

## MINUTES

Report Number                   **Report 07.682**

SUBJECT                           Wellington Region Civil Defence Co-ordinating Executive Group (CEG) Meeting

WHEN                               2 April 2007 at 10:07 am

WHERE                             Council Chamber,  
Upper Hutt City Council

FILE NUMBER                   E/06/23/04

PRESENT                          Roger Blakeley (Porirua City Council, Chairman)  
David Benham (Greater Wellington)  
Chai Chua (Regional Public Health)  
Andrew Dalziel (Wellington City Council)  
Leigh Halstead (Kapiti Coast District Council)  
David Kelly (Hutt City Council)  
Ray Kennedy (New Zealand Fire Service)  
Max Pedersen (Upper Hutt City Council)  
Greg Phillips (Capital & Coast District Health Board)  
Wes ten Hove (Masterton District Council)  
Rob Williams (Kapiti Coast District Council)  
Colin Wright (Carterton District Council)  
Mike Wright (New Zealand Police) (for Pieri Munro)

OFFICERS IN ATTENDANCE       Jane Bradbury (Greater Wellington)  
Dave Jack (Hutt Valley Emergency Management)  
Craig Hamilton (Greater Wellington)  
Chris Killeen (Greater Wellington)  
Don McGuire (Kapiti Coast District Council)  
Margot McLean (Regional Public Health)  
Paul Nickalls (Hutt Valley Emergency Management)  
Miles Reay (Greater Wellington)  
Rian van Schalkwyk (Greater Wellington)  
Wayne Hastie (Greater Wellington)  
Ian Wilson (Ministry of Civil Defence & Emergency Management)

## 1. Apologies

*Resolved*

*(ten Hove/Dalziel)*

*That the apologies for absence from Margot Mains (C & CDHB), Pieri Munro (NZP), and Griff Page (SWDC) be accepted.*

## 2. Confirmation of Minutes of Meeting held 2 October 2006

*Resolved*

*(ten Hove/Dalziel)*

*That the minutes of the last meeting be accepted as a true and correct record of that meeting.*

## 3. Exercise Capital Quake '06

**Report 07.142**

File Z/01/04/19

*Resolved*

*(Blakeley/Dalziel)*

*That the CEG:*

- 1. receives the report; and*
- 2. notes the contents.*

### **Noted**

Rian van Schalkwyk introduced the report, which describes the outcome and lessons learnt from an exercise designed to test New Zealand's all-of-nation arrangements for responding to a major disaster resulting from an earthquake in Wellington.

Roger Blakeley noted that it would have been desirable to have a representative of the CEG in the National Crisis Centre. Ray Kennedy reported that there was a mismatch of expectations at the Beehive centre. New Zealand Fire Service is doing an in-depth debrief, and feels there is a need to improve the way information is disseminated.

In response to a question from Max Pedersen, Rian van Schalkwyk advised that a presentation on the "Its our Fault" exercise by the Institute of Geological & Nuclear Sciences will be made to the CEG in October.

Roger Blakeley led a discussion on the difficulty in bringing heavy civil defence equipment into Wellington by rail, road, and air during an emergency.

#### **4. Exercise Cruickshank**

**Report 07.143**

File Z/01/04/19

Rian van Schalkwyk introduced the report on a planned exercise developed to test New Zealand's all-of-nation arrangements for responding to a pandemic influenza emergency.

*Resolved*

*(Blakeley/Kelly)*

*That the CEG:*

- 1. receives the report; and*
- 2. notes the contents.*

**Noted**

Margo McLean reported that

- the Ministry of Health has employed a person to handle communications
- a "walk through" exercise is planned at some stage
- some schools have indicated they wish to participate in a table- top exercise
- The Dept of Corrections is keen to participate.

Rian van Schalkwyk referred to the four-stage process involving councils. Planning for business continuity exercises was discussed.

#### **5. CDEM Group work programme progress report**

**Report 07.144**

File Z/01/04/19

*Resolved*

*(Blakeley/Wright)*

*That the CEG:*

- 1. receives the report; and*
- 2. notes the contents.*

**Noted**

Rian van Schalkwyk reported that a lot of work had been done over the past six months, and that during Exercise Capital Quake it became apparent that several other organisations were also doing reconnaissance work for the same areas that the Group Reconnaissance Plan covered.

Rian advised that he is meeting with these organisations to work out exactly who will play what role to avoid unnecessary duplication. The draft plan will be amended accordingly.

## **6. Representative on Working Group for the Development of a National Public Tsunami Alerting System**

**Report 07.145**

File Z/01/04/19

Resolved

(Dalziel/Benham)

*That the CDEM Group appoint Adrian Glen, Wellington City Council, to be the Wellington CDEM Group Representative on the National Tsunami Working Group.*

## **7. Priority Utility Sites for Response and Recovery**

**Report 07.146**

File Z/01/04/19

Craig Hamilton, Emergency Management Officer in the Greater Wellington Masterton office, introduced the joint Wellington Engineering Lifelines Group (WeLG) and Wairarapa Engineering Lifelines Association (WELA) project.

*Resolved*

*(Blakeley/Dalziel)*

*That CEG:*

- 1. receives the report; and notes the contents*
- 2. endorses the project*
- 3. approves the continuance of WeLG and WELA leading the project.*

**Noted**

Craig assured the CEG that there will be synergy between the WeLG and WELA groups.

## **8. CDEM Conference 2007**

**Report 07.147**

File Z/01/04/19

Rian van Schalkwyk briefed the Group about the Civil Defence Emergency Management Conference to be held in Wellington in October 2007, and advised that

- the NZ Fire Service would be attending
- planning is progressing well.

In response to a question from Andrew Dalziel, Rian advised that although Greater Wellington and the NZ Fire Service have underwritten the conference, it will be largely self-funding.

## **9. Update on CDEM Group public education initiatives**

### **Report 07.148**

File Z/01/04/19

Craig Hamilton briefed the Group on new and on-going public education work, and approaches being taken.

*Resolved*

*(Blakeley/Wright)*

*That CEG:*

- 1. receives the report; and*
- 2. notes the contents.*

### **Noted**

Craig reported that the interactive display for morning rush hour commuters at the Wellington Railway Station on Disaster Reduction Day (Wednesday 11 October), and that the MCDEM reference group will feature in future.

## **10. Combined Hutt Valley Civil Defence and Rural Fire**

### **Report 07.155**

File Z/01/04/19

Rian van Schalkwyk informed the Group about the combination of the civil defence emergency management and rural fire functions of the Upper Hutt and Hutt City councils, and sought approval for recommendations to the CDEM Group appointments.

*Resolved*

*(Kelly/Pedersen)*

*That the CEG:*

- 1. receives the report;*
- 2. notes the contents;*
- 3. recommends to the CDEM Group that the following appointments be made: Marty Grenfell - Local Controller, Upper Hutt City Council; Paul Nickalls - Local Controller (Alternate), Upper Hutt City Council; Marty Grenfell - Local Controller (Alternate), Hutt City Council; and*

4. *recommends to the CDEM Group that the Wellington CDEM Group Plan be updated to include the above appointments.*

**Noted**

The chairman congratulated the councils for working together to achieve this result.

**11. Report on “Exercise Back Blast”**

**Oral Report**

Dave Jack, advisor to the Hutt Valley Emergency Management Office, reported that Exercise Back Blast had been based in Wainuiomata, and that

- high school student volunteers acted as “casualties”
- the Salvation Army provided catering
- response teams were totally self-supporting
- the Incident Management team worked well, and controllers were involved
- Greater Wellington caravan acted as the Emergency Operations Centre (EOC).

**Recommendations:**

- 1) An exercise for the Response Team be part of the annual exercise programme for the Wellington CEDM Group.
- 2) That members of the IMT for an exercise be formed from the Emergency Management Offices, including Controllers.
- 3) The Regional Emergency Mobile Operations Centre be sufficiently resourced to be able to function as an EOC.

A written report will be presented to the next meeting.

**12. EOC Volunteer Training**

**Oral Report**

Roger Blakeley lead the discussion, during which the following points were made:

- Desirability for resources services for volunteer training to be shared amongst the Councils.
- A core number of people are trained, but it would be difficult to train large numbers.
- There isn't a controllers' course - who is going to train them?

- Need to put more pressure on the Ministry.
- Canterbury has sent a person to be trained in British Columbia who is now a certified trainer – could train others here in New Zealand?

*Resolved*

*(Blakeley/Dalziel)*

*That Officers be asked to present a paper on EOC Volunteer training to the next CEG meeting.*

**13. Items for CEDM Group Meeting on 4 May 2007**

**Noted**

Items 3, 4, 5, 6, 7, 8, 9,10, 11, and 12 to be considered at the next CDEM meeting.

**14. General Business**

Don McGuire is to organise a 2-day course for controllers and recovery management.

**15. Next Meeting Monday, 1 October 2007 at 10.00 am Porirua City Council**

The above date, time, and venue for the next CEG meeting were confirmed.

The meeting finished at 11.05 am.

Dr R Blakeley, Chairman

Date: