

## CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 4 September 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 (*Arrived 9.36am*)  
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:

There were 16 others 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 members should make declarations item-by-item as the meeting progressed.

### Presentations (Item 3.0)

ID: A1102087

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

#### Recommendation

That the presentation:

1. Proposed changes to Fire and Emergency New Zealand (FENZ) operating principles and geographic boundaries, by Rory Renwick- Principal Rural Fire Officer, FENZ be received.

### **Confirmation of Minutes - 19 June 2018 (Item 4.1)**

**ID: A1102032**

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

**Moved (Burt/Phipps)**

#### **Recommendation**

1. That the minutes of the CDEM Coordinating Executive Group Meeting held on 19 June 2018 be confirmed as a true and correct record.

**Carried**

### **Items for Information and Discussion (Item 4.2)**

**ID: A1102091**

**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 Service and Community Resilience and dated 24 August 2018, be received.
2. That the recommendations included in the reports as listed above be received.

**Carried**

### **MCDEM Update (Item 5.1)**

**ID: A1098456**

**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 14 August 2018, be received.

### **CDEM, CEG and Group Appointments (Item 6.1)**

**ID: A1100605**

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

#### **Recommendation**

1. That the report 'CDEM, CEG and Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 August 2018, be received.
2. That the named Local Recovery Managers be designated under the act and listed accordingly.

*Secretarial Note: The roster including contact details for the On Call Duty Officer and Controller will be distributed to the members.*

## **Northland Civil Defence Emergency Management Group GIS Viewer (Item 6.2)**

**ID: A1098242**

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

### **Recommendation**

1. That the report 'Northland Civil Defence Emergency Management Group GIS Viewer' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 13 August 2018, be received.
2. That the demonstration of the 'Northland Civil Defence Emergency Management Group GIS Viewer' by Rebecca Norman, GIS Officer; be received.

## **CEG Chairs Report (Item 7.1)**

**ID: A1098368**

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

### **Recommendation**

1. That the report 'CEG Chairs Report' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 14 August 2018, be received.

## **Professional Development (Item 7.2)**

**ID: A1100647**

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

### **Recommendation**

1. That the report 'Professional Development' by Kim Abbott, Civil Defence Emergency Management Officer and dated 20 August 2018, be received.

## **Community Resilience Projects (Item 7.3)**

**ID: A1097777**

**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 13 August 2018, be received.

## **Recovery Update (Item 7.4)**

**ID: A1094810**

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

### **Recommendation**

1. That the report 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager and dated 7 August 2018, be received.

## **Welfare Coordination Group Update (Item 7.5)**

**ID: A1096323**

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

### **Recommendation**

1. That the report 'Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 9 August 2018, be received.

## **Northland Lifelines Group Update (Item 7.6)**

**ID: A1102486**

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

### **Recommendation**

1. That the report 'Northland Lifelines Group Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 27 August 2018, be received.

## **Indoor Tsunami Siren Update (Item 7.7)**

**ID: A1097821**

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

### **Recommendation**

1. That the report 'Indoor Tsunami Siren Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 13 August 2018, be received.

## **Public Information Management (PIM) Update (Item 7.8)**

**ID: A1094789**

**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 7 August 2018, be received.

## **Far North District Update (Item 7.9)**

**ID: A1099246**

**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 16 August 2018, be received.

## **Kaipara District Update (Item 7.10)**

**ID: A1096549**

**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 9 August 2018, be received.

## **Whangarei District Update (Item 7.11)**

**ID: A1097526**

**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 13 August 2018, be received.

## **Conclusion**

**The meeting concluded at 10:51am.**