



Report 08.975
6 November 2008
File: E/06/23/01
Min 080611 850.doc

**Confirmed 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, 6 November 2008 at 2.02 pm**

Present

Mayor Guppy (Chairman)	(Upper Hutt City Council)
Mayor Brash	(Porirua City Council)
Cr Chapman (deputising for Mayor Rowan)	(Kapiti Coast District Council)
Cr Hooker (deputising for Mayor Daniell)	(Masterton District Council)
Mayor McPhee	(Carterton District Council)
Cr Napier (deputising for Mayor Staples)	(South Wairarapa District Council)
Cr Wilde	(Greater Wellington Regional Council)

Officers Present

Dr Bradbury, Messrs Reay & van Schalkwyk	(Greater Wellington Regional Council)
Dr Blakeley	(Porirua City Council)
Mr Halberg	(Hutt Valley District Health Board)
Mr Nickalls	(Hutt City Council)
Mr McGuire	(Kapiti Coast District Council)
Snr Sgt Mills (deputising for Supt Munro)	(Wellington Police)
Mr Pedersen	(Upper Hutt City Council)

Business

CDE 26 Apologies

Resolved (Mayor Guppy/Cr Wilde)

That the CDEM Group

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

CDE 27 Confirmation of Minutes

Resolved (Cr Wilde/Mayor Guppy)

That the CDEM Group

Confirms the minutes of the meeting held on 8 May 2008, Report 08.822.

CDE 28 Public Information

Oral presentation

Simon “Swampy” Marsh of Radioworks gave a *Powerpoint* presentation on the role of public radio in emergency management.

Noted

Emergency management officers were asked to look at ways of better using public radio, and report back to the CDEM Group.

CDE 29 CDEM Group Reconnaissance Plan

Report 08.790

File: Z/01/04/20

Resolved (Mayor Guppy/Cr Wilde)

That the CDEM Group:

- 1. Approves the updated Wellington Region CDEM Group Reconnaissance Plan; and*
- 2. Approves the retainer fee of \$12,000 be paid annually to Helipro on the basis of \$8,000 from the Wellington CDEM Group and \$4,000 from the New Zealand Transport Agency, as set out in the CDEM Group Reconnaissance Plan.*

CDE 30 CDEM Group Recovery Plan

Report 08.791

File Z/01/04/20

Resolved

(Cr Wilde/Cr Napier)

That the CDEM Group approves the updated Wellington Region CDEM Group Recovery Plan.

CDE 31 CDEM Group Public Education Strategy

Report 08.792

File Z/01/04/20

Resolved

(Mayor Guppy/Cr Wilde)

That the CDEM Group approves the Wellington Region CDEM Group Public Education Strategy.

Mayor McPhee joined the meeting at 2.57 pm.

CDE 32 CDEM Group Welfare Plan

Report 08.793

File Z/01/04/20

Resolved

(Mayor Guppy/ Cr Wilde)

That the CDEM Group approves the Wellington Region CDEM Group Welfare plan.

CDE 33 Group Tsunami Evacuation Plan

Report 08.794

File Z/01/04/19

Resolved

(Cr Wilde/Mayor Brash)

That the CDEM Group approves the Wellington Region CDEM Group Tsunami Evacuation Plan.

CDE 34 CDEM Group Debris Disposal Guidelines

Report 08.795

File Z/01/04/20

Resolved

(Cr Wilde/Mayor McPhee)

That the CDEM Group:

- 1. Approves the Wellington region CDEM Group Debris Disposal Guidelines; and*
- 2. Requests the territorial authorities in the region to use the CDEM Group Debris Disposal Guidelines to develop their own debris disposal plans.*

CDE 35 CDEM Group Sewage Disposal Guidelines

Report 08.795

File Z/01/04/20

Resolved

(Mayor Guppy/Mayor Brash)

That the CDEM Group:

- 1 Approves the Wellington region CDEM Group Sewage Disposal Guidelines; and*
- 2 Requests the territorial authorities in the region to use the CDEM Group Sewage Disposal Guidelines to develop their own sewage disposal plans.*

CDE 36 Priority Utility Sites for Response and Recovery

Report 08.797

File Z/01/04/20

Resolved

(Mayor Brash/Mayor Daniell)

That the CDEM Group approves the Priority Utility Sites for Response and Recovery report.

CDE 37 Progress report: Audit of the CDEM Group's Emergency Operations Centres

Report 08.798

File Z/01/04/20

Resolved

(Cr Wilde/Mayor McPhee)

That the CDEM Group receives the report and notes the contents.

CDE 38 **Controller and Recovery Manager Training**

Report 08.799

File Z/01/04/20

Resolved

(Cr Wilde/Mayor Guppy)

That the CDEM Group:

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

CDE 39 **CDEM Group work programme progress report**

Report 08.800

File Z/01/04/20

Resolved

(Mayor Guppy/Mayor Brash)

That the CDEM Group:

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

CDE 40 **Update on CDEM Group Public Education Initiatives**

Report 8.801

File Z/01/04/20

Resolved

(Mayor McPhee/Cr Napier)

That the CDEM Group:

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

CDE 41 **Exercise Clean UP**

Report 8.802

File Z/01/04/19

Resolved

(Cr Chapman/Mayor Brash)

That the CDEM Group:

1. *Receives the report;*
2. *Notes that an exercise for the Response Teams is part of the annual exercise programme for the Wellington CDEM Group;*
3. *Notes that members of the Incident Management Team for all exercises are to be drawn from the Emergency Management Offices, including Controllers; and*
4. *Approves the expenditure not exceeding \$5,000 for Exercise Clean Up to be held in February or March 2009.*

CDE 42 **Wellington CDEM Group Support for the “It’s Our Fault’ project**

Report 08.803

File: Z/01/04/19

Resolved

(Cr Wilde/Mayor McPhee)

That the CDEM Group:

1. *Receives the report;*
2. *Notes the contents; and*
3. *Recommends to its members that the sum of \$100,000 to be paid over a period of two years to the Institute of Geological and Nuclear Sciences Limited as the Wellington Region CDEM Group’s support for the ‘It’s Our Fault’ project. Payment to be made as follows:*
 - *Greater Wellington \$25,000 in each of the 2009/10 and 2010/11 years.*
 - *Kapiti Coast District Council \$4082.50 in each of the 2009/10 and 2010/11 years.*
 - *Porirua City Council \$4,555 in each of the 2009/10 and 2010/11 years.*
 - *Hutt City Council \$9,185 in each of the 2009/10 and 2010/11 years.*
 - *Upper Hutt City Council \$3,500 in each of the 2009/10 and 2010/11 years.*
 - *Masterton District Council \$2,175 in each of the 2009/10 and 2010/11 years.*
 - *Carterton District Council \$660 in each of the 2009/10 and 2010/11 years.*
 - *South Wairarapa District Council \$842.50 in each of the 2009/10 and 2010/11 years.*

Mayor Guppy asked that his negative vote be recorded.

CDE 43 **Business/Service Continuity Planning and Business Preparedness Survey 2008**

Report 08.804

File: Z/01/04/20

Resolved

(Mayor Guppy/Cr Wilde)

That the CDEM Group:

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

CDE 44 **Fast Moving Consumer Goods (FMCG) Planning**

Report 08.805

File: Z/01/04/20

Resolved

(Mayor Brash/Mayor McPhee)

That the CDEM Group:

1. *Receives the report.*
2. *Notes the contents.*
3. *Requests the Ministry of Civil Defence and Emergency Management to initiate effective measures, through an 'Order in Council' according Section 61 of the CDEM Act, to have the FMCG sector classified and included as a Lifelines Utility under Schedule 1 of the CDEM Act 2002.*

CDE 45 **CDEM Group Appointments**

Report 08.806

File: Z/01/04/20

Resolved

(Cr Wilde/Mayor Brash)

That the CDEM Group:

1. *Makes the following appointments:*
 - *CDEM Group Controller (alternate) – Ken Rees (Greater Wellington)*
 - *CDEM Group Controller (alternate) – Craig Hamilton (Greater Wellington)*
 - *CDEM Group Recovery Manager – Francis Ryan (Greater Wellington)*
 - *CDEM Group Recovery Manager (alternate) – Tim Porteous (Greater Wellington)*
 - *Upper Hutt Local Controller – Chris Upton*

- *Kapiti Coast Local Controller – Kevin Jefferies*
- *Kapiti Coast Local Controller (alternate) – Gary Simpson*
- *Kapiti Coast Local Controller (alternate) – Ken Smith*
- *Kapiti Coast Local Controller (alternate) – Don McGuire*
- *Kapiti Coast Local Recovery Manager – Bernie Goedhart*
- *Kapiti Coast Local Recovery Manager (alternate) – Wayne Gair*
- *South Wairarapa Recovery Manager – Kyra Low*

CDE 46 CDEM Group Identification Cards

Report 08.807

File: Z/01/04/20

Resolved

(Mayor McPhee/Cr Napier)

That the CDEM Group:

1. *Receives the report;*
2. *Approves the development of identification cards (passes) as set out in the report.*

CDE 47 CDEM Group meeting dates for 2009

Report 08.808

File: Z/01/04/01

Resolved

(Mayor Guppy/Cr Wilde)

That the CDEM Group meet on the following dates in 2009:

1. *Thursday 7 May 2009 at 2.00pm.*
2. *Thursday 5 November 2009 at 2.00pm*

CDE 48 Questions

There were no questions.

CDE 49 General

The Chairman tabled the “Absolutely Positively Wellingtonian’s” award presented to the CDEM Group by the Wellington City Council.

The meeting closed at 3.22 pm

Mayor WN Guppy
 Chairman
 Civil Defence Emergency Management Group
 Date