

## **Report 03.472**

14 August 2003

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### **Minutes of the Meeting of the Civil Defence Emergency Management Group held in the Council Chamber, The Regional Council Centre, 142 Wakefield Street, Wellington, on Thursday, 14 August 2003 which commenced informally at 1.45pm**

#### **Present**

Mayor Brash	Porirua City Council
Councillor Brown	Kapiti Coast District Council
Mayor Guppy	Upper Hutt City Council
Mayor Francis	Masterton District Council
Mayor Prendergast	Wellington City Council
Mayor Read	South Wairarapa District Council
Councillor Shields	Greater Wellington Regional Council
Mayor Tankersley	Carterton District Council
Mayor Terris	Hutt City Council

#### **Officers Present**

Dr Blakeley	Porirua City Council ,
Mr Poole	Wellington City Council
Messrs Harris, Darroch, van Schalkwyk	Greater Wellington Regional Council
Drs Bradbury and Hastie	
Messrs Miller and Pederson	Upper Hutt City Council
Mr McArthur	Hutt City Council

#### **Deputy Representation**

Mayor Guppy noted that Mayor Milne, Kapiti Coast District Council was unable to attend today's meeting and Councillor Brown had been appointed as his deputy.

## Public Business

### Procedural Items

#### CDE 15 **Quorum for Today's Meeting**

Mayor Guppy said that subsequent to the approval of the Terms of Reference for the CDEM Group at the inaugural meeting in May, advice had been received from the Ministry of Civil Defence and Emergency Management that a quorum must include a representative from each of the Local Authorities that form the joint committee group.

Mayor Guppy said the quorum issue will be clarified at today's meeting under item 6 when it is suggested that a quorum for future meetings of the CDEM group should consist of a representative of every member.

Mayor Guppy said, while noting the representatives from Hutt City Council and Kapiti Coast District Council had not yet arrived, that he would commence the meeting informally and formalise proceedings when Mayor Terris and Councillor Brown had joined the meeting.

#### CDE 16 **Apologies**

*Resolved (Informally)*

*(Mayor Guppy/Cr Shields)*

*That the apology from Mayor Milne, Kapiti Coast District Council be confirmed.*

#### CDE 17 **Public Participation**

There were no members of the public who wished to participate in the meeting.

#### CDE 18 **Confirmation of Minutes**

*Resolved (Informally)*

*(Mayor Prendergast/Mayor Read)*

*That the minutes of the meeting held on 14 August 2003, Report 03.255, be confirmed.*

## Matters for Consideration

#### CDE 19 **Adoption of Terms of Reference**

**Report 03.424**

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*Resolved (Informally)*

*(Cr Shields/MayorPrendergast)*

1. *That the report be received.*

2. *That representatives sign a copy of the Terms of Reference at the completion of the meeting.*

**CDE 20 Establishment of Civil Defence Emergency Management Co-ordinating Executive Group**

**Report 03.425**

E/6/23/1

*Resolved (Informally)*

*(Mayor Guppy/Mayor Brash)*

1. *That in accordance with section 20 of the Civil Defence Emergency Management Act 2002 the Group establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of:*
  - (a) *the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf*
  - (b) *a senior member of the police who is assigned for the purpose by the Commissioner of Police*
  - (c) *a senior member of the Fire Service who is assigned for the purpose by the National Commander*
  - (d) *the chief executive officer of the hospital and health services operating in the area or a person acting on the chief executive officer's behalf.*
2. *That the Group note that the emergency services will be represented on the Co-ordinating Executive Group by the following persons:*
  - *Superintendent John Kelly, New Zealand Police*
  - *Ray Kennedy, New Zealand Fire Service*
3. *That the Group note that the hospital and health services will be represented on the Co-ordinating Executive Group by the following persons:*
  - *Margot Mains, Capital Coast DHB*
  - *Anne McLean, Wairarapa DHB*
  - *Chai Chuah and Warrick Frater, Hutt Valley DHB*
4. *That the Chief Executive of Porirua City Council be asked to call the first meeting of the Co-ordinating Executive Group.*
5. *That the Group adopt the Terms of Reference for the Co-ordinating Executive Group attached to Report 03.425.*

**CDE 21 Quorum for Group Meeting****Report 03.426**

E/6/23/1

Councillor Terris arrived at 1.50pm and apologised for his late arrival.

*Resolved (Informally)*

*(Mayor Francis/Mayor Guppy)*

1. *That the report be received.*
2. *That the Group acknowledges the importance of having a representative from their member authority present at all meetings of the Group.*
3. *That each representative have an alternative representative to attend meetings of the Group should they be unavailable.*
4. *That Clause 13.2.2 be amended to read "The quorum shall consist of a representative of every member."*
5. *That the following be added to Clause 13.1 of the Terms of Reference, "except that with reference to Clause 23.1 of the standing orders, the time allowed before a meeting shall lapse due to a lack of a quorum shall be 30 minutes".*

**CDE 22 Report on the Progress of the CDEM Group Plan****Report 03.429**

Z/3/2/5

*Resolved (Informally)*

*(Mayor Guppy/Mayor Read)*

*That the report be received and the contents noted.*

**CDE 23 Report on the Progress of Group Work Programmes****Report 03.427**

E/6/23/1

*Resolved (Informally)*

*(Mayor Guppy/Cr Shields)*

*That the Group receives the report and notes its contents.*

Councillor Brown arrived at 2.00pm and apologised for her late arrival.

**CDE 15 Quorum for Today's Meeting (Continued)**

(Cont'd)

Mayor Guppy said a quorum had now been established and he would move to formalise the decisions made prior to 2.00pm.

*Resolved*

*(Mayor Guppy/Mayor Read)*

*That the decisions of the CDEM Committee paragraphs CDE 15 to CDE 23 inclusive be approved.*

**CDE 24 National Civil Defence Emergency Management Strategy**

**Report 03.463**

E/6/23/1

Mr Norton, Director, Ministry of Civil Defence and Emergency Management, gave a presentation on the National Strategy.

*Resolved*

*(Mayor Prendergast/Mayor Francis)*

*That the Group ask the Co-ordinating Executive Group to prepare and submit a submission on behalf of the Group on the National Civil Defence Emergency Management Strategy.*

Dr Blakeley said each member authority will have an opportunity to contribute to the draft document.

## **Matters for Consideration**

**CDE 25 Questions**

Mayor Francis asked what legislation applied during the formulation of the new Civil Defence Plan.

Dr Blakeley said while the new plan will be operative within the next two years the old 1973 Act applied until the new plan had been adopted by the CDEM Group.

Dr Blakeley said that clarity will develop as the new group plan is developed by the executive group in conjunction with the Civil Defence Managers and officers within the region.

**CDE 26 General**

Dr Blakeley noted that the next meeting of the CDEM group will take place on Thursday, 6 November 2003 commencing at 1.30pm.

Members noted that future meetings will not commence without full representation at the table.

The meeting closed at 2.15pm.

MAYOR W GUPPY

Chairperson

Civil Defence Emergency Management Group

Dated