

Minutes of the Meeting of the Civil Defence Emergency Management Group held in the Council Chamber, Regional Council Centre, 142 Wakefield Street, Wellington, on Thursday, 8 May 2008 at 2.03 pm

Present

Mayor Guppy (Chairman)	(Upper Hutt City Council)
Mayor Brash	(Porirua City Council)
Mayor Daniell	(Masterton District Council)
Mayor Staples	(South Wairarapa District Council)
Cr Gottlieb	(Carterton District Council)
Cr McKinnon	(Wellington City Council)
Cr Wallace	(Lower Hutt City Council)
Cr Wilde	(Greater Wellington Regional Council)

Officers Present

Dr Bradbury, Ms Hare, Messrs Reay & van Schalkwyk	(all Greater Wellington Regional Council)
Mr Farmer	(Porirua City Council)
Mr Finnimore	(Kapiti Coast District Council)
Mr Nickalls	(Hutt City Council)
Inspector Wright	(Wellington Police)

Business

CDE 16 Apologies

Resolved (Cr Wilde/Mayor Brash)

That the CDEM Group

Accepts the apologies for absence from Mayors McPhee, Ogden, Prendergast, and Rowan.

CDE 17 Confirmation of Minutes

Resolved (Cr Wilde/Mayor Staples)

That the CDEM Group

Confirms the minutes of the meeting held on 4 May 2007, Report 07.22, as amended..

Matters arising

It was recommended that regional Mayors invite GNS to give its “It’s Our Fault” presentation to their Councils, and actively seek funding to support the project.

CDE 18 CDEM Group Appointments

Report 08.240

File: Z/01/04/20

Rian van Schalkwyk introduced the report, which requests that the Wellington Region CDEM Group approves the appointment of officers to a number of positions that have become vacant as a result of staff changes.

Resolved (Mayor Guppy/Mayor Brash)

That the CDEM Group makes the following appointments:

- (a) Local Controller – Kevin Jefferies (Kapiti Coast District Council)
- (b) Alternate Group Controller (2nd Alternate) – Ken Rees (Greater Wellington)
- (c) Group Recovery Manager – Jane Davis (Greater Wellington)

(d) Local Recovery Manager – Bernie Goedhart (Kapiti Coast District Council)

Noted

Mr van Schalkwyk advised that the position of Local Controller (Alternate) at Kapiti Coast District Council is currently vacant.

CDE 18 **Exercise Phoenix V**

Report 08.222

File Z/01/04/20

Rian van Schalkwyk introduced Exercise Phoenix V, developed to test the functioning of the CDEM Group Plan under the direction of the Group Controller.

Resolved

(Mayor Daniell /Cr Wilde)

That the CDEM Group:

- 1. Receives the report; and*
- 2. Notes the contents.*

Noted

With regard to 3.3 *Exercise Timeline*, Mr van Schalkwyk was asked to add the Hutt Valley District Health Board to the group for which Specialist Group workshops are being held.

CDE 19 **Update of Response and Recovery Protocols for Lifelines Utilities**

Report 08.223

File Z/01/04/20

Rian van Schalkwyk introduced the report which provides an update on the Response & Recovery Protocols for Lifeline Utilities.

Resolved

(Cr Wilde/Mayor Staples)

That the CDEM Group:

- 1. Accepts the changes to the Response & Recovery Protocols for Lifeline Utilities and;*
- 2. Approves the changes to be incorporated into the Wellington CDEM GEOC Standard Operating Procedures.*

CDE 20 **Priority Sites for Utility Response and Recovery**

Report 08.187

File Z/01/04/20

Rian van Schalkwyk introduced the report, which updates progress on the joint Wellington Lifelines Group (WeLG) and Wairarapa Engineering Lifelines Association (WELA) project.

Resolved

(Mayor Guppy/Mayor Daniells)

That the CDEM Group:

1. *Receives the report; and*
2. *Notes the content.*

Noted

Mr van Schalkwyk advised that the final report, maps, and database will be issued by the end of June 2008, not April as stated in the report.

CDE 20 **Group Tsunami Evacuation Planning Report**

Report 08.225

File Z/01/04/20

Jessica Hare introduced the report, which updates progress of the Group Tsunami Evacuation Planning Plan.

Resolved

(Mayor Guppy/Mayor Staples)

That the CDEM Group:

1. *Receives the report.*
2. *Notes the contents; and*
3. *Approves an exercise to test the Tsunami Plan to coincide with the national Pacific Wave tsunami exercise.*

CDE 21 **Disposal of sewage during a disaster**

Report 08.226

File Z/01/04/20

Jessica Hare introduced the report, which updates progress of the disposal of sewage project.

Resolved

(Mayor Brash/Mayor Daniells)

That the CDEM Group:

- 1. Receives the report; and*
- 2. Notes the contents.*

CDE 21 **Controller and Recovery Manager Training and Development**

Report 08.227

File Z/01/04/20

Rian Schalkwyk introduced the report, which proposes a framework for training the region's CDEM Controllers and Recovery Managers.

Resolved

(Mayor Guppy/Mayor Staples)

That the CDEM Group:

- 1. Receives the report;*
- 2. Notes the content; and*
- 3. Approves the training programme proposal as set out in the report.*

CDE 22 **Update on CDEM Group public education initiatives**

Report 08.228

File Z/01/04/20

Jessica Hare introduced the report, which updates new and on-going public education initiatives.

Resolved

(Mayor Guppy/Mayor Daniell)

That the CDEM Group:

- 1. Receives the report; and*
- 2. Notes the contents.*

CDE 23 **CDEM Group work programme progress report**

Report 08.229

FileZ/01/04/20

Jessica Hare introduced the report, which updates progress of the CDEM Group work programmes.

Resolved

(Mayor Staples/Mayor Brash)

That the CDEM Group:

- 1. Receives the report; and*
- 2. Notes the contents.*

CDE 24 **Emergency Scenario – presentation by Rian van Schalkwyk, and Group discussion**

Mr van Schalkwyk presented a scenario based on a terrorist attack on a major power-generating facility. The following discussion centred on the leadership roles mayors would need to take, and the need to give people timely and accurate information about the developing situation.

Noted

Mr van Schalkwyk was asked to provide the Committee with hard copies of his *Powerpoint* presentation.

Other Matters

CDE 25 **General**

There was no general business.

The meeting closed at 3.08 pm.

Mayor W N Guppy
Chairman, Civil Defence Emergency Management Group

Date: