

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 14 June 2022, commencing at 9.30am

Tuhinga/Present:

Chair, Victoria Harwood, Northland Regional Council (NRC)
Far North District Council Representative, Andy Finch (FNDC)
Welfare Coordination Group Chair, Rachel Hill
Northland Lifelines Group Representative, Russell Watson
National Emergency Management Agency, Chloe Marshall (NEMA)
Kaipara District Council Representative, John Burt (KDC)
NZ Police, Wayne Ewers
Fire and Emergency NZ Representative, Corey Matchitt (FENZ)

I Tae Mai/In Attendance:

Full Meeting

Northland CDEM, Graeme MacDonald (NCDEM)
NCDEM Consultant, Alastair Wells
NCDEM, Laura Exton
NCDEM, Sarah Boniface
NCDEM, Evania Arani
NCDEM, Zach Woods
NCDEM, Tegan Capp
NCDEM, Mana Wright
NCDEM, Jenny Calder
NCDEM, Bill Hutchison
NRC Secretariat, Nicky Hansen

Part Meeting

Far North District Council CE, Blair King (9.56am)

The Chair declared the meeting open at 9.30am.

Ngā Mahi Whakapai/Housekeeping (Item 1.0)

Ngā whakapahā/Apologies (Item 2.0)

Moved (Burt / Watson)

That the apologies from

WDC Representative, Sandra Boardman
Iwi Representative Mariameno Kapa-Kingi
NDHB Representative, Sarah Hoyle
MoH Regional Emergency Management Advisor, Jane Rollin (Observer Status)
Iwi Representative Hone Dalton (received after the meeting)
for non-attendance be received.

Carried

Secretarial note: Corey Matchitt, FENZ and Wayne Ewers, NZ Police introduced themselves to the meeting.

Nga whakapuakanga/Declarations of Conflicts of Interest (Item 3.0)

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

Confirmation of Minutes - CDEM Coordinating Executive Group Meeting 1 March 2022 (Item 4.1)

**Report from Nicky Hansen, PA to GM Community Resilience
Moved (Burt / Finch)**

That the minutes of the CDEM Coordinating Executive Group Meeting held on 1 March 2022 be confirmed as a true and correct record.

Carried

Receipt of Action Sheet (Item 5.1)

**Report from Nicky Hansen, PA to GM Community Resilience
Moved (Burt / Finch)**

That the action sheet be received.

Carried

Northland CDEM Group, CEG and Group Appointments (Item 6.1)

**Report from Graeme MacDonald, Emergency Manager
Moved (Burt / Matchitt)**

That the report 'Northland CDEM Group, CEG and Group Appointments' by Graeme MacDonald, Emergency Manager and dated 30 May 2022, be received.

Carried

Action: *The Chair nominated John Burt as the replacement Deputy Chair. All were in favour.*

Secretarial note:

Andy Finch will be replaced by Darren Edwards as the FNDC representative. The Chair thanked Andy for his valuable input and attendance over the last few years.

The Chair thanked Sandra Boardman for her time as Deputy Chair and commitment to CEG. John Burt was nominated and received as replacement Deputy Chair, all members present were in agreement.

NEMA Monthly Update (Item 7.1)

**Report from Graeme MacDonald, Emergency Manager
Moved (Ewers / Watson)**

1. That the report 'NEMA Monthly Update' by Graeme MacDonald, Emergency Manager and dated 23 May 2022, be received.
2. That the 'Partnership Charter' be received and endorsed.

Carried

Secretarial note: Andy Finch introduced CE Blair King, Far North District Council.

CEG Chair's Report (Item 8.1)

Report from Victoria Harwood, Pou Tiaki Hapori - GM Community Resilience

Moved (Burt / Watson)

That the report 'CEG Chair's Report' by Victoria Harwood, Pou Tiaki Hapori - GM Community Resilience and dated 16 May 2022, be received.

Carried

Action: A letter from CEG is to be submitted to Radio NZ and NEMA before 8 July 2022 regarding the radio mast at Waipapakauri.

Secretarial note:

- *Discussions were had around the Far North CDEM Activities – Radio New Zealand (RNZ) Kaitaia AM transmission mast removal.*
- *Lifelines will check with telcos about their plans regarding copper wire and line removal.*
- *Northland CDEM Group agreed to sign the letters and raise the issue with Hon. Kieran McNulty, Minister for Emergency Management and Hon. Willie Jackson, Minister for Broadcasting.*

Update on Civil Defence Community Response Plans in Northland (Item 8.2)

Report from Evania Arani, Emergency Management Specialist; Tegan Capp, Emergency Management Specialist; Sarah Boniface, Emergency Management Specialist; Bill Hutchinson, Emergency Management Specialist and Laura Exton, Emergency Management Specialist – Kaipara

Moved (Burt / Watson)

That the report 'Update on Civil Defence Community Response Plans in Northland' by Evania Arani, Emergency Management Specialist; Tegan Capp, Emergency Management Specialist; Sarah Boniface, Emergency Management Specialist; Bill Hutchinson, Emergency Management Specialist and Laura Exton, Emergency Management Specialist – Kaipara and dated 20 May 2022, be received.

Carried

Whakamutunga (Conclusion)

The meeting concluded at 10.50am.