

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the NRC Council Chamber  
36 Water Street, Whangārei  
on Tuesday 5 March 2024, commencing at 11.30am

### Tuhinga/Present:

Chairperson, FNDC Deputy Mayor Kelly Stratford  
WDC Mayor Vincent Cocurullo (*arrived 11.42am*)  
FENZ Representative, Wipari Henwood  
KDC Councillor, Gordon Lambeth  
NZ Police Representative, Justin Rogers  
Councillor Geoff Crawford, (*online*)  
FNDC Representative, Ruben Garcia

### I Tae Mai/In Attendance:

#### Full Meeting

NCDEM – Group Manager, Graeme MacDonald  
NCDEM – EM Specialist (Response), Jenny Calder  
NCDEM – EM Specialist (Far North), Bill Hutchinson  
NCDEM – EM Specialist (Far North), Sarah Boniface  
NCDEM – EM Specialist (Whangārei) Tony Devanney  
NCDEM – EM Specialist (Recovery), Mark Trüdinger  
NCDEM – EM Specialist (Kaipara), Laura Exton  
NCDEM – EM Specialist (Tsunami Projects), Brendon Gray  
NCDEM – EM Specialist (Communications), Zach Woods  
NCDEM – EM Iwi Engagement Advisor, Papanui Polamalu  
NRC Secretariat – Erica Wyatt  
NRC Governance Specialist, Gavin Dawson  
NEMA Representative – Lily Foulds (*online*)  
Department of Corrections – Gerry McGregor (*online*)

#### Part Meeting

WDC Representative, Victoria Harwood (*left 12.13pm*)

The Chair declared the meeting open at 11.30am.

### Karakia Whakamutunga

Cr. Kelly Stratford

### Ngā Mahi Whakapai/Housekeeping (Item 1.0)

### Ngā whakapahā/Apologies (Item 2.0)

#### Moved (Stratford / Henwood)

That the apologies from Mayor Vince Cocurullo for arriving late 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 - 5 December 2023 (Item 4.1)**

**Report from Erica Wyatt, Personal Assistant - General Manager Community Resilience**

**Ngā mahi tūtohutia / Recommendation**

**Moved: (Lambeth / Stratford)**

That the minutes of the Civil Defence Emergency Management meeting held on 5 December 2023, be confirmed as a true and correct record and that these be duly authenticated with the Chair's electronic signature.

**Carried**

### **Receipt of Action Sheet (Item 5.1)**

**Report from Erica Wyatt, Personal Assistant - General Manager Community Resilience**

**Ngā mahi tūtohutia / Recommendation**

**Moved: (Henwood / Lambeth)**

That the action sheet be received.

**Carried**

*Secretarial note: Action number 9 can be removed; this was discussed at the CEG meeting today and resolved with moving CEG meeting 4-5 weeks prior to each scheduled CDEM meeting.*

### **NEMA update (Item 6.1)**

**Report from Graeme MacDonald, Emergency Manager**

**Ngā mahi tūtohutia / Recommendation**

**Moved: (Lambeth / Stratford)**

That the update from Mike Gillooly, NEMA, dated 5 March 2024 be received.

**Carried**

*Secretarial notes:*

*The Emergency Management Bill has been delayed to the end of 2024.*

*The Resilience fund has a reduced budget and even though the application for the Multi Agency Centre has been received the priority sits elsewhere.*

*The Red Cross Hazard app will be decommissioned in June, NEMA are aware of the gap this will leave however a timeline for replacement will depend on funding.*

## **Northland CDEM Group plan 2021 - 2026 report on objectives and actions. (Item 7.1)**

**Report from Graeme MacDonald, Emergency Manager**

**Ngā mahi tūtohutia / Recommendation**

**Moved: (Stratford / Cocurullo)**

That the report 'Northland CDEM Group plan 2021 - 2026 report on objectives and actions' by Graeme MacDonald, Emergency Manager and dated 22 February 2024, be received.

**Carried**

*Secretarial note: Report taken as read.*

## **Membership and appointments – Northland CDEM Group (Item 7.2)**

**Report from Graeme MacDonald, Emergency Manager**

**Ngā mahi tūtohutia | Recommendation(s)**

**Moved: (Stratford / Henwood)**

1. That the report 'Membership and appointments – Northland CDEM Group' by Graeme MacDonald, Emergency Manager and dated 22 February 2024, be received.

**Carried**

*Secretarial note: Report taken as read.*

*CEG agreed to a formal process which will be consistent across all four councils and includes remuneration to current appointments. These positions will not be multipurpose, the roles and responsibilities will be separated and decided on at each council.*

*Discussions are currently taking place regarding Mariameno Kapa-Kingi's CEG membership position and should be resolved before the next CEG meeting.*

## **Emergency Managers report to the Civil Defence Emergency Management Group (Item 8.1)**

**Report from Graeme MacDonald, Emergency Manager**

**Ngā mahi tūtohutia / Recommendation**

**Moved: (Stratford / Cocurullo)**

That the report 'Emergency Managers report to the Civil Defence Emergency Management Group' by Graeme MacDonald, dated 22 February 2024, be received.

**Carried**

*Secretarial note: Report taken as read.*

**Activations and response:** *No activations this year. Al Nino starting to impact the region; stock conditions are holding but are reducing and silage is being harvested. Farmers are overall in good spirits. NRC are developing a risk assessment on a monthly basis, next one due in 2 weeks. Members would like to acknowledge Jenny's work with task force kiwi and the humanitarian aid she has given in Morrocco and the Gold Coast so far this year.*

**Far North:** *Last year events highlighted a need for community resilience and marae preparedness. Funding has become available and has been received with huge appreciation from the community. The team are now able to do pro-active work rather than reactive work in the community.*

*Members would like to acknowledge both Sarah and Bill for their work in the community.*

**Kaipara:** *Building some great relationships with local agencies. As a community led initiative, the Holy Trinity Church dedicated a plaque to the First Response Workers a year on from cyclone Gabrielle.*

**Whangārei District:** *Completed training for 29 council staff.*

**Māori Engagement:** *Tsunami Siren hui was positive however, the location of at least one of the sirens will need to be moved. Cr. Stratford would like to be updated in the Waitangi relationship space.*

**Welfare Coordination:** *Upcoming professional development for six community led centres will be rolled out next month, along with three training sessions for local welfare managers as a training pathway. CDEM are engaged with the Salvation Army, and they do attend the welfare coordination meetings.*

**Lifelines:** *Building a strong relationship with Foodstuffs.*

*Northpower and Top Energy are doing everything possible to increase their resilience during emergencies.*

*RLTP is out for consultation, Cr Stratford and CDEM manger to make a submission from a 'lifeline' point of view. A draft will be circulated to all members for feedback prior to final submission.*

*Emergency Management, Recovery Support Advisor will advise the lifelines group of the submission and suggest they too make a submission.*

**CDEM communications:** *Not as many weather engagement posts due to low level of emergencies. There was a large amount of media attention around the anniversary of Gabrielle. Comms coming up for the biannual tsunami testing.*

**Tsunami Project:** *The last shipment of sirens are currently in Singapore and are on their way to NZ.*

**Professional Development and Exercises:** *A reminder for staff who enrol in training to turn up as the costs are covered by the CDEM group regardless of attendance. CDEM Forum at Seminoff stadium will be on 1 May, the more who attend the better prepared communities will be for future events.*

**Multi Agency Coordination Centre:** *FENZ and NRC CE will be meeting tomorrow to discuss legalities, ownership structure, expectations of local authorities, location of staff and the ongoing costs etc. The current Minister is supportive and is currently seeking advice from his officials. Cr Stratford will discuss the MACC at the upcoming ministerial meetings.*

## **Marae Preparedness & Community Response Groups Update (Item 8.2)**

**Report from Sarah Boniface, Emergency Management Specialist; Evania Arani, Emergency Management Specialist; Damian Rio, Emergency Management Specialist; Tony Devanney, Emergency Management Specialist and Laura Exton, Emergency Management Specialist – Kaipara**

### **Ngā mahi tūtohutia / Recommendation**

#### **Moved: (Stratford / Rogers)**

That the report 'Marae Preparedness & Community Response Groups Update' by Sarah Boniface, Emergency Management Specialist; Evania Arani, Emergency Management Specialist; Damian Rio, Emergency Management Specialist; Tony Devanney, Emergency Management Specialist and Laura Exton, Emergency Management Specialist – Kaipara and

dated 22 February 2024, be received.

### **Carried**

*Secretarial note: Report taken as read.*

*As a priority, conversations are taking place around emergency plans for upcoming Waitangi Day celebrations. There were approximately 60,000 people this year and it is likely to increase. A plan is required should a natural event like a Tsunami occur.*

*Secretarial note: Update from the following organisations.*

*NZ Police: Waiting on the appointment of a District Commander; Dene Begbie is point of contact until the position is filled.*

*FENZ: Alerts still sitting at 'High' even with the current rain.*

*WDC: Alternates have not been included in the CDEM invites. Secretariat will ensure this is rectified and invites sent to alternates for future meetings.*

### **Karakia Whakamutunga**

Cr. Kelly Stratford

### **Whakamutunga (Conclusion)**

The meeting concluded at 12.35pm