

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 **Mauao Rooms, Bay of Plenty Regional Council Building, 87 First Avenue, Tauranga** on:

Friday, 27 September 2019 commencing at 10.00 am.

Fiona McTavish
Chief Executive
Bay of Plenty Regional Council Toi Moana
Administering Authority

19 September 2019



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:	D Love (Bay of Plenty Regional Council)
Appointees:	<u>Western Bay of Plenty District Council</u> : Mayor G Webber, Deputy Mayor M Williams (Alternate) <u>Whakatāne District Council</u> : Mayor A Bonne, Deputy Mayor J Turner (Alternate) <u>Tauranga City Council</u> : Deputy Mayor K Clout (Alternate) <u>Rotorua Lakes Council</u> : Mayor S Chadwick, Deputy Mayor D Donaldson (Alternate) <u>Ōpōtiki District Council</u> : Mayor J Forbes, Councillor S Browne (Alternate) <u>Kawerau District Council</u> : Mayor M Campbell, Deputy Mayor F Tunui (Alternate) <u>Bay of Plenty Regional Council</u> : Chairman D Leeder (Alternate)
Committee Advisor:	M Pansegrouw

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

Agenda

- 1 Apologies
- 2 Public Forum
- 3 Acceptance of Late Items
- 4 General Business
- 5 Declarations of Conflicts of Interests
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7.6 Youth Ambassadors

- Mah'rufa Cassim – Papamoa College (Student)
- Sarah Cowie – Papamoa College (Teacher)

7.7 Update on Changes in Emergency Management for New Zealand - Hon Peeni Henare, Minister of Civil Defence

Verbal update by Hon Peeni Henare, Minister of Civil Defence

8 Consideration of Late Items

9 Consideration of General Business

10 Date for Inaugural Meeting of 11th Triennium

16 December 2019 – Council Chambers, Whakatāne District Council, 14 Commerce Street, Whakatāne

Previous Minutes

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in Council Chamber, Tauranga City Council, Administration Building, 91 Willow Street, Tauranga on Friday, 22 March 2019 commencing at 10.00 a.m.

Present:

Deputy Chairman: Councillor D Love (Bay of Plenty Regional Council - BOPRC)

Appointees: Mayor J Forbes (Ōpotiki District Council - ODC), Mayor M Campbell (Kawerau District Council - KDC), Mayor A Bonne (Whakatāne District Council - WDC), Deputy Mayor J Turner (Alternate, WDC), Deputy Mayor K Clout (Alternate, Tauranga City Council - TCC), Mayor G Webber (Western Bay of Plenty District Council - WBOPDC)

In Attendance: Clinton Naude - Director, Emergency Management Bay of Plenty (EMBOP); Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer, KDC; Miriam Taris - Chief Executive, WBOPDC; Fiona McTavish - Chief Executive, BOPRC; Marty Grenfell - Chief Executive, TCC; Sarah Omundsen - CEG Operations Sub Committee & General Manager, Regulatory Services, BOPRC; Dr Sharon Kletchko - CEG Member, Lakes District Health Board; Bridget Vercoe - Ministry of Civil Defence and Emergency Management; Rachel Hyde - Principal Policy Advisor - National Security Group, Department of the Prime Minister and Cabinet; Angela Reade - CEG Member, Group Welfare Manager EMBOP; Andrea Thompson - Personal Assistant to Director EMBOP and Merinda Pansegrouw - Committee Advisor, BOPRC

Apologies: Mayor G Brownless (TCC) and Mayor S Chadwick (Rotorua Lakes Council)

The meeting was chaired by Deputy Chairperson, Councillor D Love.

Opening

Two-minute silence was observed to pay respect to the victims of the Christchurch mosque shootings of Friday, 15 March 2019 and to mark one week since the attack.

1 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apology from Mayor Brownless tendered at the meeting.

Campbell/Bonne
CARRIED

Minute Note:

Mayor Chadwick had tendered her apology via email message at 08:45am on 22 March 2019, which was received after the conclusion of the meeting.

2 Public Forum

Nil

3 Acceptance of Late Items

Nil

4 General Business

- Bay of Plenty Regional Council Annual Plan Consultation Process for 2019/20

5 Confidential Business to be Transferred into the Open

Nil

6 Declaration of Conflicts of Interest

Nil

7 Previous Minutes

7.1 Civil Defence Emergency Management Group Joint Committee Minutes - 07 December 2018

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Confirms the Civil Defence Emergency Management Group Joint Committee Minutes of 7 December 2018 as a true and correct record.

Bonne/Forbes
CARRIED

8 Presentations

8.1 Updated from the Ministry of Civil Defence & Emergency Management – Bridget Vercoe

Members noted an apology from the Director of the Ministry of Civil Defence & Emergency Management, Sarah Stuart-Black who was unable to attend the meeting due to her current commitments in Christchurch following the 15 March 2019 Christchurch mosque shootings.

Bridget Vercoe, representative from the Ministry of Civil Defence & Emergency Management (MCDEM), provided a brief update on the recent Christchurch event from a civil defence emergency management perspective:

Key Points:

- Since a central government response was required, the National Security System / National Crisis Management Centre had been activated after the incident
- The Officials Committee for Domestic and External Security Coordination (ODESC), a committee of chief executives, chaired by the Chief Executive of the Department of the Prime Minister of the Cabinet, which managed national security in New Zealand, had also been initiated
- Acknowledged that with the majority of MCDEM senior leadership currently focussing on supporting the Christchurch process, there might be a delay in the delivery of key projects
- A two-minute silence would be held at 1.32pm today, at Christchurch's Hagley Park to commemorate the 50 people who were killed in the terrorist attack.

Item for staff follow-up:

- Extend an invitation to the Director of the Ministry of Civil Defence & Emergency Management, Sarah Stuart-Black to attend a future meeting of the Civil Defence Emergency Management Group Joint Committee.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the verbal update by Ministry of Civil Defence & Emergency Management Representative Bridget Vercoe.**

Love/Forbes
CARRIED

8.2 Principal Policy Advisor - National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde

Refer Power Point Presentation Objective ID A3165878

Principal Policy Advisor National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde provided an overview of the legislation programme and proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002:

Key Points of Presentation:

- Following the Government's response to the Technical Advisory Group (TAG) Report "Better Responses to Natural Disasters and Other Emergencies", the Department of the Prime Minister and Cabinet (DPMC) was leading a multi-year work programme that would deliver extensive change to New Zealand's emergency response system
- In line with TAG's recommendations, the programme included a package of changes to the Civil Defence Emergency Management Act 2002 which would focus on clarifying, strengthening, modernising and professionalising the emergency management system
- Key proposals were:
 - Making it clear who was responsible for what, e.g. clarifying that Mayors declared states of local emergency and required that they consider the advice of a Controller
 - Strengthening Joint Committee governance
 - Speeding up tsunami warnings
 - Enabling iwi to participate in planning for and responding to CDEM emergencies
 - Supporting implementation of Fly-in Teams
 - Protecting volunteers from liability
 - Developing regulations to support professionalisation of the workforce and setting national standards
- Next steps involved:
 - Government's legislative programme for 2019
 - Attending local government, CDEM Group and other stakeholder meetings/workshops
 - Final policy decisions from Cabinet to enable a Bill to be drafted
 - Invited comments/input from Joint Committee members
 - Confirmed that comprehensive workshops within the Bay of Plenty would follow.

Comments Raised by Members:

- In considering improving volunteers' protection from liability, it would be helpful to consult with fire and emergency services staff to ascertain their level of liability protection
- Noted with concern the number of rescindments listed in the report "Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments" under item 9.2 of the agenda, which had resulted in seven vacant Recovery Manager appointments across the Bay of Plenty Civil Defence Emergency Management Group. With only 53% of appointments in place, the Group would lack capacity in the instance of a significant event. Some of the causes were: (1) the challenges associated with the responsibility/capacity of being a Recovery Manager, especially after an event; being a volunteer all tasks would be additional to business as usual and (2) recovery could potentially take up to three years
- Emphasised the importance of role-clarification. Stressed the need for Mayors to be trained sufficiently at the commencement of a triennium and to have continuous access to resources to provide guidance where required
- In enabling iwi to participate in planning for and responding to CDEM emergencies, it would be worth noting/acknowledging the capacity/ability of Māori infrastructure to deliver in times of emergency
- Strategic communications/controls were crucial.

Items for Staff Follow-up

- Preparation of a report on the current level of vacant Recovery Manager appointments across the Bay of Plenty Civil Defence Emergency Management Group for submission to the Joint Committee at a future meeting

- Distribution of the presentation (*Objective ID A3165878*) to members of the Civil Defence Emergency Management Group Joint Committee
- Convene a workshop for members of the Civil Defence Emergency Management Group Joint Committee, to be facilitated by Rachel Hyde, enabling consultation/feedback on the key proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002, supported by a workshop paper circulated well in advance to enable Mayors to consult staff.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the PowerPoint Presentation by Principal Policy Advisor National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde providing an overview of the legislation programme and proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002.**

Love/Turner
CARRIED

9 Reports

9.1 Bay of Plenty Civil Defence Emergency Management (CDEM) Group Update, Director Clinton Naude

Refer Power Point Presentation Objective ID A3165875

Director, Emergency Management Bay of Plenty Clinton Naude presented the verbal report supported by a PowerPoint Presentation, outlining the following:

Key Points of Presentation:

- Bay of Plenty CDEM Group Service Delivery Review 2018
- Following the review of the Bay of Plenty CDEM Group Shared Service Agreement 2015, key recommendation would be submitted to the Joint Committee at its meeting scheduled for 21 June 2019
- Update on the Review of the Coordinated Incident Management Systems:
 - Was led by the Ministry of Civil Defence & Emergency Management
 - Formed the foundation framework of the national response for the entire New Zealand
 - Emergency Management Bay of Plenty staff engaged in this review on a national level: Rowan Wallace – Senior Emergency Management Advisor and Angela Reade – Manager Community Resilience/Group Welfare Manager
- Overview of New Zealand Fly In Teams:
 - The Ministry of Civil Defence & Emergency Management was in the process of establishing teams
 - In response to applications to serve in the teams – six staff members from the Bay of Plenty had applied (One from BOPRC and five from EMBOP)
- Nelson Fires Response
 - 15 offers of assistance from across councils
 - Multi-agency response
 - Offered excellent exposure and practical exercise/experience to staff
 - Supported by seven staff members from Bay of Plenty
- Exercise Ngatahi

- Planned Tier 2 exercise scheduled for Monday, 8 April 2019 - Group Emergency Coordination Centre and 5 Local Emergency Operations Centres would be involved – to simulate an earthquake event
- Suggested that this would be excellent exposure for Mayors to join staff
- CDEM Youth Ambassador Programme 2019
 - Held at Keswick Christian Camp, Rotorua 19 - 20 March 2019; involved 49 Year 10-12 students from 17 schools across the Bay of Plenty
 - Focused on building an increased understanding of natural hazards affecting the Bay of Plenty, including Emergency Management practices and developing a toolkit of practical actions by youth to be used to increase school and community resilience
 - Equipping youth to promote CDEM in communities.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the Bay of Plenty Civil Defence Emergency Management Group verbal update presented by Director, Emergency Management Bay of Plenty Clinton Naude.**

**Love/Forbes
CARRIED**

9.2 Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments

Director, Emergency Management Bay of Plenty Clinton Naude presented the report and responded to questions.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1. Receives the report, Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments;**
- 2. Approves the rescindment of Philip King as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Tauranga City Council, as defined under s30 of the Civil Defence Emergency Management Act 2002;**
- 3. Approves the rescindment of Andy Bell as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Rotorua Lakes Council, as defined under s30 of the Civil Defence Emergency Management Act 2002; and**
- 4. Approves the rescindment of Garry Maloney as an Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29 of the Civil Defence Emergency Management Act 2002.**

**Webber/Bonne
CARRIED**

9.3 Bay of Plenty CDEM Group Welfare Plan 2019/2024

Director, Emergency Management Bay of Plenty Clinton Naude presented the report and responded to questions.

Key Points:

- The Bay of Plenty Civil Defence Emergency Management (CDEM) Group was accountable for ensuring arrangements were in place to meet the welfare requirements of people affected by an emergency within their CDEM Group area
- The draft Bay of Plenty CDEM Group Welfare Plan 2019/2024 had been endorsed by the Bay of Plenty Coordinating Executive Group on 22 February 2019.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty CDEM Group Welfare Plan 2019/2024;**
- 2 Adopts the Bay of Plenty CDEM Group Welfare Plan 2019/2024.**

**Webber/Forbes
CARRIED**

10 Consideration of General Business

11 General Business

The following matter was raised for information under General Business:

- 1 Bay of Plenty Regional Council Annual Plan Consultation Process for 2019/20**

Refer tabled item Objective ID A2854717

The meeting closed at 11:15 am.

Confirmed

Chairperson CDEMG, Mayor Greg Brownless

Date

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in The Council Chamber, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Friday, 21 June 2019 commencing at 10.00 a.m.

Present:

Chairman: Mayor Greg Brownless - Tauranga City Council (TCC)

Appointees: Western Bay of Plenty District Council (WBOPDC): Deputy Mayor Mike Williams (Alternate)
Whakatāne District Council (WDC): Deputy Mayor Judy Turner (Alternate)
Rotorua Lakes Council (RLC): Mayor Steve Chadwick
Ōpōtiki District Council (ODC): Councillor Shona Browne (Alternate)
Kawerau District Council (KDC): Deputy Mayor Faylene Tunui (Alternate)
Bay of Plenty Regional Council (BOPRC): Chairman Doug Leeder (Alternate)

In Attendance: Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director; Matthew Harrex - Manager, Planning & Development; Jono Meldrum - Manager Operational Readiness; Andrea Thompson - Personal Assistant
BOPRC: Fiona McTavish - Chief Executive; Merinda Pansegrouw - Committee Advisor
TCC: Marty Grenfell - Deputy Chair of Co-ordinating Executive Group (CEG) & Chief Executive
ODC: Gerard McCormack - Planning and Regulatory Group Manager
WBOPDC: Gary Allis - Deputy Chief Executive Officer
Other: Bridget Vercoe - Ministry of Civil Defence and Emergency Management; Malinda Meads - Emergency Management Consultant, Malinda Meads Consultancy; Peter Seager - Public Forum; Jane Pearson - Public Forum

Apologies: Mayor Garry Webber (WBOPDC); Deputy Chairperson Councillor David Love (BOPRC); Mayor John Forbes (ODC); Mayor Malcolm Campbell (KDC); Mayor Tony Bonne (WDC)

1 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Mayor G Webber, Councillor D Love, Mayor J Forbes, Mayor M Campbell and Mayor A Bonne tendered at the meeting.

**Chadwick/Leeder
CARRIED**

2 Public Forum

Peter Seager – Bay of Plenty New Zealand Response Teams

Tabled Document 1 - Letter from Peter Seager - Objective Reference A3274375

Tabled Document 2 - PowerPoint Presentation - Objective Reference A3277642

Key Points

- Referred to item 8.2 “Director Emergency Management Bay of Plenty Update” in particular “New Zealand Response Teams” (NZ-RT’s) under point 3 on page 28 of the agenda
- Matter related to Emergency Management Bay of Plenty currently leading discussions with the managers of New Zealand Response Teams 15 (Rotorua), 16 (Tauranga) and 17 (Whakatāne) to develop a new approach/model to deliver the required services
- Expressed concerns regarding the review and the potential impact on the future role of the three Bay of Plenty NZ-RT’s
- Suggested that the lessons learnt from the Christchurch earthquakes be taken on board
- Was concerned that taking a limited view on the role and utility of response teams could potentially have a significant impact on the ability to respond to events either locally or regionally
- Urged the Civil Defence Emergency Management Group Joint Committee (CDEMG) to express clearly and unequivocally its support for NZ-RT’s, to recognise and utilise the capabilities that they have and to push for a closer relationship with the emergency services, especially Fire and Emergency New Zealand.

Jane Pearson – Bay of Plenty New Zealand Response Teams

Key Points

- Attended in her capacity as a resident of Western Bay and long-time volunteer
- Enquired about CDEMG’s position on volunteer responders following the calling for the effective dismantling of the response teams (referred to page 28 of the agenda) and the subsequent loss of many years of experience and qualifications
- Questioned why CDEMG was reviewing NZ-RT’s given that the Ministry of Civil Defence & Emergency Management (MCDEM) claimed to be supportive of response teams and that the Civil Defence plans for Auckland, Hawkes Bay, Canterbury and the 2009-2019 Rotorua Plan all stated the vital importance of response team volunteers in the event of a disaster
- Gap analysis failed to acknowledge the role that response teams had played in many recent events, both regionally and nationally, where emergency services had relied upon response teams to cover gaps in their capacity
- Asked committee members whether they would be prepared to shoulder the responsibility/consequences of allowing the response teams to be disbanded with the resulting loss of invaluable skills and knowledge.
- Emphasised that emergency services did not have the same skill sets offered by response teams.

Response by Clinton Naude - Director Emergency Management Bay of Plenty:

- MCDEM was in the process of continuing to lead work in respect of establishing governance/structure arrangements for response teams in New Zealand at a

national level. Team Leaders from the respective response teams had been closely involved in the consultations with MCDEM

- Following consultation on proposed options relating to governance arrangements for NZ-RT's, the NZ Response Team Steering Group was currently considering submissions to inform the development of a detailed plan at a national level; this would be confirmed in partnership with all role-players such as New Zealand Police and Fire and Emergency New Zealand
- Confirmed that in the interim, the volunteer response teams remained a resource capability as registered with MCDEM.

Response by Bridget Vercoe - Ministry of Civil Defence and Emergency Management

- Confirmed that MCDEM was currently consulting widely in respect of establishing governance arrangements and an appropriate national accreditation system for response teams' capabilities
- Confirmed that, as part of the MCDEM's work programme, the review of NZ-RT's was receiving due attention.

Clinton Naude - Director Emergency Management Bay of Plenty In Response to Questions

- Highlighted that currently no decision was being sought from CDEMG in terms of the NZ-RT's capability. As a next step, as part of the governance matters currently consulted on by MCDEM, operational matters/structures for NZ-RT's (such as reporting lines/budget sources) still needed to be refined.

Members' Comments

- It would be beneficial for territorial authority elected members to visit their respective response teams to obtain a better understanding of the services offered by NZ-RT's
- Expressed appreciation for the value added by the respective response teams.

3 **Acceptance of Late Items**

Nil

4 **General Business**

Nil

5 **Confidential Business to be Transferred into the Open**

Nil

6 **Declaration of Conflicts of Interest**

Nil

7 Previous Minutes

7.1 Civil Defence Emergency Management Group Joint Committee Minutes - 22 March 2019

The Chair advised that the Minutes of the meeting of 22 March 2019 could not be confirmed as only one member was present who had attended the meeting and therefore this item would lie on the table for the following meeting.

8 Reports

8.1 Budget 2019 – Investment in National Emergency Management Agency - Letter received from the Minister of Civil Defence Hon Kris Faafoi

Director, Emergency Management Bay of Plenty Clinton Naude presented the report.

Members' Comments

- Further clarification was required in terms of where Disaster Relief Funding would fit into the proposed new National Emergency Management Agency. Suggested that a consistent and proactive approach be followed with the establishment of Disaster Relief Funds
- Noted that the Ministry of Civil Defence & Emergency Management (MCDEM) was currently planning to undertake work on the CDEM Plan with the view of reviewing the plan in 2020, with particular focus given to the financial support component
- With reference to Disaster Relief Funds/financial support, expressed support for a local approach with regional support as the most ideal option.

Item for Staff Follow-up

- Draft a letter on behalf of the CDEMG Joint Committee to MCDEM: (1) highlighting the importance of ensuring a consistent and proactive approach towards the establishment of Disaster Relief Funds, (2) requesting clarification on where Disaster Relief Funds would fit into the proposed National Emergency Management Agency, and (3) stating support/preference for a local approach with regional support.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, "Budget 2019 – Investment in National Emergency Management Agency - Letter received from the Minister of Civil Defence Hon Kris Faafoi".

Williams/Brownless
CARRIED

8.2 Director Emergency Management Bay of Plenty Update

Refer You Tube Video "Tsunami: Do you know what to do?" - Objective Reference linkA2004 (<https://www.youtube.com/watch?v=eC6cKFXkhvw>)

Director, Emergency Management Bay of Plenty Clinton Naude presented the report providing a high level summary of key developments and activities in the Civil Defence Emergency Management sector.

Key Points

- Following the 15 March 2019 Christchurch terrorist event, the Minister of Civil Defence had extended the timeframes for the amendments to the CDEM Act 2002 to fully capture and reflect the lessons which related to emergency management work. The intention was to produce a draft for consultation before the end of the year and to introduce the Bill in 2020
- Response and Recovery Leadership Programme - provided by Matatū Mataora Aotearoa - Response & Recovery Aotearoa New Zealand (RRANZ) and led by Massey University in strategic partnership with the Department of the Prime Minister and Cabinet, has been rolled out based on an “all hazards and all agencies” approach. All statutory roles of CDEM Controllers and CDEM Recovery Managers would be required to complete both tier 1 and 2 courses to gain accreditation
- Tsunami Public Education - a public education campaign had been planned for the end of this financial year and would focus on adjusting our approach regarding tsunami. The campaign would highlight that there were a number of natural warning signs to be aware of and that it was important to know how you would be alerted. The public education campaign had been scheduled from 14 June for two weeks over a range of media. (Refer You Tube Video “Tsunami: Do you know what to do?” - <https://www.youtube.com/watch?v=eC6cKFxkhvw>).

Members' Comments

- The RRANZ Response and Recovery Leadership Capability Development Programme had received positive feedback from staff whom had attended the programme
- Members attended the Civil Defence Youth Ambassador Programme Camp in March 2019 and were encouraged by the increased level of awareness and interest in civil defence matters amongst students.

In response to Questions

- New Zealand Response Teams (NZRTs): results of the gap analysis (which focussed on current teams' capabilities) had indicated that certain services currently offered by the Bay of Plenty based NZRTs were no longer required while additional services not currently offered were required. Feedback in this regard had been received from emergency service partners. Dialogue in this regard would continue and ultimately be informed by the national framework still to be finalised by MCDEM.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Director Emergency Management Bay of Plenty Update.**

**Turner/Tunui
CARRIED**

8.3 Bay of Plenty Civil Defence Emergency Management Group Controller Appointments

Director, Emergency Management Bay of Plenty Clinton Naude presented the report.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Controller Appointments;
- 2 Rescinds the appointment of Barbara Dempsey as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Whakatāne District, as defined under s27 of the Civil Defence Emergency Management Act 2002.

Leeder/Chadwick
CARRIED

8.4 Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Appointments

Director, Emergency Management Bay of Plenty Clinton Naude presented the report.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Appointments;
- 2 Approves the appointments of Julian Reweti as Local Recovery Manager and Jacinda Lean as Alternate Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Tauranga City, as defined under s30 of the Civil Defence Emergency Management Act 2002.
- 3 Approves the appointment of Aimee McGregor as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Rotorua District, as defined under s30 of the Civil Defence Emergency Management Act 2002.
- 4 Approves the rescindment of Barbara Dempsey as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Whakatāne District, as defined under s30 of the Civil Defence Emergency Management Act 2002.

Leeder/Chadwick
CARRIED

8.5 Bay of Plenty Civil Defence Emergency Management Group Partnership Agreement 2019

Refer Power Point Presentation Objective ID A3274066

Director, Emergency Management Bay of Plenty Clinton Naude and Emergency Management Consultant Melinda Meads presented the report on the draft Bay of Plenty Civil Defence Emergency Management Group Partnership Agreement 2019.

Key Presentation Points

- A review of Bay of Plenty Civil Defence Emergency Management (CDEM) had been conducted in 2018
- The review detailed options and recommendations on the future state for the delivery of effective and efficient emergency management within the Bay of Plenty CDEM region. The review also recommended roles and responsibilities to carry out key functions and a model for delivery of CDEM in the Bay of Plenty Region
- Background to the review
- Approach and plan for the new agreement based on four components:
 - Head Agreement - key terms of a proposed agreement between parties
 - Schedule A - functions, roles and responsibilities for territorial authorities, Regional Council and EMBOP
 - Schedule B - CDEM legislation and other references of relevance
 - Schedule C - Revenue and Financial Statement
- Project approach and focus
- CDEM Roles & Responsibilities
 - New Bay of Plenty CDEM Group Partnership Agreement had been drafted with full collaboration, partnership and agreement of all Local Authority members and Emergency Management Bay of Plenty (EMBOP).
 - Agreement detailed roles and responsibilities for the delivery of CDEM in the Bay of Plenty and defined Group, Regional and Local delivery
- Future considerations
 - National Emergency Management System Reform
 - Legislative Amendments to the Civil Defence Emergency Management Act
 - National Civil Defence Emergency Management Policy and Direction
- Next Steps
 - Official signing of the agreement by all parties
 - Planning CDEM service delivery in the transition year 2019/2020
 - Review of Emergency Management Bay of Plenty for Group delivery
 - Planning by Bay of Plenty Regional Council for Regional delivery
 - Planning by member City/District Councils for Local delivery
 - Planning for implementation of full Bay of Plenty CDEM Group targeted rate in 2020/2021

In Response to Questions

- The 2019/2020 financial year would be a transition year in which the delivery of CDEM services under the current Bay of Plenty CDEM Group Agreement on Joint CDEM Services 2015 would need to transition to the Bay of Plenty CDEM Partnership Agreement 2019
- The Bay of Plenty CDEM Group budget for 2020/2021 would be fully funded through the CDEM Regional targeted rate
- The 2020/2021 budget was being developed and would be presented to a future meeting of the Bay of Plenty CDEM Group Joint Committee for approval.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Partnership Agreement 2019;**
- 2 Adopts the draft Bay of Plenty Civil Defence Emergency Management Partnership Agreement 2019.**

**Chadwick/Leeder
CARRIED**

8.6 Bay of Plenty CDEM Group Annual Plan 2019 - 2020

Director, Emergency Management Bay of Plenty Clinton Naude presented the report.

Key Points

- The Bay of Plenty CDEM Group Annual Plan 2019-2020 had evolved into an outcomes based document
- The new focus would be a 'line-of-sight' towards the objectives of the Group Plan, highlighting commitments across a 3-year horizon.
- The changes were part of implementing the recommendations of the recent Bay of Plenty CDEM Group service delivery review.
- The Plan was aspirational in content; the outputs and outcomes sought would challenge the CDEM Group to continue its improvement on how and what it delivered on behalf of its communities
- The Plan was based on the Long Term Plan/Budget for the 2019/20 financial period.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty CDEM Group Annual Plan 2019-2020;**
- 2 Approves the Bay of Plenty CDEM Group Annual Plan 2019-2020.**

**Turner/Williams
CARRIED**

The meeting closed at 11:04 am.

Confirmed date

Mayor Greg Brownless - Chairperson
Civil Defence Emergency Management Group Joint Committee

Reports

Receives Only – No Decisions

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 27 September 2019

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

Director Emergency Management Bay of Plenty Update

Executive Summary

The purpose of this report is to provide the Bay of Plenty Civil Defence Emergency Management Group Joint Committee with a high level summary of the key developments and activities in the Civil Defence Emergency Management sector.

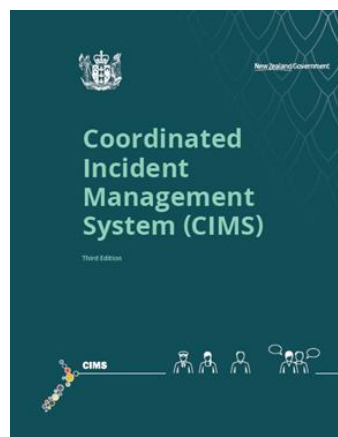
Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

1 Receives the report, Director Emergency Management Bay of Plenty Update;

1 Coordinated Incident Management System (CIMS) version 3

The Ministry of Civil Defence & Emergency Management (MCDEM) has published the Coordinated Incident Management System (CIMS) 3rd edition on the MCDEM website <https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition>. The Hazard Risk Board (HRB) of the Officials Committee for Domestic and External Security Coordination (ODESC) endorsed the 3rd edition on 1 August 2019.



Key points

- Phase 1 – Transition period is from now until end December 2019 during which time CIMS 2nd edition remains operational. This period is to allow for adjustment of internal documentation and training content.
- Phase 2 – Implementation period is from January 2020 to June 2020. This period allows for the transition to CIMS 3rd edition in responses, exercises and training delivery.
- From 1 July 2020 all training, exercises and multi-agency responses must reflect CIMS 3rd edition.
- Emergency Management Bay of Plenty will develop an implementation plan for the roll out of CIMS 3rd edition across the Bay of Plenty CDEM Group.

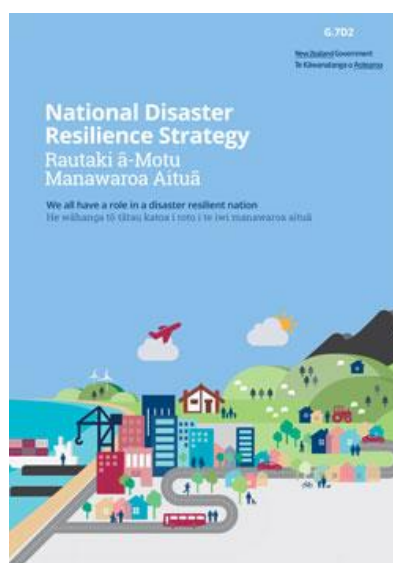
2 National Disaster Resilience Strategy

The Minister of Civil Defence, Hon Peeni Henare has written to all Mayors of City and District Councils and Chairs of Regional Councils to advise of the publication of the National Disaster Resilience Strategy.

The National Disaster Resilience Strategy outlines the vision and long-term goals for civil defence emergency management (CDEM) in New Zealand, and the objectives to be pursued to meet those goals. It sets out what we expect in respect of a resilient New Zealand, and what we want to achieve over the next 10 years.

This Strategy is for all New Zealanders, and all those who live, work or visit here. It is intended to provide a common agenda for resilience that individual organisations, agencies, and groups can align with for collective impact.

The Strategy came into effect on 10 April 2019 and replaces the previous National Civil Defence Emergency Management Strategy. It will last for 10 years, although it can be reviewed before then if necessary.



3 International Association of Emergency Managers (IAEM) 2019 Awards

Emergency Management Bay of Plenty and the Bay of Plenty Regional Council, supported by Bay of Plenty Schools have been awarded two international awards for their partnership in the Civil Defence Youth Ambassador Programme.

The two awards are;

- IAEM-Oceania Partners in Preparedness Award
- IAEM-Global Partners in Preparedness Award



4 Bay of Plenty CDEM Group Public Warning Systems Test

The Public Warning Systems test for the Bay of Plenty CDEM Group was held on Monday, 10 June 2019. The technical aspects of the test went well, noting one siren in the Eastern Bay of Plenty did not activate as expected and this has been rectified.

A key learning from this test was to ensure a balance in communication and awareness messaging between digital, radio and print media.

It was noted that there continues to be confusion understanding the difference between the regional Text Alerting System (an opt-in system) and the National Emergency Mobile Alert (automatically sent to every phone). This will be reviewed following the next national test of the Emergency Mobile Alert System.



5 National Welfare Coordination Group (NWCG)

The National Welfare Coordination Group (NWCG) recently requested the CDEM sector to provide two CDEM Group Welfare Managers to serve on the NWCG to represent the views and interests of CDEM Groups. Angela Reade, Bay of Plenty CDEM Group Welfare Manager has been appointed as one of the CDEM sector representatives to this national group.

6 Response and Recovery Leadership Programme

Two Bay of Plenty CDEM Group candidates have completed the first Response and Recovery Leadership Programme tier 1 course;

- Reagan Fraser, CDEM Local Controller, Rotorua Lakes Council
- Paula Meredith, CDEM Local Recovery Manager, Rotorua Lakes Council

One Bay of Plenty CDEM Group candidate is enrolled on the current Response and Recovery Leadership Programme tier 1 course;

- Gerard McCormack, CDEM Local Controller, Ōpōtiki District Council

7 Bay of Plenty CDEM Group Response Seminar

The Bay of Plenty CDEM Group Response Seminar was hosted on 10 September 2019 in Mount Manganui. The theme of the seminar was the health sector emergency management with presentations from the Medical Officers of Health, Bay of Plenty and Lakes District Health Boards and the Ministry of Health.



8 New Zealand ShakeOut 2019

ShakeOut is held across the world to remind people of the right action to take during an earthquake — Drop, Cover and Hold — and to practise a tsunami hīkoi (evacuation) if in a coastal area.

New Zealand ShakeOut is our national earthquake drill and tsunami hīkoi (walk), taking place on 17 October 2019.



9 Budget Implications

9.1 Current Year Budget

The budget implications for the 2019/ 2020 financial period are detailed in the Bay of Plenty CDEM Group Annual Plan 2019-2020 report.

9.2 Future Budget Implications

The future budget implications are outlined in the Bay of Plenty CDEM Group Annual Plan 2019-2020 report.

Clinton Naude
Director, Emergency Management Bay of Plenty

18 September 2019

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 27 September 2019

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

Bay of Plenty Civil Defence Emergency Management Group - Recovery Manager Appointments

Executive Summary

Due to changes at Kawerau District Council and at Tauranga City Council, the Bay of Plenty Civil Defence Emergency Management Group Joint Committee is requested to approve the appointment of the Local Recovery Manager and re-designation of the current Local Recovery Manager to Alternate Local Recovery Manager for Kawerau District, and to rescind the appointment of the Alternate Local Recovery Manager for Tauranga City.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Recovery Manager Appointments;**
- 2 Approves the appointment by the Bay of Plenty CDEM Group Joint Committee of Nikki Melvin as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Kawerau District, as defined under s30 of the Civil Defence Emergency Management Act 2002.**
- 3 Approves the change in appointment by the Bay of Plenty CDEM Group Joint Committee of Glenn Sutton as Alternate Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Kawerau District, as defined under s30 of the Civil Defence Emergency Management Act 2002.**
- 4 Rescinds the appointment of Jacinda Lean as Alternate Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Tauranga City, as defined under s30 of the Civil Defence Emergency Management Act 2002.**

1 Introduction

Sections 29 and 30 of the Civil Defence Emergency Management Act 2002 provide for a Civil Defence Emergency Management Group to appoint and rescind persons to be

a Group Recovery Manager or a Local Recovery Manager respectively. Appointments or rescindments of Group or Local Recovery Managers are required to be approved by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

2 Amendments to Recovery Manager Appointments

2.1 Kawerau District Council

Russell George, Chief Executive of Kawerau District Council, has advised that Kawerau District Council has endorsed the nomination of Nikki Melvin as their Local CDEM Recovery Manager and the re-designation of Glenn Sutton (who is currently the Local CDEM Recovery Manager) as their Alternate Local CDEM Recovery Manager. The Coordinating Executive Group endorsed Kawerau District Council's nominations at their 23 August 2019 meeting and now request the Bay of Plenty CDEM Group Joint Committee to appoint Nikki Melvin as Local CDEM Recovery Manager and Glenn Sutton as Alternate Local CDEM Recovery Manager. Chief Executive's letter is appended to this report.

2.2 Tauranga City Council

Marty Grenfell, Chief Executive of Tauranga City Council, has advised that Jacinda Lean has resigned and requests that Jacinda Lean's appointment as Alternate Local Recovery Manager for Tauranga City be rescinded. The Chief Executive's letter is appended to this report.

3 Implications for Māori

There are no implications for Māori resulting from this paper.

4 Health and Safety Implications

There are no health and safety implications resulting from this paper.

5 Budget Implications

5.1 Current Year Budget

There are no budget implications resulting from this paper.

5.2 Future Budget Implications

All appointed CDEM Recovery Managers will be required to undergo the RRANZ Response and Recovery Leadership Programme at a total cost of \$9890 (incl GST) per individual.

Craig Morris
Manager, Recovery and Projects

for Director, Emergency Management Bay of Plenty

18 September 2019

APPENDIX 1

KDC CEO Letter - Recovery Manager Appointments Nikki Melvin and Glenn Sutton

File Reference: 310000

30 July 2019

Clinton Naude
Director Emergency Management Bay of Plenty
Bay of Plenty Regional Council
PO Box 364
WHAKATANE 3158

Dear Clinton

Appointments of Nikki Melvin as Local Recovery Manager and Glenn Sutton as Alternate

Kawerau District Council wishes to appoint Nikki Melvin as Local Recovery Manager and Glenn Sutton as Alternate.

The matter was considered at a meeting on Tuesday, 16 July and the appointments were duly endorsed and commended to the Group.

I have attached a copy of Nikki's resume.

I make the following comments in support of her appointment:

- As the i-SITE Manager, Nikki has a strong connection to the community including local residents and businesses that would aid a Recovery operation in the event of a disaster. She is also well connected to the wider region through the i-SITE;
- She works closely alongside Angie Nichol, Kawerau Neighbourhood Support Co-ordinator;
- Nikki is highly organised and thorough;
- She remains calm in stressful situations and environments;
- Nikki is committed to remaining with Council for the foreseeable future;
- Importantly, Nikki is enthusiastic about taking on the role of Recovery Manager.

Glenn is currently appointed as Local Recovery Manager – the only change requested is that he now be appointed and identified as Alternate Local Recovery Manager.

Can you please place this matter before the next meeting of the Coordinating Executive Group to initiate the Group appointment process?

Yours sincerely



Russell George
Chief Executive Officer

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APPENDIX 2

TCC CEO Letter - Jacinda Lean rescindment

28 August 2019

Craig Morris
Group Recovery Manager
Bay of Plenty CDEM Group

Dear Craig

Request to rescind Alternate Local Recovery Manager appointment

I confirm the resignation of Jacinda Lean from Tauranga City Council. Therefore, I request Jacinda's appointment in the role of Alternate Local Recovery Manager for Tauranga City Council be rescinded

Yours sincerely



Marty Grenfell
Chief Executive

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 27 September 2019

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

Bay of Plenty CDEM Group Annual Report 2018/19

Executive Summary

2018/2019 has been another significant year for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group. A key accomplishment has been the review, update and agreement to the new partnership agreement for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group; a key recommendation from the 2018 review of the Bay of Plenty CDEM Groups service delivery model.

The past year has also seen a lot of change being initiated at the national level on enhancing the emergency management system, with progress on the Emergency Management Assistance Team (EMAT) concept, developing the National Emergency Management Agency (NEMA) and amendments to the CDEM Act 2002.

This report presents the Bay of Plenty CDEM Group Annual Report 2018/2019 for approval by the Bay of Plenty CDEM Group Joint Committee. It also presents options for the committee to decide on how best to utilise the current Bay of Plenty CDEM reserve funds.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty CDEM Group Annual Report 2018/19;**
- 2 Approves the Bay of Plenty CDEM Group Annual Report 2018/2019.**
- 3 Approves that the current Bay of Plenty CDEM Group Reserve Funds be utilised as follows:**
 - a. A balance of \$400,000 is retained in reserves to cover any unbudgeted response costs.**
 - b. Allocate \$450,000 to the 2020/2021 Bay of Plenty CDEM Group operational budget to lessen the CDEM Group Targeted Rate increase arising from the transition to the new delivery model.**

- c. **The remaining balance of \$450,000 is allocated for specific projects to enhance the capability of the Group over the 2019/20 and 2020/21 financial years.**

1 Bay of Plenty CDEM Group Annual Report 2018/19

2018/2019 has been another significant year for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group. The Bay of Plenty CDEM Group Annual Report 2018/2019 (supporting document) details our progress made over the 2018/2019 financial year.

A key accomplishment for the year has been the review, update and agreement to the new Bay of Plenty CDEM Group Partnership Agreement. The Agreement sets out the functions, roles and responsibilities for delivering CDEM within the Bay of Plenty region on behalf of our communities. This was one of the key recommendations from the 2018 review of the Bay of Plenty CDEM Group's service delivery model.

The past year has also seen a lot of change being initiated at the national level. Post the Technical Advisory Groups report, there has been the initiation of the Emergency Management Assistance Team (EMAT) concept for which the Bay of Plenty CDEM Group has several personnel under initial training for. There has also been progress on developing the National Emergency Management Agency (NEMA) and amendments to the CDEM Act 2002. These will all have implications on the Bay of Plenty CDEM Group in the short-medium term.

The Bay of Plenty CDEM Group has also initiated a new Annual Plan across a three year horizon, with activities aligned into portfolios and programmes as part of enhancing our project management approach to service delivery. Further enhancements will be enacted over the next year focusing on performance measurement and reporting as part of providing better material to governance committees for direction setting/ guidance.

Unfortunately we have not been able to continue to lift the percentage of staff trained for Emergency Operations and Coordination Centre (EOC/ ECC) roles. The training standard was increased at the start of the 2018/19 year, with members required to qualify 85% of their EOC/ ECC staff on the ITF Foundational and Intermediate courses alongside attending an exercise or response within the last 2 years. This is an area of focus required for the next reporting period alongside the national focus on professionalising the emergency management sector.

The report has been adjusted in format from previous style to provide more of a narrative approach to recording what has been achieved within the year. It has also been simplified in format to have less tables and easier uptake of information.

2 Analysis of Options

- 2.1 The Bay of Plenty CDEM Group financials for 2018/19 are 16% underspent for the year. A considerable component of this underspend is the 4 positions that were not recruited for or filled in 2018/19 due to the service delivery review, development of the new Partnership Agreement (especially the re-alignment of responsibilities for delivery), and the right-sizing of Emergency Management Bay of Plenty to meet its

obligations of the new Partnership Agreement. Investment within capability to enhance information integration for more efficient warning and advisories was also delayed. The Bay of Plenty CDEM Group Reserve Account closing balance ending June 2019 is just over \$1,327,000.

Following discussion with the Coordinating Executive Group at their August 23 Meeting it is proposed to utilise the reserve in the following manner:

1. Retain \$400,000 in reserves as an ongoing minimum balance to cover any unbudgeted response costs the Bay of Plenty CDEM Group may incur in any future event.
2. Allocate \$450,000 to the 2020/2021 Bay of Plenty CDEM Group operational budget to lessen the CDEM Group Targeted Rate increase arising from the transition to the new delivery model.
3. Utilise the remaining \$450,000 for specific projects targeted to enhance the capability of the Bay of Plenty CDEM Group over the 2019/20 and 2020/20 financial years.

Some key projects identified to undertake in priority order:

1. Establish and maintain a Multi-Alerting platform to enhance our duty response capability.
2. Provide additional resource to the development of a Te Ao Māori CDEM Framework enabling a greater scope and providing more resource to support Tangata Whenua involvement in CDEM.
3. Development of bespoke training and public education packages to support formal training.
4. Preparing and planning for the application of national and international guidance to the Bay of Plenty context including Coordinated Incident Management System (CIMS) 3rd edition and the International SPHERE Guidelines for delivering welfare services.
5. Technology improvements including our GIS capability, website and our internet back-up tools.

Further scoping of these projects will be undertaken and presented to the Coordinating Executive Group for final approval.

The option of returning funds to individual members was discounted due to the complexities in allocating the balance on a parity basis.

3 Community Views

The additional priority work projects identified above have been selected due to their ability to support achieving the objectives of the Bay of Plenty CDEM Group Plan 2018-2023. The Group Plan 2018-2023 sets out the strategic objectives of the Bay of Plenty CDEM Group and these objectives were formed and shaped through a community consultation process.

4 Budget Implications

4.1 Current Year Budget

The total operating budget was 16% underspent for the year resulting in just over \$550,000 savings which will be rolled into reserves. A detailed financial report is provided in the Bay of Plenty CDEM Group Annual Report 2018/19 (appendix 1).

4.2 Future Budget Implications

In the 2020/2021 financial year the Group will be moving into a new delivery model. As part of the new service delivery model Emergency Management Bay of Plenty, as the Group office, will be fully funded through the CDEM Group Targeted Rate. Membership contributions will not be collected so an increase in the CDEM Group Targeted Rate will be required. The allocation of \$450,000 of the reserves to the 2020/2021 Bay of Plenty CDEM Group operational budget will lessen increase of the CDEM Group Targeted Rate in 2020/2021.

Matthew Harrex
Manager, Planning & Development

for Director, Emergency Management Bay of Plenty

19 September 2019

**SUPPORTING DOCUMENT - Bay of Plenty CDEM
Group Annual Report 2018/19**

Receives Only – No Decisions

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 27 September 2019

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

Declaring States of Local Emergency during Local Government Elections

Executive Summary

The Civil Defence Emergency Management (CDEM) Act 2002 provides for a state of local emergency to be declared and provides for certain people to be authorised to declare a state of local emergency. During Local Government elections there is a period from the official announcement of the election results to the date of the first meeting of the local authority when elected members are sworn in, that a state of local emergency will be declared by the Minister of Civil Defence.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

1 Receives the report, Declaring States of Local Emergency during Local Government Elections;

1 The Civil Defence Emergency Management (CDEM) Act 2002

The CDEM Act 2002:

- Provides for a state of local emergency to be declared.
- Provides for certain people to be authorised to declare a state of local emergency.
- Provides powers to the CDEM Group when a state of emergency is in force.

2 The Bay of Plenty CDEM Group Plan 2018-2023

In accordance with Section 25 (1)(a) of The CDEM Act 2002, The Bay of Plenty CDEM Group authorises the Chairperson of the Bay of Plenty CDEM Group Joint Committee to declare a state of local emergency for the region, or for one or more districts or wards within the region, including Whakaari/White Island.

In the absence of the Chairperson, the authority to declare passes to the Deputy Chairperson of the Bay of Plenty CDEM Group Joint Committee.

In accordance with Section 25(4) of The CDEM Act 2002, if the Chairperson or Deputy Chairperson are unable to exercise the authority to declare, then any representative member of the Bay of Plenty CDEM Group may exercise the power to declare a state of local emergency.

In accordance with Section 25(5) of The CDEM Act 2002, the mayor of a territorial authority, or an elected member designated to act on behalf of the mayor if the mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.

3 Local Government Elections

Only elected representatives of the members of the CDEM Group are able to declare a state of local emergency (s25). Following a local election there may be no-one available to declare as members cannot act as an elected representative until they are sworn in (clause 14, Schedule 7 of the Local Government Act 2002). Therefore, if an emergency arises following a local election but before members are sworn in and emergency powers are needed, a state of local emergency can be declared by:

- The Minister of Civil Defence can declare a state of local emergency for a CDEM Group area or any district or ward within that area (s69); or
- In circumstances that provide a period of warning, such as an impending adverse weather event, a council meeting may be called as soon as practicable to have the new council sworn in (clause 21(3), Schedule 7, Local Government Act 2002), allowing the Mayor to declare a state of local emergency under s25(5) of the CDEM Act 2002.

Ministry of Civil Defence & Emergency Management (MCDEM) Factsheet: Declaring states of local emergency is attached as an appendix.

4 Budget Implications

4.1 Current Year Budget

There are no current budget implications arising from this report.

4.2 Future Budget Implications

There are no future budget implications arising from this report.

Clinton Naude
Director, Emergency Management Bay of Plenty

18 September 2019

APPENDIX 1

Factsheet: Declaring States of Local Emergency



Factsheet: Declaring states of local emergency

The Civil Defence Emergency Management Act 2002

The Civil Defence Emergency Management Act 2002:

- provides for a state of local emergency to be declared.
- provides for certain people to be authorised to declare a state of local emergency.
- provides powers to the CDEM Group when a state of emergency is in force.

Who is authorised to declare a state of local emergency (s25)?

The CDEM Group must appoint at least one person (a representative of the Group) to declare a state of local emergency for the Group's area (s25(1)(a)).

If the Group appoint more than one person to declare, they must state whether they have equal status to make a declaration, or whether they are only authorised in the absence of another named person. They must also include any conditions or limitations to the appointment (s25(3)).

If the person(s) appointed by the Group is not able to declare a state of local emergency, a representative of the Group can declare (s25(4)).

A Mayor can declare a state of local emergency for their territorial district, and if the Mayor is absent, an elected member designated on behalf of the mayor may declare (s25(5)).

The Minister can also declare a state of local emergency if it appears to the Minister that it is required (s69(1)).

Authorised persons should refer to their CDEM Group plan as this must set out the arrangements for declaring a state of local emergency (section 49(2)(f)). It is important to know your Group's arrangements to avoid multiple declarations e.g. a district one and one declared by the CDEM Group person appointed to declare a state of local emergency.

When can declaration of state of local emergency be given?

A person who is authorised can declare a state of local emergency when an emergency (as defined in the CDEM Act 2002) has occurred or may occur within the area. Emergency means a situation that:-

- (a) is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and
- (b) causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and
- (c) cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.

See the definition of emergency in section 4 of the Civil Defence Emergency Management Act 2002.

A state of local emergency provides access to powers that would not normally be available. Therefore, consideration should be given to whether emergency powers are required or likely to be required (e.g. the need to evacuate people from their homes).

The fact that an emergency exists does not necessarily warrant a declaration of state of local emergency.

An authorised person can also declare for an area that is not affected by an emergency if, in their opinion, the resources of that area are needed to assist any other area where a state of local emergency is in force (s68(3)). However, it is not necessary to do this if the addition areas willingly provide resources.

Who needs to be involved in the decision?

Where possible, the authorised person should discuss the likelihood of a declaration with the Group Controller. They should also discuss it with the MCDEM Regional Emergency Management Advisor to ensure that any necessary national level support is provided.

They should also consult with others to ensure an informed decision can be made and any relevant matters considered, including (as appropriate):

- Other members of the CDEM Group e.g. neighbouring mayors
- Local Controller and Emergency Management Officers

- Local Authority Utility Managers
- New Zealand Police
- Fire and Emergency New Zealand
- Providers of health and disability services (e.g. District Health Boards, Primary Health Organisations, Ambulance Services)

What needs to be considered about the area affected?

Generally, as states of emergency provide for powers that are not normally available, declarations should be limited to the area(s) affected. For example, a declaration of state of local emergency does not need to be declared for the entire area of the Group if the emergency only affects one or two districts or wards.

The person appointed by the CDEM Group can declare for the area of the CDEM Group concerned, or for one or more districts or wards within the area (s68(2)).

The Mayor of a territorial authority, or the person designated to act on their behalf in their absence, may declare a state of local emergency that covers the district of their territorial authority (s25(5)).

Only one state of emergency (local or national) may exist at any time in any specified area, but several states of local emergency can be declared concurrently across the country.

If a state of local emergency is declared for a ward, but it is decided that a state of local emergency should be declared for a larger geographical area e.g. the district or areas of the CDEM Group, which includes that ward, then a new declaration is required. There is no requirement to terminate the original state of local emergency as it will cease to have effect (s68(2A)).

What if the Minister declares a national state of emergency?

If the Minister declares a national state of emergency, any other declarations in force in the area or district ceases to have effect (s66(3)).

Likewise, a declaration of state of local emergency cannot be given for any part of New Zealand while a national state of emergency is in force (s68(5)).

What if the emergency is during local government elections?

Only elected representatives of the members of the Group are able to declare a state of local emergency (s25). Following a local election there may be no-one available to declare as members cannot act as an elected representative until they are sworn in (clause 14, Schedule 7 of the Local Government Act 2002).

Therefore, if an emergency arises following a local election but before members are sworn in and

emergency powers are needed, a state of local emergency can be declared by:

- The Minister of Civil Defence can declare a state of local emergency for a CDEM Group area or any district or ward within that area (s69); or
- In circumstances that provide a period of warning, such as an impending adverse weather event, a council meeting may be called as soon as practicable to have the new council sworn in (clause 21(3), Schedule 7, Local Government Act 2002), allowing the Mayor to declare a state of local emergency under s25(5) of the CDEM Act 2002.

When does a declaration of state of local emergency come into force?

Form 8 in Schedule 2 of the CDEM Regulations 2003 must be used to declare a state of local emergency, or a form of similar effect. The form must specify the time and date on which the declaration is made; this is the date and time that it comes into force (s70(1) & (2)).

It is recommended that a person who is authorised to declare a state of local emergency carries a declaration of a state of emergency form with them (or version they can complete on their phone/tablet/computer) so if they are not in an office they can complete the form.

How long does a declaration of state of local emergency last?

A state of local emergency expires seven days after the time and date on which the state of local emergency came into force (s70(3)).

This means that if a state of local emergency comes into force at 0935 on 1 January, it would expire at 0935 on 8 January.

How is a declaration of state of local emergency extended?

When deciding whether to extend the duration of a state of local emergency, the authorised person should consider:

- Whether the emergency still exists;
- Whether access to the powers are still required; and
- Whether the nature of the emergency is moving towards recovery where they may want to consider giving notice of a local transition period.

An authorised person can extend the duration of a state of local emergency before the expiry of the state of emergency that is in force at the time (s71(2)) using Form 9 in Schedule 2 of the CDEM Regulations 2003. It does not need to be the person who declared to do this.

If the state of local emergency expires, the authorised person must declare a new state of local emergency.

The Controller's powers cannot be exercised while there is no state of local emergency in place. In some cases the powers will need to be re-exercised e.g. if buildings have been placarded under s92, that placard expires with the expiry of the state of local emergency and the power will need to be exercised again to re-placard the building under the new state of local emergency.

What if the state of local emergency needs to be terminated?

The person who is authorised to declare the state of local emergency, may terminate the state of local emergency (s72(1)). It does not need to be the person who declared to do this.

Form 10 in Schedule 2 of the CDEM Regulations 2003 must be used to terminate a state of local emergency. The form must specify the time and date it is made, which is when the termination will come into effect.

If an authorised person intends to give notice of a local transition period, they must terminate the state of local emergency unless the local transition period comes into effect after the state of emergency has expired (s94C(a) & (b)).

However, if the Minister gives notice of a local transition period, the state of local emergency is automatically terminated (s72(3)).

What are the publication requirements (s73(3))?

A person who declares, extends the duration of, or terminates a state of local emergency must immediately notify the public of the declaration by any means of communication that are reasonably practicable in the circumstances.

The declaration of state of local emergency, extension or termination must also be published in the Gazette as soon as practicable.

Gazette publication

A copy of the signed declaration form(s) (in Microsoft Word format) must be sent to the New Zealand Gazette Office at:

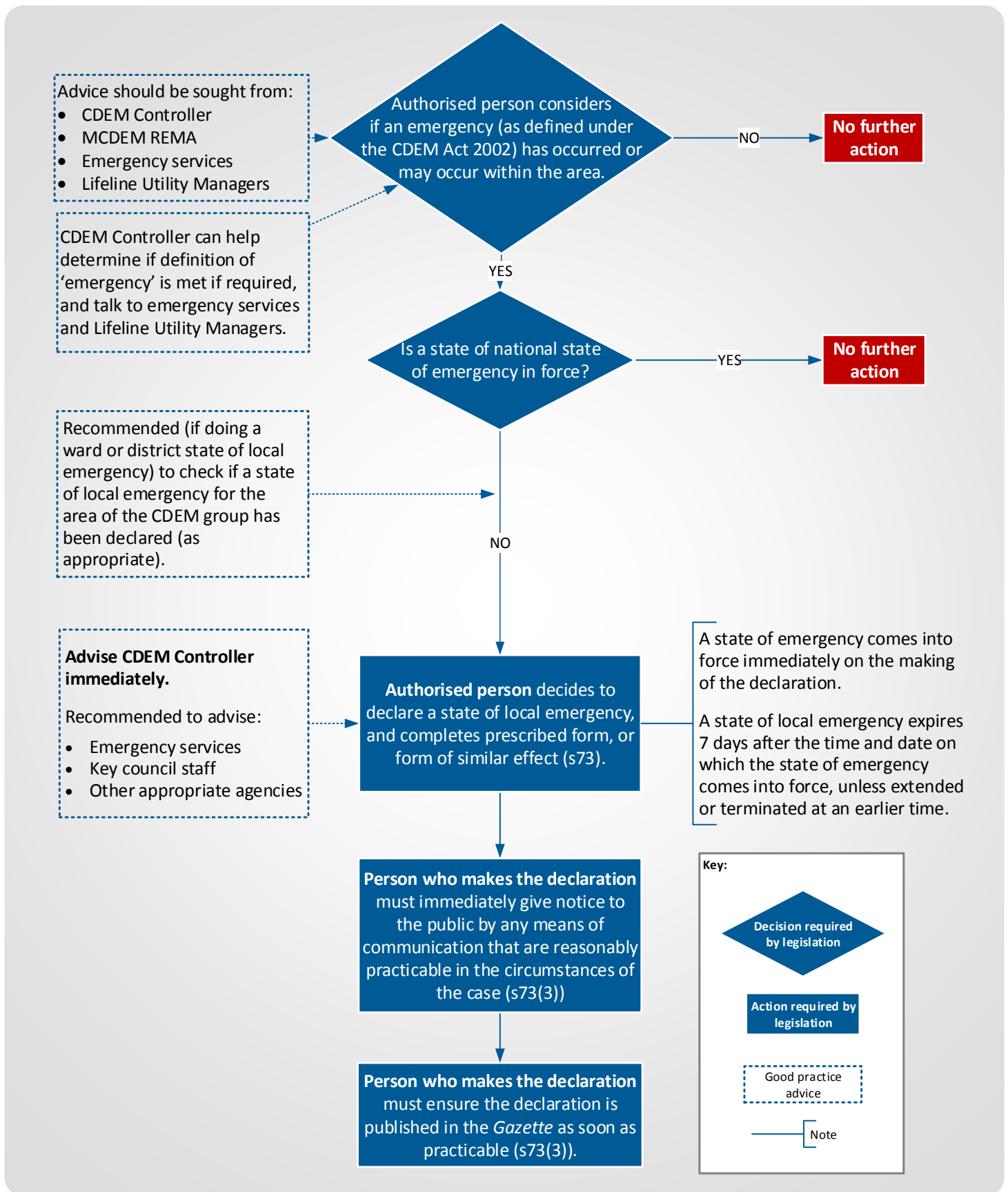
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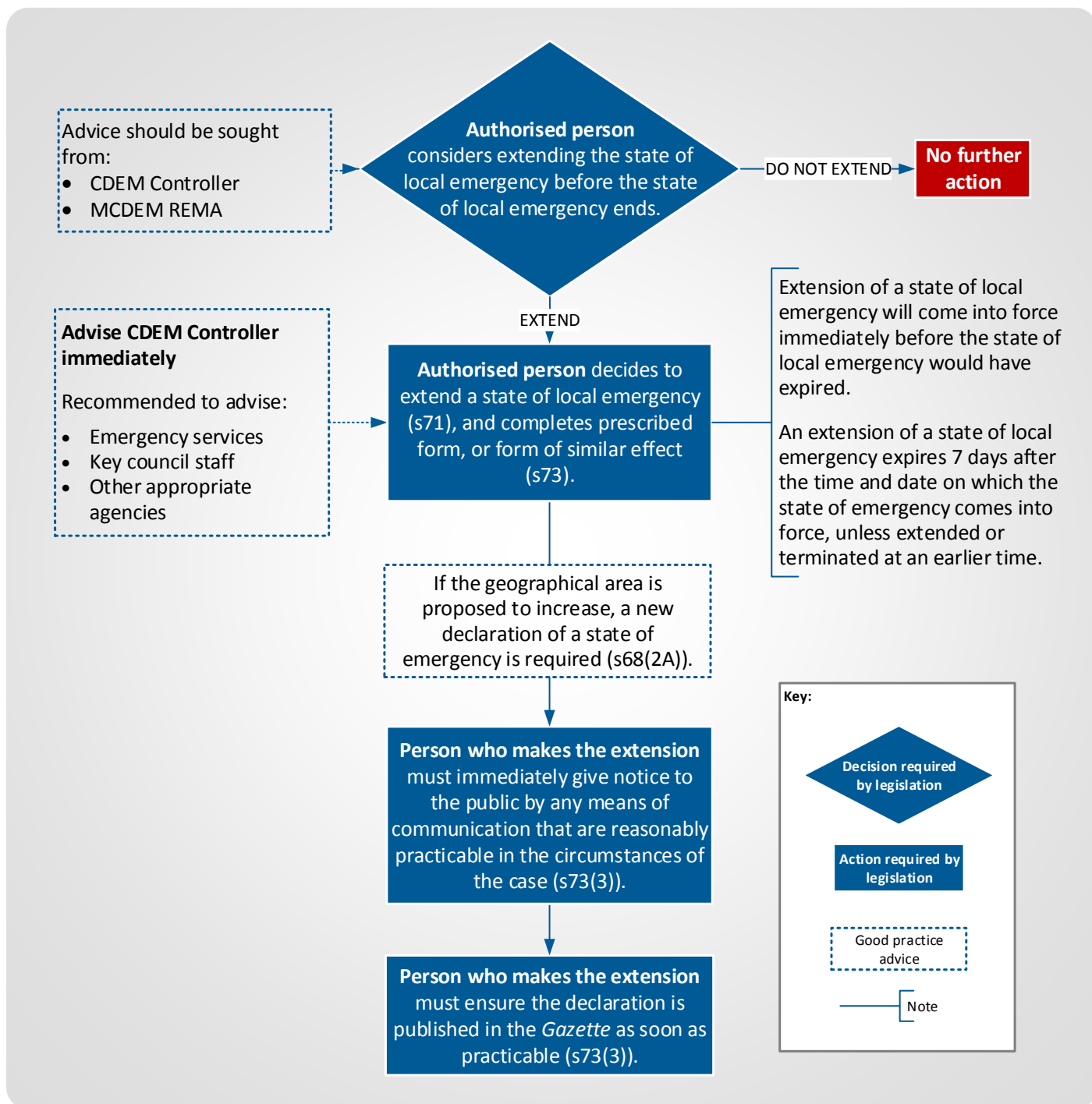
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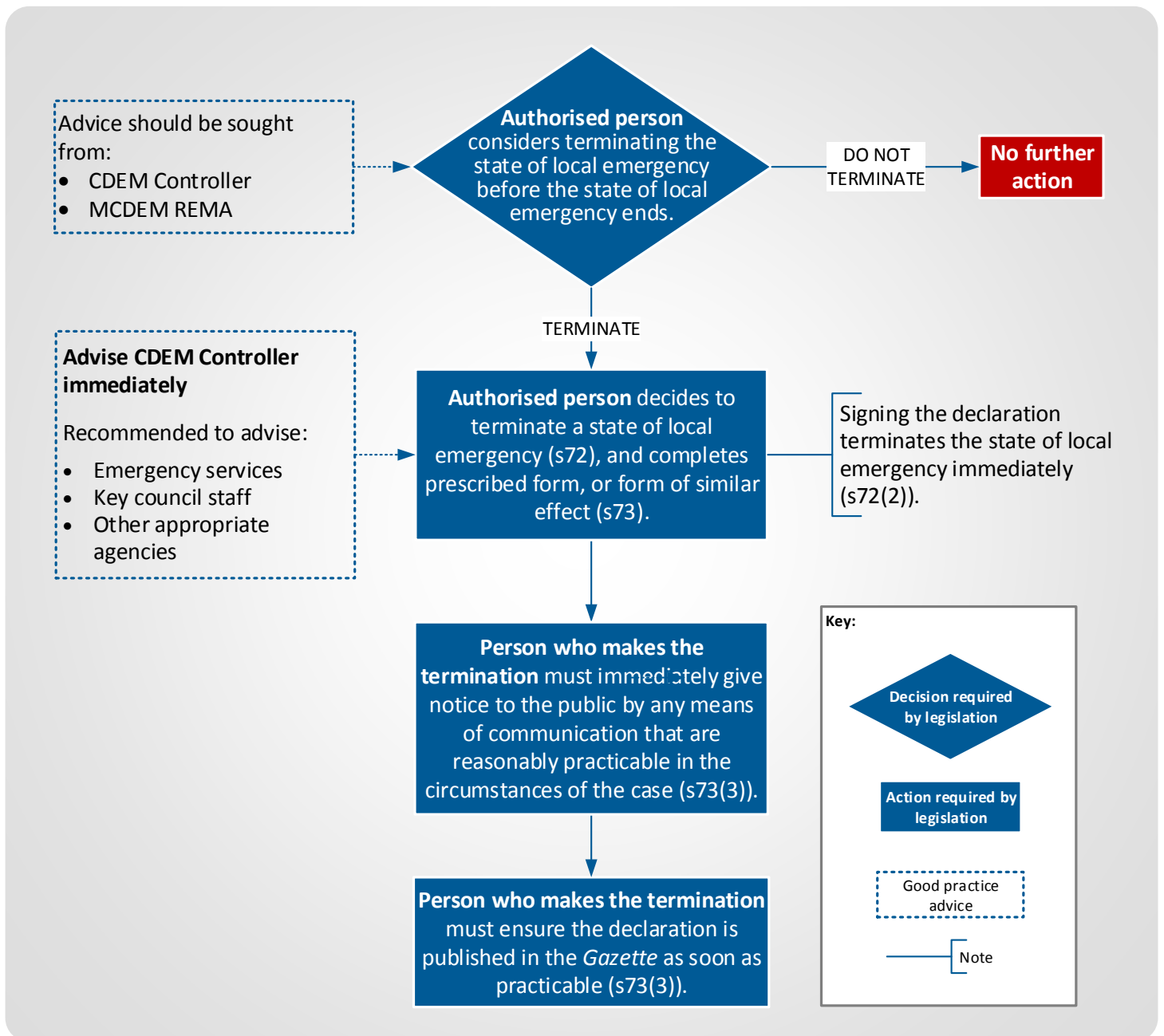
Process for declaring a state of local emergency (s70)



Process for extending duration of a state of local emergency (s71)



Process for terminating a state of local emergency (s72)



Receives Only – No Decisions

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 27 September 2019

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

Fire and Emergency New Zealand - Establishment of Local Advisory Committees

Executive Summary

Peter Clarke, Area Manager Bay of Plenty District, Fire and Emergency New Zealand will be providing members with a briefing on the establishment of Local Advisory Committees in terms of the Fire and Emergency New Zealand Act 2017.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Fire and Emergency New Zealand - Establishment of Local Advisory Committees;**

1 Purpose

Peter Clarke, Area Manager Bay of Plenty District, Fire and Emergency New Zealand will be providing members with a briefing on the establishment of Local Advisory Committees in terms of the Fire and Emergency New Zealand Act 2017.

Attached as support documents at the appendices are;

- Fire and Emergency New Zealand Fact Sheet: Local Advisory Committees (LACs) – 31 October 2019
- Fire and Emergency New Zealand Act 2017 Section 14 – Purpose and function of local advisory committees.
- Fire and Emergency New Zealand – Local Advisory Committee Boundaries.

2 Budget Implications

2.1 Current Year Budget

There are no current budget implications.

2.2 Future Budget Implications

There are no future budget implications.

Clinton Naude
Director, Emergency Management Bay of Plenty

18 September 2019

APPENDIX 1

Fire and Emergency New Zealand Local Advisory Committee



FACT SHEET: LOCAL ADVISORY COMMITTEES (LACs)

31 October 2018

Fire and Emergency New Zealand will set up Local Advisory Committees (LACs) across the country to help it keep informed of the fire and emergency risks, and needs, of local communities.

Why have Local Advisory Committees?

Fire and Emergency NZ is committed to maintaining a strong local community presence throughout the country.

By being informed about current and future community risks and needs through strong links in the community, we will be better able to support communities to reduce the risk of, and respond to, fire and other emergencies.

What's the background to LACs?

Two reviews of fire services between 2012 and 2015 noted that for any changes to fire services to be successful, they should incorporate the perspective of communities and grow a stronger more influential organisation that is both reflective and supportive of the communities it serves.

Following the reviews, the Government agreed to reform the way fire and emergency services are delivered.

What will LACs do?

The main purpose of LACs is to provide advice to Fire and Emergency NZ from a local perspective. As part of that, LAC members will engage with local communities on behalf of the Board, and provide advice to the Board and to Fire and Emergency NZ on national strategy, local issues, and local planning. This will include considering the interests of local Fire and Emergency NZ volunteers and industry brigades.

Will LACs be involved in Fire and Emergency NZ's day to day business?

LACs are advisory only, and will not be involved in governance, management or operational matters and decisions.

When will LACs be set up?

LACs will be set up once the Board has set the boundaries for LAC areas and confirmed the approach for roll-out of LACs nationally.

What geographical area will each LAC cover?

The Board will set the boundaries for each LAC, following consultation with the public (undertaken in April – May 2018).

The LAC boundaries define the geographical area that each committee represents.

It's important to note that LAC boundaries are not the same as operational boundaries. LAC boundaries won't determine how we organise ourselves operationally.

Any decisions about operational boundaries will be considered as part of the work we're doing to create the new Operating Model.

How many LACs will there be?

Cabinet recommended that between 12 to 16 LACs be established nationally. By law, there must be one LAC for each local area.

The final number will be determined following the Board's decision on LAC boundaries.

Who will be appointed to a LAC?

Committees will be made up of local people who reflect a range of community interests and have a good understanding of local risks and needs, rather than being appointed solely because they represent a specific group.

They will be locally based people who, through their extensive connections with the community, can help inform our local and national planning.

They will have a range of attributes based on considerations set out in section 19 of the Fire and Emergency New Zealand Act 2017, which include skills, knowledge and experience relevant to Fire and Emergency NZ's main and additional functions, representation across a local area's communities and stakeholders, and diversity of perspectives.

How will LAC members be appointed?

The Board will appoint members to LACs after a nomination and selection process.

The process will be informed by the findings from the Hawke's Bay trial undertaken in early 2018 (see 'How will the LACs be run' for more info).

How will the LACs be run?

We are designing how LACs will operate in stages, building on what we learn at each step. The main steps are:

1. Pilot in Greater Auckland region (completed)
2. Pilot in Mid-South Canterbury region (completed)
3. Trial in Hawke's Bay region (completed)
4. Public consultation on LAC boundaries (completed)
5. Board approves LAC boundaries and proposed approach for roll-out of LACs nationally (currently planned for first quarter of 2019)
6. Establish LACs nationally (timing to be confirmed).

Is Fire and Emergency NZ required to set up LACs?

Yes. On 1 July 2017, the Government established Fire and Emergency New Zealand, and replaced two previous Acts with new legislation, the Fire and Emergency New Zealand Act 2017 (the Act).

The Act combines urban and rural fire and emergency services into a single organisation for New Zealand, with clear powers to provide a wide range of fire and emergency services for communities.

The Act requires the Board to establish LACs as a way of helping ensure that community voices, interests, risks and needs are well represented, understood and taken into account in Fire and Emergency NZ's local and national planning (section 14).

MORE INFORMATION

You can find out more about the decisions made by Cabinet about Fire and Emergency at www.dia.govt.nz/Fire-Services-Transition.

The Act is online at <http://www.legislation.govt.nz/act/public/2017/0017/43.0/DLM6712701.html>

Read the Discussion Document online at <https://fireandemergency.nz/public-consultation/>

You can find out more about Fire and Emergency at www.fireandemergency.nz

Fire and Emergency's Statement of Intent (2017-2021) is published at www.fireandemergency.nz

Email any questions to us at lacboundaryconsultation@fireandemergency.nz



New Zealand Legislation

Fire and Emergency New Zealand Act 2017

Subpart 5—Local advisory committees, local planning by FENZ, and delegations by board

Local advisory committees

14 Purpose and functions of local advisory committees

- (1) The main purpose of local advisory committees is to provide advice, from a local perspective, to FENZ.
- (2) The functions of the local advisory committees are—
 - (a) to undertake efficient and effective local engagement for the board; and
 - (b) to provide local advice to FENZ on the national strategy, local issues, and local planning; and
 - (c) to consider and promote the interests of the local area's FENZ volunteers; and
 - (d) to consider the interests of the industry brigades operating in the local area; and
 - (e) to consider the provisions of any current operational service agreement and memorandum of understanding that FENZ has and that is relevant to a local area in relation to which the local advisory committee has responsibilities, including—
 - (i) the operational service agreement with the Department of Conservation under [section 147](#); and
 - (ii) the operational service agreement with the New Zealand Defence Force under [section 148](#); and
 - (iii) the memorandum of understanding with the Ministry of Education under [section 151](#); and
 - (f) to provide regular advice on FENZ's progress in relation to its local planning.
- (3) Each local advisory committee must, in carrying out its functions, have regard to the operating principles developed by the board under [section 17](#).

Fire and Emergency New Zealand Local Advisory Committee Boundaries



