

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Wednesday 18 November 2020, commencing at 11.00am

### Present:

Chair, NRC Councillor Rick Stolwerk  
WDC alternate member, Councillor Nicholas Connop  
KDC alternate member, Councillor Anna Curnow  
FNDC Councillor, Dave Collard  
NZ Police Representative, Al Symonds  
FENZ Representative, Graeme Quensell  
NEMA Representative, Ms John Titmus (Observer Status)

### In Attendance:

#### Full Meeting

Northland CDEM/Northland Regional Council – Tony Phipps  
Committee Secretary, Evania Arani  
Northland CDEM, Sarah Boniface  
Northland CDEM, Claire Nyberg  
Northland CDEM, Murray Soljak  
Northland CDEM, Shona Morgan  
Northland CDEM, Bill Hutchinson  
Northland CDEM, Tegan Capp  
Northland CDEM, Jenny Calder  
NRC Councillor Colin Kitchen (via zoom)  
Northland CDEM, Victoria Harwood  
Fire and Emergency New Zealand, Wipari Henwood  
Kaipara District Council, John Burt  
Far North District Council, Andy Finch  
Northland Regional Council, Arama Morunga

The Chair declared the meeting open at 11.05am.

### Apologies (Ngā whakapahā) (Item 1.0)

#### Moved (Curnow/Collard)

That the apologies from WDC Mayor, Mayor Sheryl Mai, KDC Mayor Jason Smith, FENZ Representative, Mr Brad Mosby, 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.

## **Confirmation of Minutes - 08 September 2020 (Item 4.1)**

**ID: A1380529**

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

**Moved (Collard/Stolwerk)**

That the minutes of the Civil Defence Emergency Management Group meeting held on 08 September 2020, be confirmed as a true and correct record.

**Carried**

## **Fire and Emergency New Zealand Fire Plan (Item 5.1)**

**ID: A1384869**

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

**Moved (Mai/Smith)**

That the report 'Fire and Emergency New Zealand Fire Plan' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 11 November 2020, be received.

**Carried**

## **Northland CDEM Group, CEG and Group appointments (Item 5.2)**

**ID: A1384872**

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

**Moved (Stolwerk/Connop)**

That the report 'Northland CDEM Group, CEG and Group appointments' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 01 November 2020, be received.

**Carried**

## **CEG Chair's Report (Item 5.3)**

**ID: A1384873**

**Report from Tony Phipps, CDEM Coordinating Executive Group Chairman**

**Moved (Collard/Stolwerk)**

1. That the report 'CEG Chair's Report' by Tony Phipps, CDEM Coordinating Executive Group Chairman and dated 11 November 2020, be received.

**Carried**

*Secretarial notes:*

*To be noted: National Emergency Management Agency's Deputy Chief Executive and Director of Civil Defence Emergency Management, Sarah Stuart-Black has taken up a position at New Zealand Red Cross as the General Secretary.*

*Action: The CDEM group to raise to NEMA their concerns over the postponement and cancelling of the alerting tests in 2020 which included the Tsunami sirens and the Emergency Mobile alert.*

## **Northland CDEM Drought Plan (Item 5.4)**

**ID: A1384875**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer and Graeme MacDonald, Civil Defence Emergency Management Manager**

**Moved (Connop/Curnow)**

1. That the report 'Northland CDEM Drought Plan' by Victoria Harwood, Civil Defence Emergency Management Officer and Graeme MacDonald, Civil Defence Emergency Management Manager and dated 11 November 2020, be received.
2. That the Northland CDEM Group Drought Plan by Victoria Harwood, Civil Defence Emergency Management Officer and Graeme MacDonald, Civil Defence Emergency Management Manager be approved.

**Carried**

## **COVID-19 Resurgence planning (Item 5.5)**

**ID: A1384878**

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

**Moved (Collard/Curnow)**

That the report 'COVID-19 Resurgence planning' by Graeme MacDonald, Civil Defence Emergency Management Manager and dated 11 November 2020, be received.

**Carried**

## **Welfare Coordination Group Update (Item 5.6)**

**ID: A1384879**

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

**Moved (Connop/Collard)**

That the report 'Welfare Coordination Group Update' by Claire Nyberg, Civil Defence Emergency Management - Welfare and dated 11 November 2020, be received.

**Carried**

## **Service Level Agreements (Item 5.7)**

**ID: A1384882**

**Report from Victoria Harwood, Civil Defence Emergency Management Officer and Graeme MacDonald, Civil Defence Emergency Management Manager**

**Moved (Collard/Curnow)**

That the report 'Service Level Agreements' by Victoria Harwood, Civil Defence Emergency Management Officer and Graeme MacDonald, Civil Defence Emergency Management Manager and dated 11 November 2020, be received.

**Carried**

## **Meetings Calendar 2021 (Item 5.8)**

**ID: A1384883**

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

**Moved (Connop/Curnow)**

1. That the report 'Meetings Calendar 2021' by Evania Arani, Executive Assistant Customer Services - Community Resilience and dated 11 November 2020, be received.

**Carried**

*Secretarial note:*

*The proposal to have meetings on a Thursday for 2021 clashes with Far North District Council meetings. Northland CDEM to relook at the dates and advise the committee of these by email.*

## **Conclusion**

**The meeting concluded at 12.07pm**