

MINUTES

REPORT NUMBER **09.657**

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

WHEN 5 October 2009 at 10.00am

WHERE Council Chamber, Porirua City Council.

FILE NUMBER E/06/23/04

GROUP MEMBERS
PRESENT Patrick Dougherty (Kapiti Coast District Council)
Jack Dowds (South Wairarapa District Council)
Gait Gibson (NZ Police)

ALSO PRESENT Jane Bradbury (Greater Wellington)
Bruce Sherlock (Hutt City Council)
Rian van Schalkwyk (Greater Wellington)
Keith Evans (MCDEM)
Don McGuire (Kapiti Coast District Council)
Murray Helbert (Hutt Valley District Health Board)
Greg Phillips (Capital and Coast District Health Board)
Fred Mecoy (Wellington City Council)
Jess Hare (Greater Wellington)
Dave Allen (NZ Police)
Dave Jack (Hutt City Council)

1. Apologies

Resolved

(Bradbury/Dougherty)

That the apologies for absence from David Benham (Greater Wellington), Chai Chuah (Hutt Valley District Health Board), Roger Blakeley (Porirua City Council), Max Pederson (Upper Hutt City Council), Ken Whelan (Capital & Coast District Health), Garry Poole (Wellington City Council) and Paul Nickalls (Hutt City Council) be accepted.

2. Confirmation of minutes of meeting held on 6 April 2009

Resolved

(Dougherty/Halbert)

The minutes were amended to show Bruce Sherlock is from Hutt City Council

3. Exercise Phoenix VI

Report 09.582

File Z/01/04/19

Resolved

(Bradbury/Dougherty)

That the CEG:

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

4. CDEM Group Work Programme Progress REport

Report 09.583

File Z/01/04/19

Resolved

(Dougherty/Sherlock)

That the CEG:

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

5. Inter-agency Planning Committee REview

Report 09.586

File Z/01/04/19

Resolved

(Bradbury/Dowds)

That the CEG:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses both the Inter-agency Planning Committee and the role that it seeks to fulfil.*

6. Psychological Support Arrangements

Report 09.587

File Z/01/04/19

Resolved

(Bradbury/van Schalkwyk)

That the CEG:

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

7. Spontaneous Volunteer Management System

Report 09.588

File Z/01/04/19

Resolved

(Bradbury/Phillips)

That the CEG:

1. *Receives the report.*
2. *Notes the contents.*
3. *Recommends the Ministry's Best Practice Guide (BPG3/09) will form the basis for individual Local Authorities within the Group to prepare for and manage their spontaneous volunteers.*
4. *Notes that copies of the Ministry's Best Practice Guide (BPG3/09) are available at each Emergency Management Offices and at the Ministry's website www.civildefence.govt.nz*

8. Update on CDEM Group public education initiatives

Report 09.584

File Z/01/04/19

Resolved

(Bradbury/Gibson)

That the CEG:

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

9. CDEM Group Appointments

Report 09.585

File Z/01/04/19

Resolved

(Dougherty/Dowds)

That the CEG:

1. *Recommends to the CDEM Group that it makes the following appointments:*

Group Welfare Manager – Emma Smith

Wellington City Local Recovery Manager– Greg Orchard

Wellington City Alternate Local Recovery Manager– John Scott

Porirua City Local Recovery Manager– Moira Lawler

10. Controller and Recovery Manager Training

Report 09.127

File Z/01/04/19

Resolved

(Bradbury/Sherlock)

That the CEG:

1. *Receives the report.*

2. *Notes the contents.*

11. Emergency Response Capability of NZ Red Cross

Report 09.590

File Z/01/04/19

Resolved

(Dowds/Bradbury)

That the CEG:

1. *Receives the report.*

2. *Notes the contents.*

3. *Approves the Memorandum of Understanding between the NZ Red Cross and the Wellington Region CDEM Group.*

12. CEG Meeting Dates for 2010

Report 09.591

File Z/01/04/19

Resolved

(Dougherty/Bradbury)

That the CEG meet on the following date in 2010:

- *Monday 12th April 2010 – 10.00am at Upper Hutt City Council*
- *Monday 4th October 2010 – 10.00am at Porirua City Council.*

13. Items for CDEM meeting on 5 November 2009

It was agreed that the following items would be placed on the agenda of the CDEM meeting on 5 November 2009.

3. Exercise Phoenix VI
4. CDEM Group Work Programme Progress Report
5. Inter-agency Planning Committee Review
6. Psychological Support Arrangements
7. Spontaneous Volunteer Management
8. Update on CDEM Group public education initiatives
9. CDEM Group Appointments
10. Controller and Recovery Manager Training
11. Emergency Response Capability of NZ Red Cross

13. General business

The response to the Pacific Tsunami warnings was discussed.

14. Next meeting

Monday 12 April 2010, 10.00 am at Upper Hutt City Council

The meeting finished at 11.50 am.

Jane Bradbury, Acting Chairperson