

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Wednesday 4 September 2019, commencing at 9.30am

Present:

WDC Representative, Ms S Boardman
KDC Representative, Mr J Burt
FNDC Representative, Mr A Finch
NDHB Representative, Ms S Hoyle
St John Ambulance Representative, Ms Leigh Knightbridge
Welfare Coordination Group Chair, Mrs C Nyberg
Group Manager - Customer Service - Community Resilience Tony Phipps
FENZ Representative Asst Area Commander G Quensell
NZ Police Representative Inspector M Ruth
Northland Lifelines Group Representative, Mr R Watson
MCDEM Representative, Mr John Titmus (Observer Status)

In Attendance:

Full Meeting

Northland Regional Council – Evania Arani (minute taker)
Northland CDEM Group – Graeme MacDonald
Northland CDEM Group – Tegan Capp
Northland CDEM Group – Shona Morgan
Northland CDEM Group – Victoria Harwood
Northland CDEM Group – Murray Soljak
Northland CDEM Group – Shona Boniface
Northland CDEM Group – Sharon Douglas
Northland CDEM Group – Kim Abbott
Northland CDEM Group – Bill Hutchinson
Northland CDEM Group – Jenny Calder
Navy rep

Part Meeting

HSS Engineering and Warning Solutions - James Sturzenegger – left at 9.50am
Colin Kitchen - arrived at 10.16am

The Chair declared the meeting open at 9.30am.

Apologies (Ngā whakapahā) (Item 1.0)

Moved (Burt/Boardman)

That the apologies from Dr Jose Ortega-Benito and Andy Gummer for non-attendance be received.

Carried

Declarations of Conflicts of Interest (Nga whakapuakanga) (Item 2.0)

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

Presentation - The Emerging Strategic Communications Role (Item 3.0)

ID: A1232257

Report from Murray Soljak, Public Information Manager

Recommendation

1. That the presentation, The Emerging Strategic Communications Role, be received.

Confirmation of Minutes - 17 June 2019 (Item 4.1)

ID: A1230012

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Recommendation

1. That the minutes of the CDEM Coordinating Executive Group Meeting held on 17 June 2019 be confirmed as a true and correct record.

Items for Information and Discussion (Item 5.1)

ID: A1230015

Report from Evania Arani, Executive Assistant Customer Services - Community Resilience

Moved (Boardman/Hoyle)

1. That the report 'Items for Information and Discussion' by Evania Arani, Executive Assistant Customer Services - Community Resilience and dated 16 August 2019, be received.
2. That the recommendations included in the reports numbered **5.1 – 8.3** be moved as one.

Carried

Monthly update from Director, Ministry of Civil Defence & Emergency Management (Item 6.1)

ID: A1228639

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'Monthly update from Director, Ministry of Civil Defence & Emergency Management' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 12 August 2019, be received.

CEG, CDEM and Group appointments (Item 7.1)

ID: A1228638

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'CEG, CDEM and Group appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 12 August 2019, be received.

CEG Chair's Report (Item 7.2)

ID: A1230395

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

Recommendation

1. That the report 'CEG Chair's Report' by Tony Phipps, Group Manager - Customer Services - Community Resilience and dated 19 August 2019, be received.

Report on Welfare Coordination Group work programme (Item 7.3)

ID: A1230863

Report from Claire Nyberg, Civil Defence Emergency Management - Welfare

Recommendation

1. That the report 'Report on Welfare Coordination Group work programme' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 20 August 2019, be received.

Proposal to establish a multi agency Emergency Coordination Centre for Northland (Item 7.4)

ID: A1231267

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation(s)

1. That the report 'Proposal to establish a multi agency Emergency Coordination Centre for Northland' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 21 August 2019, be received.
2. That the Northland CEG supports the concept of a joint agency Emergency Coordination Centre for the Northland region.
3. That a Project Management team be agreed. to further develop the business case in support of the proposal.
4. That a funding model with initial cost estimates and indicative organisational commitment to the funding model be developed.
5. That the proposal be included into each of the member council Long Term Plan rounds with a view to securing funding.

6. That a business case be developed in support of the proposal.

Moved: Burt/Quensell

Amendment to Recommendation 5 was moved and carried to read "That the proposal be considered for inclusion into each of the member council Long Term Plan rounds with a view to securing funding".

Carried

Northland CDEM Group Work Programme 2019/20 (Item 7.5)

ID: A1231393

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'Northland CDEM Group Work Programme 2019/20' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 21 August 2019, be received.

NZ Emergency Management Assistance Team (EMAT) (Item 7.6)

ID: A1231604

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

Recommendation

1. That the report 'NZ Emergency Management Assistance Team (EMAT)' by Shona Morgan, Civil Defence Emergency Management Officer - Community Resilience and dated 22 August 2019, be received.

Coordinated Incident Management Systems (CIMS) 3rd Edition (Item 8.1)

ID: A1228701

Report from Graeme MacDonald, Civil Defence Emergency Management Manager

Recommendation

1. That the report 'Coordinated Incident Management Systems (CIMS) 3rd Edition' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 12 August 2019, be received.

Northland CDEM Group Shared Services Update (Item 8.2)

ID: A1229447

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

1. That the report 'Northland CDEM Group Shared Services Update' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 14 August 2019, be received.

Northland Tsunami Readiness (Item 8.3)

ID: A1230380

Report from Victoria Harwood, Civil Defence Emergency Management Officer

Recommendation

1. That the report 'Northland Tsunami Readiness' by Victoria Harwood, Civil Defence Emergency Management Officer and dated 19 August 2019, be received.

Secretarial note: The CDEM Coordinating Executive Group requested that staff are to prepare a business case and cost and benefit analysis.

Conclusion

The meeting concluded at 10.45am