

## CDEM Coordinating Executive Group Meeting Minutes

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

### Present:

Chairman, GM - Customer Service - Community Resilience, T Phipps  
WDC Representative, Ms S Boardman  
KDC Representative, Mr J Burt  
FNDC Representative, Mr A Finch  
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, Assistant Area Commander G Quensell  
NZ Police Representative, Senior Sergeant M Hodson  
MCDEM Representative, Ms J Titmus (Observer Status)

There were 19 others in attendance.

The Chair declared the meeting open at 9.32am.

### Apologies (Item 1.0)

#### Moved (Phipps/Finch)

That the apologies from Sarah Hoyle (NDHB), Russell Watson (NLG), Martyn Ruth (NZ Police) and Wally Mitchell (St John) 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

#### Recommendation

#### Moved (Phipps/Finch)

1. That the minutes of the Coordinating Executive Group meeting held on 6 March 2018 be confirmed as a true and correct record.

Carried

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

**ID: A1074701**

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

### **Recommendation**

#### **Moved (Burt/Boardman)**

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 below be received.

**Carried**

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

**ID: A1073159**

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

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.

### **Secretarial Note**

- The following changes are to be made: Cr Anna Curnow replaces Cr Jonathan Larsen (KDC), Mr John Titmus replaces Ms Bridget Vercoe (MCDEM), Mr Brad Mosby's title Area Commander is to be included, as with Assistant Area Commander Mr Graeme Quensell (FENZ) and it was clarified that Dr Jose-Ortega Benito is the Medical Officer of Health for the Northland DHB.

## **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, 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.

## **Welfare Coordination Group Update (Item 6.4)**

**ID: A1069527**

**Report from Claire Nyberg, Welfare Coordination Group Chair/ CDEM Officer**

### **Recommendation**

1. That the report 'Welfare Coordination Group Update' by Claire Nyberg, Welfare Coordination Group Chair/ CDEM Officer and dated 24 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 10.30am.**