

# Confirmed Public minutes of the Wellington Civil Defence Emergency Management Group meeting on Tuesday 22 March 2022

All members participating remotely via Microsoft Teams at 9am.

---

## 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 Lang	Carterton District Council
Council Chair Ponter	Greater Wellington Regional Council

All members participated at this meeting remotely and counted for the purpose of quorum in accordance with clause 25B of Schedule 7 of the Local Government Act 2002.

## Public Business

### 1 Apologies

Moved: Mayor Baker / Mayor Beijen

That the Committee accepts the apology for absence from Mayor Gurunathan.

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 Wellington Civil Defence Emergency Management Group meeting on 3 December 2021 - Report 21.571

Moved: Mayor Baker / Mayor Patterson

That the Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 3 December 2021 - Report 21.571.

The motion was **carried**.

**5 Update on Progress of Action Items from Previous Civil Defence Emergency Management Group Meetings – March 2022 – Report 22.27** [For Information]

**6 COVID-19 and Regional Covid Coordination Centre Update – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report and tabled a presentation.

Mr Neely advised that case numbers were doubling roughly every two-three days. District Health Boards (DHB) are struggling with testing and tracing, with this compounded by staff shortages. DHBs are focusing on priority communities and high risk events.

As at 21 March 2022, there were approximately 1,800 new cases reported in the Wellington Region, with 15,000 active cases. Omicron infections are expected to peak mid-late March, with fatalities expected April 2022.

The Regional Covid Coordination Centre was established on 3 December 2021, and is supported by Upper Hutt City Council and Greater Wellington Regional Council. WREMO and Council officers are filling roles until the vacancies are filled.

**7 Trifecta Update and Intended Next Steps – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, provided an update on the Trifecta review and tabled a presentation.

Mr Neely advised that the Minister for Emergency Management (Hon. Kiritapu Allan) met with Mayors and the Council Chair, and iwi representatives in February 2022, with feedback generally aligned with Group feedback.

The National Emergency Management Agency (NEMA) is now reviewing content of responses to its survey. The biggest concerns were engagement timeframes and section 17 of the Civil Defence Emergency Management Act 2002 roles and responsibilities. NEMA is reviewing the content of section 17 options, and the Minister has decided to delay the Bill engagement until after the local government elections in October 2022.

**Noted:** The Joint Committee asked that the invite to meet with the Minister be extended to all Group members.

**8 WREMO Agreement – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report and tabled a presentation.

Mr Neely advised that the WREMO services agreement is due for renewal on 1 July 2022. Officers have been waiting for clarity from Trifecta, but this will not happen in time. It is

proposed that the current Agreement is extended for a further 12 months under the existing terms to account for expected Trifecta changes.

## **9 Sector Strategy – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report, and tabled a presentation.

The Civil Defence Emergency Management (CDEM) Sector Strategy is a joint initiative between CDEM Group Managers and NEMA to work together more effectively. Its aim is to achieve greater alignment between NEMA and the 16 CDEM Groups. The Sector Strategy changed to a Partnership Charter in 2021 after the National Disaster Resilience Strategy was published in 2019, and work on Trifecta started in 2020.

The Charter will provide the basis for the development of a series of supporting protocols and practices, as well as an integrated and prioritised work plan for the 17 entities.

## **10 Wellington Region Emergency Management Office Quarter Two Quarterly Report – 31 December – Report 22.109**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report.

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee approves the Wellington Region Emergency Management Office's Quarter Two Quarterly Report – 31 December 2021 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2021/22.

The motion was **carried**.

## **11 Wellington Civil Defence Emergency Management Group Appointments – Report 22.112**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report, and tabled updated recommendations.

Moved: Mayor Baker / Council Chair Ponter

That the Joint Committee:

- 1 Approves the removal of the following statutory appointees:
  - a Mike Mendonca as Alternate Controller (Wellington City Council)
  - b Jay Houpapa as Alternate Controller (Hutt City Council)
  - c Kevin Currie as Alternate Controller (Kāpiti Coast District Council)
  - d Rian van Schalkwyk as Alternate Controller (Kāpiti Coast District Council)
  - e David Hopman as Controller (combined Wairarapa district councils)
  - f Mike Mendonca as Recovery Manager (Wellington City Council)
- 2 Approves the addition of the following statutory appointees:
  - a Kym Fell as Alternate Controller (Wellington City Council)

- b Nienke Itjeshorst as Alternate Controller (Kāpiti Coast District Council)
- c Barry Vryenhoek as Alternate Controller (Hutt City Council)
- d Steven May as Controller (combined Wairarapa district councils)

The motion was **carried**.

## **12 Capability Development, Targets and Training – Oral Report**

Mark Duncan, Manager, Operational Readiness, WREMO, spoke to the report and tabled a presentation.

Mr Duncan advised that there were twelve events in 2021, covering almost the full spectrum of emergency events and hazards.

Due to attrition, many experienced staff have been lost and there is a need to fill these gaps. In the short-term, training opportunities have been moved to online venues, due to the COVID-19 restrictions, as well as further engagement to provide knowledge check reminders and May 2022 exercise, and support councils in recruitment of new staff. In the medium-long term a working group will be established to develop a strategy, policies and plans to ensure the Region's emergency management workforce is fit for purpose.

## **13 Welfare Capability Maturity Model and Intended Next Steps – Oral Report**

Mark Duncan, Manager, Operational Readiness, WREMO, spoke to the report, and tabled a presentation.

The Welfare Capability Maturity Model (WCMM) was developed in consultation with local welfare managers, and was designed to measure the maturity across the welfare portfolio. It is intended to identify strengths, weaknesses and opportunities to guide work programmes and prioritisation. The average result was 4.2 (out of 10) and places the Region at the Basic level, where foundation policies, capabilities and practices are in place and repeatable, but are mainly reactive and inconsistent.

The review identified that iwi/Māori perspectives across the portfolio, and capability and capacity of the Region's welfare emergency management workforce are opportunities for development.

## **14 Annual Campaign Update – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report, and tabled a presentation.

Mr Neely advised that due to inflation and COVID-19 supply chain issues, the supplier of the Grab&Go Emergency Toilet is no longer able to meet the proposed price point.

Mr Neely also advised that due to the public's attention being on COVID-19 and other pressures, the annual campaign will be postponed to the next financial year (dates to be confirmed).

## **15 Recovery Operations Guide Update – Oral Report**

Dan Neely, Acting Regional Manager, WREMO, spoke to the report, and tabled a presentation.

The Recovery Operations Guide provides an easy to use framework to improve the coordination and community outcomes for council and other recovery actors from response through to longer term recovery. It sets out the roles and responsibilities for recovery managers, and other key actors, including governance.

**Noted:** The Joint Committee requested a copy of the Recovery Operations Guide be provided to members.

The public meeting closed at 9.44am.



Mayor A Baker

**Chair**

Date:

31 May 2022