

## **Report 04.666**

25 November 2004

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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, 25 November 2004 at 2.00pm**

#### **Present**

Mayor Brash  
Councillor Turver  
Councillor Bishop  
Mayor Guppy  
Mayor McPhee  
Mayor Milne  
Mayor Ogden  
Mayor Prendergast  
Mayor Staples

Porirua City Council  
Wellington Regional Council (alternate)  
Masterton District Council (alternate)  
Upper Hutt City Council  
Carterton District Council  
Kapiti Coast District Council  
Hutt City Council  
Wellington City Council  
South Wairarapa District Council

#### **Officers Present**

Dr Blakeley  
Messrs Glen and Poole  
Messrs Darroch, van Schalkwyk, Jo  
Guard and Drs Bradbury and Hastie  
Mr Nickalls  
Messrs Jeffries and Maguire  
Mr Pederson

Porirua City Council  
Wellington City Council  
Greater Wellington Regional Council  
Hutt City Council  
Kapiti Coast District Council  
Upper Hutt City Council

#### **Also Present**

Mr Brunsdon

Wellington Lifelines Group

## Public Business

### CDE 62 Apologies

*Resolved* (Mayor Guppy/Mayor Prendergast)

*That the apologies from Councillor Buchanan and Mayor Francis, be confirmed.*

### CDE 63 Appointment of Chairperson and Deputy Chairperson

#### Report 04.652

File: E/06/23/01

*Resolved* (Mayor Guppy/Mayor Milne)

- (1) That a Chairperson and Deputy Chairperson be appointed.*
- (2) That the period of appointment be until the October 2007 local authority elections unless three-quarters of the representatives of the members of the Group present agree to appoint a new chairperson before that time.*

Dr Blakeley called for nominations for the position of Chairperson of the Civil Defence Emergency Management Group.

*Resolved* (Mayor Brash/Mayor Prendergast)

*That Mayor Guppy be appointed Chairperson.*

Mayor Guppy then took the Chair as the newly elected Chairperson of the Civil Defence Emergency Management Group.

*Resolved* (Mayor Guppy/Mayor Milne)

*That Councillor Buchanan be appointed Deputy Chairperson.*

## Procedural Items

### CDE 64 Public Participation

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

### CDE 65 Confirmation of Minutes

*Resolved* (Mayor Guppy/Mayor Prendergast)

*That the minutes of the meeting held on 30 September 2004, Report 04.587, be confirmed.*

## Matters for Consideration

### CDE 66 Review of Structural Arrangements for CDEM Group

**Report 04.637**

File: Z/01/04/01

*Moved*

*(Mayor Guppy/Mayor Milne (pro forma))*

*That the CDEM Group supports the review of structural arrangements for the CDEM Group and approves the terms of reference for the review.*

*Moved*

*(Mayor Prendergast/Cr Turver)*

*That the above motion **LIE ON THE TABLE.***

**CARRIED**

It was agreed that the Review of Structural Arrangements for the Civil Defence Management Group be reconsidered in April 2006 when the Group Plan will have been operative for 12 months.

The proposed costings for the Review (including consultants costs) should also be available when the review is next considered in April 2006.

### CDE 67 Preparing Proposed CDEM Group Plan

**Report 04.641**

File: Z/01/04/01

Dr Bradbury said that since the draft Proposed Plan had been approved by the Executive Group, a lengthy submission from the Ministry of Civil Defence Emergency Management had been received. Some of the suggested changes have been incorporated into the Plan for consideration at today's meeting.

Dr Bradbury said that on the Ministry's advice the Plan included a strengthening of local planning by saying local plans **will** be prepared (before it was **may** be prepared). In addition but there is a need for clarification on how declarations of Civil Defence Emergencies can be made. The Executive Group will be seeking legal advice in this area.

The meeting also noted that under 4.3 in Report 04.641, which sets out the Timeline for preparing an operative CDEM Group Plan, the period for hearings and decision making will be from 14 to 18 February 2005 (not 4 to 18 February as listed in the Plan).

*Resolved*

*(Mayor Guppy/Cr Turver)*

- (1) That the Proposed CDEM Group Plan, as amended, be approved for public notification;*
- (2) That the Chairperson of the CDEM Group be authorised to sign Memoranda of Understanding when received;*
- (3) That the membership of the Hearings Committee to hear and decide on submissions on the Group Plan be Mayor Guppy, Councillor Buchanan and Dr Blakeley;*
- (4) That a formal approach be made to Ara Tahi about the Proposed Group Plan;*
- (5) That the proposed timeline for consultation and completion of the Group Plan as outlined in Report 04.64, be approved.*

**CDE 68 CDEM Group Meetings Dates for 2005**

**Report 04.638**

File: Z/01/04/01

*Resolved*

*(Mayor Guppy/Mayor Prendergast)*

*That the CDEM Group meet on the following dates in 2005:*

- (1) Thursday 5 May 2005 at 2.00pm.*
- (2) Thursday 3 November 2005 at 2.00pm.*

**CDE 69 “How the Wellington Lifelines Group Can Assist the Wellington CDEM Group” – Presentation by David Brunson, Project Manager, Wellington Lifelines Group**

Mr Brunson’s verbal presentation provided background on the Lifelines Engineering process and the scope of activities and membership of the Wellington Lifelines Group.

Lifelines Engineering focuses on the physical risk management of utility organisations in relation to regional scale natural hazard events, and covers both *technical* and *relationship management* aspects.

The Wellington Lifelines Group is an informally constituted organisation involving the key utility and transportation network providers across the Wellington metropolitan area. The Wairarapa Engineering Lifelines Association is a counterpart organisation addressing similar issues in the Wairarapa.

The focus of the Wellington Lifelines Group is on risk *reduction* and *readiness* issues (ie. pre-event) with an emphasis on 'network toughening'. The Group does not have a designated operational role in post-event *response* and *recovery*.

The Wellington Lifelines Group currently assists the CDEM Group by:

1. Providing a communications linkage between the CDEM Group and individual Lifeline utilities
  - maintaining the emergency contact list
  - promoting best practice for utility emergency communications
  - developing utility response protocols (current joint project)
2. Assisting with specific CDEM Group projects
  - road access restoration plan
  - regional reconnaissance plan
  - emergency disposal of sewerage

Following a question from Mayor Ogden Mr Brunson said he will explore the question of big picture financial planning with his Executive Group.

#### CDE 70 **Questions**

There were no questions.

#### CDE 71 **General**

Mayor Guppy said as this was the Group's final meeting for 2004 he wished members and officers a happy Christmas and enjoyable holidays.

The meeting closed at 3.10pm.

Mayor W Guppy  
Chairperson  
Civil Defence Emergency Management Group

Dated