



If calling, please ask for Democratic Services

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## Civil Defence Emergency Management Group

Friday 24 April 2020, 9.00am  
Via Zoom meeting

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### Members

Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Guppy	Upper Hutt City Council
Mayor Foster	Wellington City Council
Mayor Lang	Carterton District Council
Mayor Patterson	Masterton District Council
Councillor Ponter	Greater Wellington Regional Council

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

## Civil Defence Emergency Management Group

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Friday 24 April 2020, 9.00am

Via Zoom meeting

### Public Business

No.	Item	Report	Page
1.	Welcome and Apologies		
2.	Public Participation		
3.	Declarations of conflicts of interest		
4.	<a href="#">Confirmation of the Public minutes of 17 December 2019</a>	19.541	3
5.	<a href="#">Confirmation of the Public minutes of 30 March 2020</a>	20.109	8
6.	<a href="#">Confirmation of the Public minutes of 2 April 2020</a>	20.120	11
7.	<a href="#">Civil Defence Emergency Management Group appointments – April 2020</a>	20.129	13



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group joint committee meeting on 24 April 2020.

Report 19.541

## Public minutes of the Civil Defence Emergency Management Group Joint Committee meeting on Tuesday 17 December 2019

Council Chamber, Upper Hutt City Council  
Level 2, 838 Fergusson Drive, Upper Hutt at 11.40am.

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### Members Present

Mayor Baker	Porirua City Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Guppy	Upper Hutt City Council
Mayor Foster	Wellington City Council
Mayor Lang	Carterton District Council
Mayor Patterson	Masterton District Council
Councillor Ponter	Greater Wellington Regional Council

Francis Ryan – Kaiwhakahaere Matua/Manager Democratic Services – assumed the Chair at the start of the meeting to oversee the appointment of the new Chairperson and Deputy Chairperson for the Joint Committee.

### Public Business

#### 1. Apologies

Moved: Mayor Patterson / Mayor Guppy

That the Council accepts the apology for Mayor Gurunathan.

The motion was **carried**.

**2. Declarations of conflicts of interest**

There were no declarations of conflict of interest.

**3. Public participation**

There was no public participation

**4. Process for the appointment of the Civil Defence Emergency Management Group's Chairperson and Deputy Chairperson – Report 19.500**

Francis Ryan, Kaiwhakahaere Matua/Manager Democratic Services - introduced the report.

Moved: Mayor Guppy / Mayor Foster

That the Wellington Civil Defence and Emergency Management Group:

- 1 Notes that the Wellington Civil Defence and Emergency Management Group's (the CDEM Group) practice is for the terms of the Chairperson and Deputy Chairperson to cease at each triennial local government election, and to appoint a new Chairperson and Deputy Chairperson at the first meeting of the new triennium.
- 2 Agrees to appoint a new Chairperson and Deputy Chairperson.
- 3 Adopts, pursuant to Schedule 7 to the Local Government Act 2002, appointment by statutory voting system A (paragraph 6)
- 4 Agrees that any voting round that requires a resolution by 'lot' to exclude any person/s will use the procedure where the candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e. elected or not excluded from the next round).
- 5 Adopts the voting system and procedure outlined in recommendations 3 and 4 for the appointment of both the Chairperson and Deputy Chairperson.

The motion was **carried**.

**4.1 Appointment of Chairperson**

Mr Ryan then called for nominations for the position of Chairperson of the Wellington Civil Defence and Emergency Management Group.

Moved: Mayor Patterson / Mayor Foster

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

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

Mr Ryan invited Mayor Baker to take the Chair.

#### **4.2 Appointment of Deputy Chairperson**

Mayor Baker called for nominations for the position of Deputy Chairperson of the Wellington Civil Defence and Emergency Management Group.

Moved: Mayor Guppy / Mayor Baker

That the Wellington Civil Defence and Emergency Management Group appoints Mayor Patterson as Deputy Chairperson.

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

#### **5. Confirmation of the minutes of 23 August 2019 – Report 19.48**

Moved: Mayor Guppy / Mayor Patterson

That the Wellington Civil Defence Emergency Management Group confirms the public minutes of 23 August 2019 – Report 19.377.

The motion was **carried**.

#### **6. Update on creation of National Emergency Management Agency (NEMA) – brief**

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, updated the Joint Committee on the recent creation of the National Emergency Management Agency (NEMA).

In 2017 the Minister for Civil Defence initiated a review of New Zealand responses to natural disasters and other emergencies due to the response to the Kaikoura earthquake, Port Hills fires, and Bay of Plenty weather events. In 2018 the Government announced its response to the report and identified a significant programme of work for New Zealand's emergency management system.

The report identified 42 recommendations, one of which was the establishment of a new National Emergency Management Agency (NEMA) to replace the Ministry of Civil Defence and Emergency Management (MCDEM).

NEMA was established on 1 December 2019. Since then MCDEM has ceased to exist. NEMA operates as an autonomous departmental agency, hosted by the Department of Prime Minister and Cabinet (DPMC). The Chief Executive of NEMA is responsible to the Minister of Civil Defence. MCDEM staff have transitioned into NEMA to provide continuity.

#### **7. Wellington Region Emergency Management Office Quarterly Report – 1 July – 30 September – Report 19.537**

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, spoke to the report. Mr Holmes explained that the report was in a different format to previous quarterly reports. The new format was based on the 4Rs (Reduction, Readiness, Response, and Recovery) to align with the format of the new Group Plan 2019-24.

Mr Holmes mentioned the wins that had been achieved over the quarter: the running of School Emergency Planning workshops with the Ministry of Education, a 23 per cent increase in visits to the Get Prepared website and the opening of the new Wairarapa Emergency Operation Centre (EOC). Since the opening of the EOC a trial activation had been run to test the ICT systems, equipment and staff in the new space. The exercise had gone well.

Mr Holmes also identified risks for the Group's attention. The national Emergency Management System Review (EMSR) work programme continued to impose a heavy workload on CDEM Groups. Although Wellington is one of the better resourced Groups, emergency management staff are working at capacity. Attendance of council staff at training, also, continues to be an issue. Changes have been made to the way training is delivered to encourage staff attendance. However, council workloads and the absence of CDEM training in staff performance objectives are believed to be major contributors. Councils are exploring a number of options to help keep training numbers up.

Moved – Mayor Baker / Mayor Lang

That the Joint Committee:

- 1 Provides feedback on the new format
- 2 Approves the report as an accurate record of those activities occurring in the first quarter on 2019/20.

The motion was **carried**.

**8. Civil Defence Emergency Management Group Appointments 2019 – Report 19.536**

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, spoke to the report and tabled updated recommendations.

Moved: Mayor Patterson / Mayor Foster

That the Joint Committee approves the following changes to the statutory appointments:

- 1 Removal of Toni Thompson, Baz Kaufmannm, Michelle Riwai and Simon Fleischer as Alternate Controllers for the Wellington City Council.
- 2 Removal of Mike Ryan as Alternate Controller for Upper Hutt City Council.
- 3 Removal of Mark Allingham and Tim Langley as Alternate Controllers for the Wairarapa.
- 4 Removal of Mike Evans as Alternate Controller for Porirua City Council.
- 5 Removal of Glen O'Connor as Alternate Controller for Kāpiti Coast District Council.
- 6 Appointment of Brent Kibblewhite as Recovery Manager for Hutt City Council.

- 7 Appointment of Vibhuti Chopra as Alternate Controller for Upper Hutt City Council.
- 8 Appointment of Mike Mendonca as Alternate Controller for Wellington City Council.

The motion was **carried**.

The meeting closed at 11.54am.

Mayor A Baker  
Chair, Wellington Civil Defence and Emergency Management Group

Date:



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group Joint Committee meeting on 24 April 2020.

Report 20.109

## Public minutes of the Emergency Civil Defence Emergency Management Group Joint Committee meeting on 30 March 2020

All members participating via teleconference at 11.06am.

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### Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Foster (from 11.15am)	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Lang	Carterton District Council
Councillor Ponter	Greater Wellington Regional Council

All members participated at this meeting via teleconference, and counted for the purpose of quorum, as per clause 25B of Schedule 7 to the Local Government Act 2002.

### Public Business

#### 1 Apologies

Moved: Mayor Baker / Mayor Patterson

That the Committee accepts the apology for lateness from Mayor Foster.

The motion was carried.

#### 2 Declarations of conflicts of interest

There were no declarations of conflict of interest.

#### 3 Public participation

There was no public participation.



## Strategy, policy or major issues

### 4 Civil Defence Emergency Management Group Appointments – Report 20.110

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

Mr Holmes updated the recommendations to include Murray Johnson as Alternate Controller, Wairarapa.

Moved: Mayor Baker / Mayor Lang

That the Committee:

- 1 Approves the following changes to the statutory appointments:
  - a Removal of Barbara McKerrow and Deborah Howse (Alternate Controllers, WCC), Kane McCollum (Supplementary Controller, WCC), Mike Evans (Recovery Manager, PCC), Brent Kibblewhite (Recovery Manager, HCC), Matt Reid (Alternate Recovery Manager, HCC), Mike Ryan (Alternate Controller, UHCC), Wayne Maxwell (Alternate Controller, KCDC), Tania Madden (Recovery Manager, Masterton), Mark Allingham (Alternate Controller, South Wairarapa), and Jennie Mitchell (Recovery Manager, South Wairarapa).
  - b Addition of Karl Maddaford (Alternate Controller, WCC), Tim Langley (Alternate Controller, South Wairarapa), Karen Yates (Recovery Manager, South Wairarapa), Derek Baxter (WCC), Scott Martin (PCC), Richard Harbord (HCC), Lester Piggott (HCC), Phil Becker (WCC) and Andrew Dalziel (PCC), (Alternate Group Controllers) Liezel Jahnke (UHCC), Chris Costley (UHCC), Murray Johnson (Wairarapa) and Dirk Botha (UHCC) (Alternate Controllers).
- 2 Approves the following changes as discussed at the virtual meeting on 23 March 2020:
  - a That the Regional Manager takes over the Group Controller function and responsibilities, and delegates roles and responsibilities to Deputy Group Controllers as required.
  - b That all Local Controller appointments are able to work up to the Group (regional) level and across all territorial authorities, as required.

The motion was **carried**.

**Noted:** Mayor Foster joined the meeting at 11.15am, and was present for the vote on the above item.

The meeting closed at 11.18am.

Mayor A Baker  
**Chair**



Please note these minutes remain unconfirmed until the Civil Defence Emergency Management Group Joint Committee meeting on 24 April 2020.

Report 20.120

## Public minutes of the Emergency Civil Defence Emergency Management Group Joint Committee meeting on 2 April 2020

All members participating by Zoom, at 3.01pm.

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### Members Present

Mayor Baker (Chair)	Porirua City Council
Mayor Patterson (Deputy Chair)	Masterton District Council
Mayor Barry	Hutt City Council
Mayor Beijen	South Wairarapa District Council
Mayor Foster	Wellington City Council
Mayor Guppy	Upper Hutt City Council
Mayor Gurunathan	Kāpiti Coast District Council
Mayor Lang	Carterton District Council
Councillor Ponter	Greater Wellington Regional Council

All members participated at this meeting by Zoom, and counted for the purpose of quorum, as per clause 25B of Schedule 7 to the Local Government Act 2002.

### Public Business

#### 1 Apologies

There were no apologies.

#### 2 Declarations of conflicts of interest

There were no declarations of conflict of interest.

#### 3 Public participation

There was no public participation.

## Strategy, policy or major issues

### 4 Civil Defence Emergency Management Group Appointments – April 2020 – Report 20.119

Mayor Baker tabled updated recommendations to include new appointments.

Moved: Mayor Foster / Mayor Baker

That the Joint Committee approves the following changes to the statutory appointments:

- a Removal of Alistair Allan (Civil Defence Emergency Management Group) and Mike Evans (Porirua City (PCC)) as Alternate Controllers
- b Addition of Karen Stillwell (PCC), Mike Scott (PCC), Ken Bailey (PCC), Olivia Dovey (PCC), Alison Wiley (PCC), and Jay Houpapa (Hutt City (HCC)) as Alternate Controllers
- c Addition of Steven Perdia (PCC), and Tania Madden (Masterton (MDC)) as Recovery Managers
- d Addition of Kate Conroy (MDC), Andrea Bradshaw (HCC) and Helen Oram (HCC) as Alternate Recovery Managers.

The motion was **carried**.

The meeting closed at 3.04pm

Mayor A Baker  
**Chair**



**Civil Defence Emergency Management Joint Committee  
24 April 2020  
Report 20.129**

**For Decision**

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP APPOINTMENTS – APRIL 2020**

**Te take mō te pūrongo**

**Purpose**

1. To propose to the Wellington Region Civil Defence Emergency Management (CDEM) Group Joint Committee (the Joint Committee) a number of statutory appointments under the CDEM Act 2002.

**He tūtohu**

**Recommendation**

That the Wellington Region Civil Defence Emergency Management Group **approves** the following changes to the statutory appointments:

- a Removal of Karen Yates as Local Recovery Manager (South Wairarapa)
- b Addition of Mark Duncan as Alternate Group Controller (CDEM Group)
- c Addition of Kim Rudman as Local Recovery Manager (South Wairarapa)
- d Addition of David Chick as Alternate Local Recovery Manager (Wellington City Council).

**Te tāhū kōrero**

**Background**

2. Sections 26, 27, 29 and 30 of the CDEM Act 2002 require a CDEM Group to appoint, either by name or reference to the holder of an office, a suitably qualified and experienced person to be the:
  - a Group Controller for its area
  - b Group Recovery Manager for its area.
3. The CDEM Group is also required to appoint 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 if they are absent from duty for any reason.
4. The CDEM Act 2002 also states that a CDEM Group may appoint one or more persons to be a Local Controller and a Local Recovery Manager.

**Statutory appointments**

5. The following key is used in the tables below:

**Bold** – New appointee

~~Strikethrough~~ - Removed appointee

Standard – Current appointee

**Group and Local Controllers and alternates**

6. The following table provides an updated list of statutory appointees for the Group and Local Controllers (and alternates) as follows:

<b>Area to which appointed</b>	<b>Appointee (designation)</b>
CDEM Group	David Russell (Group Controller) Davor Bejakovich (alternate) Bruce Pepperell (alternate) Jeremy Holmes (alternate) Derek Baxter (alternate) Scott Martin (alternate) Richard Harbord (alternate) Lester Piggott (alternate) Phil Becker (alternate) Andrew Dalziel (alternate) <b>Mark Duncan (alternate)</b> Adrian Glen (supplementary) Dan Neely (supplementary)
Wellington City Council	Derek Baxter (primary) David Chick (alternate) Phil Becker (alternate) Sarah Murray (alternate) Stephen McArthur (alternate) Michelle Riwai (alternate) Moana Mackey (alternate) Mike Mendonca (alternate) Karl Maddaford (alternate) Adrian Glen (supplementary) Kane McCollum (supplementary)
Porirua City Council	Jerry Wrenn (primary) Brian Anderson (alternate) Scott Martin (alternate) Andrew Dalziel (alternate) Trevor Farmer (alternate) Bruce Pepperell (alternate) Karen Stillwell (alternate)

Area to which appointed	Appointee (designation)
	Mike Scott (alternate) Ken Bailey (alternate) Alison Wiley (alternate)
Kāpiti Coast District Council	James Jefferson (primary) Janice McDougall (alternate) Bruce Johnston (alternate) Kevin Currie (alternate) Glen O'Connor (alternate) Rian van Schalkwyk (alternate)  Adrian Glen (supplementary) Scott Dray (supplementary)
Hutt City Council	Lester Piggott (primary)  Geoff Stuart (alternate) Craig Cottrill (alternate) Damon Simons (alternate) Simon Fleisher (alternate) Jay Houppapa (alternate)
Upper Hutt City Council	Geoff Swainson (primary)  Richard Harbord (alternate) Jonnette Adams (alternate) Craig Cottrill (alternate) Vibhuti Chopra (alternate) Liesel Jahnke (alternate) Chris Costley (alternate) Dirk Botha (alternate)  Jessica Hare (supplementary)
Combined areas of the district councils in the Wairarapa	David Hopman (primary)  Jonathan Hooker (alternate) Tim Langley (alternate) Carolyn McKenzie (alternate) Richard Harbord (alternate) Murray Johnson (alternate)  Darryl McCurdy (supplementary)

**Group and Local Recovery Managers and alternates**

7. The following table states an updated list of statutory appointees for the Group and Local Recovery Managers:

<b>Area to which appointed</b>	<b>Appointee name (and designation)</b>
CDEM Group	Dan Neely (Recovery Manager) Nigel Corry (alternate) Luke Troy (alternate)
Wellington City Council	Mike Mendonca (Recovery Manager) Paul Andrews (alternate) Danny McComb (alternate) <b>David Chick (alternate)</b>
Porirua City Council	Steven Perdia (Recovery Manager)
Kāpiti Coast District Council	Natasha Tod (Recovery Manager)
Hutt City Council	Geoff Stuart (alternate) Andrea Bradshaw (alternate) Helen Oram (alternate)
Upper Hutt City Council	Liezel Jahnke (Recovery Manager) Geoff Swainson (alternate) Jonnette Adams (alternate)
Combined areas of the district councils in the Wairarapa	Tania Madden (Masterton) Kate Conroy (Masterton) Dave Gittings (Carterton) <b>Kim Rudman (South Wairarapa)</b> <del>Karen Yates (South Wairarapa)</del>

**Lifelines Co-ordination**

8. There is no change in non-statutory appointments to Lifelines Co-ordination:

<b>Area to which appointed</b>	<b>Appointee name (and designation)</b>
CDEM Group	Richard Mowll

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

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



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

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

**Te hiranga**  
**Significance**

11. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and *Decision-making Guidelines*. Officers recommend that the matters are of low significance as the proposed appointments are consistent with the CDEM Act's requirements.

**Te whakatūtakitaki**  
**Engagement**

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

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

13. No further external communication is required.

**Ngā kaiwaitohu**  
**Signatory**

Writer	Jeremy Holmes – Regional Manager
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<p><b>He whakarāpopoto i ngā huritaonga</b>  <b>Summary of considerations</b></p>
<p><b><i>Fit with Council's roles or Committee's terms of reference</i></b></p> <p>Making the proposed appointments is part of the wellington CDEM Group's functions under the CDEM Act 2002.</p>
<p><b><i>Implications for Māori</i></b></p> <p>There are no known implications for Māori.</p>
<p><b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b></p> <p>There are no known implications for Council's strategies, policies or plans.</p>
<p><b><i>Internal consultation</i></b></p> <p>All local authority chief executives were engaged and support the proposed appointees.</p>
<p><b><i>Risks and impacts: legal / health and safety etc.</i></b></p> <p>While there are no significant legal or health and safety risks, it is important that all Controllers and Recovery Managers appointments are appropriately contracted to the council for which they hold the appointment.</p>