

MINUTES EMERGENCY SERVICES MEETING HELD 23 NOVEMBER 2011 RUAMAHUNGA ROOM at 1 pm

Present

Crs Riddell, Sexton, Craig, Mark Allingham Group Manager I&S.  
In attendance Crs Gray and Robertson

Apologies

Cr Dean Davies. (Craig/Sexton)

Previous Minutes 20 July 2011

Approved. (Craig/Sexton)

Matters Arising

Signage - not completed. Flyers to come from Paul Walker.  
Action: Mark

General Business

1 Civil Defence controllors/wardens. Mark told us that the advertisements were to be in the Wairarapa News and Times Age this week. Two applications had already been received. Application form on website. Job Description written up The Work Programme for the Regional Service has not started yet so SWDC do not know what we are getting for our contribution \$ to the contracted service. Rural Fire Service discussed - outcome being we need a regular Report from them regarding work programme in the South Wairarapa now that the service is fully contracted out.  
Action: Mark

2 Memorandum of Understanding with Hau Ariki Marae regarding use of their facilities in the event of a major earthquake as the Martinborough Town Hall is unsafe as a Civil Defence meeting place for residents. Mark stated he has a verbal agreement at this stage with Trevor Hawkins but that it is Paul Walker who has to do the MOU with them.  
Action: Mark

3 Readynet Programme - after discussion group asked that Mark ask Dr Dowds to take this to his next CEG meeting and that they request WEOC team investigate the possibility of taking this programme on board with the Wellington Group Regional Civil Defence Controllor, Bruce Pepperdell.  
Action: Mark

Meeting closed at 1.50pm

Next Meeting to be Advised

**Wairarapa CDEM Office Business Plan – Wairarapa CDEM vision: A resilient Wairarapa community. - 2011 – 2012 PRIORITIES**

Wellington Region  
 CDEM Group Plan Goals:  
 Goal 1 – The community and emergency management agencies will be aware of the risks they face.  
 Goal 2 – The community and emergency management agencies will take action to manage the risks they face.  
 Goal 3 – The community and emergency management agencies will know their role.  
 Goal 4 – The community and emergency management agencies will be able to respond to, and recover from, emergency events effectively.

#	Group Link	CDEM Activity	Objective	Action	Target	Responsibility	Forecast Complete	Priority H-M-L	Tracking
<b>R – 1 Risk Reduction</b>									
<b>R – 2 Readiness</b>									
5		CDEM Stock take of Area	To provide an understanding of the Wairarapa CDEM capability and capacity across the 4Rs.	A stock take is carried out of the capability and capacity of CDEM in the Wairarapa including council and community resources.	By December 2011 a complete stock take is made of the capability and capacity of the Wairarapa area.	Wairarapa CDEM Office	December 2011	H	
6		Community Engagement	To have a have the community totally engaged in CDEM through a programme planned and acted upon.	A programme of community engagement is carried out across the Wairarapa.	At least five community plans are developed through community engagement by February 2012.	Wairarapa CDEM Office & Councils	February 2012	M	
9b		Tsunami Planning (Carterton and South Wairarapa)	Carterton and South Wairarapa communities are able to respond to a tsunami warning and impact.	Develop further a tsunami plan that the Wairarapa communities are engaged and have input for a tsunami event.	Communities of the Wairarapa have been consulted and have had input into a tsunami plan that they are able to implement and manage the affects of a tsunami event.	Wairarapa CDEM Office	June 2012	M	
11		Contacts Database	To have an up to date contacts database available at all times.	Create and maintain a contacts database for CDEM contacts.	Have a complete and comprehensive contacts database in place by December 2011.	Wairarapa CDEM Office	Dec 2011	H	
11b		Wairarapa 24/7 call centre	The communities of the Wairarapa have available to them a single contact for CDEM purposes, in or out of emergency status.	To develop a Wairarapa 24/7 call centre for communities of the Wairarapa to have a contact number for CDEM purposes.	To have a 24/7, 365 days a year single point of contact by phone for the communities of the Wairarapa by end of 2011.	Wairarapa CDEM Office & Councils	Dec 2011	H	
12		Volunteer Recruitment	To ensure volunteers are recruited and numbers maintained through an effective programme.	A Volunteer management programme is developed for recruitment and retention.	A 10% increase in the number of volunteers by middle of 2012 and an increase in quality.	Wairarapa CDEM Office	June 2012	M	
13		Volunteer Training	To ensure an ongoing volunteer training programme to carry out CDEM activities is effective	A Volunteer training programme is developed through a needs analysis and carried out across the Wairarapa.	All volunteers are trained to a high standard across the Wairarapa by middle of 2012.	Wairarapa CDEM Office	June 2012	M	

#	Group Link	CDEM Activity	Objective	Action	Target	Responsibility	Forecast Complete	Priority H-M-L	Tracking
14		EOC/IMT Training	To ensure that staff in the EOC/IMT are trained and able to carry out their roles effectively.	Following a Development Needs Analysis a comprehensive training programme for EOC and IMT staff is to be developed and delivered.	All EOC and IMT staff in the Wairarapa are suitably trained and able to function by December 2011.	Wairarapa CDEM Office & Councils	Dec 2011	H	
<b>R – 3 Response</b>									
17		EOC Capability and Capacity	To have an effective Wairarapa CDEM EOC by having the right capability and capacity.	The EOC is to activate efficiently and affectively to manage emergencies.	By the end of November 2011 the EOC is able to work effectively over seeing the whole of the Wairarapa.	Wairarapa CDEM Office	Nov 2011	H	
18		Communications	Horizontal and vertical communication is effective across councils and agencies.	Communications will work both horizontally across agencies and vertically between agencies.	By the end of November 2011 all methods of communication are tested and working.	Wairarapa CDEM Office	Nov 2011	H	
19		CDEM Centres	CDEM Centres are identified and able to carry out the duties required by them.	CDEM Centres are to be identified and resourced to be able to carry out their duties.	By the end of December at least six Civil Defence Centres are identified and resourced.	Wairarapa CDEM Office	Dec 2011	H	
20		Welfare	Effective CDEM welfare is provided to those requiring help during an emergency.	The appropriate plans are in place for Welfare to be carried out for communities that have been affected by an emergency.	By the end of December Welfare Plans are developed for the whole of the Wairarapa and tested.	Wairarapa CDEM Office & WDWO	Dec 2011	H	
21		Registration	People affected by emergencies are registered by the appropriate agencies.	Effectively register those people affected by an emergency and be able to manage an enquiry.	By the end of December a system is in place and people are trained to register displaced people.	WDWO	Dec 2011	H	
22		Welfare Centres	Emergency Welfare is able to be provided to communities affected by an emergency at a centre.	Welfare Centres will be identified and resourced to work effectively as a place of safety.	By the end of December at least six welfare Centres are identified and resourced.	Wairarapa CDEM Office & WDWO	Dec 2011	H	
23		Welfare Manager	A Welfare Manager is available and trained to the appropriate standard.	A Welfare Manager will be experienced and training and have the commitment of the appropriate agencies.	A Welfare Manager in place by End of October to carry out the Welfare component of the Work Plan.	Wairarapa CDEM Office & WDWO	Oct 2011	H	
<b>R – 4 Recovery</b>									
<b>Governance and Administration</b>									
27		Professional Development	Continuous professional development is coordinated, funded and committed to.	Create a Professional Development Plan for the EM Office staff to further their abilities.	By the end of December a Professional Development plan has been developed for the staff of the Wairarapa CDEM Office.	Wairarapa CDEM Office	Dec 2011	M	
28		Performance Management	That the performance of the Wairarapa CDEM Office in monitored and managed.	A Performance management system is developed for the EM Office staff that has an agreement and review annually.	A Performance Agreement will be in place by October 2011 and a performance review will take place by June 2012.	Wairarapa CDEM Office	Oct 2011	H	

#	Group Link	CDEM Activity	Objective	Action	Target	Responsibility	Forecast Complete	Priority H-M-L	Tracking
29		CDEM Committee	A CDEM committee is effective in the management of CDEM throughout the Wairarapa.	The CDEM Committee manages the Wairarapa CDEM Office and provides direction and leadership.	At least four meetings a year will take place to provide direction to the Wairarapa CDEM Office.	Wairarapa CDEM Office	On going	M	
30		Budget and Planning	The Wairarapa CDEM is appropriately funded and a budget is committed to.	A Budget is prepared annually and appropriate funding is secured by councils.	To develop a budget and have all councils agree on the budget by the start of the financial year.	Wairarapa CDEM Office & Councils	June 2012	M	
31		Reporting	The Wairarapa CDEM organisation is transparent in its activities through a reporting process.	A quarterly report is prepared for the CDEM Committee with a final report being the Annual report. Reports will be for activities and budget.	A report is produced every three months and presented to the Wairarapa CDEM Committee with the final report produced by end of financial year.	Wairarapa CDEM Office	3 monthly	H	
		Integration with the CDEM Group.	That the Wairarapa CDEM Office is integrated to the functions and work processes of the Wellington Region CDEM Group.	Any plans or processes produced are integrated to plans and processes of the Wellington Region CDEM Group.	All plans are integrated throughout the Wairarapa; this will be an ongoing action.	Wairarapa CDEM Office	On going	H	

DRAFT

MINUTES WATER SUPPLY & WATER RACES FOCUS GROUP 23 NOVEMBER 2011  
RUAMAHUNGA ROOM AT 2.20PM

Present

Crs Sexton, Gray, Robertson, Napier and Riddell & Mark Allingham Group Manager I&S, Officer Bill Sloan.

Apologies

None

Previous Minutes

Minutes of meeting held on 21 August 2011 were received. Gray/Napier

Water Supplies Report from Bill Sloan

Martinborough water improvement work will be extended to the end of March. The building extension is done and 3 UV plants commissioned next week and 3 operational by Xmas. One for water in Martinborough and 2 for wastewater in Featherston and Martinborough. Martinborough water and reservoir work completed.

Greytown - leak detection work has identified several leaks losing 2/3 litres per second. Also discovered significant leak 6m deep in riverbed at Tauherinekau. Observed a number of water troughs coming off the pipeline between Greytown and Featherston and these are to be addressed. Greytown Bore Consent application into GWRC before Xmas. Greytown UF plant okay and have ordered 20 more filters.

Featherston - looking for water and have seed funding for it. Will drill two test bores and have this completed by the end of June.

Report from Mark Allingham

Have the first draft of the Moroa and Longwood Water Races Report and sent out 200 letters, received 25 responses, 16 interviews have been held, 2 completed questionnaires and 7 want to be involved in further discussion. No By Law until the end of February at this stage but will keep Councillors informed. No out of the ordinary issues have arisen Cr Napier advised that Pre 1900's watercourses may need Historic Places Trust input. Mark to follow up.

Meeting closed at 3.15pm

Next meeting to be advised.