



Report 10.624
Date 15 November 2010
File Z/01/04/19

Committee Civil Defence Emergency Management Group
Author Rian van Schalkwyk, CDEM Group Office

CDEM Group Appointments

1. Purpose

To enable the Wellington CDEM Group to appoint persons as required under the Civil Defence Emergency Management Act, 2002 (CDEM Act) and to approve the CDEM Group's meeting dates for 2011.

2. Background

The CDEM Act (Sections 15, 26 and 27) requires Civil Defence Emergency Management Groups (CDEM Groups) to officially appoint Chairpersons and Deputy Chairpersons for both the CDEM Group and the Co-ordinating Executive Group (CEG) as well as Group and Local Controllers (plus alternates).

In addition, the Wellington CDEM Group Plan (Part 5 – Administrative Arrangements) requires the Wellington CDEM Group to formally appoint Recovery Managers (and Alternates), Lifelines Co-ordinator (and Alternate) and the CDEM Group Welfare Manager.

3. Appointment of Chairperson and Deputy Chairperson of the Wellington region CDEM Group

Section 15 of the Civil Defence Emergency Management Act 2002 states that:

Each Civil Defence Emergency Management Group may appoint one of the representatives of its members to act as chairperson.

The appointed chairperson may hold office for the period agreed by the Group at the time of appointment.

Despite the subsection above, the term of office of an appointed chairperson ends if that person ceases to be a representative of a member of the Group.

Section 15 of the Wellington CDEM Group's Terms of Reference states:

On the constitution or reconstitution of the CDEM Group, Members shall elect a CDEM Group Chairperson and may elect a Deputy Chairperson.

The Group's Chairperson and deputy Chairperson will hold office for an initial term up to the local body election in October of each year.

Following the October local 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 CDEM Group may appoint a new Chairperson and Deputy Chairperson at any time.

The term of office of an appointed Chairperson and Deputy Chairperson ends if that person ceases to be a representative of a Member of the CDEM Group.

At its meeting of 25 November 2004 the Wellington CDEM Group Members have appointed Mr Wayne Guppy (Mayor of Upper Hutt City Council) as its Chairperson and Mr Ian Buchanan (Chairperson of Greater Wellington Regional Council) as its Deputy Chairperson. Mr Buchanan was replaced by the Hon. Fran Wilde (new Chairperson of Greater Wellington Regional Council) on 1 November 2007.

To give effect to the Terms of Reference of the Wellington Region CDEM Group, elected Members of the CDEM Group need to select and appoint a Chairperson and Deputy Chairperson until the October 2013 local authority elections unless three-quarters of the representatives of the Members of the CDEM Group present agree to appoint a new Chairperson and/or Deputy Chairperson before that time.

4. Appointment of Chairperson and Deputy Chairperson of the Wellington region CDEM Group's Co-ordinating Executive Group (CEG)

Section 20 (1) of the CDEM Act states:

A Civil Defence Emergency Management Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of:

The chief executive officer of each member local authority or a person acting on the chief executive officer's behalf; and

A senior member of the police who is assigned for the purpose by the Commissioner of Police; and

a senior member of the Fire Service who is assigned for the purpose by the National Commander; and

the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf; and

any other persons that may be co-opted by the Civil Defence Emergency Management Group.

Section 12 of the Terms of Reference for the Co-ordinating Executive Group states:

Election of Chairperson and Deputy Chairperson

The CEG shall elect its own Chairperson and Deputy Chairperson

The term of appointment shall be two (2) years unless three quarters of the members present at a meeting resolve to replace the Chairperson or Deputy Chairperson at an earlier time

The term of office of an elected Chairperson or deputy Chairperson end if that person ceases to be a member of the CEG.

At its meeting of 4 October 2010 members of CEG selected Mr Patrick Dougherty (Chief Executive, Kapiti Coast District Council) as its Chairperson and Mr. Dave Benham (Chief Executive, Greater Wellington Regional Council) as its Deputy Chairperson.

5. Co-option of members to the Co-ordinating Executive Group (CEG)

Section 20 (1) of the CDEM Act states:

A Civil Defence Emergency Management Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of:

The chief executive officer of each member local authority or a person acting on the chief executive officer's behalf; and

a senior member of the police who is assigned for the purpose by the Commissioner of Police; and

a senior member of the Fire Service who is assigned for the purpose by the National Commander; and

the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf; and

any other persons that may be co-opted by the Civil Defence Emergency Management Group.

Since the Wellington region CEG was established in 2002 it comprised of Chief Executives of the Wellington region local authorities, Chief Executives of the three District Health Boards and senior representatives from both the New Zealand Police and New Zealand Fire Service.

In early 2009 Chief Executives from the Greater Wellington Region have identified a number of opportunities where potential benefit could be found for

sharing emergency management services. A Steering Committee has been established to come up with workable solutions and its recommendations were tabled at a Chief Executives meeting on 16 April 2010.

One of the options considered by the Chief Executives was:

- Establish active representation from the Lifeline Utility sector on the CEG.

At its meeting of 4 October 2010 CEG has resolved to co-opt a Lifelines representative as well as a Regional Welfare Advisory Group representative to CEG.

6. Group appointments required in the CDEM Group Plan

Appendix 4 of the Group Plan lists the statutory and non-statutory appointments made by the CDEM Group to give effect to its structural arrangements.

A number of local authorities need to change their appointments in the Group Plan because of staff changes.

The following tables show the new appointments (in bold) that are recommended, along with existing appointments:

Group Controller	Rian van Schalkwyk
Alternate Group Controllers	Ian Gunn Craig Hamilton

Territorial Authority	Local Controllers	Local recovery managers
Wellington City	Mike Mendonca Sally Dosser (Alternate) Derek Fry (Alternate) Fred Mecoy (Alternate)	Greg Orchard Stavros Michael Mike Mendonca John Scott
Porirua City	Mike Chapman Trevor Farmer (Alternate)	Moira Lawler
Kapiti District	Bernie Goedhart Scott Dray (Alternate) Leigh Sage (Alternate)	Bernie Goedhart
Hutt City	Paul Nickalls Marty Grenfell (Alternate)	Claire Johnstone
Upper Hutt City	Chris Upton Paul Nickalls (Alternate)	Chris Upton
South Wairarapa District	Derek Theobald	Kyra Low
Carterton District	Elaine Brazendale Milan Hautler (Alternate)	Milan Hautler
Masterton District	Kevin Tunnell Jonathan Hooker Roger Gardner	Roger Gardner

Non-statutory appointments:

Group Recovery Manager	Francis Ryan
Alternate Group Recovery Managers	Tim Porteous Barry Leonard
Group Lifelines Co-ordinators	David Brunson Sandra Pedersen (Alternate)
Group Welfare Manager	Kate O'Regan

7. Proposed meeting dates for the CDEM Group

The Terms of Reference for the CDEM Group state that it will hold meetings at such frequency, times and places as agreed for the performance of the functions, duties and powers delegated to it under the Terms of Reference. However, there are to be at least two meetings per year.

It is proposed that the CDEM Group meet on the following dates in 2011:

- **Wednesday 4 May 2011 2.00pm.**
- **Thursday 3 November 2011 2.00pm.**

The venue for the meetings will be at Greater Wellington Regional Council, Council Chamber, Level 5.

8. Recommendation

That the Civil Defence Emergency Management Group:

1. ***Appoints a Chairperson and Deputy Chairperson for the Wellington region CDEM Group***
2. ***Approves the period of appointment of the Chairperson and Deputy Chairperson for the Wellington region CDEM Group to be until the October 2013 local authority elections unless three-quarters of the representatives of the Members of the CDEM Group present agree to appoint a new Chairperson and/or Deputy Chairperson before that time***
3. ***Appoints Mr Patrick Dougherty (Chief Executive, Kapiti Coast District Council) as Chairperson and Mr David Benham (Chief Executive, Greater Wellington Regional Council) as Deputy Chairperson for the Wellington region CDEM Group's Co-ordinating Executive Group (CEG)***
4. ***Endorses CEG's appointment of Mr Stavros Michael (Wellington City Council) as the Lifelines Utility Services representative for the Wellington region Co-ordinating Executive Group (CEG)***

5. **Endorses** CEG's appointment of the Wellington Regional Commissioner (Ministry of Social Development) as the Regional Welfare Advisory Group representative for the Wellington region Co-ordinating Executive Group (CEG)
6. **Approves** the period of appointment of the Lifelines and Regional Welfare Advisory Group representatives to be until the October 2013 local authority elections unless either the Wellington Engineering Lifelines Group or the Regional Welfare Advisory Group decides to appoint a new representative for their organisation to the CEG.
7. **Makes** the following appointments:
 - Sally Dosser, Derek Fry and Fred Mecoy as alternate Local Controllers, Wellington City Council
 - Stavros Michael and Mike Mendonca as alternate Recovery Managers, Wellington City Council
 - Mike Chapman, Local Controller, Porirua City Council
 - Bernie Goedhart, Local Controller, Kapiti Coast District Council
 - Scott Dray and Leigh Sage, alternate Local Controllers, Kapiti Coast District Council
 - Roger Gardner, Recovery Manager, Masterton District Council
 - Kate O'Regan, Group Welfare Manager
8. **Meets** on the following dates in 2010:
 - Wednesday 4 May 2011 at 2.00 pm
 - Thursday 3 November 2011 at 2.00 pm

Report prepared by:

Report approved by:

Rian van Schalkwyk
Manager, CDEM Group Office

Murray Kennedy
General Manager, Utilities and Services