



Bay of Plenty Civil Defence Emergency Management Group Joint Committee Agenda

NOTICE IS GIVEN

that an emergency meeting of the **Bay of Plenty Civil Defence Emergency Management Group Joint Committee** will be held in **Meeting Room 1, Ground Floor, Regional House, 1 Elizabeth Street, Tauranga** on:

Wednesday, 25 March 2020 commencing at 09.00 am

This is an Emergency Meeting to discuss the appointment of Bay of Plenty Civil Defence Emergency Management Alternative Group and Local Controllers

Please note that this meeting will be audio recorded

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
24 March 2020



Bay of Plenty Civil Defence Emergency Management Group

Membership

Chairperson	Mayor Tenby Powell (Tauranga City Council)
Deputy Chairperson	Cr David Love (Bay of Plenty Regional Council)
Members	
Bay of Plenty Regional Council	Cr Stuart Crosby (Alternate)
Kawerau District Council	Mayor Malcolm Campbell Deputy Mayor Faylene Tunui (Alternate)
Ōpōtiki District Council	Mayor Lyn Riesterer Deputy Mayor Shona Browne (Alternate)
Rotorua Lakes Council	Mayor Steve Chadwick Deputy Mayor Dave Donaldson (Alternate)
Tauranga City Council	Deputy Mayor Larry Baldock (Alternate)
Western Bay of Plenty District Council	Mayor Garry Webber Deputy Mayor John Scrimgeour (Alternate)
Whakatāne District Council	Mayor Judy Turner Deputy Mayor Andrew Iles (Alternate)
Observer	John Titmus (Representative from the National Emergency Management Agency)
Quorum	Four members, consisting of the majority of the number of members

Purpose and Role

The Bay of Plenty Civil Defence Emergency Management Group was established in accordance with Section 12 of the Civil Defence Emergency Management Act 2002 as a joint standing committee of the BOP member Councils under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. Membership includes all local authorities in the Bay of Plenty region. The Group operates pursuant to a Constitution approved by the Councils.

Power to Act

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

By virtue of section 12(2) of the Civil Defence Emergency Management Act 2002, this committee is a permanent committee and is not deemed to be discharged at, and continues in existence following local authority triennial elections.

Under Section 23(1) of the Civil Defence Emergency Management Act 2002, the Bay of Plenty Regional Council is the Administering Authority for the Civil Defence Emergency Management Group.

Bay of Plenty Civil Defence Emergency Management Group reports to the various Councils.

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.

Agenda

- 1 Apologies**
- 2 Acceptance of Late Items**
- 3 General Business**
- 4 Declarations of Conflicts of Interests**
- 5 Reports**
 - 5.1 Bay of Plenty Civil Defence Emergency Management Group - Alternative Group Controller Appointment 11**

APPENDIX 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 March 2020 13
 - 5.2 Bay of Plenty Civil Defence Emergency Management Group - Alternative Local Controller Appointment 17**

APPENDIX 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 March 2020 21
 - 5.3 Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager Amendment 25**

APPENDIX 1 - Schedule 1 of the Policy for the appointment and development of Recovery Managers 25 March 2020 27
- 6 Consideration of Late Items**
- 7 Consideration of General Business**

Reports

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 25 March 2020

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

Bay of Plenty Civil Defence Emergency Management Group - Alternative Group Controller Appointment

Executive Summary

This paper seeks the appointment of Sarah Omundsen, General Manager, Regulatory Services, Bay of Plenty Regional Council as Alternate Group Controller for the Bay of Plenty Civil Defence Emergency Management Group

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Alternate Group Controller Appointment;**
- 2 Approves the appointment of Sarah Omundsen as Alternate Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002**

1 Introduction

Section 26(2) of the Civil Defence Emergency Management Act 2002 provides for a Civil Defence Emergency Management Group to appoint persons to be an alternate Group Controller.

Appointments and rescindments as alternate Group Controllers are required to be approved by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

2 Appointment to Bay of Plenty Civil Defence Emergency Management Alternate Group Controller

Fiona McTavish, Chief Executive Officer, Bay of Plenty Regional Council has advised that the Bay of Plenty Regional Council has endorsed by resolution the nomination of Sarah Omundsen, General Manager, Regulatory Services, as Alternate Group Controller at their meeting held on the 12 December 2019.

The Bay of Plenty CDEM Group Coordinating Executive Group endorsed the nomination of Sarah Omundsen as Alternate Group Controller at their meeting on 10 March 2020.

3 Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers

Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers reflects the current appointed Group Controller, alternate Group Controllers, Local Controllers and alternate Local Controllers. The schedule is attached as Appendix 1.

4 Budget Implications

4.1 Current Year Budget

While there are no current budget implications it is to be noted the cost of Controller Training will be funded from the CDEM Training Fund.

4.2 Future Budget Implications

It is to be noted that the CDEM Training Fund is review annually and any future funding will be subject to a training needs analysis and prioritisation

Andrea Thompson
Executive Assistant

for Director, Emergency Management Bay of Plenty

18 March 2020

APPENDIX 1

Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 March 2020

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

The following are controllers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 25 March 2020

Signature	Mayor Tenby Powell Chair of the Bay of Plenty CDEM Group Dated: 25 March 2020
-----------	---

Group Controller Section 26 of the CDEM Act 2002	Director Emergency Management Bay of Plenty Clinton Naude	Alternate Group Controllers	<ol style="list-style-type: none"> Angela Reade Matthew Harrex Sarah Omundsen
--	---	------------------------------------	--

Rotorua Local Controller Section 27 of the CDEM Act 2002	Stavros Michael	Alternate Local Controllers	1. Bruce Horne
			2. Suzanne Craig
			3. Regan Fraser
			4. Richard Horne

Tauranga / Western Bay Local Controller Section 27 of the CDEM Act 2002	Eric Newman	Alternate Local Controllers	1. Gary Allis
			2. Philip Martelli
			3. Paul Davidson
			4. Peter Watson

Whakatane Local Controller Section 27 of the CDEM Act 2002	Vacant	Alternate Local Controllers	<ol style="list-style-type: none"> Mike Naude Nicholas Woodley
--	--------	------------------------------------	--

Opotiki Local Controller Section 27 of the CDEM Act 2002	Gerard McCormack	Alternate Local Controllers	<ol style="list-style-type: none"> Aileen Lawrie
--	------------------	------------------------------------	---

Kawerau Local Controller Section 27 of the CDEM Act 2002	Lee Barton	Alternate Local Controllers	<ol style="list-style-type: none"> Vacant
--	------------	------------------------------------	--

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 25 March 2020

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

Bay of Plenty Civil Defence Emergency Management Group - Alternative Local Controller Appointment

Executive Summary

This paper seeks the appointment of Rowan Wallace, Manager, Emergency Management, Tauranga City Council as Alternate Local Controller for Tauranga/Western Bay, Bay of Plenty Civil Defence Emergency Management Group.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Alternative Local Controller Appointment;**
- 2 Approves the appointment of Rowan Wallace, Manager, Emergency Management, Tauranga City Council as Alternate Local Controller for the Tauranga/Western Bay, Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002.**

1 Introduction

Section 26(2) of the Civil Defence Emergency Management Act 2002 provides for a Civil Defence Emergency Management Group to appoint persons to be an alternate Group Controller.

Appointments and rescindments as alternate Group Controllers are required to be approved by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

2 Appointment to Bay of Plenty Civil Defence Emergency Management Alternate Local Controller

Tauranga City Council, at its meeting held on 17 September 2019 (M19/62.6) considered the endorsement of alternate controllers for the Western Bay of Plenty emergency management operating area and resolved as follows:

That Council endorses the appointment of Rowan Wallace, Manager: Emergency Management as an Alternate Controller for the Western Bay of Plenty Emergency Management Operating Area (WOA).

On 14 November 2019 Western Bay of Plenty District Council (C19-1.15), considered the Endorsement of Alternate Controllers for the Western Bay of Plenty Emergency Management Operating Area and resolved as follows:

1. *That the Deputy Chief Executive's report to Council dated 14 November 2019 and titled "Endorsement of Alternate Controller for the Western Bay of Plenty Emergency Management Operating Area" be received.*
2. *That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *That Western Bay of Plenty District Council endorses the appointment of Rowan Wallace, Manager: Emergency Management as an Alternate Controller for the Western Bay of Plenty Emergency Management Operating Area.*

3 Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers

Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers reflects the current appointed Group Controller, alternate Group Controllers, Local Controllers and alternate Local Controllers. The schedule is attached as Appendix 1.

4 Budget Implications

4.1 Current Year Budget

While there are no current budget implications it is to be noted the cost of Controller Training will be funded from the CDEM Training Fund.

4.2 Future Budget Implications

It is to be noted that the CDEM Training Fund is review annually and any future funding will be subject to a training needs analysis and prioritisation

Andrea Thompson
Executive Assistant

for Director, Emergency Management Bay of Plenty

24 March 2020

APPENDIX 1

Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 March 2020

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

The following are controllers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 25 March 2020

Signature	Mayor Tenby Powell Chair of the Bay of Plenty CDEM Group Dated: 25 March 2020
-----------	---

Group Controller Section 26 of the CDEM Act 2002	<i>Director Emergency Management Bay of Plenty</i> Clinton Naude	Alternate Group Controllers	<ol style="list-style-type: none"> Angela Reade Matthew Harrex
---	---	-----------------------------	--

Rotorua Local Controller Section 27 of the CDEM Act 2002	Stavros Michael	Alternate Local Controllers	1. Bruce Horne
			2. Suzanne Craig
			3. Regan Fraser
			4. Richard Horne

Tauranga / Western Bay Local Controller Section 27 of the CDEM Act 2002	Eric Newman	Alternate Local Controllers	1. Gary Allis
			2. Philip Martelli
			3. Paul Davidson
			4. Peter Watson
			5. Rowan Wallace

Whakatane Local Controller Section 27 of the CDEM Act 2002	Vacant	Alternate Local Controllers	<ol style="list-style-type: none"> Mike Naude Nicholas Woodley
---	--------	-----------------------------	--

Opotiki Local Controller Section 27 of the CDEM Act 2002	Gerard McCormack	Alternate Local Controllers	1. Aileen Lawrie
---	------------------	-----------------------------	------------------

Kawerau Local Controller Section 27 of the CDEM Act 2002	Lee Barton	Alternate Local Controllers	1. Vacant
---	------------	-----------------------------	-----------

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 25/03/2020

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

Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager Amendment

Executive Summary

Due to a personnel change at Kawerau District Council, the Chief Executive of Kawerau District Council has requested that the appointment of Nikki Melvin as Local Recovery Manager, Kawerau District be rescinded.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager Amendment;**
- 2 Approves the rescindment 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.**

1 Background

Section 30 of the Civil Defence Emergency Management Act 2002 provides for a Civil Defence Emergency Management Group to appoint and rescind persons to be a Local Recovery Manager. Appointments as Group or Local Recovery Managers are required to be approved by the Bay of Plenty CDEM Group Joint Committee.

2 Amendment to Local Recovery Manager Arrangements

2.1 Kawerau District Council – Rescindment of Local Recovery Manager appointment

Russell George, Chief Executive of Kawerau District Council, has advised that Nikki Melvin has resigned and requests that her appointment as Local Recovery Manager for Kawerau District be rescinded.

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

Current Year Budget

There are no budget implications resulting from this paper.

Future Budget Implications

There are no budget implications resulting from this paper.

Craig Morris

Manager, Recovery and Projects

for Director, Emergency Management Bay of Plenty

18 March 2020

APPENDIX 1

Schedule 1 of the Policy for the appointment and development of Recovery Managers -2020-03-25

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 on 25 March 2020.

Signature:	Mayor Tenby Powell Chair, Bay of Plenty CDEM Joint Committee
	Dated: 25 March 2020

Group Recovery Manager Section 29 of the CDEM Act 2002	Craig Morris	Alternate Group Recovery Managers	Stephen Mellor
Western Bay of Plenty District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Blaise Williams	Alternate Local Recovery Manager	Don Shewan
Rotorua Local Recovery Manager Section 30 of the CDEM Act 2002	Aimee McGregor	Alternate Local Recovery Managers	Paula Meredith
Tauranga Local Recovery Manager Section 30 of the CDEM Act 2002	Julian Reweti	Alternate Local Recovery Managers	VACANT
Whakatāne Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	Julie Gardyne
Ōpōtiki Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	VACANT
Kawerau Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	Glenn Sutton

