

CDEM Coordinating Executive Group Meeting Minutes

Meeting held in the Council Chamber
36 Water Street, Whangārei
on Tuesday 6 September 2022, commencing at 9.00am

Tuhinga/Present:

Northland Regional Council, Chair - Group Manager Community Resilience, Victoria Harwood
Kaipara District Council, Representative - Property, Procurement and Commercial Manager, John Burt
Whangarei District Council, Representative - Acting General Manager Community, Paula Urlich
Far North District Council, Representative – Chief Executive, Blair King
Fire & Emergency NZ, Representative - Management Advisor, Assistant Area Commander, Graeme Quensell
Te Whatu Ora Te Tai Tokerau, Representative – COVID Incident Controller, Chris McLellan
National Emergency Management Agency, Representative - Senior Regional Emergency Management Advisor, Chloe Marshall (Observer Status)
St John Ambulance Representative - Northland District Operations Manager, Ben Lockie
Welfare Coordination Group Representative, Rachel Hill
Northland Lifelines Group Representative, Russell Watson
Te Whatu Ora Representative - Regional Emergency Management Advisor, Liz Philips

I Tae Mai/In Attendance:

Full Meeting

FNDC - Chief Financial Officer, Janice Smith
NEMA - CEO and DCE, Gary Knowles
NEMA - Chief Advisor to DCE, Anthony Richards
Te Whatu Ora - Manager Engagement Emergency Management, Jane Rollin
NCDEM – Group Manager, Graeme MacDonald
NCDEM - Emergency Management Specialist Kaipara, Laura Exton
NCDEM - Emergency Management Specialist, Evania Ara
NCDEM - Emergency Management Specialist Far North, Sarah Boniface
NCDEM - Emergency Management Specialist, Bill Hutchinson
NCDEM - Emergency Management Communications Specialist, Zach Woods
NCDEM - Emergency Management Recovery Specialist, Mark Trüdinger
NRC Secretariat, Nicky Hansen

Part Meeting

Infradecisions - Director, Lisa Roberts

The Chair declared the meeting open at 9.02am.

Ngā Mahi Whakapai/Housekeeping (Item 1.0)

Ngā whakapahā/Apologies (Item 2.0)

Moved (Watson / Hill)

That the apologies from FNDC Darren Edwards, Iwi Representative Mariameno Kapa-Kingi, Iwi Representative Hone Dalton, Iwi Representative Snow Tane, NZ Police Wayne Ewers, WDC Simon Weston, WDC Andrew Venmore, NCDEM Tegan Capp for non-attendance be received.

Carried

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 Tuesday 14 June 2022 (Item 4.1)

Report from Nicky Hansen, PA to GM Community Resilience

Moved (Burt / Hill)

That the minutes of the CDEM Coordinating Executive Group meeting held on 14 June 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 (Hill / Watson)

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 / Watson)

That the report 'Northland CDEM Group, CEG and Group Appointments' by Graeme MacDonald, Emergency Manager and dated 4 August 2022, be received.

Carried

Secretarial note: Alistair Dunlop is to be added to Local Controllers for the Kaipara District, as per appointment 14 June 2022.

National Emergency Management Agency September Update (Item 7.1)

Report from Graeme MacDonald, Emergency Manager

Moved (Blair / Watson)

That the report 'National Emergency Management Agency September Update' by Graeme MacDonald, Emergency Manager and dated 16 August 2022, be received.

Carried

Northland Lifelines Group Climate Change Risk Assessment Report and Presentation (Item 8.1)

Report from Laura Exton, Emergency Management Specialist – Kaipara

Moved (Watson / Burt)

That the report 'Northland Lifelines Group Climate Change Risk Assessment Report' by Laura Exton, Emergency Management Specialist - Kaipara and Presentation 'Northland Lifelines Group, Infrastructure Climate Change Risk Assessment' by Lisa Roberts, dated 18 August 2022, be received.

Carried

CEG Chair's Report (Item 8.2)

Report from Evania Arani, Emergency Management Specialist; Sarah Boniface, Emergency Management Specialist; Jenny Calder, Emergency Management Recovery Specialist; Tegan Capp, Emergency Management Specialist; Laura Exton, Emergency Management Specialist – Kaipara; Rachel Hill, Emergency Management Welfare Specialist; Bill Hutchinson, Emergency Management Specialist; Graeme MacDonald, Emergency Manager; Mark Trudinger, Emergency Management Recovery Specialist and Zach Woods, Emergency Management Communications Specialist

Moved (Watson / Hill)

1. That the report 'CEG Chair's Report' by Evania Arani, Emergency Management Specialist; Sarah Boniface, Emergency Management Specialist; Jenny Calder, Emergency Management Recovery Specialist; Tegan Capp, Emergency Management Specialist; Laura Exton, Emergency Management Specialist – Kaipara; Rachel Hill, Emergency Management Welfare Specialist; Bill Hutchinson, Emergency Management Specialist; Graeme MacDonald, Emergency Manager; Mark Trudinger, Emergency Management Recovery Specialist and Zach Woods, Emergency Management Communications Specialist and dated 4 August 2022, be received.
2. That the CEG support the funding of the CDEM Relationships Specialist Role from CDEM Group Funds.
3. That the CEG support the contribution of \$15k of CDEM Group Funds towards a generator for the new NRC/KDC Service Centre in Dargaville.
4. That the CEG supports the proposed Draft WCG Work Programme 2022/2023.

Carried

Secretarial note: Acknowledgement was made to Hydrology teams and Far North staff for their on the ground help and expertise.

Service Level Agreement work programs (Item 8.3)

Report from Graeme MacDonald, Emergency Manager

Moved (Watson / Burt)

That the report 'Service Level Agreement work programs' by Graeme MacDonald, Emergency Manager and dated 22 August 2022, be received.

Carried

Northland Tsunami Readiness (Item 8.4)

Report from Claire Nyberg, Emergency Management Specialist - Tsunami Projects

Moved (Hill / Watson)

That the report 'Northland Tsunami Readiness' by Claire Nyberg, Emergency Management Specialist - Tsunami Projects and dated 8 August 2022, be received.

Carried

24/25 July 2022 Severe Weather Warning De-brief (Item 9.1)

Report from Claire Nyberg, Emergency Management Specialist - Tsunami Projects

Moved (Burt / Watson)

That the report '24/25 July 2022 Severe Weather Warning De-brief' by Claire Nyberg, Emergency Management Specialist - Tsunami Projects and dated 9 August 2022, be received.

Carried

Update on Civil Defence Community Response Plans in Northland (Item 9.2)

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 (Hill / 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 4 August 2022, be received.

Carried

Whakamutunga (Conclusion)

The meeting concluded at 10.27am.