

Civil Defence Emergency Management Group Joint Committee

NOTICE IS GIVEN

that the next meeting of the **Civil Defence Emergency Management Group Joint Committee** will be held in **Committee Room 1, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua** on:

Friday, 24 February 2017 commencing at 12.30 pm.

Mary-Anne Macleod
Chief Executive
Bay of Plenty Regional Council Toi Moana
17 February 2017



Civil Defence Emergency Management Group

Terms of Reference

Delegated Function

This Joint Committee, required under section 12(1) of the Civil Defence Emergency Management Act 2002, is governed by the Group's Constitution (dated July 2013).

Membership

Seven councils in the Bay of Plenty make up the Bay of Plenty Civil Defence Emergency Management Group:

- Bay of Plenty Regional Council;
- Kawerau District Council;
- Opotiki District Council;
- Rotorua District Council;
- Tauranga City Council;
- Western Bay of Plenty District Council;
- Whakatāne District Council;

Quorum

In accordance with Council standing order 10.2, the quorum at a meeting of the committee is four members, consisting of the majority of the number of members.

Term of the Committee

Pursuant to section 12(2) of the Civil Defence Emergency Management Act 2002 this committee is a permanent committee and is not disestablished as a consequence of a local government election.

Specific Responsibilities and Delegated Authority

The Civil Defence Emergency Management Group has a constitution and this specifies the functions and powers of the group.

Note:

- The Civil Defence Emergency Management Group reports directly to the Regional Council.

Public Forum

1. A period of up to 15 minutes may be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
 - name of participant;
 - organisation represented (if any);
 - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.

Membership

Chairperson:	Mayor G Brownless (Tauranga City Council)
Deputy Chairperson:	Councillor D Love (Bay of Plenty Regional Council)
Appointees:	Mayor A Bonne (Whakatane District Council), Councillor S Browne (Alternate, Opotiki District Council), Mayor M Campbell (Kawerau District Council), Mayor S Chadwick (Rotorua Lakes Council), Deputy Mayor C Clout (Alternate, Tauranga City Council), Deputy Mayor D Donaldson (Alternate, Rotorua Lakes Council), Mayor J Forbes (Opotiki District Council), Chairman D Leeder (Alternate, Bay of Plenty Regional Council), Deputy Mayor F Tunui (Alternate, Kawerau District Council), Deputy Mayor J Turner (Alternate, Whakatane District Council), Mayor G Webber (Western Bay of Plenty District Council), Deputy Mayor M Williams (Alternate, Western Bay of Plenty District Council)
Committee Advisor:	S Cubbon

Recommendations in reports are not to be construed as policy until adopted.

Agenda

1 Apologies

2 General Business and Tabled Items

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be delayed until a subsequent meeting.

3 Public Forum

4 Declarations of Conflicts of Interests

5 Previous Minutes

- | | |
|--|-----------|
| 5.1 Civil Defence Emergency Management Group Joint Committee minutes - 05 December 2016 | 11 |
|--|-----------|

6 Reports

- | | |
|---|-----------|
| 6.1 Bay of Plenty CDEM Group Annual Plan 2017-18 | 21 |
|---|-----------|

APPENDIX 1 - Draft Bay of Plenty CDEM Group Annual Plan 2017-2018	23
---	----

6.2 Policy for the Appointment and Development of Recovery Managers 53

APPENDIX 1 - Policy for the appointment and development of Recovery Managers (V1.0)
2017-01-20 55

6.3 Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 87

Please note members will adjourn to workshop this item prior to considering recommendations.

7 Public Excluded Section 91

Resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

7.1 Minutes

7.2 Public Excluded Civil Defence Emergency Management Group Joint Committee minutes - 05 December 2016 93

Reason

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Grounds

To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source,

8 Confidential business to be transferred into the open

9 Readmit the public

10 Consideration of General Business

Previous Minutes

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in Committee Room 1, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Monday, 5 December 2016 commencing at 12.30 p.m.

Present:

Members:

Mayor J Forbes (Ōpōtiki District Council), Mayor M Campbell (Kawerau District Council), Mayor A Bonne (Whakatāne District Council), Councillor D Love (Bay of Plenty Regional Council), Mayor G Brownless (Tauranga City Council), Mayor G Webber (Western Bay of Plenty District Council), Alternates: Deputy Mayor D Donaldson (Rotorua Lakes Council), Deputy Mayor F Tunui (Kawerau District Council), Deputy Mayor J Turner (Whakatāne District Council), Attendance in part: Chairman D Leeder (Bay of Plenty Regional Council)

In Attendance:

G Poole (Chair, CDEMG Coordinating Executive Group), C Naude (Director, Emergency Management Bay of Plenty), M Harrex (Manager, Planning and Development), Bay of Plenty Regional Council: S Kameta (Committee Advisor); R George (Chief Executive, Kawerau District Council), Presenter: B Scott (Volcano Information Specialist, GNS Science), Attendance in part: Chief Executives M Macleod (Bay of Plenty Regional Council), M Grenfell (Whakatāne District Council)

Apologies:

Mayor S Chadwick (Rotorua Lakes Council), Alternates: Councillor S Browne (Ōpōtiki District Council), Deputy Mayor M Williams (Western Bay of Plenty District Council)

1 General Business and Tabled Items

CDEMG Coordinating Executive Group Chair Garry Poole opened the meeting at 12:30pm and advised members a confidential briefing would be provided, prior to items of business on the agenda, to accommodate the early departure of Chief Executives.

Resolved

That pursuant to section 46A of the Local Government Official Information and Meetings Act 1987 the following items be considered at this meeting.

- 1) Confidential Briefing on Slow Slip Activity

Reason

The matter had just come to hand and cannot be delayed until the next meeting of the Civil Defence Emergency Management Group.

**Brownless/Love
CARRIED**

2 Public Excluded Section

2.1 Briefing on Slow Slip Activity

Grounds

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

Reason

To protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.

**Brownless/Love
CARRIED**

3 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Accepts the apologies tendered at the meeting.**

**Campbell/Forbes
CARRIED**

4 Declaration of conflicts of interest

Nil declared.

5 Order of business

CDEM Coordinating Executive Group Chair Garry Poole noted that agenda item 4, 'Election of the Group Chairperson and Deputy Chairperson' was incorporated under agenda item 6.1, 'New Triennium Matters', so undertook to deal with both items consecutively, before item 5.1.

6 Reports

6.1 New Triennium Matters

The report sought the election of a new Group chairperson and deputy chairperson for the three year term of the triennium, along with confirmation of standing orders.

CDEM Coordinating Executive Group Chair Garry Poole sought that the Group receive the report and confirm a voting system for the election of a Chairperson and a Deputy Chairperson.

MOTION

Moved: Mayor Bonne

Seconded: Councillor Love

- 1 Receives the report, New Triennium Matters;**
- 2 Confirms System B as its voting system to elect a Chairperson and a Deputy Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;**
- 3 Elects the Group Chairperson for the 2016-2019 local authority triennium;**
- 4 Elects the Group Deputy Chairperson for the 2016-2019 local authority triennium;**

The MOTION was **PUT** and **CARRIED**.

6.1.1 Election of Chairperson and Deputy Chairperson

Mr Poole called for nominations for the positions of Group Chairperson and Deputy Chairperson.

- a) Mayor John Forbes nominated Mayor Greg Brownless as Group Chairperson and Councillor David Love as Group Deputy Chairperson, and Mayor Garry Webber seconded the nominations.

As no further nominations were received for the positions, Mr Poole announced Mayor Greg Brownless duly elected as the Group Chairman and Councillor David Love duly elected as the Group Deputy Chairman.

Mr Poole congratulated the members on their appointments and newly elected Group Chairman Brownless assumed the Chair.

Members considered the remaining matters outlined in the report. Taking them as read, they accepted them without further comment.

For completeness, the resolutions adopted by the Group were recorded as follows.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, New Triennium Matters;**
- 2 Confirms System B as its voting system to elect a Chairperson and a Deputy Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;**
- 3 Elects the Group Chairperson for the 2016-2019 local authority triennium;**
- 4 Elects the Group Deputy Chairperson for the 2016-2019 local authority triennium;**

**Bonne/Love
CARRIED**

- 5 Adopts as its standing orders the document attached as Appendix 1, as adopted by the administering authority on 15 November 2016 pursuant to Clause 27 (1) and (2), Schedule 7 of the Local Government Act 2002, and Section 19(1) of the Civil Defence Emergency Management Act 2002;
- 6 Confirms its membership is:
 - a. Bay of Plenty Regional Council; Councillor David Love and Chairman Doug Leeder (alternate)
 - b. Kawerau District Council; Mayor Malcolm Campbell and Deputy Mayor Faylene Tunui (alternate)
 - c. Opotiki District Council; Mayor John Forbes and Councillor Shona Browne (alternate)
 - d. Rotorua Lakes Council; Mayor Steve Chadwick and Deputy Mayor David Donaldson (alternate)
 - e. Tauranga City Council; Mayor Greg Brownless and Deputy Mayor Kelvin Clout (alternate)
 - f. Western Bay of Plenty District Council; Mayor Garry Webber and Deputy Mayor Mike Williams (alternate)
 - g. Whakatane District Council; Mayor Tony Bonne and Councillor Judy Turner (alternate)
- 7 Confirms the following 2017 meeting dates:
 - a. 24 February 2017
 - b. 2 June 2017
 - c. 4 August 2017
 - d. 4 December 2017

**Love/Forbes
CARRIED**

7 Previous minutes

7.1 Civil Defence Emergency Management Group Joint Committee minutes - 12 August 2016

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Confirms the minutes of the Civil Defence Emergency Management Group Joint Committee meeting held 12 August 2016.

**Forbes/Love
CARRIED**

Attendance

Mayor Campbell exited the meeting at 1:00 pm.

8 Civil Defence Emergency Management Induction Presentation

Refer PowerPoint Presentation Objective ID A2501466.

Director Emergency Management Bay of Plenty Clinton Naude gave a presentation that inducted elected members on national and the Group's Civil Defence & Emergency Management structures, roles and functions. Mr Naude noted legislative changes pending from the Civil Defence Emergency Management Amendment Bill 2016 and outlined key points and focus areas of the Group plan.

Group members received an induction pack comprising the CDEM Group Plan, CDEM Act, information about the Coordinating Executive Group members and Emergency Management team.

Attendance

Mayor Campbell entered the meeting at 1:15 pm and Chairman Leeder and Chief Executives Marty Grenfell and Mary-Anne Macleod left the meeting at 1:16 pm.

Members received an overview of geological hazards in the Bay of Plenty region from GNS Science Volcano Information Specialist Brad Scott, followed by an outline of local hazard ratings from Manager Planning & Development Matthew Harrex.

Members provided comment and made several requests on various matters. A member commented on the need to build a collective national pool of specialist staff and the potential to utilise mayoral and elected member knowledge in the community, during emergency events. Psychological First Aid training for CDEM members and staff was sought and members were advised that this would be pursued. Guidance for mayoral roles and functions during emergency events was requested, along with advice of District Health Board response and processes around pandemic outbreaks. A presentation on new threats to the SmartGrowth Implementation Committee was requested, which was noted and acknowledged by Mr Naude.

9 Reports continued

9.1 Bay of Plenty Civil Defence Emergency Management Group Annual Report 2015-16

The report presented the Group with the Annual Report for 2015/16, together with progress against the Group's annual work programme and alignment of actions with overall objectives, as set out in the Bay of Plenty CDEM Group Plan 2012-2017. The report was taken as read and received without discussion.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group Annual Report 2015-16; and**
- 2 **Approves the Bay of Plenty Civil Defence Emergency Management Group Annual Report 2015-16, attached as Appendix 1 to this report.**

Donaldson/Webber
CARRIED

9.2 **Bay of Plenty CDEM Group Quarterly Report 1 July 2016 to 30 September 2016**

The report provided the Bay of Plenty CDEM Group Quarterly Report for the period 1 July to 30 September 2016 for the Bay of Plenty CDEM Group and informed of progress against the CDEM Group Annual Report and KPI's for training and community initiatives.

Responding to a question raised, Director Emergency Management Bay of Plenty Clinton Naude clarified that learnings from Exercise Tangaroa, as reported under section 1 of the report, were being prepared and would be reported to the Group, once it was completed.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 **Receives the report, Bay of Plenty CDEM Group Quarterly Report 1 July 2016 to 30 September 2016;**
- 2 **Approves the report Bay of Plenty CDEM Group Quarterly Report 1 July 2016 to 30 September 2016, attached as Appendix 1.**

Love/Donaldson
CARRIED

9.3 **Bay of Plenty Civil Defence Emergency Management Group Budget 2017/18**

The report confirmed the budget for the BOP CDEM Group and for Emergency Management Bay of Plenty for the 2017/18 financial year. Members took the report as read and accepted the recommendations without further discussion.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group Budget 2017/18;**
- 2 **Approves the Bay of Plenty Civil Defence Emergency Management Group Budget 2017/18.**

**Forbes/Love
CARRIED**

9.4 Bay of Plenty CDEM Group Controllers Review 2016

This report informed the Group of the annual review of the Group and Local Controllers for the period 1 July 2015 to 30 June 2016.

Director Emergency Management Bay of Plenty Clinton Naude clarified that it was a requirement for CDEM controllers to undertake the Massey University CDEM Controller Development programme and that the Bay of Plenty Group was doing well to have the number of controllers presently involved in the programme.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Bay of Plenty CDEM Group Controllers Review 2016.**

**Brownless/Love
CARRIED**

9.5 Bay of Plenty CDEM Group: Amendments to Controllers Schedule

The report sought the Group's approval to amend the schedule of controllers. Director Emergency Management Bay of Plenty Clinton Naude clarified the requirement to appoint and rescind local controller positions under the Civil Defence Emergency Management Act 2002.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Bay of Plenty CDEM Group: Amendments to Controllers Schedule;**
- 2 Approves the rescinding the appointment of Ian Cryer as Local Controller.**
- 3 Approves the amended Schedule from the Policy for the Appointment and Development of Controllers (Appendix 1).**

**Forbes/Campbell
CARRIED**

9.6 Amendment to Coordinating Executive Group Terms of Reference

The report sought the approval of the amended Coordinating Executive Group (CEG) Terms of Reference.

Members commented on the addition of Te Puni Kokiri, St John Ambulance Service and the Lakes District Health Board to CEG as a positive step for inter-agency participation.

Resolved

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Amendment to Coordinating Executive Group Terms of Reference;**
- 2 Approves the amended Terms of Reference of the Coordinating Executive Group, attached as Appendix 1.**

**Webber/Campbell
CARRIED**

The meeting closed at 2:14 pm.

Reports

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 24 February 2017

Report From: Clinton Naude, Director, Emergency Management Bay of Plenty

Bay of Plenty CDEM Group Annual Plan 2017-18

Executive Summary

The draft Bay of Plenty CDEM Group Annual Plan 2017-18 uses the Goals and Objectives of the Bay of Plenty Civil Defence Emergency Management Group Plan 2012-2017 to align the key actions for the next financial year.

A primary owner is specified for each action. Emergency Management Bay of Plenty is identified as the primary owner for most of the actions. This is because Emergency Management Bay of Plenty provides the functions of the Group Emergency Management Office and specific local functions for Councils that are partners to the Emergency Management Bay of Plenty shared service model.

Local authorities are also identified as primary owners for some actions, reflecting their legal obligations under the Civil Defence Emergency Management Act 2002.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Bay of Plenty CDEM Group Annual Plan 2017-18;**
- 2 Approves the Bay of Plenty CDEM Group Annual Plan 2017-18 for adoption.**

1 Background

1.1 Bay of Plenty CDEM Group Annual Plan 2017-18 Alignment

The Bay of Plenty Civil Defence Emergency Management Group operates under the Civil Defence Emergency Management Act 2002 (CDEM Act 2002). As part of the Act, the Bay of Plenty CDEM Group must have a Group Plan, which specifies the strategic direction and operational arrangements of the Bay of Plenty CDEM Group over a 5-year period.

The Bay of Plenty CDEM Group Annual Plan 2017-18 has 4 overall goals and several objectives. The draft Bay of Plenty CDEM Group Annual Plan 2017-18 delivers key

actions that are aligned to the goals and objectives of the Bay of Plenty CDEM Group Plan 2012-2017.

The draft Annual Plan addresses the key development areas identified through the 2015 Capability Assessment Report as received from the Ministry of Civil Defence & Emergency Management (MCDEM). Development of Welfare arrangements, continuing to build recovery capability and, targeting efforts to address hazard, exposure, and vulnerability continue to be areas of development for the Bay of Plenty CDEM Group.

Implementing lessons from Exercise Tangaroa, and events such as the Kaikoura Earthquake will be a key driver for the readiness and response areas.

1.2 Endorsement

At their 17 February 2017 meeting the Coordinating Executive Group received the Bay of Plenty CDEM Group Annual Plan 2017-18 for discussion and endorsed it for approval by the Civil Defence Emergency Management Joint Committee.

1.3 Current Budget Implications

This work will be undertaken within the current budget for the Bay of Plenty Civil Defence Emergency Management Group.

1.4 Future Budget Implications

The budget for the 2017-18 year is set out in the draft Bay of Plenty CDEM Group Annual Plan 2017-18. The budget for the 2017-18 year is the same as the current year (plus inflation) and was approved by the Joint Committee at their 5 December 2016 meeting.

A review of the Bay of Plenty CDEM Group's funding model is being undertaken in the 2016-17 year. The review may recommend changes to the way the Civil Defence Emergency Management is funded in the Bay of Plenty. It has been agreed that any changes will be made through each local authority's 2018-2028 Long Term Plan process. For the 2017-18 financial year the funding model remains unchanged.

Matthew Harrex
Manager, Planning & Development

for Director, Emergency Management Bay of Plenty

17 February 2017

APPENDIX 1

Draft Bay of Plenty CDEM Group Annual Plan 2017-2018

ANNUAL PLAN

2017-2018



BAY OF PLENTY
EMERGENCY MANAGEMENT

GROUP

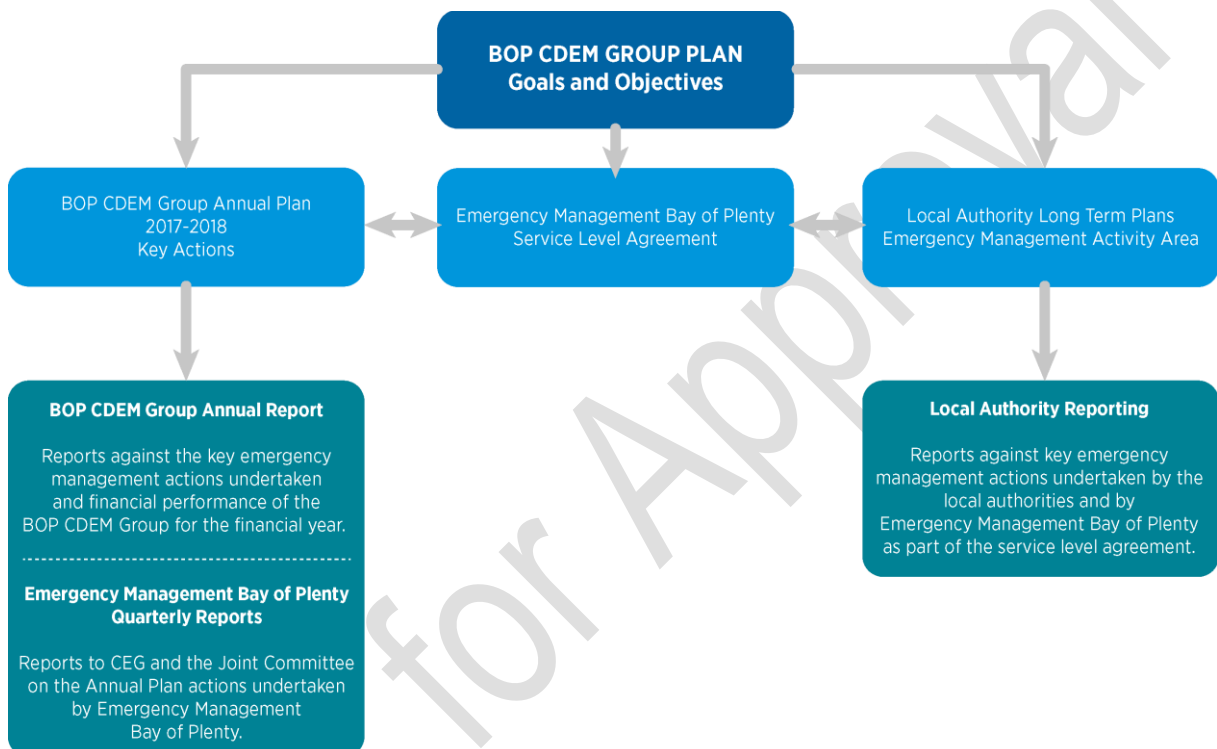
CONTENTS

INTRODUCTION.....	1
OUR GOALS AND OBJECTIVES	2
KEY FOCUS FOR 2017/2018	3
BUDGET	4
ACTIVITY AREAS	5
REDUCTION	5
READINESS	7
RESPONSE	10
RECOVERY	12
KEY PERFORMANCE INDICATORS.....	14
APPENDIX 1: ROLES AND RESPONSIBILITIES	16

INTRODUCTION

The Bay of Plenty Civil Defence Emergency Management Group (BOP CDEM Group) Annual Plan sets out the key activities for the 2017-2018 financial year.

The Annual Plan is aligned with the Bay of Plenty Civil Defence Emergency Management Group Plan 2012-2017 and delivers on the Emergency Management Bay of Plenty Service Level Agreement signed with the local authorities on 18th September 2015. Appendix 1 clarifies the roles and responsibilities for Emergency Management Bay of Plenty and the local authority members of the BOP CDEM Group. The diagram below sets out the alignment:



Acronyms List

Bay of Plenty Civil Defence Emergency Management Group
Bay of Plenty Civil Defence Emergency Management Group Plan
Ministry of Civil Defence and Emergency Management
Civil Defence Centre
Civil Defence Emergency Management
Emergency Operations Centre
Group Emergency Coordination Centre
Welfare Coordinating Group
Public Information Management
Bay of Plenty Lifelines Utility Group
Regional Emergency Services Coordination Committee
BOP CDEM Group Members are the local authorities that make up the BOP CDEM Group.

BOP CDEM Group
BOP CDEM Group Plan
MCDEM
CDC
CDEM
EOC
GECC
WCG
PIM
BOPLG
RESCC

OUR GOALS AND OBJECTIVES

The following Goals and Objectives are set out in the BOP CDEM Group Plan 2012-2017. It shows the long-term goal on the left, with the medium term objectives alongside.



KEY FOCUS FOR 2017/2018

The key purpose of the Annual Plan is to set out the priorities for the BOP CDEM Group for the 2017/2018 year.

These priorities are aligned to the Group Plan goals and objectives, and help us to deliver on the medium-term objectives of the Group Plan.

Events that have occurred in 2016 have also shaped our priorities.

In the 2017/2018 year, the BOP CDEM Group will focus on:

Improving understanding and preparedness of high risk hazards

Two events in 2016 have focussed attention on earthquake and tsunami preparedness – the September 2 East Cape earthquake and tsunami, and the November 14 Kaikoura earthquake and tsunami. The Kaikoura earthquake in particular has focussed national attention on our understanding of the tsunami threat to New Zealand and how the public are alerted when a threat exists.

There are three workstreams that have been prioritised:

- Public alerting – we currently use text alerting as a primary means to warn people of emergency events. The tsunami alerts sent out in September and November created a lot of confusion for people around what warnings we have and when to evacuate. In 2017/2018 we will work on the ways we alert people to emergency events. New systems will be put in place and a major public education drive around these will be implemented.
- Public education programme – we will implement a public education programme for tsunami that focusses on the science behind tsunami and how we can be prepared. This will also include public education on the public alerting systems.
- Tsunami response planning – in particular planning to support a large scale, immediate evacuation.

The BOP CDEM Group will also work with local authorities on specific projects such as Tauranga City Council's evaluation of sirens for tsunami alerting. The BOP CDEM Group will seek for MCDEM to provide a system with national capability to alert the public.

Our response capability and capacity, building on the outcomes of Exercise Tangaroa and events experienced in 2016.

Exercise Tangaroa highlighted areas for the BOP CDEM Group to work on. Corrective actions from the Exercise have been identified. There have also been a lot of learnings taken from the East Cape earthquake, Kaikoura earthquake, and other responses. The BOP CDEM Group will use the corrective actions and learnings from events to target exercises and training in the right areas. It is expected the quality and number of participants doing EOC training will increase.

Community Response Planning and Marae Preparedness

The BOP CDEM Group has a programme for development of community response plans and marae preparedness. Following the earthquake events in 2016, the Group's response planning and marae preparedness efforts will be targeted on communities that want to engage and who have a high hazard risk and indicate a willingness to participate.

BUDGET

Table 1: The Bay of Plenty Civil Defence Emergency Management (CDEM) Group and Emergency Management Bay of Plenty (EMBOP) budgets for the 2017/2018 Financial Year

Local Authority	CDEM Group Contribution	EMBOP Contribution	Total Contribution
Bay of Plenty Regional Council	\$360,124	\$1,014,396	\$1,374,520
Kawerau District Council	\$8,503	\$37,409	\$45,912
Ōpōtiki District Council	\$10,631	\$53,647	\$64,278
Rotorua Lakes Council	\$85,039		\$85,039
Tauranga City Council	\$150,236	\$553,208	\$703,444
Western Bay of Plenty District Council	\$57,401	\$205,283	\$262,684
Whakatāne District Council	\$42,519	\$177,860	\$220,379
Total	\$714,453	\$2,041,803	\$2,756,256

Table 2: Bay of Plenty Lifelines Budget for 2017/2018

Bay of Plenty Lifelines Group	Contributions
Revenue	
Member Contributions	\$40,000
Surplus carried forward	\$ 4,000
Total	\$44,000
Operational Expenditure	\$44,000

The Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty budgets for the 2017/2018 Financial Year are outlined in Table 1 above.

The operating expenditure for Emergency Management Bay of Plenty is a combination of the CDEM Group and Emergency Management Bay of Plenty contributions. For the 2017/2018 financial year the Operation Expenditure budget will be \$2,756,256.

Table 2 outlines the Bay of Plenty Lifelines Group (BOPLG) budget for the 2017/2018 year. The operational expenditure for the year is planned to deliver on key pieces of work including the vulnerability study and fuel contingency planning.

ACTIVITY AREAS

REDUCTION

1 Reducing Risks from hazards to acceptable levels

- ▶ Improve the understanding of hazards within the Bay of Plenty, and their associated likelihood and consequences.
- ▶ Undertake long term, strategic reduction of the risks from hazards through collaborative planning with CDEM stakeholders.
- ▶ Continue to develop an understanding of the levels of risk acceptable to communities.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
	Provide information for the public on hazards within the Bay of Plenty	The focus is on tsunami and earthquake hazards. Information will be provided through a focussed public education programme that feeds into community response planning.	EMBOP: Planning & Development	EMBOP: Community Resilience Local authorities
Improve the understanding of hazards within the Bay of Plenty, and their associated likelihood and consequences	Support the Bay of Plenty Natural Hazards Programme, identifying and aligning CDEM risk management activities where possible.	Emergency Management Bay of Plenty will be represented on the Natural Hazards Programme project team. BOP CDEM Group members (local authorities) can raise awareness and understanding of the research programme within their organisations.	EMBOP: Planning & Development	BOP CDEM Group members (Local authorities)
	Keep up to date with, and share natural hazard research and best practice development at the regional level and national level.	Emergency Management Bay of Plenty will represent the BOP CDEM Group on national and regional working and special interest groups for natural hazards, and report regularly to CEG on the work of these groups. Emergency Management Bay of Plenty will chair the natural hazards forum. CDEM Group members to ensure relevant staff attendance at the Forum. As per the Forum charter, the work of the Forum will be presented to the Local Authority Chief Executive's Forum and to CEG twice a year.	EMBOP: Planning & Development	BOP CDEM Group members (Local authorities)

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Undertake long term, strategic reduction of the risks from hazards through collaborative planning with CDEM stakeholders	Advocate for risk reduction activities to be provided through local authority planning processes.	The BOP CDEM Group (through Emergency Management Bay of Plenty) will advocate for risk reduction to reduce the impacts of natural disasters through input into local authority planning processes.	EMBOP: Planning and Development	Local Authorities
	Support the risk reduction activities of the BOP Lifeline Utilities Group (BOPLG)	Local Authorities to be represented on BOPLG. Emergency Management Bay of Plenty will provide financial, administrative and project management support to BOPLG	Local Authorities	EMBOP: Recovery & Projects and Planning & Development
Continue to develop an understanding of the levels of risk acceptable to communities	The levels of risk that are acceptable to the community are now set in the Regional Policy Statement. They will be developed further through local authority implementation of the Regional Policy Statement.	Local authorities, through implementation of the Regional Policy Statement. The key process for local authorities is reviewing district and city plans to give effect to the Regional Policy Statement. BOPRC will lead hazard research for those natural hazards identified in the Regional Policy Statement.	Local Authorities.	

READINESS

2

Increasing community awareness, understanding, preparedness and participation

- ▶ Ensure the best outcomes for community through strong leadership and commitment to CDEM at political and executive levels across all stakeholder agencies.
- ▶ Increase the level of community and business awareness, preparedness and resilience through education programmes.
- ▶ Ensure professional development for key roles within the Bay of Plenty CDEM Group through ongoing training, learning opportunities and exercises.
- ▶ Continue to strengthen CDEM stakeholder and partner relationships through a commitment to coordinated and integrated emergency planning.
- ▶ Develop and maintain appropriate documentation to describe key activities, processes and protocols in support of the Bay of Plenty CDEM Group plan.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Ensure the best outcomes for community through strong leadership and commitment to CDEM at political and executive levels across all stakeholder agencies	Develop and monitor an annual plan for the BOP CDEM Group.	The Annual Plan for the BOP CDEM Group will be prepared and approved by CEG. Monitoring will be carried out through an Annual Report, prepared by Emergency Management Bay of Plenty.	Coordinating Executive Group (CEG)	EMBOP: Planning and Development
	Ensure CDEM activities are included in Local Authority Long Term Plans 2018/2028, in a consistent way that aligns with the CDEM Group Plan goals and objectives	Emergency Management Bay of Plenty will work with each local authority to ensure the emergency management activity area included in the long term plans demonstrates a commitment to emergency management across the 4 Rs. KPIs will be reviewed and included consistently across the BOP CDEM Group local authorities.	Local Authorities	EMBOP: Planning & Development
	Maintain strong Governance and Executive groups for CEG and the Joint Committee	As per the CEG Terms of Reference, each member of CEG will: <ul style="list-style-type: none"> • Provide an annual report outlining their agency's work in support of the BOP CDEM Group • Attend all CEG meetings • Report to their governing bodies at least annually on their emergency management work programme. 	CEG Members	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Increase the level of community and business awareness, preparedness and resilience through education programmes	Deliver targeted community initiatives that focus on tsunami and earthquake risk, working specifically with communities at high risk from hazards.	Emergency Management Bay of Plenty will facilitate community initiatives such as community response planning and marae preparedness. Communities at high risk from tsunami will be prioritised. Each local authority will report against these community initiatives through their annual report.	EMBOP: Community Resilience	
	Develop a targeted public education programme that feeds into community response planning and marae preparedness work and focusses on communities at high risk from hazards.	Emergency Management Bay of Plenty will develop a targeted public education programme with support from local authorities.	EMBOP: Community Resilience	Local Authorities
	Engage volunteers in CDEM activities through community response and marae preparedness planning processes.	Community response planning and marae preparedness will be facilitated by Emergency Management Bay of Plenty, with support from partner agencies	EMBOP: Community Resilience	BOP CDEM Group
Ensure professional development for key roles within the Bay of Plenty CDEM Group through ongoing training, learning opportunities and exercises	Implement the corrective actions from Exercise Tangaroa	The Exercise Tangaroa corrective action plan has identified key areas to focus on. In 2017/2018 key areas for improvement will be targeted through training and specific exercises, and will be implemented in accordance with the Group Training and Exercise Plan. This will require CDEM member organisations' staff time to be committed to training and exercising. In line with the Group Training and Exercise Plan, Emergency Management Bay of Plenty will organise, deliver and evaluate two Tier 2 Exercises for each EOC.	EMBOP: Operational Readiness EMBOP: Planning and Development	BOP CDEM Group members.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Continue to strengthen CDEM stakeholder and partner relationships through a commitment to coordinated and integrated emergency planning	Maintain and enhance relationships between CDEM member organisations	Through maintaining partners forums including: <ul style="list-style-type: none"> Welfare Coordinating Group & Local Welfare Committees Regional Emergency Services Coordination Committee (RESCC) Local emergency services committees 	EMBOP: Operational Readiness EMBOP: Community Resilience	BOP CDEM Group members
	Maintain and enhance relationships with MCDEM and other CDEM Groups	Through maintaining contact through <ul style="list-style-type: none"> Forums Annual joint forum with Waikato CDEM Group Representation on national forums 	EMBOP: Planning and Development	
Develop and maintain appropriate documentation to describe key activities, processes and protocols in support of the Bay of Plenty CDEM Group Plan	Adopt the Group Plan 2017-2022.	By implementing the project plan and engagement plan ensuring: <ul style="list-style-type: none"> Consultation carried out in accordance with the requirements of the CDEM Act 2002. Technical Review by Ministry of Civil Defence and Emergency Management 	Joint Committee	EMBOP: Planning and Development
	Develop a response planning framework that includes relevant hazard information, local CDEM arrangements and key procedures for the GECC and EOCs.	A project plan will be developed. The planning framework will build on : <ul style="list-style-type: none"> The stocktake of Group and local plans undertaken in 2015/16 The review of SOPs undertaken in 2015/16 Tsunami Response Protocol 	EMBOP: Planning and Development	EMBOP: Operational Readiness

RESPONSE

3 Ensuring an effective response capability

- ▶ Implement effective alerting and communication systems to enable agencies and the community to respond rapidly and appropriately to an emergency.
- ▶ Implement and maintain effective and resilient communication networks and processes across CDEM stakeholders.
- ▶ Implement standardised interoperable information management systems and processes used by emergency response organisations.
- ▶ Enhance local arrangements that seamlessly enable scalability to appropriately respond to any event, from a localised incident to a national emergency.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Implement effective alerting and communication systems to enable agencies and the community to respond rapidly and appropriately to an emergency	Test public alerting systems ensuring effective communication, engagement and feedback	Conduct two live tests per annum of: <ul style="list-style-type: none"> Text, email, sirens and stinger alerting systems Including public engagement via agreed communication plan	EMBOP: Operational Readiness	EMBOP: Community Resilience
	Continuously monitor and assess the functionality and coverage of our suite of alerting systems	Carrying out audits after events where the platforms have been used to identify any issues, and through the public alerting tests	EMBOP: Operational Readiness	EMBOP: Community Resilience
	Ensure Public Information Management (PIM) staff are trained and have standardised documentation for public information management	The BOP CDEM Group will host and coordinate two Regional PIM forums per annum A training and development programme for PIM staff will be developed and implemented	EMBOP: Community Resilience	BOP CDEM Group
Implement and maintain effective and resilient communication networks and processes across CDEM stakeholders	Ensure 24/7 coverage that provides up to date information on events to the public and within the BOP CDEM Structure	By providing a 24/7 duty manager with specific tasks for disseminating information to the public and liaising with controllers and other agencies when necessary.	EMBOP: Operational Readiness	
	Maintain capability for two-way communication between Emergency Management Bay of Plenty and the community across the region in the event of an emergency where telecommunications are impacted	By providing a radio network: <ul style="list-style-type: none"> Identifying key community users (likely to be community response teams) Providing training for users Maintaining a maintenance and testing schedule for the radio network By considering the long term future for communications by: <ul style="list-style-type: none"> Representation on radio strategy working party (this project is run by BOPLASS Ltd) 	EMBOP: Operational Readiness	Local authorities

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Implement standardised interoperable information management systems and processes used by emergency response organisations	Identify and provide an emergency management information system that supports and enables an effective response, ensuring integration with Local Authority EOC response management systems and national systems	Through implementation of the Emergency Management Information System (EMIS), including: <ul style="list-style-type: none"> Representation on national technical group for EMIS development ECC and EOCs adopting and using EMIS in emergency events Identifying opportunities where it can be used to make response operations easier and quicker. 	EMBOP: Operational Readiness	Local authorities
Enhance local arrangements that seamlessly enable scalability to appropriately respond to any event, from a localised incident to a national emergency	Establish and enhance structures to implement the welfare requirements of the National CDEM Plan	This will be done through: <ul style="list-style-type: none"> Coordination of the Welfare Coordinating Group (WCG), including chairing and providing administrative support Support for local welfare committees Hosting an annual welfare forum for responsible and supporting agencies Implementation of key actions from the Welfare Transition Plan for welfare sub-functions where CDEM are the responsible agency Support to other members of WCG to deliver on the sub-functions for which they are the responsible agency 	EMBOP: Community Resilience	BOP CDEM Group members
	Develop and maintain documentation for activation and operation of the GECC and EOCs	This will be implemented through: <ul style="list-style-type: none"> Development of Standard Operating Procedures (SOPs) as required Using SOPs in relevant exercises Implementing a regular set up and equipment updating and testing schedule for the EOCs. 	EMBOP: Operational Readiness	

RECOVERY

4 Ensuring an effective recovery capability

- ▶ Strengthen recovery capability and capacity across all agencies, the wider community and businesses to promote sustainability and provide for the long-term regeneration of communities.
- ▶ Ensure effective communication which informs and engages communities during the recovery phase of an emergency.
- ▶ Make recovery management a part of everyday work for the CDEM Group and integrate the work with existing organisational systems wherever possible.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Strengthen recovery capability and capacity across all agencies, the wider community and businesses to promote sustainability and provide for the long-term regeneration of communities	Ensure recovery managers are trained and participate in exercises	New training and development opportunities for recovery managers are being developed. Local recovery managers need the opportunity to take part in relevant training and exercises	BOP CDEM Group.	Territorial Authorities
	Identify and engage key stakeholders in recovery activities in the recovery planning process	Through regional forums, establish lead persons for each Task Group (Built Environment, Economic Environment, Social Environment and Natural Environment). Where appropriate, Cultural Environment may also be established.	Territorial Authorities	EMBOP
Ensure effective communication which informs and engages communities during the recovery phase of an emergency	Develop protocols and procedures including key messaging for PIMs to use in the recovery phase	Through research from other jurisdictions and supported by Group PIM, develop appropriate media channels to provide communities that are in Recovery phase with access to progress updates.	EMBOP	Local Authorities
Make recovery management a part of everyday work for the CDEM Group and integrate the work with existing organisational systems wherever possible	Enable local recovery managers to network and share best practice	Hold a minimum of two Recovery Managers meetings per annum	EMBOP	Local Authorities-
	Identify and establish relationships with lead agencies for each of the task groups for all local and regional recovery operating areas	Host local relationship meetings of lead agency task group representatives	Territorial Authorities	EMBOP
		Host Recovery Management Workshop(s) that include CDEM Partner Agencies; workshop(s) to include desk exercise(s)	EMBOP	-

OBJECTIVE	ACTION – What we are going to do		PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Address the improvement opportunities from the MCDEM Capability Assessment 2015	Analyse all Recovery aspects of the MCDEM Capability Assessment and set specific action plans to address each areas for improvement.	NEW	<ul style="list-style-type: none"> Review roles, responsibilities and structure options for a Group Recovery Office, including documentation Develop likely tasks for each Recovery Task Group Confirm agencies responsible for each Task Group understand and accept their role and responsibility Local Recovery Managers and Alternate are in place in all Territorial Authorities Group Recovery Plan updated to reflect statutory changes for Recovery Integration of Recovery Plans and BCP's 	EMBOP	Territorial Authorities
Enhance the Recovery capability in the Region	Develop a CDEMG Policy for the appointment and development of Recovery Managers	NEW	Develop in line with the appointment and development of Controllers policy and CDEM Amendment Act 2016 to create an appropriate policy	EMBOP	-
Implement all provisions of the CDEM Amendment Act 2016	Review the CDEM Amendment Act 2016 to determine what additional responsibilities and powers are applicable to Recovery Managers and provide appropriate support as required	NEW	Create and provide guidance notes for Recovery Managers on the responsibilities and powers applicable to the role	EMBOP	Territorial Authorities

KEY PERFORMANCE INDICATORS

Obj Ref	Measure	Method of collection	Benchmark	Target	Outcome
	Chair a minimum of 2 Natural Hazard Forum meetings per annum, including providing administrative support				Reduction activities are identified and supported
	Delivery of 40 initiatives across the region for each Emergency Management Bay of Plenty partner Council: BOPRC – 8 KDC – 4 ODC – 4 TCC – 8 WBOPDC – 8 WDC – 8	Through tracking by Emergency Management Bay of Plenty	2 per year	Yearly	Communities are supported to increase their resilience and safety
	Number of residents who report they have an emergency preparedness kit (stored food, water, a radio, batteries and a torch)	Local authority Community perceptions surveys	64% (from 2013 Key Research Survey)	Increasing	Residents are prepared and ready to support themselves if a disaster strikes
	Number of residents who have at least three litres of water stored per person, per day for three days	Local authority Community perceptions surveys	51% (from 2013 Key Research Survey)		
	Percentage of staff trained to manage the operation of an EOC / GECC (as a percentage of full functionality): BOPRC 65% KDC 80% ODC 100% TCC >90-% WBOPDC >75% WDC 85%	Through ITM database statistics	NEW	2019/2020	Local Authority staff are trained to operate an EOC / GECC
	Percentage of staff trained to an appropriate level to carry out functional roles in the EOC / ECC as follows: BOPRC 70% KDC 80% ODC 100% TCC >80% WBOPDC >75% WDC 85%	Through ITM database statistics	NEW	Yearly	
	Facilitate meetings and report to CEG on : Welfare Coordinating Group BOPLG RESCC	Through tracking of reports	NEW	Yearly	CDEM stakeholders and partners have strong relationships
	Number of people registered to receive public text alerts			Increasing	Alerting Systems enable the public to respond to emergencies

Obj Ref	Measure	Method of collection	Benchmark	Target	Outcome
	Number of people following the BOP Civil Defence Facebook page				
	Meet all administrative requirements for CEG including providing for four meetings per annum		Achieved (2015/16)		Governance and Executive groups are supported and informed
	Meet all administrative requirements of the Joint Committee including providing for three meetings and a workshop session per annum		Achieved (2015/16)		
	Two recovery managers meetings are hosted per annum		Achieved (2015/16)		Recovery capability and capacity is strengthened across all agencies
	Every local authority has a recovery manager and an alternate recovery manager				
	Every recovery manager has attended at least two training exercises		NEW		

APPENDIX 1: ROLES AND RESPONSIBILITIES

The table below has been developed to assist in clarifying the roles and responsibilities of Emergency Management Bay of Plenty and participating Local Authorities (It should be noted that Local Authorities includes Bay of Plenty Regional Council).

	Function	EMBOP	Local Authority	Comments	EMBOP	LA
READINESS	EOC /ECC facilities, processes and capability are ready to effectively manage emergencies					
	Facilities	<ul style="list-style-type: none"> Provide guidance on functionality and safety of facilities. Provide guidance on location, size etc. of alternative EOC/ECC facilities 	<ul style="list-style-type: none"> Council provide and maintain EOC/ECC facilities for operational response. Council to formalise arrangements for alternative sites (including MoU's with building owners where necessary) 	<ul style="list-style-type: none"> Any facility nominated to become an EOC /ECC should be of an appropriate standard in structure and resilience (BIL 4) 		100%
	Equipment	<ul style="list-style-type: none"> Provide guidance and set policy on functionality of equipment across the region. Includes inventory management and testing schedules. EMBOP staff will notify LAs of any equipment requiring repair and/or replacement. Maintain, test and activate local and regional public alerting systems and signage. Promote systems where subscription is required. Should additional equipment be required, EMBOP will consult with the Councils, install, maintain and operate additional equipment funded by Councils. 	<ul style="list-style-type: none"> Council to own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage maintenance programme. Support EMBOP in promoting the systems Any additional equipment required as a result of these processes will be the responsibility of the Councils. 	Includes: <ul style="list-style-type: none"> all furniture, Misc. supplies (e.g. stationery) IT local communications networks including repeater networks and external communications equipment (eg. radios in CDCs and Council owned vehicles). audio visual equipment and support network infrastructure These may include but not limited to text alerting, email alerting, social media platforms, apps and siren systems. 	100% EMBOP staff and contract, maintenance and testing costs	100% Council costs related to own local systems and equipment

Function	EMBOP	Local Authority	Comments	EMBOP	LA
Processes	<ul style="list-style-type: none"> Develop and maintain process on how EOCs/ECC should work regionally, allowing for local requirements. 	<ul style="list-style-type: none"> Support, agree and implement processes for operational requirements. 	<ul style="list-style-type: none"> The Council staff in the EOCs/ECC must use the regional process and Standard Operating Procedures to carry out their functions during an emergency. 	100% development costs	100% associated equipment costs
Staffing	<ul style="list-style-type: none"> Provide the competency, capability and capacity criteria for EOC/ECC staff to council. Make recommendations on the appointment of staff to Local Authority CDEM roles. Provide Emergency Management Advisors to support Group and Local Controllers 	<ul style="list-style-type: none"> Council to make appropriate staff available for (agreed quantities) to provide emergency response. 	<ul style="list-style-type: none"> Appropriate staffing of EOCs/ECC is the responsibility of the councils using guidance from EMBOP and other agencies. 		100%
Training	<ul style="list-style-type: none"> Provide training specifications, develop packages and deliver training (including maintaining training records) in accordance with a training schedule agreed with councils on an annual basis. Provide assistance with the development of training budgets. Make recommendations on specific training and/or professional development opportunities. 	<ul style="list-style-type: none"> Make all appropriate staff available for training in accordance with the agreed training schedule. 	<ul style="list-style-type: none"> For EOCs/ECC to function effectively regular training is required. It is essential that appropriate council staff are released to participate in this training. 	100% costs associated with development and delivery of training	100% Council staff time costs & associated costs (travel & accommodation)
Exercises	<ul style="list-style-type: none"> Develop, run and assess exercises to practice EOC/ECC operations. Implement corrective action plan for EOC. 	<ul style="list-style-type: none"> Make appropriate staff available for exercises on a regular basis (at least every six months). Own corrective action plan. 	<ul style="list-style-type: none"> For EOCs/ECC to function effectively regular exercising is required. It is essential that appropriate council staff are released to participate in exercising. 	100% costs associated with development and delivery of exercises	100% Council staff time costs & associated costs (travel & accommodation)

Function	EMBOP	Local Authority	Comments	EMBOP	LA
Welfare can be provided to affected communities during a response					
Civil Defence Centre (CDC)	<ul style="list-style-type: none"> Develop and maintain processes on how a CDC should work regionally allowing for local requirements. Undertake audit of and provide guidance on CDC functionality, location, "fit for purpose" and equipment. Maintain inventory of equipment. Maintain kits and communications systems in CDC's 	<ul style="list-style-type: none"> Provide appropriate staff when required to deliver community welfare during emergencies Provide support to CDCs if required. Supply kits and communications systems in CDCs where agreed. 	<ul style="list-style-type: none"> EMBOP develops Standard Operating Procedures (SOP) for delivering Welfare in the community. Volunteers staff CDCs with council support as required by the community. 	100% costs associated with development of CDC processes	100% CDCs operational costs.
Welfare Management	<ul style="list-style-type: none"> Provide a Group Welfare Manager and the coordination of welfare functions. Provide Local Welfare Managers to deliver and coordinate local community support in emergencies for the Western Operating Area. 	<ul style="list-style-type: none"> Provide Local Welfare Managers to deliver and coordinate local community support in emergencies for the Eastern Bay of Plenty and Central Operating Areas. 	<ul style="list-style-type: none"> The broad principle of the arrangement is to pre-identify, facilitate appropriate networking and advance coordination of welfare resources and agencies so when they are required are ready and capable of meeting local, dispersed and/or regional welfare demand needs. 	100% EMBOP staff costs	100% local welfare staff costs for Eastern Bay of Plenty and Central; Operating Areas
Community engagement drives building community resilience					
Community Plan development	<ul style="list-style-type: none"> To be the lead facilitator in community engagement and supporting the planning process 	<ul style="list-style-type: none"> Support EMBOP and the local community in the effective identification community and engagement of vulnerable community groups and the development of emergency response planning processes. 	<ul style="list-style-type: none"> These Community Plans are local and specific in nature, they must be owned, driven and fully developed by the local groups/communities to suit their own particular context. EMBOP staff, coordinate with LA, community development team and other staff. 	100% EMBOP staff costs	100% Council staff costs

Function	EMBOP	Local Authority	Comments	EMBOP	LA
Volunteer Management	<ul style="list-style-type: none"> Centre for the recruitment of CDEM volunteers and the provision of training specifications and the development and delivery of training packages. Identify through the assessment of local risk scenarios, functions to be performed by volunteers and required volunteer numbers to sustain effective response to emergencies. 	<ul style="list-style-type: none"> Support EMBOP in the development, and promotion of volunteers. Deemed the employer of the volunteers under the Health and Safety in Employment Act 1992. 	<ul style="list-style-type: none"> EMBOP Community Resilience to recruit and train volunteers for both readiness and response functions for Operational Readiness to use locally and deploy regionally as required. 	100% programme costs	100% Council staff costs and Health & Safety costs
EMBOP Community Resilience Projects	<ul style="list-style-type: none"> Community Resilience Projects will be led by EMBOP. 	<ul style="list-style-type: none"> Provide support to EMBOP led community resilience projects. 	<ul style="list-style-type: none"> EMBOP led projects to be supported by councils and Council led projects to be supported by EMBOP. 	100% EMBOP staff and project costs	100% Council staff costs
<i>Public education and information management allows our communities to be informed</i>					
Public Education	<ul style="list-style-type: none"> Provide consistent messaging for Public Education across the region and deliver Public Education when required. Integrate into respective Council communications. 	<ul style="list-style-type: none"> Provide support by using consistent messaging to EMBOP when delivering Public Education. 	<ul style="list-style-type: none"> National standard messages and resources are available for Group to use. Every opportunity should be taken to provide public education across communities and business. 	100% EMBOP staff and materials and publication costs	100% Council staff and publication costs
Website management	<ul style="list-style-type: none"> Develop and maintain a regional CDEMG website that links to other websites. Provide advice and guidance on Local Authority website CDEM content. Review and or update CDEM component and links on Local Authority website 	<ul style="list-style-type: none"> Provide information to EMBOP for use on websites. 	<ul style="list-style-type: none"> The CDEMG website will be linked with the MCDEM Website. It is essential to keep website up to date. Local Authority websites will be linked to CDEMG website. 	100% EMBOP staff costs and development costs	100% Council staff costs
Social Media	<ul style="list-style-type: none"> Provide the initial social media updates during a response and transition to the PIM team for an 	<ul style="list-style-type: none"> Provide the agreed number of PIM staff to receive training and assist with the dissemination of public 		100% EMBOP staff costs	100% Council staff costs

Function	EMBOP	Local Authority	Comments	EMBOP	LA
Media engagement and Public Information Management	<p>extended activation as well as to promote community and preparedness during day-to-day operations. EMBOP will train PIM staff on the use of social media emergency management consistent with our brand and objectives.</p> <ul style="list-style-type: none"> Gather information from social media that will be of future use to Local Authority's in hazard planning, mitigation and response planning. 	<p>information via social media as required.</p>			
	<ul style="list-style-type: none"> Provide consistent messages and SOPS across the region and provide coordination and advice for PIMs. 	<ul style="list-style-type: none"> Provide opportunities for communications personnel to work collaboratively with other PIMs. Councils to provide Public Information Managers 	<ul style="list-style-type: none"> There are two states that require this coordination, before an event (peacetime) and during an event (battle time). SOPs will be developed by EMBOP collaboratively. BOPRC provides Group Public Information Managers TA's provide Local Public Information Managers 	100% EMBOP staff costs	100% any Council staff costs

	Function	EMBOP	Local Authority	Comments	EMBOP	LA
RESPONSE	Response management is effective					
	Concept of Operations	<ul style="list-style-type: none"> Facilitate the development and implementation of ECC and EOC Concept of Operations. EMBOP Advisors based in LA offices providing for a balanced engagement of staff across all councils. Ensuring EMBOP advisors have a significant presence in LA offices to ensure connectedness with LA Staff, procedures and culture. 	<ul style="list-style-type: none"> Support the development and sign off agreed Concept of Operations for ECC and EOC area. LA provide hot desk and appropriate resources for Advisors to function within the LA office 	<ul style="list-style-type: none"> Concept of Operations detail how a number of councils will support a single EOC during a non-declared and declared emergency. 	100% EMBOP staff costs	100% of all Council staff time and any equipment required
	Activation	<ul style="list-style-type: none"> Provide guidance on activation process and assist with the decision making around whether to activate an EOC/ECC. Provide 24 / 7 Duty Officer capability to manage activation for relevant Council. Provide co-ordination with and advice to Local Authority IMT's in pre-activation phase and predicted weather events 	<ul style="list-style-type: none"> Decision to activate is made by CDEM Controller. 		100% duty officer costs and EMBOP staff costs while activated	100% of costs while activated
	Finance	<ul style="list-style-type: none"> EMBOP will assist Council in response expense reimbursement claims to MCDEM. Review Local Authority processes and advise on changes to meet MCDEM process. Provide assistance with preparing claims. 	<ul style="list-style-type: none"> Councils are responsible for any activations costs and must make a claim directly to MCDEM for reimbursement. 		100% EMBOP staff costs	100% Council staff costs

Function	EMBOP	Local Authority	Comments	EMBOP	LA
Response Teams	<ul style="list-style-type: none"> Develop and maintain effective protocols and processes to guide how response teams should work to meet regional and local requirements. Monitor and validate response team training levels and response readiness. Coordinate deployment of response teams in an emergency if deployed by CDEM Coordinate NZRT audits as stipulated in MCDEM DGL 	<ul style="list-style-type: none"> Parent organisation to provide the facilities, logistical and equipment support required by the response team to maintain high levels of readiness and response capability. (if applicable). It is the decision of the Local Authority whether or not to support response team. Response Team Parent Organisations: NZRT 15 Rotorua – Rotorua District Council NZRT 16 Tauranga – Tauranga Search and Rescue NZRT 17 Whakatāne – Whakatāne District Council 	<ul style="list-style-type: none"> The response teams must use the regional process and Standard Operating Procedures to carry out their functions during an emergency. 	-	100% Council budget – if provided for
Council BCM	<ul style="list-style-type: none"> Provide advice and guidance. 	<ul style="list-style-type: none"> Own their Business Continuity Management so they are able to perform their functions following a crisis. 	<ul style="list-style-type: none"> CDEM ACT s.64(2) – A local authority must ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency. 	100% EMBOP staff costs	100% Council

	Function	EMBOP	Local Authority	Comments	EMBOP	LA
RECOVERY	<i>Recovery planning strengthens our ability to recovery quickly from emergencies</i>					
	Recovery Management staffing	<ul style="list-style-type: none"> Provide advisors to Council recovery Management teams as required. 	<ul style="list-style-type: none"> Councils to make appropriate staff available (agreed quantities) to manage recovery. Councils to provide Recovery Managers 	<ul style="list-style-type: none"> BOPRC provides Group Recovery Managers TA's provide Local Recovery Managers 	100% EMBOP staff costs	100% Council budget
	Recovery Planning	<ul style="list-style-type: none"> Coordinate Group Recovery Plan development through the Group Recovery Manager. 	<ul style="list-style-type: none"> Coordinate Local Recovery Plan development through the Local Recovery Manager. 	<ul style="list-style-type: none"> Local Recovery Plans are an adjunct to the Group Recovery Plan that sets the direction and strategy for recovery in the region. Recovery is council owned and managed with Group coordination. 	100% EMBOP staff costs	100% cost for Group Recovery Mangers
	Recovery Activities in Response	<ul style="list-style-type: none"> Provide advisors to the Group and Local Recovery Managers Assist recovery managers during recovery phase 	<ul style="list-style-type: none"> Activate Group and Local Recovery Managers as required leading the planning for recovery and transition from response to recovery. 	<ul style="list-style-type: none"> Recovery Managers should be activated at the start of any significant emergency event which may require a coordinated recovery effort post response. 	100% EMBOP staff costs	100% cost for Group Recovery Mangers

	Function	EMBOP	Local Authority	Comments	EMBOP	LA
REDUCTION	<i>Risk reduction activity</i>					
	Lifelines Utilities	<ul style="list-style-type: none"> Provide financial, administrative and project management support to the Lifelines Group Provide the Lifelines Utility Coordinator (LUC) 	<ul style="list-style-type: none"> Support the Lifelines Group through active participation of its key lifelines managers. Provide Lifelines Utilities representatives for services defined under the CDEM Act 	<ul style="list-style-type: none"> Support and advice may be provided through the appropriate National Lifelines Group, Regional Lifelines Group and the Lifelines Utility Coordinator (LUC). Lifelines failures can disrupt and endanger the wellbeing of local and regional communities. Effective relationships, priority of response protocols and lead agency role definition can reduce the risk such failures may pose. 	100% LUC costs	100% Council staff and assets
	Hazard/Risk management	<ul style="list-style-type: none"> Educate and advocate for hazard risk management and provide expert support as required. 	<ul style="list-style-type: none"> Own and manage the hazards and risk within the appropriate area of responsibility. 		100% EMBOP staff costs	100% Council staff costs
MANAGEMENT AND GOVERNANCE	<i>Management and Governance</i>					
	CDEM Group Plan	<ul style="list-style-type: none"> Project manages the development and implementation of the CDEM Group Plan using approved processes. Supports monitoring by Joint Committee. 	<ul style="list-style-type: none"> Support, contribute and implement the CDEM Group Plan process and outcomes. 	<ul style="list-style-type: none"> CDEM Group Plan provides a five year plan of activities that will include the councils. Councils must ensure ownership of those activities of councils and Group Plan directions. The Group Plan is monitored by the Joint Committee. 	100% EMBOP staff and development costs	100% Council staff costs

Function	EMBOP	Local Authority	Comments	EMBOP	LA
CDEM Group Business Plan	<ul style="list-style-type: none"> Project manages the development and implementation of the CDEM Group Business Plan using approved processes. Supports monitoring by CEG. 	<ul style="list-style-type: none"> Support, contribute and implement the CDEM Group Business Plan process and outcomes as applicable. 	<ul style="list-style-type: none"> CDEM Group Business Plan provides a three year plan of activities that will include the councils. Councils must ensure ownership of those activities of councils and Group Business Plan directions. The Group Business Plan is monitored by the Coordinating Executive Group (CEG). 	100% EMBOP staff and development costs	100% Council staff costs
EMBOP Annual Plan	<ul style="list-style-type: none"> Lead the development and carry out the EMBOP Annual Plan as Business as usual. 	<ul style="list-style-type: none"> Provide support as agreed to EMBOP to carry out their Annual Plan. 	<ul style="list-style-type: none"> EMBOP Annual Plan provides a one year plan of activities that may include some role for councils. The EMBOP Annual Plan is monitored by the CEG Operations Sub-Committee. 	100% EMBOP staff and development costs	100% Council staff costs
Reporting	<ul style="list-style-type: none"> Provide agreed reporting to Joint Committee, CEG and CEG Subcommittees 	<ul style="list-style-type: none"> Provide agreed reporting to Councils 	<ul style="list-style-type: none"> Reporting to be aligned to the Joint Committee, CEG and CEG Subcommittee reporting deadlines 	100% EMBOP staff	100% Council staff
Joint Committee	<ul style="list-style-type: none"> Supports the Joint Committee in carrying out its obligations under the CDEM Act 2002. 	<ul style="list-style-type: none"> Participates at the agreed level and supports the Joint Committee in carrying out its obligations under the CDEM Act 2002. 	<ul style="list-style-type: none"> Monitors and implements the CDEM Group Plan 	100% EMBOP staff	100% Council staff costs
Coordinating Executive Group (CEG)	<ul style="list-style-type: none"> Supports the CEG in carrying out its directions from the Joint Committee and its obligations under the CDEM Act 2002. Provides administrative support to the CEG. 	<ul style="list-style-type: none"> Participates at the agreed level and supports the CEG in carrying out its directions from the Joint Committee and its obligations under the CDEM Act 2002. 	<ul style="list-style-type: none"> Monitors and implements the CDEM Group Business Plan 	100% EMBOP staff and associated admin costs	100% Council staff costs

Function	EMBOP	Local Authority	Comments	EMBOP	LA
CEG Sub-committees	<ul style="list-style-type: none"> Coordinates those activities arising from the CEG Sub-Committees and reports to them on a regular basis. 	<ul style="list-style-type: none"> Participate at the agreed level and support the CEG Sub-committees. 	<ul style="list-style-type: none"> Monitoring and implementation of the EMBOP Annual Plan. Provides cooperation of the councils and provides advice and opportunities for EMBOP. Makes decisions on any activities outside the Annual Plan or budget. 	100% EMBOP staff and associated admin costs	100% Council staff costs
Emergency Management Budgets	<ul style="list-style-type: none"> Manage and administer EMBOP budget. Request approval from Councils for any costs associated with EOC/ECC equipment and other costs to be covered by the Councils – where they are facilitated and implemented by EMBOP staff. Provide advice on budget planning and forecasting. 	<ul style="list-style-type: none"> Manage and administer local authority Emergency Management budgets. Provide funding as agreed. 		100% EMBOP budget	100% Council budget

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 24 February 2017

Report From: Clinton Naude, Director, Emergency Management Bay of Plenty

Policy for the Appointment and Development of Recovery Managers

Executive Summary

The Civil Defence Emergency Management Amendment Act 2016 (the Amendment Act) has strengthened the legislative framework for recovery by introducing provisions that:

- Provide a mandate for roles and responsibilities that apply for the duration of the recovery from an emergency; and
- Strengthen recovery planning; and
- Ensure a seamless transition from the response to an emergency to the initial recovery period, by ensuring that appropriate and effective statutory powers and arrangements are available.

The Amendment Act came into force on 29 November 2016.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Policy for the Appointment and Development of Recovery Managers;**
- 2 Approves the Policy for the Appointment and Development of Recovery Managers**
- 3 Appoint Recovery Managers and Alternate Recovery Managers as listed in Schedule 1 of the Policy for the Appointment and Development of Recovery Managers, in accordance with s.29 and s.30 of the Civil Defence Emergency Management Act 2002,**

1 Background

Since the Civil Defence Emergency Management Act came into force in 2002, a need has been identified for provisions about recovery from an emergency, and in particular, for provisions that support a timely, coordinated and effective recovery.

Prior to the Civil Defence Emergency Management Amendment Act 2016 coming into force, the principal Act framework provided little direction in terms of planning and managing recovery efforts, which can undermine the resourcing and priority given to these activities. A lack of powers to support transition from response to recovery has been shown to prevent the continuation of critical activities necessary to stabilise recovery, and in some cases may have provided a perverse incentive to keep a State of Emergency in place for longer than is strictly necessary.

2 Policy

The legislative change has created statutory functions for a Group Recovery Manager and a Local Recovery Manager (if appointed), and has granted to Recovery Managers the same powers in a recovery Transition Period that exist for a Controller in the Response period

In order to ensure that appropriate appointments to Recovery Manager roles are made, and that appointees receive appropriate ongoing development, the attached policy has been developed.

3 Current and Future Budget

There are no budget implications arising from this report.

Craig Morris
Manager, Recovery and Projects

for Director, Emergency Management Bay of Plenty

17 February 2017

APPENDIX 1

Policy for the appointment and development of Recovery Managers (V1.0) 2017-01-20



Policy for the Appointment and Development of Recovery Managers

February 2017



Policy for the Appointment and Development of Recovery Managers

February 2017

Version 1.0

Bay of Plenty Civil Defence Emergency
Management Group
c/o Bay of Plenty Regional Council
5 Quay Street, PO Box 364
Whakatāne 3158, New Zealand

Version Control		File Ref: A2534773
Version 1.0	Recommended by CEG to CDEM Group for adoption	17 February 2017
Version 1.0	Adopted by CDEM Group	

Contents

1	Introduction	4
2	Bay of Plenty Civil Defence Emergency Management Recovery Manager Principles	4
2.1	Bay of Plenty Civil Defence Emergency Management Recovery Model	4
2.2	Recovery Manager Type	4
2.3	Recovery Manager Sourcing	4
2.4	Time commitment of the role of Recovery Manager	5
3	Selection and Appointment of Recovery Managers	5
4	Review of Recovery Managers	6
5	Engaging in Readiness	7
5.1	Professional Development	7
5.2	Readiness for Recovery Activities	7
5.3	Transition and Recovery Functions and Powers	11
6	Management and Governance Relationships	11
6.1	Management and Governance Roles during Transition Periods and Recovery	11
	Appendix A – Recovery Manager Job Descriptions	16
	Appendix B – Recovery Manager Selection Checklist	26
	Appendix C - Recovery Manager Appointment Review form	28

1 Introduction

This policy outlines the principles and processes that underpin the selection, appointment and review of Group and Local Recovery Managers within the Bay of Plenty Civil Defence Emergency Management (CDEM) Group. This policy was reviewed and endorsed by Coordinating Executive Group on 17 February 2017.

The policy applies to all local authority member agencies of the Bay of Plenty CDEM Group.

This policy is guided by a range of CDEM doctrine including the *Civil Defence Emergency Management Act 2002* (CDEM Act), the *National Plan Order 2015*, and the *Civil Defence Emergency Management Amendment Act 2016* and the BOP CDEM Group Recovery Plan.

The appointment of Recovery Managers by each CDEM Group is required pursuant to the *Civil Defence Emergency Management Amendment Act 2016* which was proclaimed on 29 November 2016.

2 Bay of Plenty Civil Defence Emergency Management Recovery Manager Principles

2.1 Bay of Plenty Civil Defence Emergency Management Recovery Model

The Bay of Plenty Recovery Manager model comprises of **ONE Group Recovery Manager** (and alternates) nominated by the Bay of Plenty Regional Council, and **ONE Local Recovery Manager** (and alternates where practical) nominated by each of the six territorial authorities, namely:

- 1 Western Bay of Plenty District Council
- 2 Tauranga City Council
- 3 Rotorua District Council (o/a Rotorua Lakes Council)
- 4 Whakatāne District Council
- 5 Ōpōtiki District Council
- 6 Kawerau District Council

The CDEMG Joint Committee appoints the Group Recovery Manager and their Alternate(s) and the Local Recovery Manager(s) and their Alternate(s).

2.2 Recovery Manager Type

The Bay of Plenty CDEM Group appoints the Recovery Managers using a principle baseline of desirable skills, competencies, experience, CDEM community status and the ability to commit time to the role of Recovery Manager. Local knowledge and community status are not a pre-requisite for the Group Recovery Manager, but highly desirable as contributing factors for Local Recovery Managers.

2.3 Recovery Manager Sourcing

Where practical, Chief Executives, Elected Members, Emergency Management Officers have a recovery function within their own respective agency, should not to be appointed as Recovery Managers given the duties that they are likely to have to perform in all phases of emergency events.

Where this is unavoidable, those Recovery Managers should be appointed as alternate Recovery Managers only. Local Authorities recognise that in the event of a significant emergency, the Recovery Manager role may be full-time for days, weeks, months or years.

2.3.1 Group Recovery Manager

The Group Recovery Manager is supported by a minimum of two alternate Group Recovery Managers identified by the Bay of Plenty Regional Council in consultation with the Director of Emergency Management Bay of Plenty (see SCHEDULE 1 of this policy).

In the event that the position of the appointed Group Recovery Manager becomes vacant, an alternate Group Recovery Manager will assume all the functions and responsibilities of the Group Recovery Manager under the CDEM Act until a permanent appointment to the position of the Group Recovery Manager is made.

2.3.2 Local Recovery Managers

Local Recovery Managers appointed to the role will be dependent on the circumstance. Volunteer and contracted Recovery Managers are permitted for a local authority jurisdiction where the appointees are able to sufficiently engage in recovery activities to deem them competent to fulfil the role (see SCHEDULE 1 of this policy).

2.4 Time commitment of the role of Recovery Manager

The Bay of Plenty CDEM Group is striving for a high level of service and has identified the time commitments for the roles of Alternate Group Recovery Managers, Local Recovery Managers and Alternate Local Recovery Managers; they are estimated to be as per the allocations depicted in figure 2.1. The Group Recovery Manager is a full-time position in Emergency Management Bay of Plenty.

	Alternate Group Recovery Manager	Local Recovery Manager	Alternate Local Recovery Manager
	Hours per month		
New Recovery Manager (training needed in first 3 years)	15	15	10
Established Recovery Manager (training not needed or is completed)	10	10	5

Figure 2.1 Recovery Manager BAU Time Commitment

Recovery Manager Person Specifications

The skills and attributes considered appropriate are specified in the Recovery Manager and Alternate Recovery Manager **Job Descriptions** included in Appendix A of this policy, and within the **Recovery Manager Selection Checklist** at Appendix B of this policy.

3 Selection and Appointment of Recovery Managers

All Recovery Manager appointments must follow steps 1 and 2 in the process below, using the **Recovery Manager Selection Criteria** (see Appendix B of this policy). The completed Recovery Manager Selection Criteria checklist will inform individual professional development for Recovery Managers.

Steps 1 and 2 in the process diagram will culminate in a recommendation letter from the appropriate Chief Executive to the Coordinating Executive Group for formal appointment (step 3).

Once a Recovery Manager is appointed as part of the Bay of Plenty CDEM Group, they must actively participate in on-going training, professional development (including exercising) and performance review commensurate with their appointment (Recovery Manager or Alternate) – see section 6.

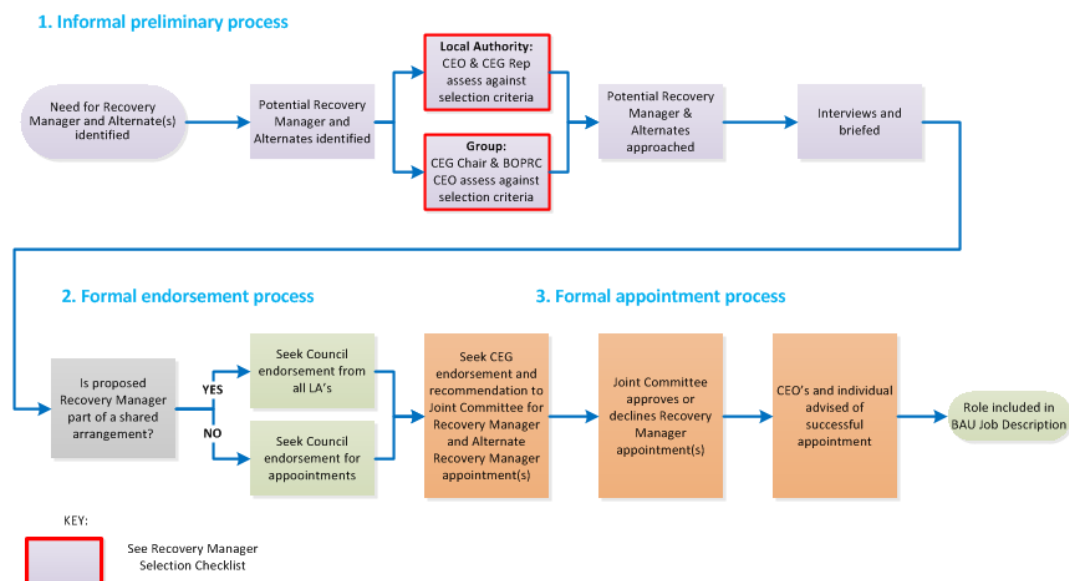


Figure 3.1 Selection and appointment of Recovery Managers

4 Review of Recovery Managers

The review of Recovery Managers¹ will occur at minimum annually, after any emergency event or as directed by the Group Recovery Manager using the process attached and the Recovery Manager appointment review form (see Appendix C of this policy).

Following collation of review forms, the CEG Chair supported by Emergency Management Bay of Plenty (as appropriate), will produce a high level report on behalf of the Coordinating Executive Group to report to the Bay of Plenty CDEM Group Joint Committee.

The Bay of Plenty CDEM Group Joint Committee will ratify the appointment of all Recovery Managers at the completion of the review process.

The review of the Group Recovery Manager will be a separate process, done in accordance with the performance review for the position of the appointed Group Recovery Manager.

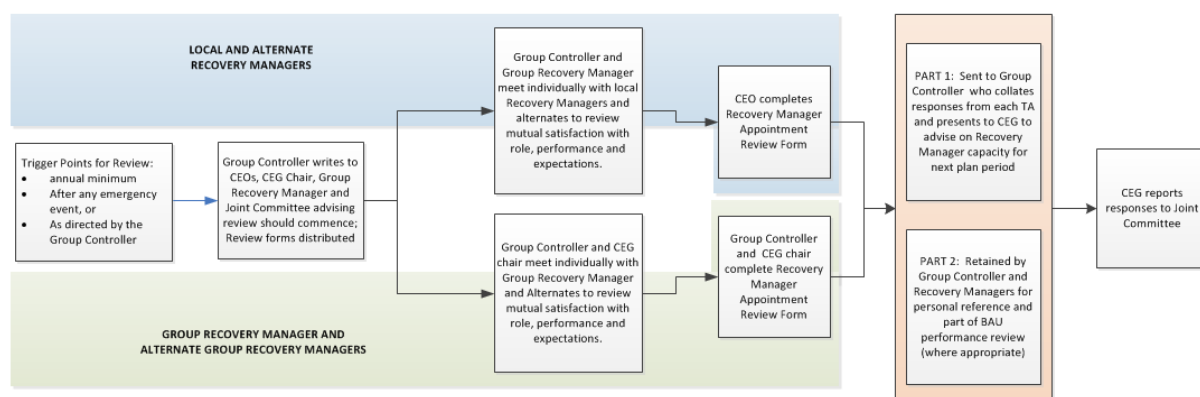


Figure 4.1 Review of Recovery Managers process

¹ The Group Recovery Manager review process will follow the Bay of Plenty Regional Council performance review process

5 Engaging in Readiness

There are a number of areas where Recovery Managers will engage in readiness activities that will improve their ability to be prepared for the ambiguity of recovery. For the Bay of Plenty CDEM Group, Recovery Manager engagement is classified into four levels:

- | | | |
|-----|--------------------|--|
| (1) | Owner | The Recovery Manager should own the outcomes. |
| (2) | Participant | The Recovery Manager should ensure that s/he participates in the planning and decision making. |
| (3) | Advocate | The Recovery Manager should advocate for this in the appropriate forums. |
| (4) | Awareness | The Recovery Manager should maintain awareness that this is being undertaken appropriately. |

Group and local Recovery Managers have a responsibility to contribute to and participate in readiness activities that support CDEM capability development. Activities include (but are not limited to):

- Monitoring the capability and capacity of planned volunteers and the GRO/LRO team.
- Participation in the development, execution and review of exercises.
- Identification of gaps during recovery and the development and monitoring of corrective action plans that may impact on the speed and/or effectiveness of recovery.
- Sharing knowledge/experience with the wider Recovery pool.

Readiness activities are described further in section 6.2 of this policy.

5.1 Professional Development

The extent to which Recovery Managers engage with professional development will be dependent on appointment to the role of Recovery Manager or Alternate Recovery Manager (group or local). Alternate Recovery Managers are likely to take a lesser involvement, whereas appointed Recovery Managers are expected to lead in this area for the local recovery (This is reflected in the Recovery Manager Job Descriptions in Appendix A).

Professional development for Recovery Managers and other staff with a recovery function will be managed through the Training and Exercise Plan coordinated by Emergency Management Bay of Plenty.

Emergency Management Bay of Plenty will establish an on-going professional development programme, which includes professional development that Recovery Managers will be expected to participate in commensurate with their role (Recovery Manager or Alternate Recovery Manager). Professional Development will be led by the Group Recovery Manager.

5.2 Readiness for Recovery Activities

The following readiness activities require varying levels of engagement for Recovery Managers. (L) is Local Recovery Manager and alternates; (G) is Group Recovery Manager and alternates.

5.2.1 Group or Local Recovery Office - Tools and Processes

Area	Indicator	Level of Engagement by Recovery Manager
Place	Recovery office location is appropriate	Advocate (G & L)
	Recovery office design and layout supports effective operation	Advocate (G & L)
	Recovery office equipment is appropriate to needs and functions	Advocate (G & L)
	Recovery office operation can be sustained during short, medium and long term events	Owner (G & L)
People	Recovery arrangements are planned and practiced	Owner (L)
	All Task Group Lead functions are staffed appropriately	Owner (G & L) Participant (G)
	Key roles are trained and competent to carry out recovery functions	Participant (L) Owner (G)
Process	Recovery office can be activated rapidly	Advocate (G & L)
	CDEM Reference material is available	Awareness (G & L)
	Public Information management is coordinated between key agencies	Awareness (G & L)
	Planning/Intelligence management is coordinated between key agencies	Participant (G & L)
Process	Operations management is coordinated between key agencies	Participant (G & L)
	Logistics management is coordinated between key agencies	Participant (G & L)
	Transition Period processes are planned and practiced	Owner (G) Participant (L)
	Recovery Office continuity management arrangements are developed and implemented	Advocate (G & L)
	Interoperability between GROs and the LROs is planned and practiced	Participant (G & L)

5.2.2 Oversight of Human Capability

Area	Indicator	Level of Engagement by Recovery Manager
Recovery Office staff	See previous page; Tools and Processes – People	Owner (G & L)
Recovery Teams	Training/capability	Owner (G) Participant (L)
	Deployment Process	Owner (G & L)
	Equipment	Advocate (G & L)
Welfare	Appropriate planning arrangements are in place locally	Owner (L) Participant (G)
	Group and Local welfare plans are supported	Owner (G & L)
	Support training and exercising of welfare personnel	Awareness (G & L)
	Understand the planning which underpins welfare recovery	Awareness (G & L)
Spontaneous Volunteer Mgmt. ²	Appropriate planning arrangements are in place	Awareness (G & L)

5.2.3 Exercise Planning and Delivery

Area	Indicator	Level of Engagement by Recovery Manager
Identification of need	Identify exercise issue to be tested	Participant (G & L)
	Establish reasons to do an exercise	Owner (G & L)
	Identify functions to be exercised	Participant (G & L)
Exercise design	Determine exercise scope	Participant (G & L)
	Establish a planning team	Participant (G)
	Determine exercise timeline	Advocate (G & L)
	Establish exercise aim and objectives	Participant (G & L)
Exercise conduct	Participate appropriately in exercise	Participant (G & L)
Exercise evaluation	Participate in hot and cold de-briefs	Participant (G & L)
	Exercise report – ensure that this is done	Owner (G & L)
	Reporting – advocate report outcomes at CEG and Joint Committee	Owner (G) Advocate (L)
Implementing corrective action	Exercise recommendations are implemented	Advocate (G & L)

² Spontaneous Volunteer Management Planning, Best Practice Guide [BPG 3/06]

5.2.4 Community Readiness

Area	Indicator	Level of Engagement by Recovery Manager
Public Education	Communities are engaged in building local resilience and know what to do after an emergency transitions to recovery	Awareness (G & L)

5.2.5 Hazard Risk Management

Area	Indicator	Level of Engagement by Recovery Manager
Hazard Risk Management	Local hazards and risks and their potential consequences, particularly on vulnerable communities, are recognised, understood and communicated; this is significant when making decisions on 'rebuild and revitalise'.	Awareness (G & L)

5.2.6 Finance

Area	Indicator	Level of Engagement by Recovery Manager
Delegations	Delegations are in place and are understood	Owner (G & L)
Financial overview	Understands how to maintain financial awareness in a Recovery phase	Awareness (G & L)
Reimbursement	Has clear understanding of Government policy and doctrine on reimbursement and where costs lie	Participant (G & L)

5.2.7 Forward planning

Area	Indicator	Level of Engagement by Recovery Manager
Strategic planning	Strategic recovery management functions are planned for and consequential planning is practiced	Owner (G & L)
Operational planning	Appropriate forward planning is conducted during recovery	Owner (G & L)

5.3 Transition and Recovery Functions and Powers

The functions of a Recovery Manager during a Transition Period³ are specified in s.30A of the CDEM Act and the powers of a Recovery Manager during a Transition Period are specified in ss.94G – 94P of the CDEM Act

6 Management and Governance Relationships

The relationships outlined in the diagram below will apply during a recovery event. Further to the recovery relationships, Recovery Managers will also engage with the individuals and entities detailed in this section during 'readiness' to ensure effective management of recovery activities.

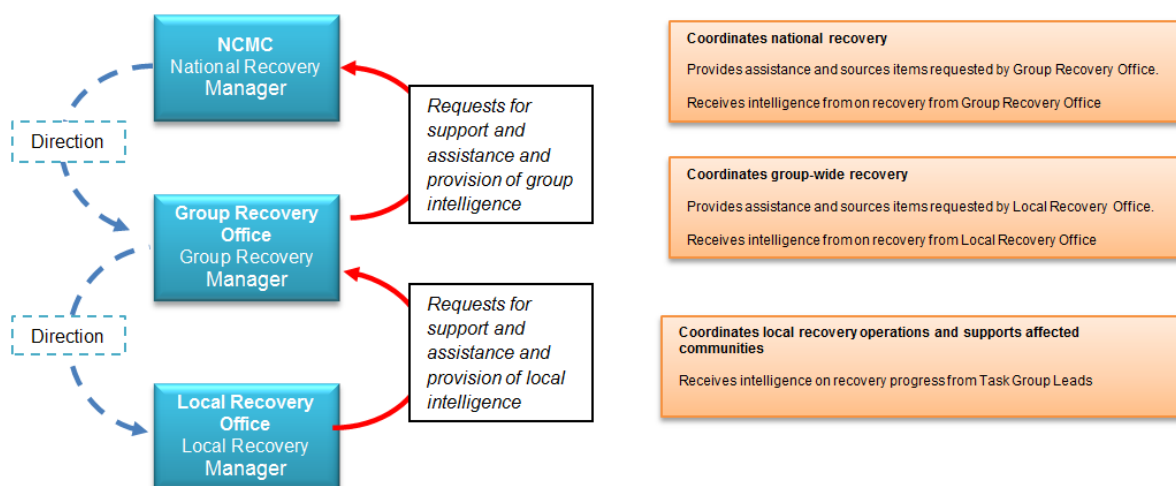


Figure 6.1 Management and governance relationships during a recovery event

6.1 Management and Governance Roles during Recovery (including Transition Periods)

6.1.1 Chief Executive Officer

Area	Indicator	Level of Engagement by Recovery Manager
Chief Executive	Decision making that affects recovery capability	Advocate (L)
	Reporting on activity to provide confidence in ability to respond appropriately	Owner (L)

³ CDEM Act 2002 ss 25 – 30, ss 94A – 94P

6.1.2 Mayor

Area	Indicator	Level of Engagement by Recovery Manager
Mayor	Clarity on the Mayor's role in a recovery	Advocate (L)
	Council decision making that affects recovery capability	Awareness (L)

6.1.3 Joint Committee

Area	Indicator	Level of Engagement by Recovery Manager
Joint Committee	Decision making that affects recovery capability	Advocate (G)
	Reporting on activity to provide confidence in ability to progress recovery appropriately	Owner (G)

6.1.4 Coordinating Executive Group

Area	Indicator	Level of Engagement by Recovery Manager
CEG	Decision making that affects recovery capability	Participant (G) Awareness (L)
	Provide expertise that informs decision making	Owner (G) Participant (L)

6.1.5 Civil Defence Emergency Management Professional Staff

Area	Indicator	Level of Engagement by Recovery Manager
Professional staff	Appropriate engagement in operational and planning issues that will impact on a recovery	Participant (G & L)

6.1.6 Bay of Plenty Recovery Manager Relationships

Area	Indicator	Level of Engagement by Recovery Manager
Group → Local	Local Recovery Managers are engaged in local readiness arrangements	Awareness (G)

Area	Indicator	Level of Engagement by Recovery Manager
	Regular forums are held to provide training and relationship building opportunity	Owner (G)
	Provide regular and timely communication regarding CDEM Group information and decision making	Owner (G)
Local → Group	Raise issues which affect readiness and recovery	Owner (L)
	Commitment is made to attending relationship building and training opportunities	Owner (L)
	Group Recovery Managers are alerted to, and informed of, unfolding and ongoing emergencies	Owner (L)
Local ↔ Local	Understanding of neighbouring TA's readiness and recovery arrangements	Awareness (L)
	Current working relationships with neighbouring TA's Local Recovery Managers	Owner (L)

6.1.7 Inter- Group Recovery Managers

Area	Indicator	Level of Engagement by Recovery Manager
Inter-Group Recovery Managers	Appropriate understanding of inter-group planning arrangements, shared hazards and collaborative projects	Awareness (G & L)
	Establish working relationships with peer Recovery Managers, particularly from adjacent territorial authorities	Participant (G & L)

Schedules and Appendices

Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers

The following are Recovery Managers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002 as amended by the CDEM Amendment Act 2016, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee.

Signature:	Mayor Greg Brownless Chair of the Bay of Plenty CDEM Group Dated: 24 February 2017
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Group Recovery Manager Section 29 of the CDEM Act 2002	Craig Morris	Alternate Group Recovery Managers	<ul style="list-style-type: none"> Garry Maloney Stephen Mellor
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Rotorua Local Recovery Manager Section 30 of the CDEM Act 2002	Andrew Bell	Alternate Local Recovery Managers	<ul style="list-style-type: none"> Paula Meredith
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Tauranga Local Recovery Manager Section 30 of the CDEM Act 2002	Philip King	Alternate Local Recovery Managers	<ul style="list-style-type: none"> Emlyn Hatch
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Western Bay of Plenty Local Recovery Manager Section 30 of the CDEM Act 2002	Peter Clarke	Alternate Local Recovery Managers	<ul style="list-style-type: none"> Blaise Williams
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Whakatāne Local Recovery Manager Section 30 of the CDEM Act 2002	Jeff Farrell	Alternate Local Recovery Managers	<ul style="list-style-type: none"> not appointed
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Ōpōtiki Local Recovery Manager Section 30 of the CDEM Act 2002	Chris Hopman	Alternate Local Recovery Managers	<ul style="list-style-type: none"> not appointed
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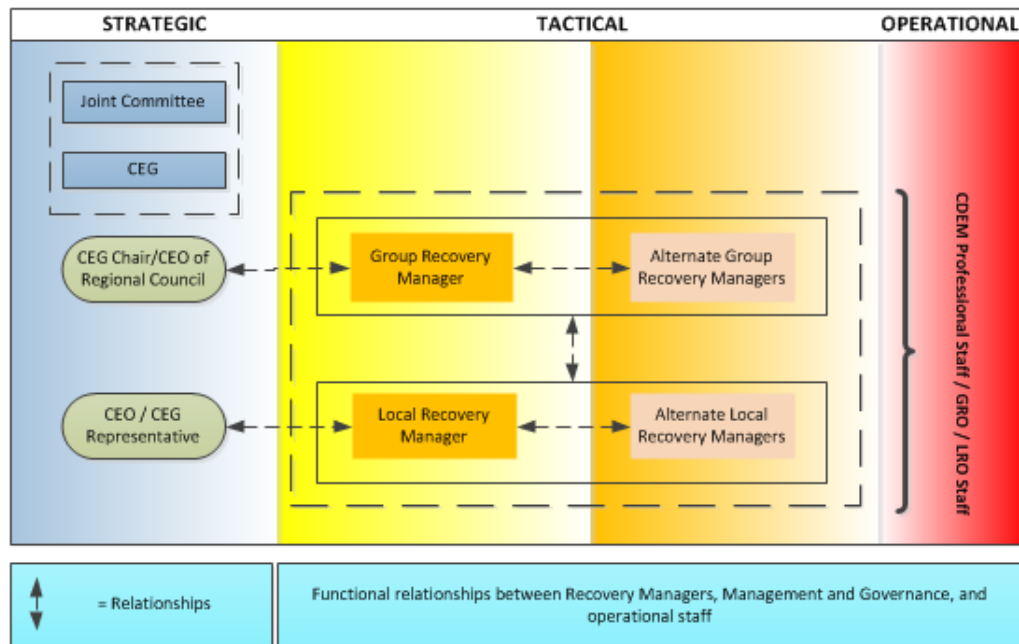
Kawerau Local Recovery Manager Section 30 of the CDEM Act 2002	Glenn Sutton	Alternate Local Recovery Managers	<ul style="list-style-type: none"> not appointed
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Appendix A – Recovery Manager Job Descriptions

Aspects of the Recovery Manager Job Description that apply to all Recovery Manager roles

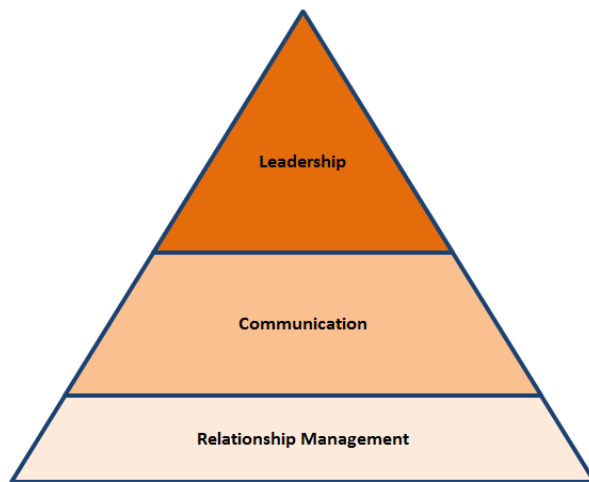
(a) Context

Illustrates the functional relationships between Recovery Managers, management and governance, and operational CDEM staff.



(b) Skills and Attributes

The following skills and attributes are essential for all Recovery Managers:



Other:

- ✓ Uses intelligence to inform decision making
- ✓ Understands hazard risk and determines community impact
- ✓ Ensures Plans are coordinated and integrates across all levels and partners
- ✓ Able to forward plan and assess consequential risk
- ✓ Proactively leads and engages in response professional development.

- ✓ Credible recovery leader with confidence of CEO, senior Strategic Partners and recovery manager pool.
- ✓ Competently manages recovery events from initial stages through to end of recovery phase
- ✓ Defines strategic vision and directs recovery objectives
- ✓ Creates environment where others are able to succeed
- ✓ Motivates staff and delegates direction
- ✓ Self-confident, unflappable and remains calm under pressure
- ✓ Communicates clearly with partners and communities
- ✓ Leads own public information messaging and engagement with communities
- ✓ Engenders confidence with the media
- ✓ Easily develops relationships with senior partners
- ✓ Credible influencer and negotiator who effectively resolves conflict
- ✓ Empowers others to build and maintain relationships for effective outcomes
- ✓ Highly practiced within multi-agency teams and is cognisant of differing roles/functions.

Recovery Manager Role Descriptions

The role of Group Recovery Manager is a component of a professional staff member's job description and has a separate job description.

1 Group Recovery Manager

Overview of Role

This position will be required to:

- Provide leadership and direction in the coordination of any recovery event managed by the Group Recovery Office as required under the CDEM Act 2002.
- Provide leadership, guidance and support to Local Recovery Managers in the management of recovery events from their local Recovery Office.
- Support CDEM recovery activities across the spectrum of reduction, readiness and response across the Group.

Principles

The Group Recovery Manager has the following responsibilities:

- Proactive engagement in the activities described under Key Tasks.
- Active management of own personal development in the Group Recovery Manager role.
- Engagement with EMBOP Director, CEG Chair, relevant CEO's, Joint Committee, Local and Alternate Recovery Managers and Alternate Group Recovery Managers regarding delivery of recovery management outcomes.
- Display the skills and attributes when performing this role.
- Requirement to complete Recovery Manager professional development as outlined in the Bay of Plenty CDEM Group Professional Development Strategy.
- Exercise the functions and powers of Recovery Manager under the *Civil Defence Emergency Management Act 2000* in an appropriate way.

Key Tasks

Group Recovery Managers will be expected to perform in each of the three categories below:

Strategic Environment	Tactical Environment	Operational Environment
Establish and maintain effective multi agency relationships by engaging and consulting with key stakeholders within the Bay of Plenty and wider New Zealand CDEM recovery environment	Lead in the development of planning processes that ensures recovery plans are joined up, monitored, tested, reported and reviewed	Provide appropriate and timely advice and support to local Recovery Managers
Ensure an effective and inclusive information flow between Group and Local CDEM recovery needs and national CDEM recovery direction	Ensure that plans are developed in a coordinated manner by including all CDEM teams, partner agencies and other relevant recovery groups	Liaise with Recovery Managers of neighbouring groups as appropriate
Support the Bay of Plenty CDEM Group's professional development programme through championing and demonstrating leadership	Lead in the development and maintenance of a Recovery Manager professional development programme	Provide confidence to the national recovery manager that the coordination of recovery events are effectively managed
Lead in the provision of recovery management guidance to CEG, key stakeholders and the Joint Committee in the development of strategic plans, recognition of strategic risk and integration of recovery management within CDEM corporate planning processes	Ensure that Alternate Group Recovery Managers maintain an awareness of CDEM recovery work programmes	Direct GECC operations in accordance with: <ul style="list-style-type: none"> • SOPs. • Plans. • CDEM Act 2002. • Group Recovery Manager's objectives.
	Lead in planning the Group Recovery Office (GRO) to an efficient and effective standard (including people, place and process components) at all times	Ensure the involvement and contribution of partner organisations in an emergency recovery as per CDEM group plan, national CDEM plan and CDEM Act (2002)
Engage in national best practice, forward planning methodology and process	Participate in planning of the Exit strategy and process to transition from recovery to business-as-usual	Monitor and adjust the operating structure to reflect the scale of activity, and identify surge and escalation points to address critical vulnerabilities

2. Alternate Group Recovery Manager

Overview of Role

This position will be required to:

- Provide stand-in support to the Group Recovery Manager by managing the coordination of any recovery in his/her absence from the Group Recovery Office.
- Assume the role of Group Recovery Manager under the CDEM Act 2002 including leading the CDEM Group recovery when the Group Recovery Manager is unavailable.

Support CDEM recovery activities across the spectrum of reduction, readiness and response, and operational readiness across the Group.

Principles

Alternate Group Recovery Managers have the following responsibilities.

- Proactive engagement in the activities described under Key Tasks.
- Active management of own personal development in the Alternate Group Recovery Manager role
- Engagement with EMBOP Director, CEG Chair, relevant CEO, Joint Committee, Local Recovery Managers and Group Recovery Manager regarding delivery of Alternate Group Recovery Manager outcomes.
- Display the skills and attributes when performing this role.
- Requirement to complete Recovery Manager professional development as outlined in the Bay of Plenty CDEM Group Professional Development Strategy.

Key Tasks

Alternate Group Recovery Managers will be expected to perform in each of the three categories below:

Strategic Environment	Tactical Environment	Operational Environment
Establish and maintain effective multi agency relationships by engaging and consulting with key stakeholders within the Bay of Plenty and wider New Zealand CDEM recovery environment	Support Group Recovery Manager in planning processes that ensure recovery plans are joined up, monitored, tested, reported and reviewed	Provide appropriate and timely advice and support to local Recovery Managers
Support Group Recovery Manager in the provision of effective and inclusive information flow between local CDEM needs and national CDEM direction	Support Group Recovery Manager in ensuring that plans are developed in a coordinated manner by including all CDEM teams, partner agencies and other relevant groups	Liaise with Recovery Managers of neighbouring groups as appropriate
Support the Bay of Plenty CDEM Group's professional development programme through championing and demonstrating leadership	Support the development and maintenance of a Recovery Manager professional development programme	Provide confidence to the national recovery manager that the coordination of emergency events are effectively managed
Contribute to the provision of emergency management guidance to CEG, key stakeholders and the Joint Committee in the development of strategic plans, recognition of strategic risk and integration of emergency management within CDEM corporate planning processes	Support the Group Recovery Manager by maintaining an awareness of CDEM recovery work programmes	Direct GECC operations in accordance with <ul style="list-style-type: none"> • SOPs. • Plans. • CDEM Act 2002. • Group Recovery Manager's objectives.
	Support the Group Recovery Manager in maintaining the Group Recovery Office (GRO) to an efficient and effective standard (including people, place and process components) at all times	Ensure the involvement and contribution of partner organisations in an emergency recovery as per CDEM group plan, national CDEM plan and CDEM Act (2002)
Engage in national best practice, forward planning methodology and process	Participate in planning of the Exit Strategy and process to transition from recovery to business-as-usual	Monitor and adjust the operating structure to reflect the scale of activity, and identify surge and escalation points to address critical vulnerabilities

3. Local Recovery Manager

Overview of role

- Fulfil the role of Local Recovery Manager under the Civil Defence Emergency Management Act 2002 and will lead the local CDEM recovery to emergencies.
- Provide support to the Group Recovery Manager in his/her coordination of an emergency as per section 27 of the Civil Defence Emergency Management Act (2002).
- Support CDEM activities across the spectrum of reduction, readiness and recovery and operational readiness within their Territorial Authority.

Principles

Local Recovery Managers have the following responsibilities:

- Proactive engagement in the activities described under Key Tasks.
- Active management of own personal development in the Local Recovery Manager role.
- Engagement with CEO, CEG representative, and Group Recovery Manager regarding delivery of Local Recovery Manager outcomes.
- Display the skills and attributes when performing this role.
- Requirement to complete Recovery Manager professional development as outlined in the Bay of Plenty CDEM Group Professional Development Strategy.

Key Tasks

Strategic Environment	Tactical Environment	Operational Environment
Establish and maintain effective multi agency relationships by engaging and consulting with key stakeholders within the Bay of Plenty	Support Group Recovery Manager in planning processes that ensure operational plans are joined up, monitored, tested, reported and reviewed	Provide appropriate and timely advice and support to the group recovery manager
Support Group Recovery Manager in the provision of effective and inclusive information flow between local CDEM needs and national CDEM direction	Support Group Recovery Manager by ensuring that local plans are developed in a consistent coordinated manner by including all local EOC staff, partner agencies and other relevant groups	Liaise with Recovery Managers of neighbouring territorial authorities as appropriate
Support the Bay of Plenty CDEM Group's professional development programme through championing and demonstrating leadership	Engage in the Recovery Manager professional development programme	Provide confidence to the group recovery manager that the coordination of emergency events are effectively managed
Engage in national best practice, forward planning methodology and process	Maintain an awareness of CDEM readiness work programmes	Direct EOC operations in accordance with: <ul style="list-style-type: none"> • SOPs. • Plans. • CDEM Act 2002.
Contribute to the provision of emergency management guidance to the CEO, key stakeholders and the Council in the development of strategic plans, identification of strategic risk and integration of emergency management within CDEM corporate planning processes	Maintain an oversight of EOC standards (including people, place and process components) at all times	Ensure the involvement and contribution of partner organisations in an emergency recovery as per CDEM group plan, national CDEM plan and CDEM Act (2002)
	Participate in planning of the process of transition from recovery to recovery	Monitor and adjust the operating structure to reflect the scale of activity, and identify surge and escalation points to address critical vulnerabilities
	Gain an understanding of the vulnerability of communities to local and regional hazards	Set and review local recovery priorities and ensure they are aligned with CDEM Group priorities
	Ensure promulgation of information and its flow are maintained appropriately in an EOC environment	Approve the local recovery Action Plan and ensure it aligns with the CDEM Group Action Plan
	Ensure appropriate warning mechanisms are in place and that local warning procedures align with CDEM Group procedures	Direct local warnings in accordance with the CDEM Group Recovery Manager's direction and Group Warning SOP

4. Alternate Local Recovery Manager

Overview of role

This position will be required to:

- Provide stand-in support to the Local Recovery Manager by managing the coordination of an emergency in his/her absence from the Local Emergency Operating Centre.
- Assume the role of Local Recovery Manager under the Civil Defence Emergency Management Act 2002 including leading the local CDEM recovery to emergencies when the Local Recovery Manager is unavailable. *(In this instance, the key tasks described in the position description of the CDEM Local Recovery Manager will apply).*
- Support CDEM activities across the spectrum of reduction, readiness and recovery and operational readiness within their Territorial Authority.

Principles

Alternate Local Recovery Managers have the following responsibilities:

- Proactive engagement in the activities described under Key Tasks.
- Active management of own personal development in the Alternate Local Recovery Manager role.
- Engagement with CEO, CEG representative, and Local Recovery Manager regarding delivery of Alternate Local Recovery Manager outcomes.
- Display the Skills and Attributes when performing this role.
- Requirement to complete Recovery Manager professional development as outlined in the Bay of Plenty CDEM Group Professional Development Strategy.

Key Tasks

Strategic Environment	Tactical Environment	Operational Environment
Establish and maintain effective multi agency relationships by engaging and consulting with key stakeholders within the Bay of Plenty	Support Local Recovery Manager in planning processes that ensure operational plans are joined up, monitored, tested, reported and reviewed	Provide appropriate and timely advice and support to the Local recovery manager
Support Group Recovery Manager in the provision of effective and inclusive information flow between local CDEM needs and national CDEM direction	Support Local Recovery Manager by ensuring that local plans are developed in a consistent coordinated manner by including all local EOC staff, partner agencies and other relevant groups	Liaise with Recovery Managers of neighbouring territorial authorities as appropriate
Support the Bay of Plenty CDEM Group's professional development programme through championing and demonstrating leadership	Engage in the Recovery Manager capability development programme	Provide confidence to the group recovery manager that the coordination of emergency events are effectively managed
Engage in national best practice, forward planning methodology and process	Support the Local Recovery Manager by maintaining an awareness of CDEM readiness work programmes	Direct EOC operations in accordance with <ul style="list-style-type: none"> • SOPs. • Plans. • CDEM Act 2002. • Local Recovery Manager's objectives.
Contribute to the provision of emergency management guidance to the CEO, key stakeholders and the Council in the development of strategic plans, identification of strategic risk and integration of emergency management within CDEM corporate planning processes	Support Local Recovery Manager in maintaining an oversight of EOC standards (including people, place and process components) at all times	Ensure the involvement and contribution of partner organisations in an emergency recovery as per CDEM group plan, national CDEM plan and CDEM Act (2002)
	Participate in planning of the process of transition from recovery to recovery	Monitor and adjust the operating structure to reflect the scale of activity, and identify surge and escalation points to address critical vulnerabilities
	Gain an understanding of the vulnerability of communities to local and regional hazards	Advise the Local Recovery Manager about warnings priorities, action plans and warnings
	Ensure promulgation of information and its flow are maintained appropriately in an EOC environment when standing in for Local Recovery Manager	
	Support Local Recovery Manager in ensuring appropriate warning mechanisms are in place and that local warning procedures align with CDEM Group procedures	

Appendix B – Recovery Manager Selection Checklist

Attribute / Capability	Yes	Partial	No
1. Relationship Management			
Develops relationships easily with senior partners			
Able to effectively resolve conflict			
Credible influencer and negotiator			
2. Information Management			
Able to identify information need, system functionality and capability			
Able to analyse wide ranging information to inform situational awareness and strategy			
Absorbs and synthesises information but is not distracted by the detail			
3. Risk Management			
Able to understand hazard risk and determine community impact			
4. Planning			
Ensures plans are coordinated and integrated across all levels and partners			
Able to forward plan and assess consequential risk			
Ensures plans are evaluated and updated			
5. Communication			
Communicates with clarity with partners and communities			
Leads and owns public information messaging and engagement with communities			
Engenders confidence with the media			
6. Capability Development			
Able to proactively engage in professional development ⁴ for self and recovery staff			
Understands the strategic risk of weak capability and monitors levels of collective capability			
7. Leadership			
Able to maintain strategic overview			
Creates an environment where others are able to succeed			
Able to provide firm but participative leadership in an emergency that influences others towards the achievement of objectives			
Able to create strategic vision, motivate staff and delegate direction			
8. Recovery			
Able to work within legislative parameters			
Able to quickly analyse information and risk and define credible planning objectives			
Can work in multi-agency teams and is cognisant of differing roles/functions			
Can effectively manage emergency events from initial stages through to transition to recovery			
9. Personal			
Addresses impact of the role on own family			

⁴ Professional development includes courses, workshops and exercises

Attribute / Capability	Yes	Partial	No
9. Personal (continued)			
Medically fit to work in a high stress and potentially long-term environment			
Self-confident, unflappable and remains calm under pressure			
Has confidence of CEO and senior partners			
Is politically astute			
Has good knowledge of local area and communities (desirable)			
Has high professional ethics			

Appendix C - Recovery Manager Appointment Review form

1. Recovery Manager Performance Review

Recovery Manager Name		TA/ Group	
Review Period	From: To:	Reviewer	
Other TA's (if a shared arrangement exists)			

Personal Professional Development	Y/N	Organisational support for Personal Professional development⁵	Y/N
Personal learning (if yes, give examples)			
• Legislative/doctrine			
• Leadership			
• CEG engagement			
• Media			
Personal Readiness (if yes, give examples)			
• Workshops and courses			
• Peer learning			
• Technical development			
• Exercises			
Recovery Capability (if yes, give examples)			
• EOC Capability planning/training			
• Exercise planning			
Emergency Events (if yes, give examples)			
•			
•			

⁵ Detail support provided by the organisation that has enabled this area of professional development. Can include provision of time, expertise, payment of courses, release from BAU role to fulfil Recovery Manager obligations

1. Recovery Manager Appointment Confirmation Form

Recovery Manager Name		TA/ Group	
Review Period		Reviewer	
Other TA's (if a shared arrangement exists)			

Recovery Manager Review: Confirmation

In conjunction with *<insert Recovery Manager name>*, I have reviewed their appointment as Local / Group Recovery Manager for the *<insert Territorial Authority>* and wish to confirm his/her wiliness and suitability for this role.

Reviewer Name		Recovery Manager Name	
Reviewer Designation		Recovery Manager Designation	
Signature		Signature	
Date		Date	

Recovery Manager Review: Resignation

In conjunction with *<insert Recovery Manager name>*, I have reviewed their appointment as Local/Group Recovery Manager for the *<insert Territorial Authority>* and wish to advise that they no longer wish to continue in this role. A replacement Recovery Manager will need to be identified.

Reviewer Name		Recovery Manager Name	
Reviewer Designation		Recovery Manager Designation	
Signature		Signature	
Date		Date	

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 24 February 2017

Report From: Clinton Naude, Director, Emergency Management Bay of Plenty

Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022

Executive Summary

This report presents the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 for approval by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for public consultation and seeks the appointment of three Joint Committee members to serve on the hearing panel to hear any submissions to the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022;**
- 2 Approves the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 for public consultation, subject to incorporating the minor amendments identified by the Committee.**
- 3 Appoints three members of the Joint Committee to sit on the submissions hearings panel and authorises them to make decisions on submissions received for the Committee.**

1 Background

The Bay of Plenty Civil Defence Emergency Management (CDEM) Group is required by Section 48 of the Civil Defence Emergency Management Act 2002 (CDEM Act 2002) to have a Group Plan. Under Section 56 of the CDEM Act 2002, the Plan must be reviewed once it has been operative for 5 years. The current Bay of Plenty CDEM Group Plan 2012-2017 became operative in 2012, so a review is now underway with an updated Group Plan to be adopted by August 2017.

The draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 (attached) sets a direction of continued improvement for the Bay of Plenty Civil

Defence Emergency Management Group. It aligns with the National CDEM Strategy and has a focus on removing barriers to make it easier for participation and involvement in Civil Defence Emergency Management across the four R's.

2 Plan Development Process

2.1 Workshops with Joint Committee and Coordinating Executive Group

The review process was started off with workshops held with Coordinating Executive Group and the Joint Committee. The feedback was confirmed by Joint Committee at their meeting on 8 April 2016.

2.2 Current State Analysis

- Review of the Bay of Plenty CDEM Group National Capability Assessment.
- Review of CDEM National Strategy and National Plan 2015.
- Workshops to establish key challenges and opportunities.

2.3 Stakeholder Engagement

Workshops have been held with:

- Emergency Services (through the Regional Emergency Services Committee)
- Social Sector (through SmartGrowth and COBOP forums)
- Welfare Sector (through Welfare Coordinating Group)
- Lifelines Utilities (through Lifelines Group)
- Tangata Whenua (through local authority forums and SmartGrowth)
- Local authority staff

2.4 Review of Operational Arrangements

A full review of the operational arrangements of the Bay of Plenty CDEM Group has been undertaken. A report on delegations and declarations was presented to the Coordinating Executive Group Operations Sub-Committee on 16 September 2016 and workshopped with Coordinating Executive Group representatives on 4 November 2016.

2.5 Drafting of Vision, Objectives and Key Actions

The vision, objectives and key actions were drafted with input from the project team, and were presented to the Coordinating Executive Group Operations Sub-Committee on 16 September 2016.

The current Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 was presented to the Coordinating Executive Group at their 17 February 2017 meeting where it was discussed.

3 Next Steps

This paper seeks to approve the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 to go out for public consultation (subject to any amendments being included from the earlier workshop). The public consultation period will be for a one month period over March or April.

At the end of the consultation period any submissions will be collated, responded to and where required heard by a hearings panel. Before approving a Civil Defence Emergency Management Group Plan, the Civil Defence Emergency Management Group must send a copy of the proposed plan to the Minister of Civil Defence for review and must allow the Minister 20 working days to comment. Following this process the revised Plan will be brought back to the Joint Committee for final approval.

4 Hearings Panel

Section 52 (1)(c) of the Civil Defence Emergency Management Act requires the Bay of Plenty CDEM Group to ensure that any person who makes written submissions on the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022, within the consultation period, is given a reasonable opportunity to be heard by the body to which the submissions are made. To facilitate this requirement the Joint Committee is requested to nominate three representatives from the Joint Committee to hear submissions on behalf of the Bay of Plenty Civil Defence Emergency Management Group.

The time and date for hearings will be arranged once the panel has been nominated and the consultation period has been confirmed. Staff will ensure that hearings will be arranged to accommodate the availability of the panel.

5 Financial Implications

5.1 Current Budget Implications

No current budget implications.

5.2 Future Budget Implications

The key actions identified in the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 will be included in the Bay of Plenty CDEM Group's Annual Plans and budgeted for in accordance with the emergency management budget set in each Council's Long Term Plans

Matthew Harrex
Manager, Planning & Development

for Director, Emergency Management Bay of Plenty

17 February 2017

