



MINUTES

REPORT NUMBER 08.231

SUBJECT Minutes of Wellington Region Civil Defence Co-ordinating Executive Group (CEG) meeting.

WHEN 7 April 2008 at 10:00 am.

WHERE Council Chamber, Upper Hutt City Council.

FILE NUMBER E/06/23/04

PRESENT Roger Blakeley (Porirua City Council), Chairman

Ray Kennedy (New Zealand Fire Service)
Griff Page (South Wairarapa District Council)
Max Pedersen (Upper Hutt City Council)
Bruce Sherlock (Hutt City Council), for Tony Stallinger
Mike Wright (New Zealand Police) (for Pieri Munro)

OFFICERS IN ATTENDANCE Jane Bradbury (Greater Wellington)
Marty Grenfell (Upper Hutt City Council)
Craig Hamilton (Greater Wellington)
Jessica Hare (Greater Wellington)
Chris Killeen (Greater Wellington)
Paul Nickalls (Hutt Valley Emergency Management)
Miles Reay (Greater Wellington)
Rian van Schalkwyk (Greater Wellington)
Ian Wilson (Ministry of Civil Defence & Emergency Management)

1. Apologies

Resolved

(Page/Kennedy)

That the apologies for absence from David Benham (Greater Wellington), Chai Chuah (Hutt Valley District Health Board), David Coetzee (Ministry of Civil Defence & Emergency Management), Kevin Jeffries (Kapiti Coast District Council), Stavros Michael (Wellington City Council), Pieri Munro (NZ Police), Council), and Colin Wright (Carterton District Council) be accepted.

2. Confirmation of minutes of meeting held on 1 October 2007

Resolved

(Page/Kennedy)

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

3. Exercise Phoenix V

Report 08.189

File Z/01/04/19

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

(Blakely/Sherlock)

That the CEG:

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

4. Update of Response and Recovery Protocols for Lifelines Utilities

Report 08.184

File Z/01/04/19

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

Resolved

(Pedersen/Page)

That the CEG:

- 1. accepts the changes to the Response & Recovery Protocols for Lifeline Utilities and;*

Resolved

(Pedersen/Page)

That the CEG:

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.*
 - Officers were asked to add names and titles of contacts to the distribution list on page 3 of Attachment 1.

3. Priority Sites for Utility Response and Recovery

Report 08.187

File Z/01/04/19

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

Resolved

(Sherlock/Pedersen)

That the CEG:

1. *receives the report; and*
2. *notes the content.*

4. Group Tsunami Evacuation Planning Report

Report 08.186

File Z/01/04/19

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

Resolved

(Blakeley/Page)

That the CEG Group:

1. *receives the report; and*
2. *notes the contents.*
3. *requests that an exercise be planned for the Tsunami Plan.*

That the CEG:

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

8. Controller and Recovery Manager Training and Development

Report 08.183

File Z/01/04/19

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

Resolved

(Page/Sherlock)

That the CEG:

1. *receives the report;*
2. *notes the content; and*
3. *approves the training programme proposal as set out in the report.*

9. Update on CDEM Group public education initiatives

Report 8.185

File Z/01/04/19

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

Resolved

(Blakeley/Pedersen)

That the CEG:

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

10. CDEM Group work programme progress report

Report 08.182

File Z/01/04/19

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

Resolved

(Blakeley/Wright)

That the CEG:

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

Noted

It was decided that the CDEM Group programme update should show progress since the previous meeting, and that this should apply to all reports.

11. Items for CDEM Group Meeting on 8 May 2008

It was agreed that all agenda items from today's CEG meeting are to be tabled at the CDEM Group meeting on 8 May 2008.

Rian van Schalkwyk was asked to present a scenario exercise to the CDEM meeting on 8 May 2008.

12. General business

It was noted that the CEG reports were received quite late, and officers were asked to ensure that CEG members receive their order papers earlier.

13. Next meeting Monday, 6 October, 2008, at Porirua City Council

Confirmed and noted.

The meeting finished at 10.50 am.

Roger Blakeley, Chairman

Date: