

## MINUTES

REPORT NUMBER **08.191**

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

WHEN 1 October 2007 at 10:00 am.

WHERE Council Chamber, Porirua City Council.

FILE NUMBER E/06/23/04

PRESENT Chai Chuah (Hutt Valley District Health Board)  
Euan Dempsey (Porirua City Council) (for Roger Blakeley)  
Leigh Halstead (Kapiti Coast District Council)  
David Kelly (Hutt City Council) (for Tony Stallinger)  
Stavros Michael (Wellington City Council) (for Garry Poole)  
Ray Kennedy (New Zealand Fire Service)  
Greg Phillips (Capital & Coast District Health Board) (for Margot Mains)  
Rob Williams (Kapiti Coast District Council)  
Mike Wright (New Zealand Police) (for Pieri Munro)

OFFICERS IN ATTENDANCE Dave Jack (Hutt Valley Emergency Management)  
Marty Grenfell (Hutt Valley Emergency Management)  
Jessica Hare (Greater Wellington)  
Chris Killeen (Greater Wellington)  
Don McGuire (Kapiti Coast District Council)  
Paul Nickalls (Hutt Valley Emergency Management)  
Griff Page (South Wairarapa District Council, Acting Chairman)  
Miles Reay (Greater Wellington)  
Rian van Schalkwyk (Greater Wellington)  
David Coetzee (Ministry of Civil Defence & Emergency Management)

## 1. Apologies

*Resolved*

*(Page/Kennedy)*

*That the apologies for absence from David Benham (Greater Wellington), Roger Blakeley (Porirua City Council), Margot Mains (Capital & Coast District Health Board), Pieri Munro (NZ Police), Max Pedersen (Upper Hutt City Council), Wes ten Hove (Masterton District Council), and Colin Wright (Carterton District Council) be accepted.*

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

*Resolved*

*(Kennedy/Chuah)*

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

## 3. “It’s our Fault” – presentation by GNS Science

### Oral Report

The report was introduced by David Middleton, General Manager of the Earthquake Commission.

A *Powerpoint* presentation was given by Dr Terry Webb, General Manager, Natural Hazards, GNS Science. The presentation covered the likelihood, size, effects, and impact of large earthquakes in the Wellington region, scientific techniques and modelling, progress of the project, and plans for the future.

## 4. CDEM Group Appointments

### Report 07.143

File Z/01/04/19

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

*Resolved*

*(Page/Dempsey)*

*That the CEG:*

1. *Recommends to the CDEM Group that it makes the following appointments:*
  - (i) *CDEM Group Controller – Jane Bradbury (Greater Wellington)*
  - (ii) *CDEM Group Controller (1<sup>st</sup> alternate) – Ian Gunn (Greater Wellington)*

- (iii) *CDEM Group Controller (2<sup>nd</sup> alternate) – Jane Davis (Greater Wellington)*
  - (iv) *CDEM Group Recovery Manager CDEM Group Lifelines Co-ordinator Ian Sells (Greater Wellington)*
  - (v) *CDEM Group Lifelines Co-ordinator (alternate) – Sandra Pedersen (Kestrel Group)*
  - (vi) *Wellington City Local Controller – Mike Mendonca*
  - (vii) *Wellington City Local Controller (alternate) – Stavros Michael*
  - (viii) *Hutt City Council Local Controller (alternate) – Marty Grenfell (Upper Hutt)*
  - (ix) *Upper Hutt City Council Local Controller (alternate) – Paul Nickalls (HuttCity).*
2. *Confirms that the table in Section 3 of this report represents the appointments of Group Controller, Alternate Group Controllers, Local Controllers, Group Recovery Manager, Alternate Group Recovery Manager, Group Lifelines Co-ordinator, Alternate Group Lifelines Co-ordinator to the Wellington CDEM Group.*

## **5. Exercise Back Blast**

**Report 07.617**

File Z/01/04/19

Dave Jack introduced the report, which informs the CEG about the exercise for the Wellington Regional Response Teams. This endorses a request by the CEG at its 2 April 2007 meeting, for officers to prepare a report on Exercise Back Blast for the present meeting.

*Resolved*

*(Phillips/Nickalls)*

*That the CEG recommends to the CDEM Group that*

- 1 *an exercise for the Response Teams be part of the annual exercise programme for the Wellington CDEM Group;*
- 2. *members of the Incident Management Team for an exercise be drawn from the Emergency Management Offices, including Controllers; and*
- 3. *Greater Wellington considers an upgrade of the Wellington Region Mobile Emergency Operations Centre in terms of communications, printers, computer capabilities, and additional accommodation.*

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

### **Report 07.618**

File Z/01/04/19

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

*Resolved*

*(Page/Dempsey)*

*That the CEG:*

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

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

### **Report 07.620**

File Z/01/04/19

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

*Resolved (Michael/Nickalls)*

*That the CEG*

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

## **8. CEDM Conference 2007**

### **Report 07.621**

File Z/01/04/19

Rian van Schalkwyk introduced the report, which updates the CEG on the 2007 Emergency Management Conference.

*Resolved*

*(Page/Chuah)*

*That the CEG*

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

**9. Update on CEDM Group public education initiatives**

**Report 07.622**

File Z/01/04/19

Jessica Hare introduced the report, which informs the CEG of new and on-going public education initiatives, and to gain CEG support for the approaches being taken.

*Resolved*

*(Page/Halstead)*

*That the CEG:*

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

**10. 2007 Community preparedness survey results**

**Report 07.624**

File Z/01/04/19

Jessica Hare introduced the report, which informs the CEG of the recently-commissioned community survey into emergency preparedness.

*Resolved*

*(Michael/Nickalls)*

*That the CEG:*

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

**11. Wellington CEDM Group training**

**Report 07.625**

File Z/01/04/19

Chris Killeen introduced the report, which informs the CEG of progress of training in the region. This endorses a request by the CEG at its 2 April 2007 meeting for officers to consider how best to deal with civil defence emergency management training.

*Resolved*

*(Page/Nickalls)*

*That the CEG:*

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

## **12. CDEM Controllers and Recovery Managers' Course, 16-18 August 2007**

Don McGuire introduced the report, which informs the CEG of the results of the Wellington region CDEM Controllers and Recovery Managers Course held between 16 and 18 August 2007. This endorsed a proposal by the CEG at its 2 April 2007 meeting to conduct a controllers training course and request that all controllers and recovery managers take part.

*Resolved*

*(Page/Halstead)*

*That the CEG*

- 1. receives the report;*
- 2. notes the contents;*
- 3. endorses the outcomes of the course; and*
- 4. directs that a qualifying course be prepared and conducted within the next training year.*

## **13. Urban Search and Rescue Response Team Agreement**

Dave Jack introduced the report, which informs the CEG of the proposal to enter into an agreement with the Wellington Regional Urban Search and Rescue Response Teams.

*Resolved*

*(Nickalls/Chuah)*

*That the CEG*

- 1. receives the report;*
- 2. recommends that the Group enters into an agreement with the Wellington Region Response Team Sponsors; and*
- 3. recommends that the Group Emergency Management Office be delegated the role of maintaining the agreement between the Group and the Wellington Region Response Team Sponsors.*

**Noted**

Officers were asked to remove the term “urban search and rescue” from the report.

## **14. CEG meeting dates for 2008**

Rian van Schalkwyk introduced the report, which proposes the CEG meeting dates for 2008.

*Resolved*

*(Page/Michael)*

*That the CEG meets on the following dates in 2008:*

- *Monday 7 April 2008 10:00am at Upper Hutt City Council*
- *Monday 6 October 2008 10:00am at Porirua City Council.*

**15. Items for CDEM Group Meeting on 11 November 2007**

It was informally agreed that at the CDEM Group meeting on 11 November 2007

- agenda items 4 – 13 of the present meeting are to be tabled
- GNS Science is to be asked to give its “It’s Our Fault” presentation again.

**16. General business**

There was no general business.

The meeting finished at 11.01 am.

Griff Page, Acting Chairman

Date: