

**Report 18.617**

14/12/2018

File: CCAB-21-272

**Minutes of the Civil Defence and Emergency Management Group meeting held in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt, on Friday, 14 December 2018 at 9:00am**

**Present**

Mayor Wallace (Chair)	(Hutt City Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council) (from 9:04am)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Patterson	(Masterton District Council) (from 9:04am)
Mayor Tana	(Porirua City Council)

**Also present**

Deputy Mayor Keys	(Carterton District Council)
-------------------	------------------------------

**1 Apologies**

*Moved* (Mayor Wallace/ Mayor Napier)

*That the CDEM Group accepts the apology for absence from Mayor Booth.*

The motion was **CARRIED**.

**2 Emergency Management Sector Reform and Presentation of Awards – Hon. Kris Faafoi**

Hon. Kris Faafoi advised the CDEM Group that he has enjoyed engaging with the Group throughout the year, and acknowledged that the Group's practical measures

have been outstanding, noting particularly the delivery of the translated version of the Earthquake Planning Guide.

Hon. Kris Faafoi acknowledged:

- The Group's assistance with the pathway to reform, and noted there is now some work to be completed through Parliament
- The challenge getting the business case budget and new facilities
- His expectation that fly-in teams will be operational by August 2019.

The CDEM Group gave their support of the Minister's work, noting the delayed development of the Group Plan to ensure its alignment with the national direction. The CDEM Group also advised the Minister that St John, Wellington Free Ambulance, and iwi representatives have been invited to sit on the Coordinating Executive Group, and that hapū and individual marae have been engaged with the view to increase their resilience to support their communities.

Hon. Kris Faafoi discussed with the CDEM Group that 70% of iwi are engaged through the TAG report, particularly acknowledging Bay of Plenty Regional Council's work in that space, and suggested leveraging off their documentation.

The CDEM Group thanked the Minister for making himself available to the Group throughout the year, despite his busy schedule.

The CDEM Group presented awards to three individuals who have contributed to the Wellington Region Emergency Management Office:

- Donna Hoyland
- Trevor Farmer
- Kerry McSaveney.

Mayor Guppy introduced Peter Kelly, Chief Executive, Upper Hutt City Council, and Mayor Patterson introduced Kath Ross, Chief Executive, Masterton District Council, to the CDEM Group.

Mayors Gurunathan and Patterson arrived at the meeting during discussion of item 2, at 9:04am.

### 3 **Public Participation**

There was no public participation.

### 4 **Confirmation of the minutes of 24 August 2018.**

**Report: 18.368**

File: CCAB-21-250

*Moved*

*(Mayor Guppy/ Mayor Patterson)*

*That the CDEM Group confirms the minutes of the meeting of 24 August 2018, Report 18.368.*

The motion was **CARRIED**.

## 5 **Group Plan update**

### **Brief**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave a presentation to the CDEM Group with updated progress on the Group Plan since the last Group meeting, and provided an updated timeline of the approval process.

*Moved* (Mayor Wallace/ Mayor Napier)

*That the CDEM Group:*

- 1. Notes the distribution of the key national documents.*
- 2. Notes that the National Disaster Resilience Strategy was only in draft form, with feedback due by 7 December 2018.*
- 3. Notes the updated timeline to align the content of the Group Plan with that of the key national documents by June 2019.*

The motion was **CARRIED**.

## 6 **Accommodation update**

### **Brief**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave a presentation to the CDEM Group with an update on accommodation, noting the step change in vision and strategy requirement for an improved capability to manage large scale events. Jeremy Holmes advised the CDEM Group of progress made in the previous eight months, which includes:

- Focusing on increasing the number of staff attendance at Emergency Coordination Centre (ECC) training
- Running an exercise in the current ECC located in the Royal Society
- Investigations into possible options for a permanent ECC.

Jeremy Holmes advised the CDEM Group that six options for a permanent ECC have been discussed, and that two options remain:

- An independent location (where the Wellington Region Emergency Management Office and the ECC are separately located)
  - Massey University confirmed their interest in working together on a shared space to provide fit-for-purpose training facility, due to them having recently

won a four-year bid to provide emergency management training. A Memorandum of Understanding on the build and cost-sharing arrangements would be brought to the Coordinating Executive Group and the CDEM Group in April 2019, with the expected building completion date in 2021.

- National co-location (where the Wellington Region Emergency Management Office and the ECC are included in a new National Crisis Management Centre and/or Early Warning Centre premises)
  - The Ministry of Civil Defence and Emergency Management is incorporating various options for co-location within a business case which is expected in 2019-2020. The indicative timeline is anticipated to be presented to the Coordinating Executive Group in March.

Jeremy Holmes advised the CDEM Group that the preferred options for a permanent ECC will be presented to the Group in the second quarter of 2019.

*Moved*

*(Mayor Wallace/ Cr Laidlaw)*

*That the CDEM Group:*

- 1. Notes the progress made in identifying a permanent Emergency Coordination Centre.*
- 2. Notes the possible options, timelines and next steps.*

The motion was **CARRIED**.

## 7 **Response Teams update**

### **Brief**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation, updating the Group on the Response Teams developments. This included a meeting between the Ministry of Civil Defence and Emergency Management, New Zealand Police, Fire and Emergency New Zealand, Group managers, and New Zealand Response Teams, where a national way forward was agreed, and a national working group was established. Three of the seven members of the national working group are from the Wellington Region.

Jeremy Holmes noted that a Joint Agency Intent Statement has been signed by all parties, which includes details of:

- The National Volunteer Framework
- Robust and sustainable volunteer capacity and capability
- Urban Search and Rescue (structural collapse) and light rescue functions tasked by Fire and Emergency New Zealand as a valuable surge capacity.

Jeremy Holmes advised the CDEM Group that the governance options paper was released on 12 December 2018, and feedback is sought and due by 15 February 2019.

*Moved*

*(Mayor Wallace/ Mayor Tana)*

*That the CDEM Group:*

- 1. Notes the progress made over the past three months.*
- 2. Notes the intent to progress the matter going forward.*

The motion was **CARRIED**.

## 8 **Iwi engagement update**

### **Brief**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation, updating the Group on the iwi relationships and responsibilities, noting a stronger basis of tikanga practices.

Jeremy Holmes noted Ara Tahi's approval to recruit ohu members for the Coordinating Executive Group. Ohu and iwi liaison members identified and briefed on:

- Regional hazard assessment
- Proposed approach to engage iwi and marae

in February 2019, and engagement of iwi and marae including Group Plan input between March and April. Findings will be considered in May, and presentation to Ara Tahi and the national working group is expected in June.

*Moved*

*(Mayor Napier/ Mayor Wallace)*

*That the CDEM Group:*

- 1. Notes the progress made over the past three months.*
- 2. Notes the input to progress the matter going forward.*

The motion was **CARRIED**.

**Noted:** The CDEM Group discussed the importance of consistent messaging from Group members.

## 9 **Regional Exercises**

### **Brief**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, gave the CDEM Group a presentation to update the Group following "Shakeout 2018" which 31% of the Region's population participated in. The Ministry of Civil Defence and Emergency Management stated that Wellingtonians really participated in great numbers.

Jeremy Holmes advised the CDEM Group of recent events throughout the Region:

- The Long Walk Home in Kapiti and the Hutt Valley
- 13 emergency management exercises, including a combined activity at the Wellington ECC called Exercise Ngateri 2018, with confirmed number of staff participation.

Jeremy Holmes identified areas for future development as a result of the recent exercises, including for the Emergency Operations Centre/ECC Staff, Controllers, and Wellington Region Emergency Management Staff.

*Moved* (Mayor Wallace/ Mayor Guppy)

*That the CDEM Group:*

1. *Notes the progress made over the past three months.*
2. *Notes the intent to build on this progress going forward.*

The motion was **CARRIED**.

#### 10 **Approval of the Wellington Region Earthquake Plan Version 2.0**

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

**Report: 18.596**

File: CCAB-21-263

*Moved* (Mayor Wallace/ Mayor Napier)

*That the CDEM Group:*

1. *Receives the WREP Version 2.0 in Attachment 1.*
2. *Notes the content of the WREP Version 2.0.*
3. *Approves the WREP Version 2.0 as the Wellington CDEM Group initial response plan after a major Wellington earthquake.*

The motion was **CARRIED**.

#### 11 **WREMO Quarterly Report 1 July 2018-30 September 2018**

Jeremy Holmes, Regional Manager, Wellington Region Emergency Management Office, spoke to the report, noting minor amendments to the Quarterly Report:

- Page 20, the caption should read “Volunteer Response Teams attending a joint flood safety training course at the Hutt River”
- Page 50, the operational equipment check is now at three of 12 completed
- Page 53, one of two school leadership engagement activities has been completed.

**Report: 18.597**

File: CCAB-21-265

*Moved*

*(Mayor Wallace/ Mayor Patterson)*

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the content of the report with the minor alternations.*
- 3. Approves the report as an accurate record of those activities occurring in the first quarter of the 2018/19 financial year.*

The motion was **CARRIED**.

## 12 **CDEM Group appointments**

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

**Report: 18.598**

File: CCAB-21-267

*Moved*

*(Mayor Lester/ Mayor Guppy)*

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Notes that Steve Cody and Gunther Wild are no longer alternates for Wellington City.*
- 4. Notes that Brian Anderson is no longer an alternate for Porirua City.*
- 5. Notes that Richard Harbord and Steve Taylor are no longer alternates for Upper Hutt City, and that Steve Taylor is no longer Recovery Manager for Upper Hutt City.*
- 6. Approves the appointment of Carolyn McKenzie as Local Controller Wairarapa (Carterton). Removal Steve Copy, Wilde, UHCC.*

**Next meeting: 12 April 2019.**

The meeting closed at 10:18am

Chair, Wellington Civil Defence Emergency Management Group.

Date: