views of 16 CDEM Group Managers)

21-23 May 2024

Wellington

Initial Thoughts on Intended Approach by DPMC

- **Supportive of desired end state** (EM system that is fit for purpose for the range of risks it may face in the future, across all hazards)
- **Concerns about the proposed approach** (rushed timeframe for consideration of the problem and feedback - to get best results we think there needs to be an authentic co-design process with sufficient time to make well-informed decisions on important issues)
- **Agree with the need for speed** (given a major event could occur tomorrow, investment and capability/capacity building takes time, and change is urgently needed)
- **Willing to work with DPMC to meet agreed timelines**

Key Findings

- Agree with the findings of the Government Inquiry: “the current EM system is not fit for purpose”
- Also agree with the thinking of Albert Einstein that “insanity is doing the same thing over and over again and expecting different results”
- Overall, we think that the 2017 Ministerial (TAG) Review was a good document and, while the Government’s response in 2018 had some issues (only 72/81 recommendations were agreed to), overall, we think the findings were sound

Key Findings

- In 2019 NEMA was created with the expectation that it would manage the identified program of work
- Since then, only a small number of recommendations (4/72?) have been visibly implemented:
 - Creation of NEMA
 - Establish fly-in teams (EMAT)
 - Ensure a high standard of volunteer competence (NZRT accreditation process – only a small number of teams accredited so far)
 - Establish an integrated 24/7 operation for monitoring, alerting and warning of emergencies (MAR)

Key Findings

- What this shows is that investment was made at the top of the system with the expectation that it would change the system – this hasn't worked
- NEMA's growth from 50-150 staff over the last four years:
 - created a bottleneck for any work that was pushed down to Groups (no similar growth in the size of Group Offices or Councils to match)
 - recruited a whole of lot of people from outside the sector who lacked the required knowledge, skills and experience of the sector to be able to bring about the required change in the sector (and wider EM system) effectively
 - continued to have high levels of staff turnover (75% of NEMA staff have less than two years' experience)
 - performing roles of steward, operator and assurer (?)

Key Findings

- If transformational change is to be delivered, we think the following changes need to be made:
 - Design the **system from the bottom (community level) up**, not top down
 - Design it based on a **minimum level of EM service** per head of population, based on hazardscape and risk
 - **Invest in all four levels** (community, local, regional, national) concurrently, to bring into appropriate alignment
 - Invest through either a shared (Central and Local Government) **funding model** or a centralised (Central Government) funding model to ensure consistency of approach and inter-operability nationwide

Key Findings

- If transformational change is to be delivered, we think the following changes need to be made (cont'd):
 - Provide clear guidance on **roles and responsibilities** so everyone knows what is expected of them at each level (including community and elected officials)
 - Invest in an **assurance function** to understand what good looks like and what needs to be done to get there using a combination of carrots and sticks
 - NEMA employs **staff** who have a good knowledge of the sector and how to bring about change effectively (including through local government secondments, to help increase local government awareness of central government processes too)
 - Clarify the **roles of DPMC , NEMA and OGA across the 4Rs**, including who provides EM system and EM sector assurance

Future Models

- **Status Quo** (Local Government Delivery):
 - Not Fit for Purpose
- **Centralised** (Single Government Agency):
 - Complicated to deliver given current legislation and structures
 - Likely to be cost prohibitive (at least initially)
 - May be final endstate, but likely to take time to get there
- **Hybrid** (Mixed Central and Local Government Funding):
 - Easier to implement
 - Cheaper than centralised model
- **Recommendation: Hybrid** (16/16 Support)

Quick Wins – Decisions, no signif funding, next 12 months

- Clarify **roles and responsibilities** across the system (national, regional, local, community), including the role of the EM sector in the system ('backbone' as per Appendix 3 of NDRS)
- Promote the **role of the community** (4th Tier) as "Civil Defence" (neighbour helping neighbour, using the resources that are available in their community, when official resources are stretched or unavailable)
- Recognise wider **membership of Lifelines**
- **Re-focus NEMA and sector**: focus on readiness and response, including recovery transition (risk reduction and recovery delivered by OGAs)
- Establish and start investing in **Assurance** function
- Deliver **COP solution** (not platform), including **WRNA**, with **wider EM system 'plumbing'**
- Adopt single **training pathway, with accreditation process**, for professionalisation

Longer Term – Requires investment, 2-5+ years

- Fit for purpose **legislation** (to expedite, leverage extensive work done on last EM Bill)
- Fit for purpose **funding model** (develop hazard risk assessment model, best practice delivery model, and cost for central government to fund key roles at Group, Local and Community level)
- **Surge capability** (EMAT) with clear BAU capability and capacity building role
- **NEMA and EM sector leadership** (appoint the right people, with the right knowledge, skills and experience, into the right roles to bring about the required transformational change in the sector, and influence the required transformational change in the wider system)
- Develop required **policy for revised roles and responsibilities** under the new system

Risks & Issues, Mitigations

- Three-year **election cycles** and changing government priorities
 - Need cross party for support for enduring progress over time
- Estimated **cost of transformational change** creates system inertia and no change occurs
 - Start making decisions now and invest incrementally over time
- Lack of **ICT strategy** is resulting in under-investment in ICT tools
 - Provide PACE strategy (including when technology fails) and invest accordingly
- Lack of fit for purpose **legislation and funding** is setting good people up to fail
 - Invest in fit for purpose legislation and funding model ASAP to retain good staff
- Lack of progress on **Iwi/Māori integration** is creating a void which others are filling with alternative system ideas
 - Work with Iwi/Maori to include in an ³³integrated direction of travel

Alignment & Concurrent Activity

Three parallel workstreams:

- DPMC: EM System work program (AOG)
 - EMLG: NEMA and CDEM Groups work program (EM Sector backbone)
 - SIG: 16 CDEM Group work program (consistency*)
-
- Work needs to be done transparently and concurrently to make effective use of available resources
 - Has DPMC already identified solutions? If so, please share to validate suitability
 - Need to focus on “value add” – What each level must do to make the whole system fit for purpose

*** Note: Chatham Islands has a unique situation and set of challenges. Recommend it be looked at separately.**

Conclusion

History of under-investment in EM:

- 2nd most at risk country in the world*
- Responsible for coordinating the efforts of all parties across all hazards
- Around 400 EM FTE in NEMA and Groups (as at 2023)
- Total budget of around \$100 million (as at 2023)
- “Want full insurance cover, but only willing to pay 3rd party premiums”
- “If we’d started investing after TAG, we would be much better off than we are now”

* Lloyds, *A World at risk: Closing the insurance gap*, 2018

Conclusion

To bring about the required transformational change, going to require:

- Whole of society (4 Tier) national model, with international support as 5th Tier
- Clear roles and responsibilities (all levels), clear community focus (NDRS Roadmap)
- Investment in all levels concurrently
- Strategic approach (with cross party support)
- Effective communication across the whole system
- Involvement of key partners and stakeholders at all levels
- Courageous decisions (short and longer term)
- Willingness to invest in 80% solutions initially and progress from there
- Established assurance process to identify direction of travel and current status
- Clear identification of ROI to help inform investment priorities

Next Steps

- Consolidated report to be submitted to DPMC on 10 June
- Identified point of contact for Reference Group
- Available to provide advice and help facilitate process at Group level

Minister's Talking Points

- Emergency Management is a priority for this Government
- Want the country to have a “world class” emergency management system
- Relationships are key: what we develop today will help us tomorrow
- Iwi/Māori are a key part of the system
- No cavalry coming over the hill
- Communities need to be able to self-organise and use what they have
- The current system lets everyone down
- No Common Operating Picture (COP)
- Command and control (C2) is unclear
- Good people, but no consistent processes or training
- Need to be prepared for Most Dangerous scenarios (not Most Likely)
- Acknowledge everyone's efforts to help communities and improve the system

Minister's Talking Points

- Government is aware of the need
- Willing to invest in the system
- Announcement to be made shortly on first instalment (this year's budget)
- NEMA to remain in DPMC going forward:
 - Sends a strong message of its level of importance
 - Under the oversight of Prime Minister!

Presentation Response

- **Minister:**
 - Great to see a consolidated position from the Groups
 - Like many of the ideas
 - Will get the team to look into them
- **Dave Gawn (CE NEMA):**
 - This is a once in a generation opportunity – need to make the most of it

Response

- **Sean Bolton (DPMC Lead) and team:**

- DPMC has not yet identified any solutions, currently listening to people
- Like many of the ideas proposed (eg decisions in the short term until funding available, using the work that was done on the old EM Bill to inform the development of the new one)
- Particularly interested in the following:
 - Alternative Models (Hybrid and Single Agency)
 - System Assurance
 - Re-framing of the CD brand to reflect the role of the community
- Roadmap paper:
 - gone to Cabinet today (23 May)
 - to go to HRB next week (27-31 May)
 - to be shared thereafter.
- Likely to be a number of short sprints to inform their thinking
- Going to be looking for SMEs on various subjects

Governance & Future Resourcing

Now – 10 June:

- Minister's presentation and next steps to be shared with Governance
- DPMC to release Cabinet Roadmap Paper
- SIG to cost a fixed term position if it should be required

Post 10 June:

- SIG Response to 14 Inquiry Recommendations to be shared
- DPMC to identify requirements for future engagement
- Groups to identify suitable staff to contribute

Questions

For Information

HAWKE'S BAY REVIEW AND HOW THIS APPLIES TO THE WELLINGTON REGION

Te take mō te pūrongo

Purpose

1. To update the Civil Defence Emergency Management (CDEM) Group Joint Committee (the Committee) on the Hawke's Bay After Action Review Findings and how these apply to the Wellington Region.

Te horopaki

Context

2. There are five key findings that are particularly relevant to the Wellington Region, and some recommendations that were discussed at the recent Coordinating Executive Group (CEG) meeting.

Key findings

3. More work is needed to manage public and political expectations in a major event like Cyclone Gabrielle in our Region (what we can and can't do).
 - a **Recommendation discussed at CEG:** 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, to ensure people are not depending on a level of support which the current system is unable to deliver.
4. Establish reliable detection and early warning systems that are resilient to outages and provide adequate warning of potential or pending disaster.
 - a **Recommendation discussed at CEG:** Establish a Wellington Region Flood Forecasting and Warning Working Group made up of MetService, Greater Wellington, Wellington Water, Wellington Region 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 that will provide adequate warning of potential or pending flooding.
5. Ensure officials take a precautionary approach to potential disasters, reducing the risk of optimism bias inherent in a best-case scenario approach. A precautionary approach will ensure advance warnings are given to at risk areas and communities.
 - a **Recommendation discussed at CEG:** Continue to promote a precautionary approach within the Region centred around planning for the "Most Likely" and

“Most Dangerous” scenarios, and WREMO work with councils and key partners to develop time-based tools to assist with critical decisions in an emergency setting which should reduce the likelihood of optimism bias. These tools will then be integrated throughout our system, embedded in training and applied in exercises and real events.

6. Resource the CIMS structure with experienced leaders for each function. (Recommendation 6.d), Develop a plan for more regular scenario development, training and exercising in conjunction with a wide range of partner entities, including iwi Māori and communities (Recommendation 5) and Review the recruitment proposition, reward and support arrangements for staff in key CIMS functional roles.
 - a **Recommendation discussed at CEG:**
 - i Enhance the Region’s emergency management workforce by creating a more professionalized cohort of CIMS function managers across the region.
 - ii Specifically, each council (Wairarapa combined) identify primary and alternate CIMS function managers for each of the core CIMS functions (approx. 16 staff per council/coordination centre), support them with a regionally consistent approach to recruitment, recognition and rewards, and ensure these semi-professional CIMS function managers are enabled to attend enhanced training and exercising opportunities delivered by WREMO and other providers as part of an agreed Training and Exercise Plan.
7. Develop improved mechanisms for situational awareness and intelligence gathering that are resilient under most disaster scenarios (Recommendation 6.f), Ensure internal and external communications are regular, timely, accurate and go to all stakeholders and partners (Recommendation 6.g), and Ensure public warnings, information and advice are issued regularly, go via multiple channels and are timely.
 - a **Recommendation discussed at CEG:** Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process. This team includes a Group Intelligence Manager and Group Public Information Manager (PIM) who will lead projects to mature the region’s intelligence and PIM capability and capacity. This work will require engagement and support from all members of the Wellington CDEM Group to ensure the required improvements are made.

Ngā tūāoma e whai ake nei

Next steps

8. The Regional Manager will speak to a presentation (**Attachment 1**) at the Committee’s meeting on 4 June 2024.

**Ngā āpitihanga
Attachment**

Number	Title
1	Section: Hawke’s Bay Review & How this applies to the Wellington Region - CDEM Group Joint Committee Presentation – 4 June 2024

**Ngā kaiwaitohu
Signatories**

Writer	Jess Hare – Manager – Business and Development, WREMO.
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

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.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no known implications for Council's strategies, policies or plans at this stage.

Internal consultation

All members of the Coordinating Executive Group were engaged and support the proposed approach.

Risks and impacts - legal / health and safety etc.

While there is no significant legal or health and safety risk, 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.

Hawke's Bay After Action Review: How this applies to our region



Government Inquiry NISWE Summary

36. Underlying the issues experienced during the response were several factors, including:
- a lack of focus on and investment in readiness planning, activities, equipment, and supplies
 - limited emergency management experience, capacity, and capability, including experience managing large-scale events
 - councils not prioritising emergency management as a core function
 - a lack of shared situational awareness across councils, National Emergency Management Agency (NEMA), and emergency responders
 - communities and key organisations not being involved in planning activities
 - an ad-hoc approach to bringing in expertise from around the country, and
 - a significant mismatch between community expectations about what the emergency management response should offer and what it is able to deliver.
37. The Inquiry found the current emergency management system is not fit for purpose. It does not have the capacity or capability to deal with significant, widespread events that impact multiple regions at once.



Hawke's Bay After Action Review Findings

1. **More work is needed to manage public and political expectations in a major event like Cyclone Gabrielle in our region (what we can and can't do)**
2. **Establish reliable detection and early warning systems that are resilient to outages and provide adequate warning of potential or pending disaster (Recommendation 4.b).**
3. **Ensure officials take a precautionary approach to potential disasters, reducing the risk of optimism bias inherent in a best-case scenario approach. A precautionary approach will ensure advance warnings are given to at risk areas and communities (Recommendation 4.c).**
4. **Resource the CIMS structure with experienced leaders for each function. (Recommendation 6.d), Develop a plan for more regular scenario development, training and exercising in conjunction with a wide range of partner entities, including iwi Māori and communities (Recommendation 5) and Review the recruitment proposition, reward and support arrangements for staff in key CIMS functional roles (Additional Suggestion 4).**
5. **Develop improved mechanisms for situational awareness and intelligence gathering that are resilient under most disaster scenarios (Recommendation 6.f), Ensure internal and external communications are regular, timely, accurate and go to all stakeholders and partners (Recommendation 6.g) and Ensure public warnings, information and advice are issued regularly, go via multiple channels and are timely (Recommendation 6.h).**



Wellington CDEM Group – Response

1. **More work is needed to manage public and political expectations in a major event like Cyclone Gabrielle in our region (what we can and can't do)**
 - Being transparent about the likely levels of support people can realistically expect to receive is an important part of persuading people to increase their individual, household, business and community levels of preparedness.
 - **Recommendation discussed at CEG:** 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, to ensure people are not depending on a level of support which the current system is unable to deliver.



Wellington CDEM Group – Response

2. Establish reliable detection and early warning systems that are resilient to outages and provide adequate warning of potential or pending disaster (Recommendation 4.b).

- This is an area of critical risk for the Wellington region with known vulnerabilities in our flood forecasting systems and relatively low levels of understanding regarding the concurrent risks of urban or stormwater flooding on top of our major rivers and streams.
- Last year, the region’s Emergency Coordination Centre (ECC) exercised a similar scenario to Cyclone Gabrielle in which a stop bank in the Hutt Valley was breached. The flood forecasting available was insufficient to safely evacuate thousands of people from at risk areas.
- This year, a similar scenario was used again. The findings were similar. This ongoing inability to identify the likely areas of impact with enough time to effectively evacuate areas of risk can, and has had, catastrophic consequences elsewhere in the country.
- **Recommendation discussed at CEG:** Establish a Wellington Region Flood Forecasting and Warning Working Group made up of MetService, GWRC, Wellington Water, 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 that will provide adequate warning of potential or pending flooding.



Wellington CDEM Group – Response

3. Ensure officials take a precautionary approach to potential disasters, reducing the risk of optimism bias inherent in a best-case scenario approach. A precautionary approach will ensure advance warnings are given to at risk areas and communities (Recommendation 4.c).

- This is a highly relevant finding for our region in the context of our flood exposure and significant challenges associated with the mass movement and accommodation of people in catchments like the Hutt Valley.
- In order to effectively evacuate large numbers of people from at risk areas, adequate lead time is required. Taking a precautionary approach will enable more people to self-evacuate where possible and reduce the potential pressure on assisted evacuations. The tradeoff is ensuring over evacuation doesn't occur creating warning apathy and reduced confidence in the emergency management system. This makes reliable and accurate technical assessment and forecasting critical.
- **Recommendation discussed at CEG:** Continue to promote a precautionary approach within the region centred around planning for the “Most Likely” and “Most Dangerous” scenarios, and WREMO work with councils and key partners to develop time-based tools to assist with critical decisions in an emergency setting which should reduce the likelihood of optimism bias. These tools will then be integrated throughout our system, embedded in training and applied in exercises and real events.



Wellington CDEM Group – Response

4. Resource the CIMS structure with experienced leaders for each function. (Recommendation 6.d), Develop a plan for more regular scenario development, training and exercising in conjunction with a wide range of partner entities, including iwi Māori and communities (Recommendation 5) and Review the recruitment proposition, reward and support arrangements for staff in key CIMS functional roles (Additional Suggestion 4).

Recommendation discussed at CEG:

- Enhance the region’s emergency management workforce by creating a more professionalized cohort of CIMS function managers across the region.
- Specifically, each council (Wairarapa combined) identify primary and alternate CIMS function managers for each of the core CIMS functions (approx. 16 staff per council/coordination centre), support them with a regionally consistent approach to recruitment, recognition and rewards, and ensure these semi-professional CIMS function managers are enabled to attend enhanced training and exercising opportunities delivered by WREMO and other providers as part of an agreed Training and Exercise Plan.

Notes:

- This will provide an additional cohort of around 112 people that will be able to lead in a complex emergency.
- These people do not have to be council staff. They could be contracted on a part time basis, as a number of
 Controllers in the region already are.



Wellington CDEM Group – Response

5. Develop improved mechanisms for situational awareness and intelligence gathering that are resilient under most disaster scenarios (Recommendation 6.f), Ensure internal and external communications are regular, timely, accurate and go to all stakeholders and partners (Recommendation 6.g) and ensure public warnings, information and advice are issued regularly, go via multiple channels and are timely (6.h).

- This is a critical area of weakness in our region: our ability to gather, analyse and then disseminate information and intelligence to both responders and the community in a timely and accurate manner.
- This area is weakness is primarily due to the very small number of people who have the required knowledge, skills and experience in this area, and the current reliance staff who have low levels of staff training and understanding.
- **Recommendation discussed at CEG:** Support the Regional Incident Management Team (RIMT) proposal that was put forward as part of the current Long-Term Planning (LTP) process. This team includes a Group Intelligence Manager and Group Public Information Manager (PIM) who will lead projects to mature the region’s intelligence and PIM capability and capacity. This work will require engagement and support from all members of the Wellington CDEM Group to ensure the required improvements are made.

Questions



For Information

PERSONAL LIABILITY INSURANCE FOR STATUTORY APPOINTMENTS

Te take mō te pūrongo

Purpose

1. To advise the Civil Defence Emergency Management (CDEM) Group Joint Committee (the Committee) of the personal liability insurance issue for the statutory appointments.

Te horopaki

Context

2. Greater Wellington recently became aware that there may be a gap in personal liability insurance for statutory appointments (Controllers and Recovery Managers) and have been working with their insurance broker (Aon) for the past few weeks to get further clarity on this potential gap.
3. The issue is a CDEM system-wide issue, not just this Region. The main area of concern appears to be around how statutory positions are appointed (by the Joint Committee), the link to council, and oversight of these roles.
4. Greater Wellington are now in the final stages of ensuring cover for their statutory Group appointments: those based at the Emergency Coordination Centre (ECC).
5. The matter has been raised with the National Emergency Management Agency (NEMA) and Department of Prime Minister and Cabinet (DPMC) Legal are looking to find nationwide clarity of the issues and potential solutions.

Ngā tūāoma e whai ake nei

Next steps

6. The Regional Manager will speak to a presentation (**Attachment 1**) at the Committee's meeting on 4 June 2024.

Ngā āpitihanga

Attachment

Number	Title
1	Section: Personal Liability Insurance Update – 4 June 2024

Ngā kaiwaitohu
Signatories

Writer	Jess Hare – Manager – Business and Development, WREMO.
Approver	Jeremy Holmes – Regional Manager, Wellington CDEM Group

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

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.

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no known implications for Council's strategies, policies or plans at this stage until each council reviews their insurance arrangements.

Internal consultation

All members of the Coordinating Executive Group were engaged and support the proposed approach.

Risks and impacts - legal / health and safety etc.

It is important that all councils look into current insurance arrangements to ensure that their CDEM statutory appointments (Local Controllers, Local Recovery Managers and Local Welfare Managers) have the required personal liability insurance cover to enable the people in these roles to act with confidence. Failure to provide this cover may lead to staff not fulfilling the role due to the potential personal risk.

Personal Liability Insurance

Current Situation

- WREMO recently became aware that there may be a gap in personal liability insurance for statutory appointments (Controllers and Recovery Managers).
- GWRC have been working with their insurance broker (Aon) for the past few weeks to get further clarity on this potential gap.
- The issue is a CDEM system-wide issue, not just this region.
- The main area of concern appears to be around statutory positions are appointed (by the Joint Committee), the link to council, and oversight of these roles.

Actions Underway

- GWRC are now in the final stages of ensuring cover for their statutory Group appointments: those based at the ECC.
- The matter has been raised with NEMA and DPMC Legal are looking to find nationwide clarity of the issues and potential solutions.

Recommended Actions discussed at CEG

- All councils and organisations who have staff with statutory appointments under the CDEM Act check their current liability coverage.
- Once GWRC has confirmed that full insurance is in place, they will send out a summary of the issues and solutions (based on their requirements) to this group to assist where possible.

Questions

For Decision

CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – JUNE 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 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.
- 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

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) Glen Quintal (alternate) Mike Mendonca (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) Steve Millar (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) Gunter Wild (alternate) Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	Jonathan Hooker (Primary) Simon Taylor (alternate) Paul Gardner (alternate) Murray Johnston (alternate) Solitaire Robertson (alternate)

Recovery managers

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

Area to which appointed	Appointee name and designation
CDEM Group	Dan Neely (Group Recovery Manager) Luke Troy (alternate) Grant Fletcher (alternate) Scott Dray (alternate)
Wellington City Council	Paul Andrews (Primary)
Porirua City Council	Andrew Dalziel (alternate) Olivia Dovey (Primary)
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)

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 arising from this report.

Ngā tikanga whakatau

Decision-making process

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

Te hiranga

Significance

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

Te whakatūtakitaki

Engagement

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

Ngā kaiwaitohu
Signatories

Writer	Jessica Hare – Manager, Business and Development, WREMO
Approver	Jeremy Holmes – Regional Manager, WREMO

**He whakarāpopoto i ngā huritaonga
Summary of considerations**

Fit with Council's roles or with Committee's terms of reference

The CDEM Group makes these appointments and removals under sections 26 to 30 of the CDEM Act 2002 (see paragraphs 2 to 4).

Contribution to Annual Plan / Long Term Plan / Other key strategies and policies

There are no known implications for Council's strategies, policies or plans.

Internal consultation

All local authority chief executives were engaged and support the proposed appointees.

Risks and impacts - legal / health and safety etc.

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.