

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 4 December 2018, commencing at 11.00am

### Present:

Chairman, FNDC Councillor Colin Kitchen  
KDC Councillor Anna Curnow  
NZ Police Representative Inspector Marty Ruth  
WDC Mayor Sheryl Mai  
FENZ Representative Myles Taylor  
NRC Councillor Paul Dimery

### In Attendance:

#### Full Meeting

Northland Regional Council – Tony Phipps  
Northland Regional Council – Tegan Capp  
Northland CDEM Group – Graeme MacDonald  
Northland CDEM Group – Shona Morgan  
Northland CDEM Group – Claire Nyberg  
Northland CDEM Group – Bill Hutchinson  
Northland CDEM Group – Sharon Douglas  
Northland CDEM Group – Victoria Harwood  
Northland CDEM Group – Jenny Calder  
Northland CDEM Group – Kim Abbott  
Northland CDEM Group – Murray Soljak  
FNDC - Glenn Rainham

The Chair declared the meeting open at 11.05am.

### Apologies (Item 1.0)

#### Moved (Curnow/Mai)

That the apologies from Councillor Rick Stolwerk, Commander Brad Mosby, Superintendent Tony Hill, Mr John Titmus and Councillor Sue Glenn 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 - CDEM Group Meeting 4 September 2018 (Item 3.1)**

**ID: A1133539**

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

**Moved (Kitchen/Curnow)**

That the minutes of the CDEM Group Meeting held on 4 September 2018, be confirmed as a true and correct record.

**Carried**

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

**ID: A1130741**

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

**Moved (Curnow/Dimery)**

That the report 'MCDEM Update' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 November 2018, be received.

**Carried**

## **Emergency Management System Reforms (Item 4.2)**

**ID: A1131004**

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

**Moved (Kitchen/Curnow)**

That the report 'Emergency Management System Reforms' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 November 2018, be received.

**Carried**

## **Proposed National Disaster Resilience Strategy (Item 4.3)**

**ID: A1133012**

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

**Moved (Curnow/Mai)**

That the report 'Proposed National Disaster Resilience Strategy' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 November 2018, be received.

**Carried**

## **CEG Chairs Report (Item 5.1)**

**ID: A1133038**

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

**Moved (Curnow/Dimery)**

That the report 'CEG Chairs Report' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 27 November 2018, be received.

**Carried**

*Secretarial Note: Mayor Sheryl Mai wished to acknowledge the contribution made to the group by Susan Botting.*

## **Northland CDEM Group Work Programme (Item 5.2)**

**ID: A1129158**

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

**Moved (Mai/Kitchen)**

That the report 'Northland CDEM Group Work Programme' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 14 November 2018, be received.

**Carried**

*Secretarial Note: It was agreed that the 'traffic light' action progress classification system will be applied to this programme.*

## **Professional Development and Training (Item 5.3)**

**ID: A1133517**

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

**Moved (Mai/Kitchen)**

That the report 'Professional Development and Training' by Kim Abbott, Civil Defence Emergency Management Officer and dated 28 November 2018, be received.

**Carried**

## **Northland Welfare Coordination Group Update (Item 5.4)**

**ID: A1132276**

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

**Moved (Curnow/Dimery)**

That the report 'Northland Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 23 November 2018, be received.

**Carried**

## **Public Information Management (PIM) Update (Item 5.5)**

**ID: A1128012**

**Report from Murray Soljak, Public Information Manager**

**Moved (Kitchen/Mai)**

That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and dated 13 November 2018, be received.

**Carried**

## **Northland Lifelines Group Update (Item 5.6)**

**ID: A1133341**

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

**Moved (Dimery/Curnow)**

That the report 'Northland Lifelines Group Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 28 November 2018, be received.

**Carried**

### **Northland Joint Agency Emergency Coordinating Centre Scope (Item 5.7)**

**ID: A1133496**

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

**Moved (Mai/Dimery)**

That the report 'Northland Joint Agency Emergency Coordinating Centre Scope' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 28 November 2018, be received.

**Carried**

### **Northland Tsunami Siren Network Update (Item 5.8)**

**ID: A1133505**

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

**Moved (Kitchen/Mai)**

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

**Carried**

### **Recovery Update (Item 5.9)**

**ID: A1132084**

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

**Moved (Curnow/Dimery)**

That the report 'Recovery Update' by Jenny Calder, CDEM Group Recovery Manager and dated 22 November 2018, be received.

**Carried**

### **Community Resilience Projects (Item 5.10)**

**ID: A1132308**

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

**Moved (Kitchen/Curnow)**

That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 23 November 2018, be received.

**Carried**

## **Meetings Calendar 2019 (Item 5.11)**

**ID: A1133093**

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

**Moved (Kitchen/Dimery)**

1. That the report 'Meetings Calendar 2019' by Tegan Capp, Executive Assistant Customer Services - Community Resilience and dated 27 November 2018, be received.
2. That the schedule of meetings for 2019, as recommended, be adopted.

**Carried**

## **CDEM, CEG & Group Appointments (Item 5.12)**

**ID: A1129052**

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

**Moved (Kitchen/Curnow)**

1. That the report 'CDEM, CEG & Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 14 November 2018, be received.
2. That Sandra Boardman is appointed as a Group Controller, pursuant to Section 26(1), Civil Defence Emergency Management Act 2002.

**Carried**

*Action: It was raised that there are no formally appointed alternate representatives from FENZ and the Police. The CDEM Group will write to each of these organisations and request that they appoint an alternate representative for this Group.*

## **Kaipara District Update (Item 6.1)**

**ID: A1133511**

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

**Moved (Kitchen/Curnow)**

That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 28 November 2018, be received.

**Carried**

## **Far North District Update (Item 6.2)**

**ID: A1130384**

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

**Moved (Kitchen/Mai)**

That the report 'Far North District Update' by Bill Hutchinson, Civil Defence Emergency Management Officer and dated 19 November 2018, be received.

**Carried**

## **Whangarei District Update (Item 6.3)**

**ID: A1133515**

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

**Moved (Mai/Dimery)**

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

**Carried**

## **Verbal Update on Meningococcal-W Outbreak in Northland**

**Report from Graeme MacDonald, Northland CDEM Group Manager**

**Moved (Kitchen/Dimery)**

Graeme MacDonald briefed the Group on the presentation delivered to the earlier CEG meeting by the Ministry of Health and Northland District Health Board. In response to the Meningococcal-W outbreak in Northland, the MOH and NDHB expect to vaccinate a large number of children aged between 9 months - 5 years old and 13 - 20 years old over the next three week period. The Northland CDEM Group have received a request for, and will provide for assistance with this.

**Carried**

## **Conclusion**

**The meeting concluded at 12.15pm.**