

## CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 19 June 2018, commencing at 9.30am

### Present:

NRC Representative, Mr T Phipps- *Chairman*  
WDC Representative, Ms S Boardman  
KDC Representative, Mr J Burt  
FNDC Representative, Mr G Rainham  
NDHB Representative, Ms S Hoyle  
St John Ambulance Representative, Mr A Gummer  
Welfare Coordination Group Chair, Mrs C Nyberg  
NDHB Medical Officer of Health, Dr J Ortega-Benito  
FENZ Representative, Acting Assistant Area Commander C Wright  
NZ Police Representative, Inspector M Ruth  
Northland Lifelines Group Representative, Mr R Watson  
MCDEM Representative, Mr J Titmus (Observer Status)

### In Attendance:

16 others were in attendance.

The Chair declared the meeting open at 9:30am.

### Apologies (Item 1.0)

#### Moved (Phipps/ Nyberg)

That the apologies from Mr Andy Finch and Assistant Area Commander Graeme Quensell for non-attendance be received.

Carried

### Declarations of Conflicts of Interest (Item 2.0)

It was advised that councillors should make declarations item-by-item as the meeting progressed.

### Confirmation of Minutes - Coordinating Executive Group Meeting 6 March 2018 (Item 3.1)

ID: A1074428

Report from Tegan Capp, Executive Assistant Customer Services - Community Resilience

Moved (Burt/Phipps)

## **Recommendation**

1. That the minutes of the CDEM Coordinating Executive Group
2. That the recommendations included in the reports as listed above be received.

**Carried**

## **Items for Information and Discussion (Item 3.2)**

**ID: A1074701**

**Report from Tegan Capp, Executive Assistant Customer Services - Community Resilience**

**Moved (Burt/Rainham)**

## **Recommendation**

1. That the report 'Items for Information and Discussion' by Tegan Capp, Executive Assistant Customer Services - Community Resilience and dated 12 June 2018, be received.
2. That the recommendations included in the reports as listed above be received.

**Carried**

## **MCDEM Update (Item 4.1)**

**ID: A1073159**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

## **Recommendation**

1. That the report 'MCDEM Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 6 June 2018, be received.

## **Membership of CDEM, CEG and Key Appointments (Item 5.1)**

**ID: A1073645**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

## **Recommendation**

1. That the report 'Membership of CDEM, CEG and Key Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 7 June 2018, be received.

## **Strategic Delivery of Welfare in Northland (Item 5.2)**

**ID: A1069923**

**Report from Claire Nyberg, Civil Defence Emergency Management - Welfare**

## **Recommendation(s)**

1. That the report 'Strategic Delivery of Welfare in Northland' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 24 May 2018, be received.

2. That the report 'Strategic Delivery of Welfare in Northland' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 24 May 2018, be approved.

### **2018 Northland CDEM Forum (Item 5.3)**

**ID: A1074388**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

#### **Recommendation**

1. That the report '2018 Northland CDEM Forum ' by Kim Abbott, Civil Defence Emergency Management Officer and dated 11 June 2018, be received.

### **CEG Chairs report (Item 6.1)**

**ID: A1074076**

**Report from Tony Phipps, Group Manager - Customer Services - Community Resilience**

#### **Recommendation**

1. That the report 'CEG Chairs report' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 8 June 2018, be received.

### **On Call Controllers and Duty Person (Item 6.2)**

**ID: A1073138**

**Report from Graeme MacDonald, Civil Defence Emergency Management Manager**

#### **Recommendation**

1. That the report 'On Call Controllers and Duty Person ' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 6 June 2018, be received.

### **Public Information Management (PIM) Update (Item 6.3)**

**ID: A1068966**

**Report from Murray Soljak, Public Information Manager and Susan Botting, CDEM Public Information Officer/Council Volunteer Coordinator**

#### **Recommendation**

1. That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and Susan Botting, CDEM Public Information Officer/Council Volunteer Coordinator and dated 22 May 2018, be received.

## **Recovery Update (Item 6.5)**

**ID: A1069992**

**Report from Jenny Calder, CDEM Group Recovery Manager**

### **Recommendation(s)**

1. That the report 'Recovery update' by Jenny Calder, CDEM Group Recovery Manager dated 25 May 2018, be received.

## **Lifelines Update (Item 6.6)**

**ID: A1072394**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Lifelines Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 1 June 2018, be received.

## **Community Resilience Projects (Item 6.7)**

**ID: A1069549**

**Report from Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience**

### **Recommendation**

1. That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 24 May 2018, be received.

## **Professional Development & Training (Item 6.8)**

**ID: A1072464**

**Report from Kim Abbott, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Professional Development & Training' by Kim Abbott, Civil Defence Emergency Management Officer and dated 1 June 2018, be received.

## **Northland Tsunami Siren Testing 1 April 2018 Outcomes (Item 6.9)**

**ID: A1070635**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Northland Tsunami Siren Testing 1 April 2018 Outcomes' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 May 2018, be received.

## **Northland Indoor Tsunami Siren Update (Item 6.10)**

**ID: A1070622**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Northland Indoor Tsunami Siren Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 May 2018, be received.

## **Kaipara District Update (Item 6.11)**

**ID: A1068430**

**Report from Sharon Douglas, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 21 May 2018, be received.

## **Whangarei District Update (Item 6.12)**

**ID: A1070631**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 May 2018, be received.

## **Far North District Update (Item 6.13)**

**ID: A1071992**

**Report from Bill Hutchinson, Civil Defence Emergency Management Officer**

### **Recommendation**

1. That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 31 May 2018, be received.

## **Conclusion**

The meeting concluded at <<enter time>>.