

Please note that these minutes remain unconfirmed until the meeting of the Civil Defence Emergency Management Group Joint Committee on 28 March 2013

**Report 12.577**

16/11/2012

File: E/11/12/02

**Minutes of the Civil Defence Emergency Management Group meeting held in the Operations Room, Wellington Regional Emergency Management Office, 2 Turnbull Street, Wellington, on Friday, 16 November 2012 at 1.00pm**

**Present**

Mayor Rowan (Chair)	(Kapiti Coast District Council)
Mayor Guppy (until 2.00pm)	(Upper Hutt City Council)
Mayor Leggett	(Porirua City Council)
Mayor Wade-Brown	(Wellington City Council)
Mayor Wallace	(Hutt City Council)
Councillor Wilde	(Greater Wellington Regional Council)

**Public Business**

**1 Apologies**

*Moved* (Cr Wilde/ Mayor Wallace)

*That the CDEM Group accepts the apologies for absence from Mayors Daniell, Mark and Staples.*

The motion was **CARRIED**.

**2 Conflict of Interest declarations**

There were no declarations of conflict of interest.

**3 Public Participation**

There was no public participation.

4 **Confirmation of Minutes**

*Moved* (Mayor Rowan/ Mayor Wade-Brown)

*That the CDEM Group confirms the minutes of the meeting of 31 August 2012, Report 12.424.*

The motion was **CARRIED**.

5 **Lifelines Utility Restoration Times following a Wellington fault earthquake**

The Group discussed the report and agreed that the prioritisation of expenditure and management of the public's expectations regarding restoration times were important considerations.

**Report 12.555** File: 12/01/01

*Moved* (Mayor Rowan/ Cr Wilde)

*That the CDEM Group:*

1. *Receives the report.*
2. *Notes the contents of the report.*
3. *Directs WREMO to incorporate the findings of the report into planning assumptions.*
4. *Recommends that local councils and their relevant lifelines infrastructure entities incorporate the findings of the report into their infrastructure and civil defence planning.*
5. *Encourages other lifeline utilities to incorporate the findings of the report into their infrastructure planning.*
6. *Tasks the WREMO to promote a high level of preparedness in the community to bridge the gap between a disaster and the resulting emergency management response.*

The motion was **CARRIED**.

6 **WREMO Interim Annual Plan**

As the current Group five year plan is still under development, an interim annual plan for WREMO has been developed to direct activities for 2012-2013. Individual local authority plans will work alongside the WREMO Annual Plan.

**Report 12.547** File: 12/01/01

*Moved* (Cr Wilde/ Mayor Leggett)

*That the CDEM Group:*

1. *Receives the report.*
2. *Approves the WREMO Interim Annual Plan.*

The motion was **CARRIED**.

7 **WREMO Budget 2013-2014**

Bruce Pepperell spoke to the report and noted that the CEG had endorsed the 'reduced' budget for WREMO based on a 2% increase. Council civil defence budgets are made up of two parts – WREMO costs and the costs specific to the individual council i.e. the cost of running an EOC or ECC. From 1 July 2013, WREMO expenditure will be apportioned on a pro rata basis according to population statistics, with the Wellington Regional Council having a notional population the same as Wellington City.

**Report 12.554**

File: 12/01/01

*Moved*

*(Mayor Guppy/ Cr Wilde)*

*That the CDEM Group:*

1. *Receives the report.*
2. *Approves the 'reduced' WREMO budget for 2013-2014.*

The motion was **CARRIED**.

8 **WREMO Monthly Report**

**Report 12.553**

File: 12/01/01

*Moved*

*(Mayor Wade-Brown/ Cr Wilde)*

*That the CDEM Group:*

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

The motion was **CARRIED**.

9 **Amended Terms of Reference for the CEG**

The Terms of Reference for the CEG have been amended to align the terminology used within the Terms of Reference with that of the Civil Defence Emergency Management Act

2002 and to provide appropriate delegations for the CEG. The appointment of the Chair of the CEG has also been amended to align it with each local government triennium.

**Report 12.548**

File: 12/01/01

*Moved*

*(Mayor Rowan/ Mayor Guppy)*

*That the CDEM Group:*

1. *Approves the amendments to the Terms of Reference of the Co-ordinating Executive Group.*

The motion was **CARRIED**.

10 **Update on the 'It's Our Fault' project**

**Report 12.552**

File: 12/01/01

*Moved*

*(Mayor Wallace/ Cr Wilde)*

*That the CDEM Group:*

1. *Receives the report.*
2. *Notes the contents of the report.*
3. *Approves the Wellington Region CDEM Group's support for the continuance of the 'It's Our Fault' project to the sum of \$50,000 for each of the financial years 2013/14 and 2014/15.*

The motion was **CARRIED**.

11 **Update on New Zealand ShakeOut**

Bruce Pepperell spoke to the report highlighting the success of ShakeOut and noting that it was a good opportunity to engage with the community however, there needed to be awareness that not necessarily everyone has access to the internet or uses social media and in future, other ways of registering and engaging with groups would need to be explored.

**Report 12.549**

File: 12/01/01

*Moved*

*(Mayor Guppy/ Mayor Leggett)*

*That the CDEM Group:*

1. *Receives the report.*

2. *Notes the contents of the report.*

The motion was **CARRIED**.

12 **CDEM preparedness survey (for part of the region)**

The Group discussed the preparedness survey which had been undertaken in the Porirua/ Kapiti areas and noted that further education is required on hazard and risk reduction in the home environment. The need to establish a regional baseline of what constitutes 'resilience' and how it can be measured was also discussed.

**Report 12.550**

File: 12/01/01

*Moved*

*(Mayor Rowan/ Mayor Leggett)*

*That the CDEM Group:*

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

The motion was **CARRIED**.

13 **CDEM Group appointments**

Bruce Pepperell spoke to the report and noted that the appointment of three alternates for the area Group Controllers is a reflection of the need for flexibility for councils in the region.

**Report 12.551**

File: 12/01/01

*Moved*

*(Cr Wilde/ Mayor Rowan)*

*That the CDEM Group:*

1. *Makes the Statutory appointments of Controllers as set out in the list above.*
2. *Notes the appointments of recovery managers as set out in the list above.*

The motion was **CARRIED**.

The meeting closed at 2.05pm

Mayor Jenny Rowan  
Chair, Civil Defence Emergency Management Group

Date: