

## Civil Defence Emergency Management Group Meeting Minutes

Meeting held in the Council Chamber  
36 Water Street, Whangārei  
on Tuesday 3 December 2024, commencing at 11:30am - 12:30pm

### **Tuhinga/Present:**

Chairperson - FNDC Deputy Mayor, Kelly Stratford  
NEMA Representative, Mike Gillooly  
NZ Police Representative, Matthew Srhoj (online)  
NRC Councillor, Rick Stolwerk  
WDC alternate, Nicholas Connop  
FENZ Representative, Wipari Henwood  
Deputy CEG chair, Jason Marris

### **I Tae Mai/In Attendance:**

#### **Full Meeting**

Group Manager Community Resilience, Louisa Gritt  
Emergency Manager, Graeme MacDonald  
Acting Emergency Management Manager, Jenny Calder  
Personal Assistant Community Resilience, Haylee Labelle  
Emergency Management Specialist, Kylie Cox  
Emergency Management Specialist, Kori Puckey  
Emergency Management Specialist, Bill Hutchinson (online with A Wells)  
Emergency Management Recovery Specialist, Mark Trudinger  
Emergency Management Specialist – Tsunami Projects, Brendon Gray  
General Manager – Community Group, Whangarei District Council, Victoria Harwood  
Sandra James (external)  
MWA Group, Alistair Wells (online)

#### **Part Meeting**

KDC Councillor, Gordon Lambeth (arrived 11.35am)  
Emergency Management Specialist, Damian Rio (online) (arrived 11.45am)  
Emergency Management Specialist, James Harvey (arrived 11.46am)

The Chair declared the meeting open at 11.30am with karakia by the chair.

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

### **Ngā whakapahā/Apologies (Item 2.0)**

#### **Moved (Connop/Stolwerk)**

That the apologies from Deputy Chairperson, WDC Mayor - Vincent Cocurullo, CEG Chair – Simon Weston. 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 - 3 September 2024 (Item 4.1)**

**Report from Haylee Labelle, Personal Assistant Community Resilience**

**Moved (Stratford / Stolwerk)**

That the minutes of the Civil Defence Emergency Management Group meeting held on 3 September 2024, be confirmed as a true and correct record and that these be duly authenticated by the Chair.

**Carried**

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

**Report from Haylee Labelle, Personal Assistant Community Resilience**

**Moved (Stratford/Connop)**

That the action sheet be received.

**Carried**

*Secretarial notes: Cr Stolwerk sought clarity on matter with DoC. They intend to remove the fees from three of the sites (this needs to go through a process as it is a national decision) but have declined to remove the fees on the 4<sup>th</sup> site at Waipu Cove, justification is that Waipu Cover doesn't just cover the campground it covers local residents as well, staff are exploring the option of installing the siren on WDC land so there wont be a fee.*

### **National Emergency Management Agency Update (Item 6.1)**

**Report from Mike Gillooly, NEMA representative**

**Moved (Stratford/Connop)**

That the report 'National Emergency Management Agency Update ' by Mike Gillooly, NEMA representative and dated 25 November 2024, be received.

**Carried**

*Secretarial notes: Highlighted work done on the government response to recommendations of the enquiry, initially lead jointly with DPMC but the work has now been entirely passed to NEMA with the CE as the lead. This is significant for NEMA as it means a lot of work on the bill to get it in before the end of this parliamentary term and the rebalancing that will inform the future structure of NEMA when these recommendations land at cabinet in February.*

### **CEG Chair Report (Item 7.1)**

**Report from Simon Weston, CEG Chair**

**Moved (Stolwerk/Stratford)**

That the report 'CEG Chair Report' by Simon Weston, dated 5 November 2024, be received.

**Carried**

*Secretarial notes: Deputy CEG chair acknowledged new CDEM group staff member Kori Puckey. Cr Stolwerk thanked staff on behalf of ratepayer groups for the continued community engagement.*

## **Service Level Review (Item 7.2)**

**Report from Graeme MacDonald, Emergency Manager**

**Moved (Connop/Lambeth)**

That the report 'Service Level Review' by Graeme MacDonald, Emergency Manager and dated 5 November 2024, be received.

**Carried**

*Secretarial notes: The chair wished to ensure that CDEM group have input into identifying candidates that will be interviewed and would like to interview previous member Toss Kitchen. Wants to ensure representatives from community and marae response groups have the opportunity to feed in from the perspective of what the civil defence response has looked like over the years and how they are being supported/not supported by their local councils as that reflects what the service level agreement is today. Wanting welfare and lifelines groups and our partners who sit around the table at CDEM and CEG to have input and Sarah Boniface from Te Whatu Ora as a crucial contributor. Comments about financial disparity raised in terms of funding models and implications, members to be aware of the ramifications should there be changes recommended to the current model.*

## **Membership and appointments – Northland CDEM Group (Item 7.3)**

**Report from Graeme MacDonald, Emergency Manager**

**Moved (Stolwerk/Connop)**

1. That the report 'Membership and appointments – Northland CDEM Group ' by Graeme MacDonald, Emergency Manager and dated, 6 November 2024 be received.
2. That the CDEM Group appoints Joanne Tasker and Sian Leith as Local Recovery Managers for the Whangarei District Council area, pursuant to section 30(1) Civil Defence Act 2002.
3. That the CDEM Group acknowledges the withdrawal of Ken Ward as a Local Controller for the Far North District Council and he is removed from the list of appointments.

**Carried**

*Secretarial notes: Concerns raised that FNDC has a limited number of controllers, pressure to be applied at CEG level for this to be prioritised, Cr Stratford to put this in her report.*

## **Supplementary Agenda item - Appointment as Local Controller to Whangarei District Council area. (Item 7.3A)**

**Report from Graeme MacDonald, Emergency Manager**

**Moved (Stolwerk/Connop)**

1. That the report 'Supplementary Agenda item - Appointment as Local Controller to Whangarei District Council area. ' by Graeme MacDonald, Emergency Manager and dated 2 December 2024, be received.
2. That Calvin Thomas is appointed as a Local Controller for the Whangarei District Council in accordance with Section 27(1) of the Civil Defence Emergency Management Act 2002.

**Carried**

## **Northland CDEM Group Plan Implementation - Objectives Table (Item 8.1)**

**Report from Graeme MacDonald, Emergency Manager**

**Moved (Connop/Stolwerk)**

That the report 'Northland CDEM Group Plan Implementation - Objectives Table' by Graeme MacDonald, Emergency Manager and dated 24 October be received.

**Carried**

## **Cyclone Gabrielle - Recovery Final Report, Exit Strategy and Review (Item 8.2)**

**Report from Mark Trüdinger, Emergency Management Recovery Specialist**

**Moved (Stolwerk/Connop)**

That the report 'Cyclone Gabrielle - Recovery Final Report, Exit Strategy and Review' by Mark Trüdinger, Emergency Management Recovery Specialist and dated 5 November 2024, be received.

**Carried**

*Secretarial notes: Cr Stolwerk thanked Mark Trüdinger for his efforts as the Recovery Manager. It was noted some local roads in Kaipara District have still not re-opened and whilst the emergency management loop of recovery was closed off there was still the recovery loop work to undertake as BAU. The chair acknowledged Mark, the staff and the learnings for the public. Confirmed that there is one final report due in March next year.*

## **Tsunami Inundation Mapping Review and Communications Plan (Item 8.3)**

**Report from Graeme MacDonald, Emergency Manager and Brendon Gray, Emergency Management Specialist - Tsunami Projects**

**Moved (Connop/Stolwerk)**

1. That the report 'Tsunami Inundation Mapping Review and Communications Plan' by Graeme MacDonald, Emergency Manager and Brendon Gray, Emergency Management Specialist - Tsunami Projects and dated 5 November 2024, be received.
2. That the draft communications plan content be noted.

**Carried**

*Secretarial notes: This round of modelling is refined and the inundation areas are smaller. Looking forward to getting this information out to people over summer. Significant change is moving to one single zone with new maps to transpose new data onto existing boards. Road painting is part of the national guidance but our focus is on maps at this stage (was considered and could be revisited later). Chair expressed concerns about community response group engagement via email and wants to ensure follow-up contact via zui/phone call takes place. It was confirmed that this will be undertaken by the CDEM team EMS members as part of the engagement.*

## **Tsunami Siren Project - Spares funding (Item 8.4)**

**Report from Brendon Gray, Emergency Management Specialist - Tsunami Projects and Graeme MacDonald, Emergency Manager**

**Moved (Stratford/Stolwerk)**

1. That the report 'Tsunami Siren Project - Spares funding ' by Brendon Gray, Emergency Management Specialist - Tsunami Projects and Graeme MacDonald, Emergency Manager and dated 5 November 2024, be received.
2. That the group approves the CEG's recommendation to provide funding for a 5% level of tsunami siren spares at a cost of \$84,102 excl gst to be sourced from CDEM Group funds.

**Carried**

*Secretarial notes: The spares funding % is specifically for equipment that is not sourced locally. Will avoid the time lapse (spares require shipping from Denmark). It would be great for more, however storage needs to be taken into account.*

## **Tsunami Siren Project - Funding approval (Item 8.5)**

**Report from Brendon Gray, Emergency Management Specialist - Tsunami Projects and Graeme MacDonald, Emergency Manager**

**Moved (Stolwerk/Lambeth)**

1. That the report 'Tsunami Siren Project - Funding approval ' by Brendon Gray, Emergency Management Specialist - Tsunami Projects and Graeme MacDonald, Emergency Manager and dated 5 November 2024, be received.
2. That the CDEM group approves \$223,384 from the CDEM Group funds to cover the shortfall in the project budget.

**Carried**

*Secretarial notes: The chair advised at last term's CDEM group committee it was agreed that councils will pay for maintenance because they own the sirens, need to ensure that council representatives are across this as will need to include depreciation for these assets in budgets going forwards.*

## **All Staff Capability Development (Item 8.6)**

**Report from Jenny Calder, Emergency Management Response Specialist and Graeme MacDonald, Emergency Manager**

**Moved (Stratford/Connop)**

1. That the report 'All Staff Capability Development' by Jenny Calder, Emergency Management Response Specialist and Graeme MacDonald, Emergency Manager and dated 5 November 2024, be received.
2. That the current training programme be maintained utilising the current funding model.
3. That the Coordinating Executive Group continues to oversee the prioritisation of training including attendance, to maximise training opportunities provided for staff.

**Carried**

*Secretarial notes: The chair highlighted the importance of all staff being inducted in emergency management. Understand that everyone participating in CIMS would be costly but staff need to have an awareness of what to do in an emergency as will need the organisation to play a critical role in the response. Through the CEG, all councils made a decision to ensure civil defence is included in all position descriptions. If people are scheduled to do training they should be attending and not pulling out at the last minute. Need to be efficient about our training. More staff trained allows others to stand in and prevents burn out*

**Action**

1. WDC figures for CIMS4 to be amended by Jenny Calder as figure is around 30

## **Whakamutunga (Conclusion)**

**The meeting concluded at 12.26pm with karakia by the chair.**

Un-confirmed