



Bay of Plenty Civil Defence Emergency Management Group Joint Committee Agenda

NOTICE IS GIVEN

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

Friday, 26 June 2020 commencing at 10.00 am

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
19 June 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	Jane Rollin (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

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Dr Phil Shoemack - Medical Officer of Health, Public Health Head of Service and Medical Leader for Regional Community Services, Toi Te Ora Public Health

7.2 Overview of the New Tsunami Detection and Monitoring

Dr Bill Fry - Research Seismologist, Research Institute GNS Science

7.3 Whakaari - White Island Recovery Update

Craig Morris - Bay of Plenty Regional Council and Julie Gardyne - Whakatāne District Council

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Previous Minutes

Minutes of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting held in Mataatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne on Monday, 16 December 2019 commencing at 10.00 a.m.

Present:

Appointees:

Bay of Plenty Regional Council (BOPRC): Councillor D Love
Kawerau District Council (KDC): Mayor M Campbell, Deputy Mayor F Tunui (Alternate)
Ōpōtiki District Council (ODC): Mayor L Riesterer, Deputy Mayor S Browne (Alternate)
Rotorua Lakes Council (RLC): Mayor S Chadwick
Tauranga City Council (TCC): Deputy Mayor L Baldock (Alternate)
Western Bay of Plenty District Council (WBOPDC): Mayor G Webber
Whakatāne District Council (WDC): Deputy Mayor A Iles (Alternate)

In Attendance:

Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director; Andrea Thompson - Executive Assistant
KDC: Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer
BOPRC: Sarah Omundsen - General Manager, Regulatory Services; Kay Boreham - Marketing & Communications Advisor; Merinda Pansegrouw - Committee Advisor
TCC: Rowan Wallace, Manager Emergency Management
Other: Andrew Hickey - Regional Emergency Management Advisor, National Emergency Management Agency (NEMA); Superintendent Andy McGregor - District Commander New Zealand Police; Paul Blackmore – Powerco & Chair of the Bay of Plenty Lifelines Group

Apologies:

Mayor Tenby Powell (TCC) and Mayor Judy Turner (WDC)

1

Opening

Coordinating Executive Group Chair Russell George opened the meeting and chaired proceedings until the Deputy Chairperson had been elected.

Members acknowledged everyone affected by the Whakaari/White Island eruption: the families and friends of the people who lost their lives and were injured in the eruption on 9 December 2019, and all those involved in the recovery and response efforts.

2 **Apologies**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Mayor Tenby Powell and Mayor Judy Turner tendered at the meeting.

Webber/Chadwick
CARRIED

3 **Public Forum**

Nil

4 **Acceptance of Late Items**

Nil

5 **General Business**

Nil

6 **Declaration of Conflicts of Interest**

Nil

7 **Previous Minutes**

7.1 **Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2019**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2019.

Love/Webber
CARRIED

8 **Reports**

8.1 **Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2019 - 2022 Triennium**

Coordinating Executive Group Chair Russell George presented the report.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2019 - 2022 Triennium;**

Chadwick/Riesterer

- 2 Confirms its membership is:**

- a. Bay of Plenty Regional Council; Councillor David Love and Councillor Stuart Crosby (alternate)**
- b. Kawerau District Council; Mayor Malcolm Campbell and Deputy Mayor Faylene Tunui (alternate)**
- c. Ōpotiki District Council; Mayor Lyn Riesterer and Deputy Mayor Shona Browne (alternate)**
- d. Rotorua Lakes Council; Mayor Steve Chadwick and Deputy Mayor David Donaldson (alternate)**
- e. Tauranga City Council; Mayor Tenby Powell and Deputy Mayor Larry Baldock (alternate)**
- f. Western Bay of Plenty District Council; Mayor Garry Webber and Deputy Mayor John Scrimgeour (alternate)**
- g. Whakatāne District Council; Mayor Judy Turner and Deputy Mayor Andrew Iles (alternate)**

Campbell/Chadwick

- 3 Confirms System B as its voting system to elect a Chairperson and a Deputy Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;**

Love/Iles

Mr George called for nominations for the position of Group Chairperson. Mayor Webber nominated Mayor Tenby Powell as Group Chairperson; Mayor Campbell seconded the motion. As only one nomination was received for the role of Chairperson, no voting was required.

- 4 Elects Mayor Tenby Powell as Group Chairperson for the 2019-2022 local authority triennium;**

Iles/Chadwick

Mr George called for nominations for the position of Group Deputy Chairperson. Deputy Mayor Baldock nominated Councillor David Love as Deputy Group Chairperson; Mayor Chadwick seconded the motion. As only one nomination was received for the role of Deputy Chairperson, no voting was required.

- 5 Elects Councillor David Love as Deputy Chairperson for the 2019-2022 local authority triennium;**

Webber/Iles

Coordinating Executive Group Chair Russell George **vacated** the chair and in the absence of the newly elected chair, Deputy Chairperson Councillor David Love **assumed** the chair.

- 6 Adopts as its standing orders the document attached as Appendix 2, as adopted by the administering authority on 26 November 2019 pursuant to Clause 27 (1) and (2), Schedule 7 of the Local Government Act 2002, and Section 19(1) of the Civil Defence Emergency Management Act 2002;**

Webber/Riesterer

- 7 Confirms the following 2020 meeting dates:**

- **Friday, 27 March 2020**
- **Friday, 26 June 2020**
- **Friday, 25 September 2020**
- **Friday, 18 December 2020.**

Love/Riesterer

8.2 Director Emergency Management Bay of Plenty Update

National Emergency Management Agency to replace Ministry of Civil Defence & Emergency Management

Director, Emergency Management Bay of Plenty Clinton Naude provided a brief overview on the newly established National Emergency Management Agency (NEMA).

Key Points:

- NEMA became operational 1 December 2019
- On this day, all existing functions and staff of the Ministry of Civil Defence & Emergency Management transferred into NEMA and the Ministry ceased to exist
- NEMA assumed all of the current responsibilities of the Ministry of Civil Defence & Emergency Management (MCDEM) under the Civil Defence Emergency Management Act 2002 and National Civil Defence Emergency Management Plan 2015
- Established as an autonomous Departmental Agency with its own Chief Executive, under the Department of the Prime Minister and Cabinet
- The primary function of NEMA would be to support and enable communities to manage emergencies
- A Chief Executive had been appointed for an interim period, with a primary focus on leading the transition from MCDEM into NEMA, and achieving the strategic shift sought by the government
- Sarah Stuart-Black would continue in her statutory role as the Director of Civil Defence Emergency Management, bringing her wealth of operational excellence, skills and relationships to NEMA in that role and reporting to the Interim Chief Executive.

Members' Comments

- Noted that review of the Civil Defence Emergency Management Act 2002 had been paused to align with the establishment of NEMA and that elected members would be afforded further opportunity to provide input on key proposals relevant to

the Emergency Management System Reform and proposed amendments to the Civil Defence Emergency Management Act 2002.

Items for Staff Follow-up:

- To convene future workshops for members of the Civil Defence Emergency Management Group Joint Committee, enabling consultation/feedback on proposed amendments to the Civil Defence Emergency Management Act 2002, in particular relating to the clarification of the following matters: (1) the role of navigators, and (2) training of staff (capability/costs/resources).

Whakaari/White Island Update

Director, Emergency Management Bay of Plenty Clinton Naude provided a brief overview of the response operation that was currently under way after the Whakaari/White Island volcano erupted on Monday 9 December 2019:

Key Points:

- The Bay of Plenty CDEM Group was the lead agency for this event supported by NZ Police as operational lead for rescue and recovery
- The Local Emergency Operations Centre (LEOC) was established in the Whakatāne District Council Chambers; the Tauranga based Group Emergency Coordination Centre (GECC) was subsequently moved to Whakatāne and integrated with the Local Emergency Operations Centre to ensure efficient co-ordination between all agencies
- Bay of Plenty Harbourmaster had declared a 5 mile exclusion zone for all vessels (except those tasked by NZ Police) around Whakaari/White Island
- Te Rūnanga o Ngāti Awa and Te Tapatoru a Toi Joint Management Committee had introduced a rāhui along areas of the coastline over the tribe's customary coastal boundaries as a result of the eruption at Whakaari / White Island
- Circumstances did not require the declaration of a State of Emergency as the Bay of Plenty CDEM Group Controller had all the necessary powers in place to deal with the issues at hand
- The main objectives of the response were: search and rescue followed by a search and recovery operation and welfare support to victims, their families and friends
- Auckland Civil Defence Emergency Management Group was assisting to provide a seamless continuity of care for the families as they transfer to Auckland to be close-by their loved ones
- The interpretation of the Privacy Act 1993 had been a challenge as some agencies were reluctant to share information. Strict protocols had been introduced to protect individuals
- Acknowledge the huge pressure on staff.

New Zealand Police District Commander: Superintendent Andy McGregor provided a verbal update on the current status of the Whakaari/White Island Response:

Key Points:

- Status of those affected by the eruption
 - There were 47 people on the Island at the time of the eruption
 - As at 16 December:
 - 14 people remain in hospital across New Zealand
 - 3 people have been discharged from hospital in New Zealand
 - 2 people remain unaccounted for on or in the vicinity of White Island
 - 13 people have been transferred from New Zealand to Australia
 - 16 people have been confirmed deceased – this includes 15 people who died in New Zealand and one person in Australia

- All response agencies were absolutely committed to the recovery and return of the two remaining bodies to their loved ones
- NZ Police believed that the two remaining victims were possibly both in the water
- NZ Police were working with partner agencies to examine weather patterns, ocean currents and digital imagery in an attempt to locate them
- Remained deeply committed to that goal, to allow families closure
- It was likely that all of the injured people from the eruption in New Zealand hospitals would eventually be transferred to Middlemore Hospital for ongoing care
- A key focus since the eruption had been wrap around welfare support to victims, their families and friends
- The Whakaari/White Island volcano remained highly volatile and an explosive eruption from the hot gas vent could happen with no precursory activity
- Operations would continue to focus on recovery from the Island. Police would continue to release updates as and when available.

Members' Comments:

- Acknowledged the continuous support given by iwi
- Agreed that future licensing requirements for tourism activities on Whakaari/White Island needed to be addressed at a national level
- Stressed that clinical supervision for all members of staff post the event was of great importance
- Thanked the NZ Police for their dedication.

Items for Staff Follow-up:

- At a future meeting, the Committee to consider lessons learnt from the Whakaari/White Island event to ensure current policies/plans were appropriate
- Staff to be cognisant of planned building alterations at Whakatāne District Council Buildings due to earthquake strengthening requirements and to ensure that alternative venues in Whakatāne was available if required.

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 the following Bay of Plenty Civil Defence Emergency Management alternate Group Controllers;**
 - a) Chris Ingle, General Manager, Integrated Catchments, Bay of Plenty Regional Council**
 - b) Warwick Murray, Consultant Natural Resource Management Consulting Services**
 - c) Craig Morris, Manager Recovery and Projects, Emergency Management Bay of Plenty**
 - d) Jono Meldrum, Manager Operational Readiness, Emergency Management Bay of Plenty**

**Love/Browne
CARRIED**

8. Presentations

8.1 International Associate Emergency Managers Awards

Presentation of the International Associate Emergency Managers (IAEM) Awards by Kristin Hoskin, Oceania Council Vice President IAEM was deferred to a future meeting of the Committee.

The meeting closed at 11:03 am

Councillor David Love – Deputy Chairperson
Bay of Plenty Civil Defence Emergency Management
Group Joint Committee

Date

Minutes of the Civil Defence Emergency Management Group Joint Committee Emergency Meeting held in Meeting Room 1, Regional House, 1 Elizabeth Street, Tauranga on Wednesday, 25 March 2020 commencing at 9.00 am

Present:

Chairman: Mayor Tenby Powell (Tauranga City Council - TCC)

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

Appointees: Western Bay of Plenty District Council (WBOPDC): Mayor Garry Webber
Whakatāne District Council (WDC): Mayor Judy Turner

Via Audio-visual Link:

Ōpōtiki District Council (ODC): Mayor Lyn Riesterer

Kawerau District Council (KDC): Mayor Malcolm Campbell; Deputy Mayor Faylene Tunui (Alternate)

In Attendance: Emergency Management Bay of Plenty (EMBOP): Angela Reade - Manager Operations; Andrea Thompson - Executive Assistant
TCC: Marty Grenfell - Deputy Chair of Co-ordinating Executive Group (CEG) & Chief Executive
BOPRC: Merinda Pansegrouw - Committee Advisor

Via Audio-visual Link:

KDC: Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer

Apologies: Mayor Steve Chadwick and Deputy Mayor Dave Donaldson

1 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Mayor Steve Chadwick and Deputy Mayor Dave Donaldson tendered at the meeting.

Webber/Turner
CARRIED

2 Acceptance of Late Items

Nil

3 **General Business**

- COVID-19 Update

4 **Declaration of Conflicts of Interest**

Nil

5 **Reports**

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

Resolved

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; and
- 2 Approves the appointment of Sarah Omundsen as Alternate Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under S26(2) of the Civil Defence Emergency Management Act 2002

Webber/Love
CARRIED

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

Resolved

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; and
- 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.

Webber/Love
CARRIED

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

Members noted that following a recent resignation at Ōpōtiki District Council, a nomination for Local Recovery Manager (Section 30 of the CDEM Act 2002) would follow in due course.

Resolved

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; and**
- 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.**

**Webber/Love
CARRIED**

6 **Consideration of General Business**

6.1 **COVID-19 Update**

EMBOP Manager Operations Angela Reade provided an update relating to COVID-19:

- Health Boards (Bay of Plenty District Health Board, Rotorua Lakes District Health Board and Toi Te Ora Public Health) were leading the regional response to COVID-19
- The Bay of Plenty Civil Defence Group Emergency Coordination Centre (GECC) had been activated as a virtual response centre and was ready to support and assist these groups with the response
- Business continuity plans had been activated
- New Zealand was currently at Alert Level 3 and would move to Alert Level 4 at 11.59 pm on Wednesday 25 March
- A nationwide state of emergency was expected to be declared due to COVID-19
- Members would receive ongoing communication from the National Emergency Management Agency (NEMA)
- Requested support from all with spreading the message that everyone should be staying at home, which was the best thing we could all do to stop the spread of COVID-19

Key Points Members:

- Encouraged updated communication to the wider Bay of Plenty community on the location of the dedicated COVID-19 community testing centres/clinics across the region
- Since the National Healthline was flooded with enquiries, the criteria and process to follow in getting tested for COVID-19 needed to be clearly communicated to communities
- National Government needed to provide further guidance on the definition of essential services that could continue to operate.

The meeting closed at 9:20 am.

Confirmed Date

Mayor Tenby Powell - Chairperson
Civil Defence Emergency Management Group Joint Committee

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held via Zoom (Audio Visual meeting), Bay of Plenty Regional Council's Virtual Meeting Room on Wednesday, 3 June 2020 commencing at 2.00 pm

Present:

Acting Chairperson: Mayor Steve Chadwick (Rotorua Lakes Council - RLC)

Appointees:

Via Audio-visual Link:

Bay of Plenty Regional Council (BOPRC): Councillor Stuart Crosby

Kawerau District Council (KDC): Deputy Mayor Faylene Tunui

Ōpōtiki District Council (ODC): Mayor Lyn Riesterer

Rotorua Lakes Council: Deputy Mayor Dave Donaldson (Alternate)

Western Bay of Plenty District Council (WBOPDC): Mayor Garry Webber

Whakatāne District Council (WDC): Mayor Judy Turner, Deputy Mayor Andrew Iles (Alternate)

In Attendance:

Via Audio-visual Link:

KDC: Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer

Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director

National Emergency Management Agency (NEMA): Jane Rollin - Senior Regional Emergency Management Advisor

NZ Police: Inspector Ed van den Broek

BOPRC: Merinda Pansegrouw - Committee Advisor

Apologies:

Mayor Tenby Powell (Chairman) (Tauranga City Council)

Cr David Love (Deputy Chair) (BOPRC)

Mayor Malcolm Campbell (KDC)

Deputy Mayor Shona Browne (ODC)

1 Election of an Acting Chairperson for the Meeting

Following apologies received from both the Chair and the Deputy Chair and in terms of Standing Orders 14.1, Coordinating Executive Group Chair Russell George opened the meeting and chaired proceedings until the Acting Chairperson had been elected.

Mr George called for nominations for the appointment of an acting chair for the duration of the meeting. Deputy Mayor Donaldson nominated Mayor Steve Chadwick as Acting Chairperson; Mayor Webber seconded the motion. As only one nomination was received, no voting was required.

Recommendation

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Elects Mayor Steve Chadwick as Chairperson for the 3 June 2020 meeting.**

Donaldson/Webber

Acting Chair Mayor Steve Chadwick assumed the chair.

2 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Mayor Tenby Powell, Cr David Love, Mayor Malcolm Campbell and Deputy Mayor Shona Browne tendered at the meeting.

Riesterer/Turner
CARRIED

3 Public Forum

Nil

4 Acceptance of Late Items

Nil

5 Declaration of Conflicts of Interest

Nil

6 Reports

6.1 Bay of Plenty Civil Defence Emergency Management Group - Group Recovery Manager Amendments

Welcomed Jane Rollin - Senior Regional Emergency Management Advisor, National Emergency Management Agency (NEMA) to the meeting.

At the request of Chair of the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group, the Group was asked to endorse the appointment of Clinton Naude, Director Emergency Management Bay of Plenty as Group Recovery Manager and rescind the appointment of the current Group Recovery Manager and Alternative Group Recovery Manager.

Members' Comments

- Noted that NEMA had supported the appointment, but recommended that the appointment of Clinton Naude, Director Emergency Management Bay of Plenty as Group Recovery Manager be for the duration of the Covid-19 recovery period only
- Noted that the recruitment process for the appointment of a permanent Group Recovery Manager had been completed and that a formal announcement would follow shortly. The appointment of Clinton Naude, Director Emergency Management Bay of Plenty as Group Recovery Manager would therefore be for a transition period only, until the new incumbent had settled in
- Acknowledged the support/effectiveness provided by iwi groups during the COVID-19 response period
- Noted that an update on progress relating to the recovery process would be provided at the CDEMG Joint Committee meeting of 26 June 2020

- Expressed the view that consideration should be given to a locally lead approach during the recovery phase.

Item for Staff Follow-up:

- Progress update on the COVID-19 Recovery Process to the 26 June 2020 CDEMG Joint Committee.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Group Recovery Manager Amendments;**

**Webber/Turner
CARRIED**

- 2 Approves the appointment by the Bay of Plenty CDEM Group Joint Committee of Clinton Naude, Director Emergency Management Bay of Plenty as Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(1) of the Civil Defence Emergency Management Act 2002, for the duration of the COVID-19 recovery period.**

**Chadwick/Webber
CARRIED**

The meeting closed at 2:30 pm.

Confirmed Date

Mayor Steve Chadwick – Acting Chairperson
Civil Defence Emergency Management Group Joint Committee

Reports

Receives Only – No Decisions



Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 26 June 2020

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

COVID-19 Event Summary Report

Executive Summary

The COVID-19 Event Summary Report provides the Committee with a high level summary of the COVID-19 response by the Bay of Plenty Civil Defence Emergency Management Group.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, COVID-19 Event Summary Report.**

1 COVID-19 Event Summary Report

The COVID-19 Event Summary Report is attached as an appendix and provides the Committee with a high level summary of the COVID-19 response by the Bay of Plenty Civil Defence Emergency Management Group.

2 Budget Implications

2.1 Current Year Budget

The COVID-19 response will result in unbudgeted expenditure associated to operational response costs. At the time of writing this report financial reimbursement claims are being processed with the National Emergency Management Agency (NEMA) which will result in operational costs related to the Caring for Communities work stream being reimbursed.

2.2 Future Budget Implications

The future financial implications directly impacting the Bay of Plenty Civil Defence Emergency Management Group activities are still to be determined.

Clinton Naude
Director, Emergency Management Bay of Plenty

19 June 2020

APPENDIX 1

Bay of Plenty CDEM Group COVID-19 Event Summary Report

Bay of Plenty Civil Defence
Emergency Management Group

COVID-19 Event Summary Report

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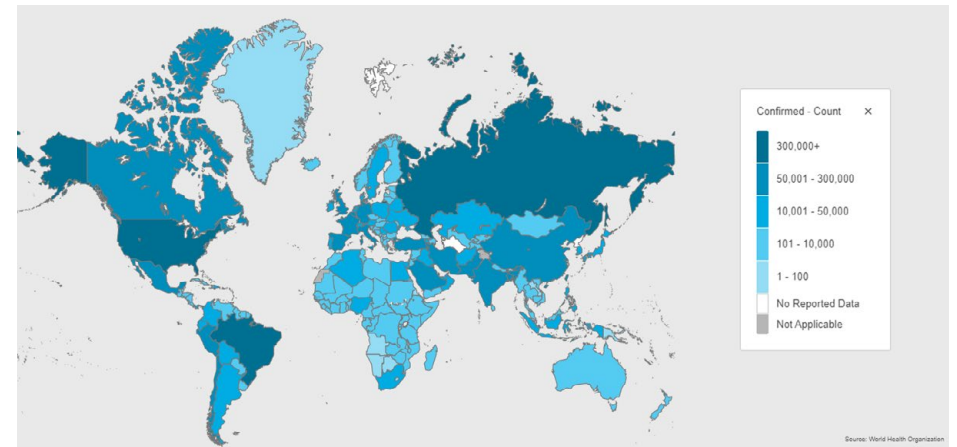
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Situation Summary

Global Situation

An outbreak of novel coronavirus (COVID-19), which originated in mainland China with the epicentre in Hubei Province is believed to have started around 1 December 2019 but was first reported to the World Health Organisation on 31 December 2019. The outbreak was declared a Public Health Emergency of International Concern on 30 January 2020. On 11 March, the World Health Organisation officially declared it a pandemic.

At the time of writing, the global pandemic has reached over 200 countries and over seven million cases have been confirmed. There are over 400,000 confirmed deaths across the world. Many countries have experienced a second wave of the disease resulting in further infections and deaths and a need to reintroduce lockdown restrictions that had previously been eased. More information, including current case data can be found at www.who.int.



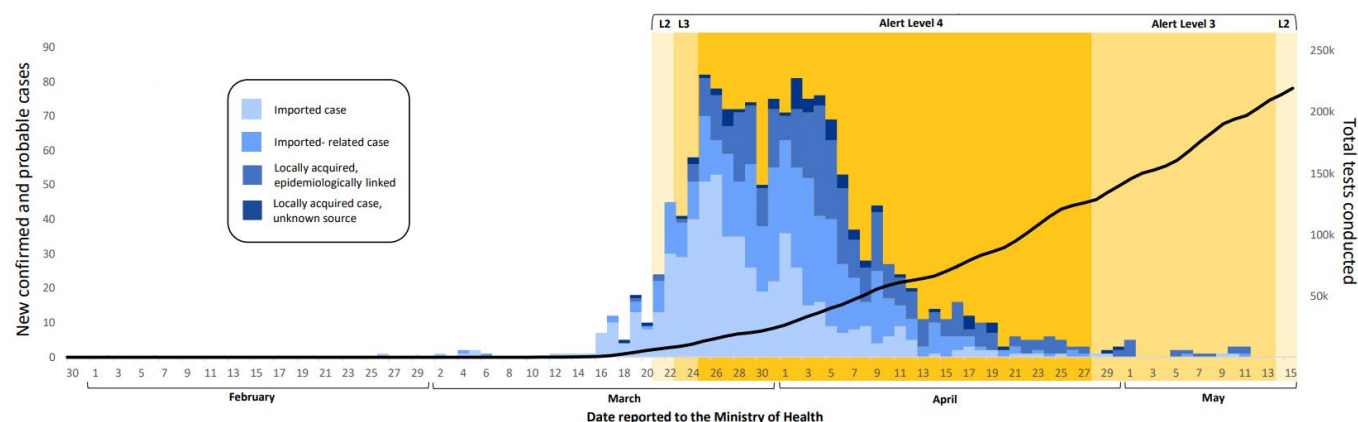
National Situation

On 28 February 2020, the first confirmed case of COVID-19 is reported in New Zealand. The government places restrictions on people travelling to New Zealand from Iran and the following day health staff begin meeting direct flights landing at New Zealand airports from Hong Kong, Japan, South Korea, Singapore and Thailand. The first known person-to-person transmission in New Zealand is confirmed on 5 March.

On 14 March 2020, the New Zealand Government announces anyone entering the country must self-isolate for 14 days, except those arriving from the Pacific. On 19 March 2020, there are 28 cases in NZ and the government closes the country's borders to all but New Zealand citizens and permanent residents for the first time in history. A four-level alert system to help combat COVID-19 is introduced on 21 March and the country is placed at Alert Level 2, quickly moving to Alert Level 3 on 23 March. On the 25 March, New Zealand moves to Alert Level 4 and a National State of Emergency is declared. The Ministry of Health is the national lead agency managing the public health response, supported by the National Emergency Management Agency (NEMA). On 29 March, New Zealand reports the first COVID-19 related death and on 2 April sees the largest increase in new cases in one day (89).

On 7 April, two weeks into Alert Level 4 the number of new cases is exceeded by the number of recoveries for the first time indicating that lockdown is working. On 20 April, the Prime Minister announces the country will remain in Alert Level 4 for an additional five days before moving to Alert Level 3 at 11.59pm on 27 April. On 13 May, New Zealand moved to Alert Level 2 and the National State of Emergency expired (after previously being extended 7 times). Simultaneously a Notice of National Transition Period was issued. On 8 June 2020 New Zealand moves to Alert Level 1 and the National Transition Period ended.

There have been more than 1,500 confirmed and probable cases across New Zealand and 22 people have died. The 8 June marked the 17th day with no new cases and the first time since February 28th that no active cases remain in New Zealand. More information, including current case data can be found at covid19.govt.nz.



Regional Situation

Within the Bay of Plenty there have been 63 cases - 47 within the Bay of Plenty District Health Board (DHB) boundaries and 16 within the Lakes DHB boundaries.

The first confirmed case in Lakes DHB was recorded on 17 March 2020 and in the Bay of Plenty DHB on 21 March 2020. The last confirmed case within the Bay of Plenty was recorded on 19 April 2020. There were no COVID-19 clusters (ten or more cases connected through transmission and who are not all part of the same household) within the Bay of Plenty.

All cases within the Bay of Plenty are now recovered with no deaths recorded.

Response Overview

On 13 March, the Bay of Plenty Civil Defence Emergency Management (CDEM) Group activated in support of the All-of-Government response to the pandemic, activating the Group Emergency Coordination Centre (GECC) and all local Emergency Operations Centres (EOCs). The role of the CDEM Group was to support health through the coordination of two workstreams; the CDEM workstream and the Caring for our Communities (C4C) workstream.

The CDEM workstream meant prioritising and coordinating the regional CDEM inter-agency response in order to manage the consequences of the pandemic and support our communities. This included facilitating an effective emergency service response, coordinating inter-agency logistics and ensuring the sustainability of supply chains and lifeline utilities across the Bay of Plenty. Some examples of work conducted in the CDEM workstream included supporting police to coordinate freedom campers and identify temporary morgue facilities. It included supporting health to identify and establish Community Based Assessment Centres (CBACs), establish emergency accommodation for self-isolation of health staff and securing facilities for quarantine of close contact cases. There was also a large amount of inter-agency public information management taking place in order to ensure key messages reached our communities and were consistent.

The C4C workstream looked to identify and prioritise vulnerable communities who may be affected by the pandemic. The framework highlighted priority groups who were at a higher risk of contracting the virus, required continuity of social services or were vulnerable due to language, cultural or geographic barriers. Network Owners were identified from social service organisations, who normally have extensive networks with these priority communities, to provide leadership and coordination of support. One of the key pieces of work for the Bay of Plenty CDEM Group within this workstream was the coordination and provision of household goods and services. This included the establishment of a call centre, which could conduct needs assessments and task local organisations to provide essential supplies to those in need. This needs assessment would also identify supporting agencies and direct people to those agencies. Targeted support was provided to individuals as well as supporting and resourcing local social service agencies, including foodbanks and

Iwi organisations, who were supporting their communities. To supplement these local solutions, during times of high demand, the CDEM Group also used a national supplier, Bidfoods, to reduce strain on the local supply chain. Emergency food boxes were also distributed across the region through the Rapid Relief Team, who could deliver essentials in very short time frames when conventional arrangements were unavailable. To support the coordination of household goods and services the Āwhina Welfare System, a national tool for conducting and coordinating needs assessments, was implemented within the region. This required a large amount of planning, training and troubleshooting but will provide the Bay of Plenty CDEM Group with a solid foundation to implement the system during the next response. Weekly reporting of the C4C metrics was derived from Āwhina Welfare System and used to inform national level planning by highlighting trends across the country.



GECC Operations Manager working from home



Household Goods and Services - Rapid Relief Box

Bay of Plenty CDEM Group - COVID-19 Response Timeline

International/National Events

31 Dec 19
First case of COVID-19 reported to the World Health Organisation

30 Jan 20
Outbreak is declared a Public Health Emergency of International Concern

11 Mar 20
World Health Organisation declares an official pandemic

24 Jan 20
Ministry of Health establishes monitoring team

3 Feb 20
NZ place entry restrictions on foreign nationals

28 Feb 20
1st confirmed case in NZ

5 Mar 20
1st report of community transmission in NZ

19 Mar 20
NZ borders closed to all travellers except NZ citizens and residents

Alert Level 2

Alert Level 3

Alert Level 4

25 Mar 20
National State of Emergency declared

2 Apr 20
Largest daily increase in cases in NZ (98 cases)

Alert Level 3

Alert Level 2

13 May 20
National State of Emergency expires and National Transition Period issued

21 May 20
Last new case reported in NZ

Alert Level 1

Regional Events

17 Mar 20
First confirmed case in the Bay of Plenty CDEM Group boundaries

13 Mar 20
Bay of Plenty CDEM Group activates. All coordination centres activate in directing mode

1 Apr 20
Bay of Plenty CDEM Group Call Centre established.

9 Apr 20
Largest daily increase in cases within the Bay of Plenty (22 cases)

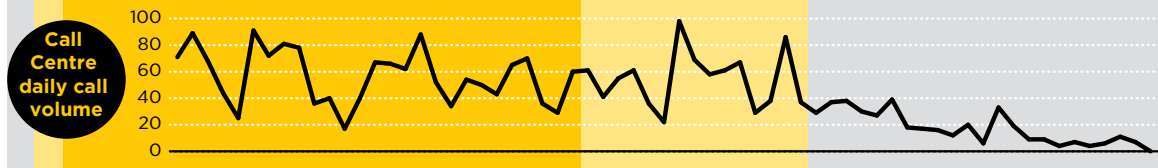
21 Apr 20
Āwhina Welfare System fully operational in Bay of Plenty

19 Apr 20
Last new case within the Bay of Plenty

4 May 20
Highest daily call volume received by call centre (98 calls)

29 May 20
Local EOCs move to monitoring mode

11 Jun 20
Bay of Plenty CDEM Group Emergency Coordination Centre moves to monitoring mode



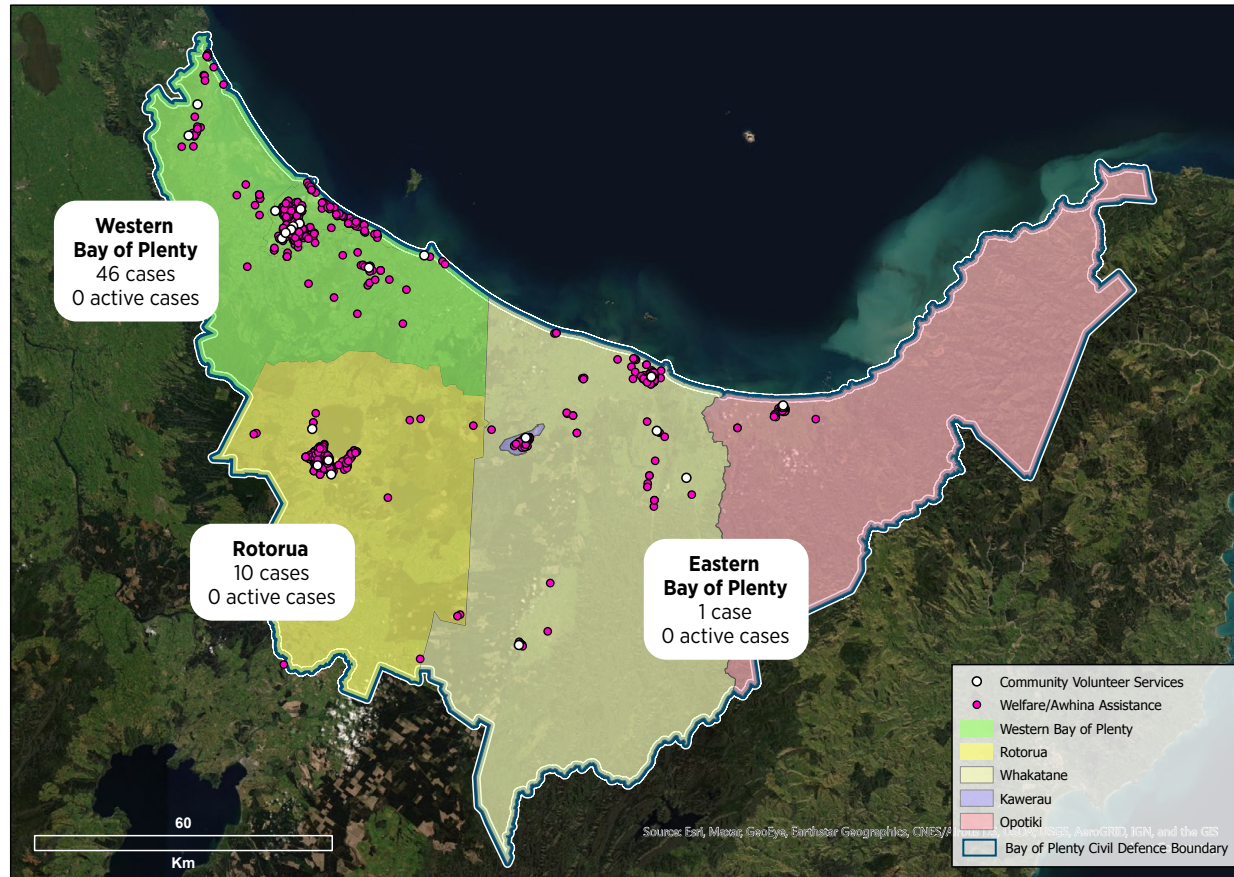
Bay of Plenty CDEM Group COVID-19 Response Key Statistics


 **2745**
Total calls received
by call centre

 **986**
Total requests
for assistance
responded to


 **295**
Total people redirected
to relevant agency

 **25**
Total number of
community organisations
supported



 **263**
Total number of staff
worked in the Bay of
Plenty CDEM Group

 **103**
Total number of staff
worked in the GECC

 **\$1.55**
million
Total spent to support
communities

 **\$642k**
Total recovered from
NEMA to date



Waiariki Whānau Mentoring supporting their community

Iwi Engagement


Throughout the response, the GECC had a dedicated Iwi Māori Liaison Function. This function had two fundamental roles within the GECC. Firstly, to ensure engagement with Iwi partners was upheld in accordance with the Principles of Te Tiriti o Waitangi. Secondly, to provide advice on Māori processes, tikanga and kawa to the Group Controller and all other functions at the CDEM Group level where appropriate.

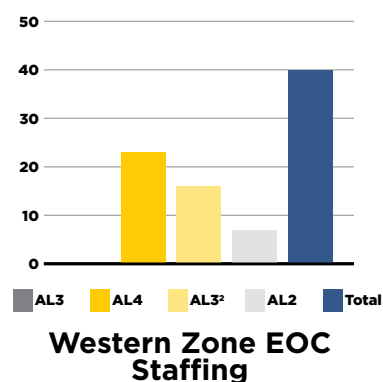
Iwi engagement was conducted at the group level through the established contacts made by Emergency Management Bay of Plenty Kaiārahi Māori and Bay of Plenty Regional Council Māori Policy Team. At the local level, Iwi Liaison officers used existing relationships to engage directly with Iwi, Hapū and Iwi Māori agencies and providers. As the event unfolded this network became more connected and collaborative, which was evident in the escalation of information and requests for assistance from the local level to group level. This allowed the GECC Iwi Maori Liaison function to provide guidance and support where necessary, not only across functions but across coordination centres. This connected network was able to build Iwi and Kaumātua contact lists for further communications, which will be invaluable when we support our Iwi and Hapū in future events.

During this event there were numerous Iwi providers supporting local whānau and kaumātua. These Iwi providers worked to provide essential items to whānau members who were affected by the consequences of the virus. These items consisted of food, blankets, sanitary items, heating, personal protective equipment and much more. The Bay of Plenty CDEM Group was able to assist by providing many of these items to the providers where possible as well as providing guidance and information. Our Iwi also provide an excellent intelligence network from which greatly influences CDEM planning and operations.

Western Zone Emergency Operations Centre

 **405**
Requests for assistance
responded to

 **40**
Total number
of EOC staff



The Western Zone EOC, consisting of Tauranga City Council and Western Bay of Plenty District Council, decided to activate pre-emptively and set up remotely. This decision was deliberately made to establish ourselves ahead of the expected declaration of a state of national emergency. The environment that we were forced to work under was unique and untested but setting up early allowed the EOC to establish alternate means of communication - all digital. We quickly established working relationships with charitable organisations such as foodbanks, the Salvation Army and local Iwi and Hapū.

The response coincided with the horticultural harvesting season, which saw a large number of freedom campers in the Bay of Plenty who had to be isolated in a designated area in the three townships of Katikati, Te Puke and Tauranga. These were communicated to by the horticulture industry who cooperated with the EOC in establishing these sites. Special consideration had to be made for sewerage “dumping stations” for these sites, and because of the high numbers of campers additional facilities had to be procured such as portable toilets and showers. Extra security and surveillance measures were also employed for security.


The homeless were a special consideration, which were catered for by accommodating these groups of people in participating motels. In general, this worked well with the odd exception of damage to one or two motel rooms, and the management of associated mental health issues. The EOC worked closely with local Marae in issuing purchase orders to local food outlets to reimburse for the supply of food parcels they had distributed to identified vulnerable families within their respective Hapū.

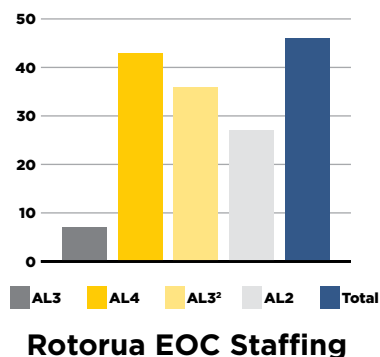
The welfare function of the EOC was fully employed liaising with social agencies and the foodbanks in the distribution of food parcels, especially at weekends and evenings when most other social agencies were closed. The EOC was also involved with local Marae who chose to set up a vehicle check point and with close collaboration with Police, offered legal advice and guidance to those taking part.

Going forward, working through the pandemic response has established or renewed close association and collaboration with welfare groups within our local authority and social agencies available in our community. No amount of training could have prepared staff of the EOC for working remotely in sometimes hectic circumstances, using unfamiliar digital communication platforms in responding to this event, and without exception, every staff member engaged in the EOC conducted their role to the highest level of competence that could be expected in such challenging circumstances.

Rotorua Lakes Council Emergency Operations Centre

 **371**
Requests for assistance
responded to

 **46**
Total number
of EOC staff



Prior to the activation of the Rotorua EOC, members of the Incident Management Team (IMT) had joined the Crisis Management Team (CMT) that was activated to prepare RLC for a potential lock-down. That preparatory work was of enormous value and enabled the EOC to activate early.

One of the challenges of this event was managing conflicting risks. For example, maintaining situational awareness and regular interaction between members of the IMT are considered critical to operational effectiveness. However, the nature of the emergency required physical distancing. The solution was to have the IMT and several other core staff working in a very large area with strict adherence to Ministry of Health guidelines. About 40% of the EOC team worked remotely from home.

At the forefront of planning activity was the primary objective supporting other agencies and the wider community to respond to the threat presented by COVID-19. The welfare team coordinated the delivery of hundreds of food packages and responded to numerous calls for assistance. One of the positives of the event was the excellent feedback from Iwi and other key partners about the level of collaboration and cooperation experienced during the response.

All members of the IMT were proactive in contacting community partners in an effort to identify the best opportunities for providing support. This resulted in a number of initiatives, including

- Providing direct support to police with public messaging during the execution of their 'education' strategy concerning the COVID-19 emergency restrictions
- Working with other agencies to provide welfare support to vulnerable people in the community – in particular delivery of groceries to the elderly who were restricted to staying at home;
- Providing Lakes DHB with logistical support in respect of the urgent deliveries of PPE to health professionals across the District
- Assisting the Ministry of Business, Innovation and Employment and Work-Safe by providing businesses with guidance and advice on their obligations under the restrictions through the deployment of business 'advisors'.
- Assisting the Ministry of Social Development making 'welfare' calls to elderly people who were 'locked in' during Level 4. RLC was the first agency in the country to make this offer of support and made over 3,000 telephone calls to vulnerable people throughout New Zealand.




RLC COVID-19 Advisors

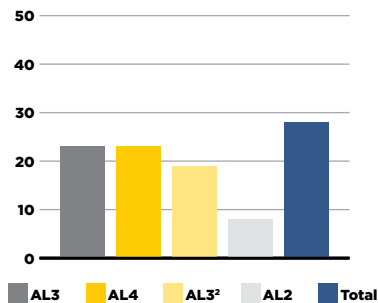


RLC Logistics Team delivering essential goods

Whakatāne District Council Emergency Operations Centre

 **147**
Requests for assistance
responded to

 **28**
Total number
of EOC staff



Whakatāne EOC Staffing

On the 25 March 2020 a state of national emergency was declared to manage the spread of the COVID 19 virus in New Zealand. In early March the Council's Executive team established a Pandemic Action Team (PAT) to prepare the organisation to effectively respond to the pandemic. The PAT focused on 4 major outcomes to prepare the organisation for the event including communications, information technology, planning and staff wellbeing. This planning was paramount in Council's ability to respond to operating a virtual EOC during the response.

The Whakatāne EOC was activated on 25 March 2020 to respond to the government's announcement that the NZ was moving to Alert Level 4. The Council went into lockdown effective Thursday 26 March resulting in the closure of all Council buildings and facilities. This action resulted in the local EOC having to operate remotely by way of meetings on Zoom, telephone and through emails. Daily Incident Management Team meetings including a representative from NZ Police were conducted twice daily and Group Controllers meetings were held daily. Daily status reports and scheduled situation reports were delivered to schedule as well as daily summary reports sent to all elected members and the Executive Team. The Council's Chief Executive initiated a weekly conference call with chief executives and senior managers representing all Iwi, government agencies, social services and private businesses to ensure a coordinated 'all agency' response across the District. This group continues to meet every Thursday through the recovery phase.

The focus of this event was in the Welfare function responding to requests for shelter, food, firewood and necessities. The team worked closely with Iwi groups, support services and government agencies to ensure that the needs of the community were met. Early in the event a local service provider Wana Driver was contracted to provide shopping and delivery services to the community. Wana Drivers collected and distributed food parcels prepared by the Salvation Army and other service providers as well as the distribution of Rapid Response food boxes throughout the event. An additional service shop and delivery service was provided to the aged and immune -compromised community. A number of requests for housing were also attended to during the event.

The involvement of an 'all agency' response and commitment to ensuring the wellbeing of the community has ensured that the needs of the community were responded to in a timely and effective way. The ability to respond to this event by way of operating a virtual EOC provided valuable lessons and experiences and has raised staff confidence in our ability to respond to events remotely, if required.

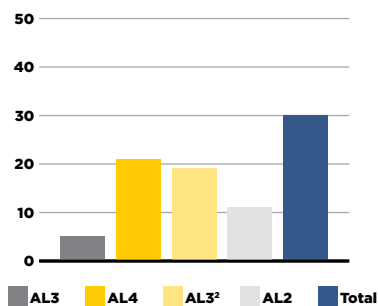


Waiariki Whānau Mentoring supporting the Whakatāne community

Kawerau District Council Emergency Operations Centre

 **34**
Requests for assistance
responded to

 **30**
Total number
of EOC staff



Kawerau EOC Staffing

The CDEM response within Kawerau posed challenges, tested resilience, provided opportunities and focussed on the needs of the community, while maintaining essential Council services and undertaking specific taskings from the Group Emergency Coordination Centre. In early February, Kawerau District Council (KDC) initiated the activation of its Crisis Management Team (CMT) in order to review and update Business Continuity Plans.

The KDC Incident Management Team (IMT) stood up on Friday 20 March and activated a virtual EOC on Monday 23 March in anticipation of a potential lockdown and prolonged response. As Government announced the COVID-19 Alert Level system and imminent lockdown of the nation, non-essential service staff were re-deployed into EOC roles. The EOC team had completed theoretical training, but few had ever been in an emergency response and none in a pandemic.

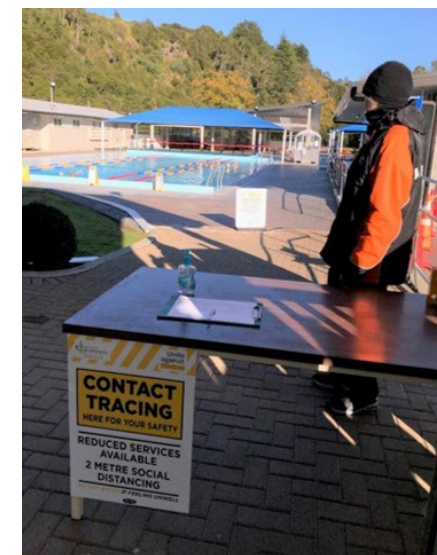
A massive public engagement process commenced ensuring the community was constantly kept well informed. Elected members were updated daily, with twice-weekly formal zoom briefings with the Local Controller and Leadership team, in addition to Council meetings. Communication was a key priority.

Support agency relationships came into full use while navigating through the response. The EOC established strong links early with Iwi, Police, Fire and Emergency NZ, Foodbanks, Neighbourhood Support, senior community organisations, businesses, industry and the youth sector. Tūwharetoa Ki Kawerau Hauora became a key supplier of essential care parcels in the district, ensuring priority sectors within the community were well supported and Iwi became embedded into the virtual EOC communication loop. Emphasis within the EOC was placed on supporting and facilitating these partner agencies to provide support to the Kawerau community.

As Alert Levels lowered, staff returned to business as usual and new staff were mentored into EOC roles, ensuring the CDEM capacity remained in place until the State of National Emergency was lifted. This unprecedented pandemic and the continually moving goalposts provided a challenging landscape for Kawerau CDEM while it carried out ongoing community care and strengthening resilience.



Tūwharetoa Ki Kawerau Hauora prepare essential supplies

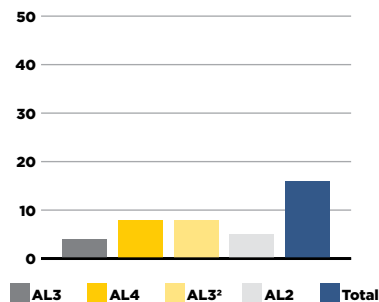


Kawerau swimming pool

Ōpōtiki District Council Emergency Operations Centre

 **29**
Requests for assistance
responded to

 **16**
Total number
of EOC staff



Ōpōtiki EOC Staffing

The Ōpōtiki EOC activated as soon as central Government announced their intention to go to Alert Level 4. Initial priority was to ensure all CDEM functions within the EOC could operate remotely and within a few days the EOC was fully operational and proved the capability of staff to work from home if required.

The Incident Management Team (IMT) took the view that the best way to support our community and achieve the Bay of Plenty CDEM Group Controllers objectives was to assist, enable and facilitate established providers within the District. A group was established to coordinate the provision of welfare, which included the Local Controller, NZ Police, Whakaatu Whanaunga Trust, Te Whānau-a-Āpanui, Te Ao Hou, Whakatōhea Iwi Social and Health and large local employers such as OPAC and EastPack. These organisations have an established presence in the community, therefore the EOC focused on supporting them to ensure an all of community approach by ensuring communication and collaboration across the sector and with the public.

The benefit of our local EOC working alongside local providers cannot be overstated. Working with existing organisations, with an established presence in our community ensured the needs of our community were met efficiently and effectively whilst also avoiding duplication of effort. It was for this reason, that the EOC was keen to retain operational control at the local level, ensuring decisions were made by those who understand the unique challenges experienced by the District's community.

During the response social service agencies, including foodbanks and Iwi partners were assisted by the EOC in supporting our community. Those people seeking assistance through the call centre were directed by our welfare function to the relevant local agencies for assistance and support. The usual suite of Public Information Management channels was augmented by a mayoral video, which frequently provided updates to our community and increased the reach of our messaging.



The Mayor of Ōpōtiki promotes local recovery



Te Whānau a Apanui protect their community



Members of the community receive support from the Māori Wardens



Challenges

One of the challenges faced by the Bay of Plenty CDEM Group throughout the COVID-19 response was the inability to gather detailed information of current cases and their location. The District Health Boards provided numbers of current cases within their boundaries, but this did not correlate to CDEM or Territorial Authority boundaries. The District Health Boards rationale for limiting the detail of this data was that it may alter public behaviour, which was relatively compliant, by instilling panic. It is understood that elected officials may have felt that this level of data would have been beneficial to support their community, however, the Bay of Plenty CDEM Group felt that it did not greatly impact CDEM operations or planning. The only exception to this was when contingency planning for a simultaneous natural hazard event, where this information would have influenced planning and decision making, however, the Group Controller felt that this information could have been quickly accessed if necessary.

The second challenge faced by the Bay of Plenty CDEM Group was around the tempo and sustainability of the response. Knowing that the response was likely to be unprecedented in terms of duration when compared to a natural hazard response, the Bay of Plenty CDEM Group approach was to try and minimize the resourcing within the EOCs in order to encourage a sustainable model and allow the local authorities to focus on the business as usual aspects of their organisation and services provided to their community. This meant adapting some of the ways we work and attempting to provide CDEM Group level coordination, wherever possible. A good example of this, was the needs assessments conducted and coordinated through the Bay of Plenty CDEM Group Call Centre and the Āwhina Welfare System.

Related to this sustainable approach was the tempo of the operation. Local level solutions and planning were able to be conducted quicker than CDEM Group level planning and coordination, which in turn was moving quicker than national level activities. A conscious effort was made by the Group Controller not to stifle these locally driven, community led solutions but to enhance them through flexible plans that allowed flexibility in terms local delivery of services. This has been a consistent model through previous responses but should continue to be championed in future events as it provides the quickest and most effective way to support our communities.



If you're:

- ✓ Unable to access essential items like food & medication
- ✓ Don't have anyone to help
- ✓ Can't get items delivered/collected

We may be able to help.

Call 0800 884 222
from 9am to 5pm, 7 days a week.



Unite
against
COVID-19

Call centre advertising

Innovations and Opportunities

Throughout the response to COVID-19 the Bay of Plenty CDEM Group has had to adapt to some new ways of operating. Although challenges were posed by coordination centres being required to work remotely and an inability to engage with our communities' face to face, the flexibility of our staff have allowed us to develop new and innovative ways of operating. Remote communications between functions, coordination centres and other organisations will provide a stable foundation for future responses. It has also improved the flexibility of the the Bay of Plenty CDEM Group in terms of resourcing as remote working allows staff to be deployed around the region when surge capacity is required within EOCs.

The household goods and services model used throughout the COVID-19 response has provided an innovative solution to conducting remote needs assessments and providing essential items to our communities. At the CDEM Group level this has meant providing a single trusted channel for people in need to access, through the 0800 call centre. The centralised triage system has reduced the resourcing needs for EOCs and the Awhina Welfare System has the ability to gather strategic level intelligence. Some of the social service agencies within the region have also been resourced directly by the GECC, where that agency covers an area that crosses Territorial Authority boundaries. At the local level, EOCs relationships with social service agencies has been vital in providing local solutions to local problems. This not only supports our communities but also supports local businesses and builds community resilience.



Rotorua Lakes Council COVID-19 Advisor

Summary

Unlike emergency events more commonly dealt with, such as a natural hazard, the pandemic response will not transition to a conventional CDEM recovery model. This will allow the Bay of Plenty CDEM Group to implement planning for the next emergency, including a second wave of the virus and allow local authorities to focus on supporting their communities. The global context means that the event itself will not be considered completely over for some time despite the excellent response with New Zealand and the Bay of Plenty.

The tempo and length of the response has allowed many staff within the Bay of Plenty CDEM Group to hone their skills within the coordination centres. It has provided an opportunity for emergency managers and more experienced staff to guide and mentor less experienced staff to understand how the CDEM response is coordinated. It has enabled a chance to review and refine operating procedures all of which will develop our capacity and capability to support our communities through the next emergency.

Good News Stories

Good Neighbour

Good Neighbour are a community organisation who provide practical opportunities for people to support one another and were supported by the Bay of Plenty CDEM Group to support the Western Zone region during the response. The message below was posted on their social media:

'Thanks to Bay of Plenty Civil Defence and the rapid response fund which is made up of funds from TECT, BayTrust, Acorn and TCC. We are able to support hundreds more families every week with care boxes.'



Māori Wardens

Throughout the pandemic response, the Bay of Plenty CDEM Group has been supporting our regions Māori Wardens to support their community. This support spanned from Waihi Beach through to Ōpōtiki and supported local whānau with essential supplies like food and firewood. A message of thanks from one of the community is below:

"On behalf of me and my whānau we wish to thank you for the mahi that you have done for the community and the Civil Defence Roopu.

When we saw the Māori Warden in the face shield and PPE gear that looked like they were going into the operation theatre we were at this stage glad to see someone at the door checking up on us and felt heartfelt relief from just talking. When your Wardens went away they came back with kai for days and I couldn't believe it when they said the kai was from Civil Defence and our whole whānau came outside and started to cry and fall to the ground because we knew that we were on our last packet of rice. The joy of receiving kai is overwhelming and from the bottom of our hearts we thank you and your team along with Civil Defence for being able to support us in such a hard time."



Members of the community receive support from the Māori Wardens

0800 Call Centre

The Bay of Plenty CDEM Group Call Centre was established in order to conduct and coordinate needs assessments without the ability to conduct face to face engagement. The call centre was operational 7 days a week from 7am until 7pm and conducted needs assessment and triage before tasking local EOCs to provide local solutions to meet these needs. The call centre aimed to reduce the resources required within the local EOCs while facilitating local level, community led solutions wherever possible. Below is some public feedback from some of the clients who were supported by the Bay of Plenty CDEM Group, through the call centre:

“I will remember this kindness for my whole life”

“I was totally blown away by the support and the package that arrived. Tracy was so kind and just amazing during the call”

“I Just wanted to ring back to thank you, you were so helpful and made a hard time manageable”

“I called you again as you’re the only person I trusted and knew you’d help me”



For more information visit
www.bopcivildefence.govt.nz

Presentations

7.1 Event Summary for COVID-19 from a Health Perspective Bay of Plenty Health

Dr Phil Shoemack - Medical Officer of Health, Public Health Head of Service and Medical Leader for Regional Community Services, Toi Te Ora Public Health

7.2 Overview of the New Tsunami Detection and Monitoring

Dr Bill Fry - Research Seismologist, Research Institute GNS Science

7.3 Whakaari - White Island Recovery Update

Craig Morris - Bay of Plenty Regional Council and Julie Gardyne - Whakatāne District Council

Reports - continued

Receives Only – No Decisions



Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 26 June 2020

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

Correspondence received from the Minister of Civil Defence and the National Emergency Management Agency relating to COVID-19 Matters

Executive Summary

This report introduces letters received from the Minister of Civil Defence, Hon Peeni Henare and Carolyn Schwalger, Chief Executive and Sarah Stuart-Black, Director, Civil Defence Emergency Management, National Emergency Management Agency on COVID-19 related matters, for the information of members of the Civil Defence Emergency Management Group Joint Committee.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Correspondence received from the Minister of Civil Defence and the National Emergency Management Agency relating to COVID-19 Matters;**
- 2 Notes the following letters:**
 - i. Letter of appreciation from the Minister of Civil Defence, Hon Peeni Henare dated 15 June 2020 (Appendix 1).**
 - ii. Letter from Carolyn Schwalger, Chief Executive and Sarah Stuart-Black, Director, Civil Defence Emergency Management, National Emergency Management Agency dated 15 June 2020 on COVID-19 matters (Appendix 2).**

1 Background

This report advises the Civil Defence Emergency Management Group Joint Committee members of the following correspondence received:

- Letter of appreciation from the Minister of Civil Defence, Hon Peeni Henare dated 15 June 2020 (**Appendix 1**).

- Letter from Carolyn Schwalger, Chief Executive and Sarah Stuart-Black, Director, Civil Defence Emergency Management, National Emergency Management Agency dated 15 June 2020 on COVID-19 matters (**Appendix 2**).

Merinda Pansegrouw
Committee Advisor

for Director, Emergency Management Bay of Plenty

19 June 2020

APPENDIX 1

2020.06.15 Minister of Civil Defence to NEMA and CDEM Groups



15 JUN 2020

Chief Executive NEMA

Chairs of CDEM Groups, Coordinating Executive Group Chairs and CDEM Group Managers

Tēnā koutou katoa

As CDEM Groups and NEMA move away from being at the core of the COVID-19 response, I want to put on record my deep appreciation for your work as an integral part of the Government's fight against the virus.

This has been the most complex and consequential emergency our country has faced for generations. Yet within a few months we seem to have achieved what few others have been able to do – being close to eradicating the virus from our community.

Central to the Government's strategy is supporting people through the very significant but necessary disruptions we faced.

Ensuring people are at the heart of any response and recovery is fundamental to our approach in emergency management. Community welfare is a well-established and practiced part of your work in an emergency management response. But this event has tested CDEM Groups and NEMA well beyond what would be expected even in a 'usual' large scale event.

It speaks volumes that despite at times very trying circumstances, the dedication to serve your communities has been steadfast. Staff and teams have put in huge efforts to ensure services got to those that needed them and help provided to those unsure of where to turn. Without this our current results would not have been possible.

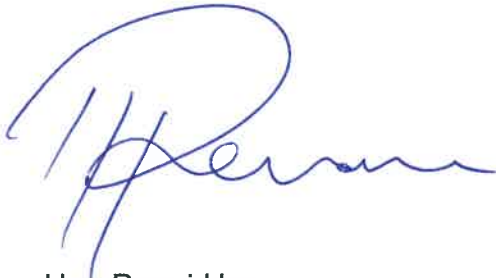
This quality of service is reflected in the most recent Public Sector Reputation Index undertaken by Colmar Brunton which tracks the public's perception of Government organisations. While it refers to NEMA's predecessor MCDEM, I see the results reflecting strongly not only on NEMA but CDEM Groups too – as in practice people see just one single emergency management system.

Overall, NEMA was ranked as fourth – up from sixth last year – and featured in the top five on all four key measures – Trust (4th), Fairness (3rd), Social Responsibility (2nd) and Leadership (5th).

The survey findings also report the COVID-19 response has helped to build trust across the public sector. Again all CDEM Groups can take these findings as a reflection of their own work and contribution.

Vigilance against possible return of COVID-19 is still needed. But at this point I'd be very grateful if you can pass on to your teams and colleagues my and this Government's appreciation for the efforts, professional skill and dedication you have all given in the service of your communities during this emergency.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Peeni Henare', with a large, stylized initial 'P'.

Hon Peeni Henare
Minister of Civil Defence

APPENDIX 2

Letter to JC and CEG Chairs from CE NEMA and Director CDEM - June 2020



15 June 2020

Ref: 4263617

To: Joint Committee (JC) Chairs and Coordinating Executive Group (CEG) Chairs
Cc: CDEM Group Managers, NEMA Leadership Team and Development Unit staff

Tēnā koutou katoa,

We write on this occasion to forward to you a letter of appreciation for the work of CDEM Groups during the response to COVID-19 and to update you on some recent developments at NEMA.

Transition of welfare functions

As you know, on June 8 the country moved to Alert Level 1. On the same day, the Minister of Civil Defence lifted the National Transition Period. Many CDEM Groups are now well into the process of transitioning away from leading the coordination of the emergency response at the regional level.

We are particularly pleased to be able to advise you that also on June 8, the Cabinet Business Committee confirmed the transition of welfare functions from CDEM Groups to the Ministry of Social Development. This enables most Groups to reduce their activities to something more akin to BAU. Work is ongoing to resolve those few issues that have a longer tail, including the provision of welfare support to foreign nationals and management of isolation and quarantine. We thank you for your understanding and patience as these matters move towards resolution.

Stabilising NEMA

We have continued to step our way through NEMA's transition during and around the response to COVID-19 under a "Stabilising NEMA" banner. We have made a number of previously fixed-term roles permanent, are transferring some functions which have sat inside the Department of the Prime Minister and Cabinet into NEMA and we are close to finalising the re-design of some of our organisational structures.

The Stabilising NEMA work provides a pathway for increased resourcing in areas that stakeholders and NEMA have agreed are early priorities for investment. It is also an important early step in our longer-term "Designing for the Future" work programme.

Change to David Coetzee's role

We are pleased to announce that David Coetzee begins a new role in NEMA from today. David has assumed leadership of a new unit that will be responsible for regional partnerships and supporting wider CDEM capacity. Our Regional Emergency Management Advisors and the work we do with Pacific partners will make up the heart of the unit initially, but we intend to develop the breadth of the unit's coverage. Kevin Fenaughty will be acting manager in the National Operations portfolio while we recruit.

In the time that David has been the Capability and Operations Manager, he has led and implemented a wide variety of initiatives to build and strengthen our emergency management

systems and arrangements – across the implementation of EMIS (and our new Emi), two editions of CIMS, the CDEM exercise programme and the response and recovery leadership programme to name but a few. Two other initiatives in particular stand-out: his work around the tsunami arrangements as part of the Pacific Tsunami Warning System, including Chairing a UN subcommittee and working with GNS Science to integrate science advice into decision-making for warnings and evacuations; and leading the development of the business case and implementation of the Emergency Management Alert system, for which he received the Gold Ministerial Award in 2018.

David has also performed the role of National Controller across more than 45 emergencies since he began in the role in 2008. David's new leadership role presents an opportunity to plan for the succession of a new National Controller. It is our intention to initiate recruitment for a new National Operations Manager who will eventually be delegated the National Controller role. For now, David will retain the National Controller delegation until the successor is ready to take on the role. At that point, David would remain as an alternate National Controller – thus building further resilience.

Even now, David continues in the NCMC until the end of month when we anticipate new arrangements to be in place to manage COVID-19. David will be working with Kevin Fenaughty, as the Acting National Operations Manager over the coming weeks as he transitions from his current role to his new role.

New unit with responsibility for lifting capability

In addition to the new unit led by David, we will be standing up another new unit from 22 June that will have responsibility for the part NEMA plays in lifting capability of the emergency management system. NEMA's capability development team and the team in DPMC which is responsible for CIMS training standards and guidelines development under the current national security workforce banner will transfer into this unit. We anticipate other functions, such as exercising and continuous improvement, will also be housed in this unit. Barina Barrett will be acting manager for this unit while we recruit.

While it would have been tidy to have finalised the nomenclature and design of the new units before going to market, on balance we judged that building the NEMA senior leadership bench-strength took priority. We hope to be ready to go to market for the two new NEMA senior leadership roles no later than the week of 22 June.

While CDEM has yet to fully transition out of the COVID-19 response, and the demands in some regions remain high, hopefully the pace and intensity is starting to ease and you are able to rest and rotate staff.

Ngā mihi



Carolyn Schwalger
Chief Executive



Sarah Stuart-Black
Director, Civil Defence Emergency Management

Receives Only – No Decisions



Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 26 June 2020

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

Draft Bay of Plenty CDEM Group Annual Plan 2020/2021

Executive Summary

The Draft Bay of Plenty CDEM Group Annual Plan 2020/2021 (the Annual Plan) sets out our key operational work-streams, projects and initiatives that are linked to the delivery of our strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023 (the Group Plan).

This report provides an update that both the Whakaari / White Island volcanic eruption response and the COVID-19 response have significantly impacted the planned activities in the draft Annual Plan 2020/2021, which now requires a significant review.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Draft Bay of Plenty CDEM Group Annual Plan 2020/2021;**
- 2 Notes that the draft Bay of Plenty CDEM Group Annual Plan 2020/2021 requires a review of all planned activities given both the Whakaari / White Island volcanic eruption response and the COVID-19 response impacts.**

1 Draft Bay of Plenty CDEM Group Annual Plan 2020/2021

The draft Bay of Plenty CDEM Group Annual Plan 2020/2021 (the Annual Plan) sets out our key operational work-streams, projects and initiatives that are linked to the delivery of our strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018/2023 (the Group Plan).

The draft Annual Plan 2020/2021 was endorsed by the Bay of Plenty Coordinating Executive Group for approval by this committee at its meeting on 10 March 2020.

The 10 March 2020 meeting was not held due to the impacts of the COVID-19 response.

Both the Whakaari / White Island volcanic eruption response and the COVID-19 response have significantly impacted the planned activities in the draft Annual Plan 2020/2021, which now requires a significant review and is not able to be presented to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for adoption at this time.

2 Implications for Māori

Continuing to build our relationship and partnership for Māori is a significant activity within the draft Annual Plan 2020/2021, development implementation of the Te Ao Māori CDEM Framework is seen as an important activity in building these partnerships. The development of the framework will require a collaborative approach with our iwi partners. This activity will be prioritised for the 2020/2021 year.

3 Health and Safety Implications

There are no specific Health and Safety implications arising from this report.

4 Budget Implications

4.1 Current Year Budget

Reprioritisation of activities into the 2020/2021 Financial year may result in an underspend in the current operational budget. This will be offset to a certain extent due to expenses incurred through the Whakaari / White Island volcanic eruption response and the COVID-19 response.

4.2 Future Budget Implications

The 2020-2021 budget is in the process of being confirmed through councils annual plan process.

The 2020/2021 Emergency Management Bay of Plenty services on behalf of the CDEM Group will be funded through the Regional CDEM targeted rate administered by the Bay of Plenty Regional Council. This rate will be subsidised by \$450,000 through the utilisation of reserves, as was approved by the CDEM Group Joint Committee on 27 September 2017.

Clinton Naude
Director, Emergency Management Bay of Plenty

19 June 2020