

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 4 December 2018, commencing at 9.30am

Present:

Chairman- Group Manager Customer Service/Community Resilience, Mr T Phipps
WDC Representative, Ms S Boardman
KDC Representative, Mr J Burt
FNDC Representative, Mr G Rainham
Welfare Coordination Group Representative, Ms S Morgan
NDHB Medical Officer of Health, Dr J Ortega-Benito (*Arrived 9.43am*)
FENZ Representative, Corey Matchitt
NZ Police Representative Inspector M Ruth
Northland Lifelines Group Representative, Mr R Watson

In Attendance:

Full Meeting

Northland Regional Council – Tegan Capp
Northland CDEM Group – Graeme MacDonald
Northland CDEM Group – Jenny Calder
Northland CDEM Group – Sharon Douglas
Northland CDEM Group – Bill Hutchinson
Northland CDEM Group – Kim Abbott
Northland CDEM Group – Alistair Wells
Northland CDEM Group – Victoria Harwood
Northland CDEM Group – Murray Soljak
Ministry of Health – Kate Crawford

Part Meeting

FNDC – Councillor Colin Kitchen
FENZ – Myles Taylor

The Chair declared the meeting open at 10.03am.

Apologies (Item 1.0)

Moved (Phipps/Burt)

That the apologies from Claire Nyberg, Andy Finch, John Titmus, Graeme Quensell, Andy Gummer and Sarah Hoyle, 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 Coordinating Executive Group Meeting 4 September 2018 (Item 3.1)

ID: A1133528

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

Moved (Boardman/Burt)

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

Carried

Moved (Phipps/Burt)

In order to follow the same procedure as previous meetings, resolutions 4.1 to 6.3 will be moved as one.

Carried

MCDEM Update (Item 4.1)

ID: A1130735

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

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

Action: The Chair will write to the Ministry of Civil Defence Emergency Management to remind them of their responsibility to attend these meetings or to send a suitable substitute.

Emergency Management System Reforms (Item 4.2)

ID: A1132986

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

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

Proposed National Disaster Resilience Strategy (Item 4.3)

ID: A1133014

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

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

CEG Chairs Report (Item 5.1)

ID: A1133036

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

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

Northland CDEM Group Work Programme (Item 5.2)

ID: A1130994

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

That the report 'Northland CDEM Group Work Programme' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 20 November 2018, be received.

Professional Development & Training (Item 5.3)

ID: A1133508

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

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

Northland Welfare Coordination Group Update (Item 5.4)

ID: A1130310

Report from Claire Nyberg, Civil Defence Emergency Management - Welfare

Recommendation

That the report 'Northland Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 19 November 2018, be received.

Public Information Management (PIM) Update (Item 5.5)

ID: A1133544

Report from Murray Soljak, Public Information Manager

Recommendation

That the report 'Public Information Management (PIM) Update' by Murray Soljak, Public Information Manager and dated 28 November 2018, be received.

Northland Lifelines Group Update (Item 5.6)

ID: A1133337

Report from Kim Abbott, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Lifelines Group Update' by Kim Abbott, Civil Defence Emergency Management Officer and dated 26 November 2018, be received.

Northland Joint Agency Emergency Coordinating Centre Scope (Item 5.7)

ID: A1126136

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Joint Agency Emergency Coordinating Centre Scope' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 6 November 2018, be received.

Northland Tsunami Siren Network Update (Item 5.8)

ID: A1130897

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Northland Tsunami Siren Network Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 20 November 2018, be received.

Recovery update (Item 5.9)

ID: A1130419

Report from Jenny Calder, CDEM Group Recovery Manager

Recommendation

That the report 'Recovery update' by Jenny Calder, CDEM Group Recovery Manager and dated 19 November 2018, be received.

Community Resilience Projects (Item 5.10)

ID: A1130354

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

Recommendation

That the report 'Community Resilience Projects' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 19 November 2018, be received.

Meetings Calendar 2019 (Item 5.11)

ID: A1133380

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

Recommendation(s)

1. That the report 'Meetings Calendar 2019' by Tegan Capp, Executive Assistant Customer Services - Community Resilience and dated 28 November 2018, be received.
2. That the schedule of meetings for 2019, as recommended, be adopted.

CDEM, CEG & Group Appointments (Item 5.12)

ID: A1133654

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'CDEM, CEG & Group Appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 28 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.

Secretarial Note: Victoria Harwoods name is to be corrected and Andrew Venmore is to be removed.

Kaipara District Update (Item 6.1)

ID: A1129892

Report from Sharon Douglas, Civil Defence Emergency Management Officer

Recommendation

That the report 'Kaipara District Update' by Sharon Douglas, Civil Defence Emergency Management Officer and dated 16 November 2018, be received.

Far North District Update (Item 6.2)

ID: A1130601

Report from Bill Hutchinson, Civil Defence Emergency Management Officer

Recommendation

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

Whangarei District Update (Item 6.3)

ID: A1130596

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

That the report 'Whangarei District Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 November 2018, be received.

Verbal Update on Meningococcal-W Outbreak in Northland

Report from Dr Jose Ortega-Benito - Northland District Health Board and Kate Crawford – Ministry of Health

Dr Ortega-Benito provided a update on the Meningococcal-W community outbreak and the affect this is having within Northland.

In response to the 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. He reiterated that the disease is transmitted through upper respiratory fluid and that further information can be obtained from the DHB Website. The Northland CDEM Group have received a request for, and will provide for assistance with this response.

Conclusion

The meeting concluded at 10.34am.