

1. Apologies

Resolved

(Pedersen/Dempsey)

That the apologies for absence from Patrick Dougherty (Kapiti Coast District Council), Jack Dowds (South Wairarapa District Council), Shaun Drummond (Capital & Coast District Health Board), Graham Dyer (Hutt Valley District Health Board), Tony Stallinger (Hutt City Council), and Colin Wright (Carterton District Council) be accepted.

The motion was **CARRIED**.

2. Confirmation of minutes of last meeting – 12 April 2010

Resolved

(Pedersen/Dempsey)

That the minutes of the meeting held on 12 April 2010 be accepted.

The motion was **CARRIED**.

3. Selection of Co-ordinating Executive Group (CEG) chairperson

Report 10.538

File Z/01/04/19

Resolved

(Pedersen/Goedhart)

That CEG recommends to the Chairperson of the CDEM Group that:

- 1. Mr Patrick Dougherty (Chief Executive of Kapiti Coast District Council) takes responsibility as Interim Chairperson for the CEG until decisions are made on the new CDEM structure and arrangements for the Wellington CDEM Group.*
- 2. Mr David Benham (Chief Executive of Greater Wellington Regional Council) takes responsibility as Interim Deputy Chairperson for the CEG until decisions are made on the new CDEM structure and arrangements for the Wellington CDEM Group.*
- 3. The selection of a new Chairperson and Deputy Chairperson for CEG take place at the CEG meeting in April 2011.*

The motion was **CARRIED**.

4. Wellington Region Civil Defence Emergency Management Group – Appointment of Chairperson and Deputy Chairperson

Report 10.5340

File Z/01/04/19

Resolved

(Pedersen/Goedhart)

That the Civil Defence Emergency Management Group:

1. *Appoints a Chairperson and Deputy Chairperson for the Wellington region CDEM Group.*
2. *That the period of appointment be until the October 2013 local authority elections unless three-quarters of the representatives of the members of the CDEM Group present agree to appoint a new Chairperson and/or Deputy Chairperson before that time.*

The motion was **CARRIED**.

5. Format of CDEM Meetings

Report 10.543

File Z/01/04/19

Rian van Schalkwyk, Manager CDEM Office, introduced the report.

Resolved

(Benham/Pedersen)

That the Co-ordinating Executive Group changes the format of its meetings to emphasise strategic issues, with a supporting background of operational matters.

The motion was **CARRIED**.

6. Sharing of CDEM Services

Report 10.542

File Z/01/04/19

Bernie Goedhart, Chair, CDEM Shared Services Steering Committee, introduced the report.

Resolved

(Pedersen /Grenfell)

That CEG:

1. *Notes that the CE Group has instructed the CDEM Shared Services Steering Group to:*
 - 1.1 *Report back on the establishment of an enhanced CDEM Group Office with a wider scope of empowerment to provide direction, and the rebranding of the office and operations centre to Wellington Region Emergency Management Office (WREMO) and Emergency Coordinating Centre (ECC) respectively. This will better reflect its functionality during both 'normal time' and emergency time'.*
 - 1.2 *Report back on the establishment of a Sub-Committee of the Coordinating Executive Group (CEG), to provide operational direction for the WREMO, ensuring the strategic direction from the CEG is implemented as well as meeting operational goals and objectives.*

- 1.3 *Develop a Memorandum of Understanding for Wellington City, Porirua City and Kapiti Coast District Council, exploring all possible options to optimise operational synergies between their respective CDEM staff.*
- 1.4 *Encourage Wairarapa Councils CDEM staff to further investigate the feasibility of amalgamation of their emergency management functions into a new Wairarapa Emergency Management Office.*
- 1.5 *Adopt the Ministry of CDEM's competency framework across the Wellington region to provide a basis to:*
 - *Improve current controller arrangements, and train suitable emergency management officers to have dual roles as Alternative Group Controllers and Emergency Management Officers.*
 - *Upgrade current Recovery Manager arrangements (i.e. select individuals on the basis of their operational suitability and availability during and following an emergency event).*
- 1.6 *Establish active representation from the Lifeline Utility sector on the CEG.*
2. *Notes that the CE Group authorised the appointment of the Kestrel Group, in consultation with the Emergency Managers of the Wellington CDEM Group, to develop an implementation plan, along with timelines, and how those shared services can be provided and funded. The Plan will be reported to CEG for consideration at its next meeting.*
3. *Notes that the CE Group authorised appointment of the Kestrel Group to develop terms of reference for the proposed CEG Sub-Committee.*
4. *Requests that the CDEM Sharing of Services Steering Group considers the Kestrel Group findings on the Terms of Reference for the Sub-Committee of CEG and reports recommendations back to the next CEG meeting.*
5. *Requests that the CDEM Group be presented with a realistic project plan at its meeting of 4 November 2010.*

The motion was **CARRIED**.

**7. Wellington Region Civil Defence Co-ordinating Executive Group (CEG) –
Co-option of representatives for Lifeline Utility Services and Regional Welfare
Group**

Report 10.541

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Goedhart/Dempsey)

That CEG:

1. *Appoints Mr Stavros Michael (Wellington City Council) as the Lifelines Utility Services representative for the Wellington region Co-ordinating Executive Group (CEG).*
2. *Appoints the Wellington Regional Commissioner (Ministry of Social Development) as the Regional Welfare Advisory Group representative for the Wellington region Co-ordinating Executive Group (CEG).*
3. *That the period of appointment be until the October 2013 local authority elections unless either the Wellington Engineering Lifelines Group or the Regional Welfare Advisory Group decides to appoint a new representative for their organisation to the CEG.8.CDEM Group appointments.*

The motion was **CARRIED**.

8. CDEM Group Appointments

Report 10.539

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Benham/Gibson)

That:

1. *CEG recommends to the new Chairperson of the CDEM Group, following the local government elections, that the following appointments be made:*
2.
 - 2.1 *Sally Dossler, Derek Fry, and Fred Mecoy as alternate Local Controllers, Wellington City Council.*
 - 2.2 *Stavros Michael and Mike Mendonca as alternate Recovery Managers, Wellington City Council.*
 - 2.3 *Mike Chapman, Local Controller, Porirua City Council.*
 - 2.4 *Bernie Goedhart, Local Controller, Kapiti Coast District Council.*
 - 2.5 *Scott Dray and Leigh Sage, alternate Local Controllers, Kapiti Coast District Council.*
 - 2.6 *Roger Gardner, Recovery Manager, Masterton District Council.*

2.7 *Kate O'Regan, Group Welfare Manager.*

The motion was **CARRIED**.

**9. Proposed CDEM Group Plan
Report 10.546**

File Z/01/04/19

Resolved

(Pedersen/Michael)

That the Co-ordinating Executive Group defers taking any action on the recommendations contained in the report.

The motion was **CARRIED**.

10. CDEM Resilience Fund

Report 10.553

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Dempsey/Goedhart)

That CEG:

1. *Receives the report and notes its content.*
2. *Approves the following 2010/2011 applications (\$9,000 each) for funding from the Ministry of CDEM Resilience Fund:*
 - 2.1 *Masterton District Council - Public address warning system, and a suitably powered laptop to support EMIS.*
 - 2.2 *Carterton District Council - Tsunami Warning System.*
 - 2.3 *South Wairarapa District Council – 100 grab bags.*
 - 2.4 *Hutt City Council - installation of an additional siren.*
 - 2.5 *Upper Hutt City Council - additional water storage.*
 - 2.6 *Porirua City Council - purchase of four 25,000 litre tanks.*
 - 2.7 *Kapiti Coast District Council – provision of a coastal repeater link.*
 - 2.8 *Wellington City Council – Provision of a redundant internet connectivity.*
 - 2.9 *Greater Wellington Regional Council - Purchase of a broadband global area network (B-GAN) 7600 satellite system with accessories.*

3. *That the Chairperson of the Co-ordinating Executive Group be authorised to serve on the 'Priority Forum' as set out by the Director of CDEM.*

The motion was **CARRIED**.

11. CDEM Group work programme progress report

Rian van Schalkwyk introduced the report.

Report 10.552

File Z/01/04/19

Resolved

(Pedersen/Michael)

That the Co-ordinating Executive Group

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

The motion was **CARRIED**.

12. Update on CDEM Group Public Education Initiatives

Report 10.544

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Pedersen/Michael)

That the Co-ordinating Executive Group

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

The motion was **CARRIED**.

13. Community Preparedness Survey 2010

Report 10.545

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Grenfell/Michael)

That the Co-ordinating Executive Group

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

The motion was **CARRIED**.

14. Exercise Tangaroa

Report 10.551

File Z/01/04/19

Craig Hamilton, Emergency Management Advisor, introduced the report.

Resolved

(Dempsey/Benham)

That the Co-ordinating Executive Group

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

The motion was **CARRIED**.

15. Controller and Recovery Manager Training

Report 10.550

File Z/01/04/19

Chris Killeen, Emergency Management Advisor, introduced the report.

Resolved

(Pedersen/Grenfell)

That the Co-ordinating Executive Group

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

The motion was **CARRIED**.

16. CDEM Support for Canterbury Earthquake

Report 10.548

File Z/01/04/19

Rian van Schalkwyk introduced the report.

Resolved

(Grenfell/Benham)

That the Co-ordinating Executive Group

1. *Notes the content of the report.*
2. *Endorses the providing of resources to the Canterbury Group in support of their earthquake response and recovery processes.*

The motion was **CARRIED**.

17. Lessons Learnt from visit to Federal Emergency Management Agency and the BP Oil Spill, USA – Wellington City

Dan Neely, Senior Advisor, Wellington Emergency Management Office, gave an oral presentation.

18. Items for CDEM Group Meeting on 4 November 2010

Resolved

(Pedersen/Benham)

That the Co-ordinating Executive Group recommend that all items on the agenda for this meeting, with the exception of 1,2,3, and 9, be placed on the agenda for the CDEM Group Meeting on 4 November 2010.

The motion was **CARRIED**.

19. General business

Keith Evans asked that responses to the Capability Assessment Tool be returned to him.

20. Next meeting: Monday 4th April 2011 at Upper Hutt City Council.

The meeting finished at 12.05 am.

Max Pedersen, Deputy Chairman