

Confirmed Public minutes of the Wellington Region Civil Defence Emergency Management Group meeting on Friday 27 November 2020

Council Chamber, Upper Hutt City Council
828 Fergusson Drive, Upper Hutt, at 9am

Members Present

| | |
|--------------------------------|----------------------------------|
| Mayor Baker (Chair) | Porirua City Council |
| Mayor Patterson (Deputy Chair) | Masterton District 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 |

Public Business

1 Apologies

Moved: Mayor Baker / Mayor Foster

That the Joint Committee accepts the apology for absence from Councillor Ponter and Mayor Barry.

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 Confirmation of the Public minutes of the Civil Defence Emergency Management Group meeting on 7 August 2020 – Report 20.264

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee confirms the Public minutes of the Civil Defence Emergency Management Group meeting on 7 August 2020 – Report 20.264.

The motion was **carried**.

5 Civil Defence Emergency Management Group appointments – November 2020 – Report 20.469

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

Moved: Mayor Patterson / Mayor Guppy

That the Wellington Region Civil Defence Emergency Management Group:

- 1 Approves the removal of the following statutory appointees:
 - a Bruce Johnston as Alternate Controller (Kāpiti Coast District Council)
 - b Glen O'Connor as Alternate Controller (Kāpiti Coast District Council)
 - c Kim Rudman as Alternate Recovery Manager (South Wairarapa District Council).
- 2 Approves the addition of the following statutory appointees:
 - a Steve Cody as Alternate Controller (Kāpiti Coast District Council)
 - b Glen O'Connor as Supplementary Controller (Kāpiti Coast District Council)
 - c Nigel Carter as Recovery Manager (South Wairarapa District Council).

The motion was **carried**.

6 Wellington Region Emergency Management Office Annual Business Plan – Report 20.470

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

Moved: Mayor Baker / Mayor Guppy

That the Joint Committee approves the draft Wellington Region Emergency Management Office (WREMO) Annual Business Plan 2020/21 (Attachment 1).

The motion was **carried**.

7 Wellington Region Emergency Management Office Quarterly Report – September 2020 – Report 20.468

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

Moved: Mayor Baker / Mayor Patterson

That the Joint Committee approves the Wellington Region Emergency Management Office's Quarterly Report 1 July to 30 September 2020 (Attachment 1) against the outputs identified in the draft WREMO Annual Business Plan 2020/21.

The motion was **carried**.

8 Wellington Region Emergency Management Office proposed budget for 2022-2024 financial years – Report 20.467

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

Moved: Mayor Patterson / Mayor Guppy

That the Joint Committee approves the proposed Wellington Region Emergency Management Office budget for inclusion in budget planning.

The motion was **carried**.

9 COVID-19 regional response update – Oral Report

Mark Duncan, Operational Readiness and Response Manager/Group Controller, updated the Joint Committee on the COVID-19 regional response.

The Joint Committee discussed the importance of councils continuing to promote the use of the Ministry of Health COVID-19 tracer app, as tracking at the national level indicates tracker usage is dropping off.

Mr Duncan provided an update on the community outbreak of COVID-19 identified in Wellington, earlier in November. The outbreak was contained and well managed, though learning opportunities were identified, in particular, placing more effort into the public information management space to better inform the community.

Other responses in the region included a landslide in the Wairarapa caused by heavy rain and flooding. The landslide created a dam that has been identified as a risk to residences further down the river should the dam breach.

The Joint Committee noted the ongoing work being done in COVID-19 Resurgence Planning and the concurrent work being done to manage other emergency events as and when they occur.

Noted: Mayor Beijen and Mayor Guppy left the meeting at 9.40 during the presentation of the above item.

The Joint Committee accorded priority to agenda item 11.

10 Local Earthquake Response Plan update – Oral Report

Mark Duncan, Operational Readiness and Response Manager/Group Controller updated the Joint Committee on the Local Earthquake Response Plan (LERP).

The LERPs complement the Wellington Region Earthquake Response Plan (WREP) which in turn is linked to the Wellington Earthquake National Initial Response Plan (WEMORP) produced by the National Emergency Management Agency.

After being delayed due to the pressures of COVID-19, the LERPs are now almost complete with council staff now having to insert local information in some of the annexes. The focus will now be on raising awareness of the LERPs and testing and training as appropriate.

11 COVID-19 regional recovery update – Oral Report

Scott Dray, Senior Emergency Management Advisor, updated the Joint Committee on the regional recovery, and tabled a dashboard of recovery indicators.

The dashboard was newly supplemented by a community survey, responded to by 60 organisations. The survey will be completed every two months. Mr Dray welcomed the feedback of the Joint Committee on the survey in order to fine tune and make the results more relevant in future updates.

Noted: Mayor Beijen and Mayor Guppy returned to the meeting at 10.03, during the presentation of the above item.

The meeting closed at 10.05am

Mayor A Baker

Chair



Date: 26.3.21

CDEM Group – Friday 26 March 2021

Apologies

| Name | Absence/late/early departure |
|------------|---------------------------------|
| Mayor Lang | Absence (DM Vergunst attending) |

- *Barry* Apologies and minutes need to be moved and seconded. *late absence.*

Public Participation (five for speaking, five for questions)

| Name | Organisation | Speaking to |
|-------------------------|--------------|-------------|
| None as at 3.40pm 25/03 | | |

Matters to note

- A speaker has 5 minutes to speak, and members have 5 minutes to ask them questions. There is no distinction between whether they are speaking as an individual or on behalf of an organisation.
- After a public participant has finished the Council/Committee can agree to follow up on issues raised (through the Chair)
- It is good practice to ask if there is any more public participation after the speakers on the list have finished

Officers making introductory comments (if required) and responding to questions

| Agenda item | Report Name | Report type | Name | Group |
|-------------|--|-------------|--------------|-------|
| ✓ 4 | Confirmation of the Public minutes of 27 November 2020 | Decision | Jerry Holmes | WREMO |
| ✓ 5 | COVID-19 response update | Oral | Jerry Holmes | WREMO |
| ✓ 6 | Community resilience and recovery update | Oral | Dan Neely | WREMO |
| ✓ 7 | CDEM Group appointments | Decision | Jerry Holmes | WREMO |
| ✓ 8 | WREMO Quarter 2 report | Decision | Jerry Holmes | WREMO |
| ✓ 9 | Reporting change proposal | Oral | Jess Hare | WREMO |
| ✓ 10 | Accommodation and budget update | Oral | Jerry Holmes | WREMO |
| 11 | Radio network upgrade | Oral | Jess Hare | WREMO |

Standard procedure for Council/committee consideration of an officer report

1. Chairperson introduces report

The Chairperson will introduce each report along the following lines:

“Welcome to the meeting “officer’s name”. Councillors have read your report; has anything changed since the report was released (*officer: “no”, or “yes” with explanation*)? I now invite questions.”

2. Questions

(Members may ask, through the chair, relevant questions of clarification of officers with regard to the subject-matter of the report.)

3. Motion moved and seconded

1. Ask for a mover – restate their name (Cr)
2. Ask for a seconder – restate their name (Cr.....)

(A member may move a motion, and a second member may second a motion. The motion does not have to align with the recommendations of officers, but must be relevant to the matter under consideration.)

4. Debate on the motion

Order of debate:

1. Mover (has up to 10 minutes to speak)
2. Secunder (has up to 5 minutes to speak – may reserve right to speak later)
3. Motion debated (up to 5 minutes per person)
4. Mover has right of reply (up to 5 minutes)

(This may involve the consideration of amendments.)

5. Motion is put

(The substantive motion is put to the vote to determine its fate.)