

Civil Defence Emergency Management Group Joint Committee

NOTICE IS GIVEN

that the next meeting of the **Civil Defence Emergency Management Group Joint Committee** will be held in **Council Chambers, Tauranga City Council, Administration Building, 91 Willow Street, Tauranga** on:

Friday, 23 March 2018 commencing at 9.30 am.

Mary-Anne Macleod
Chief Executive
Bay of Plenty Regional Council Toi Moana
16 March 2018



Civil Defence Emergency Management Group

Terms of Reference

Delegated Function

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

Membership

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

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

Quorum

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

Term of the Committee

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

Specific Responsibilities and Delegated Authority

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

Note:

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

Public Forum

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

Membership

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

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

Agenda

- 1 Apologies**
- 2 Public Forum**
- 3 Acceptance of Late Items**
- 4 General Business**
- 5 Confidential Business to be transferred in open**
- 6 Declarations of Conflicts of Interests**
- 7 Previous Minutes**
- 7.1 Civil Defence Emergency Management Group Joint Committee minutes - 04 December 2017**

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Resolution to exclude the public

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

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
9.1 Public Excluded Civil Defence Emergency Management Group Joint Committee minutes - 04 December 2017	Please refer to the relevant clause in the meeting minutes.	Good reason for withholding exists under Section 48(1)(a).

**9.1 Public Excluded Civil Defence Emergency Management Group Joint
Committee minutes - 04 December 2017**

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10 Confidential business to be transferred into the open

11 Readmit the public

12 Consideration of General Business

Previous Minutes

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in The Council Chamber, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Monday, 4 December 2017 commencing at 12.30 p.m.

Present:

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

Members: Deputy Mayor D Donaldson (Alternate, Rotorua Lakes Council (RLC)), Mayor A Bonne (Whakatane District Council (WDC)), Councillor S Browne (Alternate, Opotiki District Council (ODC)), Chairman D Leeder (Alternate, BOPRC), Mayor G Webber (Western Bay of Plenty District Council (WBOPDC))

In Attendance: M Macleod (Chief Executive, BOPRC), D Bewley (General Manager Planning, Regulatory and Corporate Services, WDC), J Hamilton (Consultant, Kestrel Group), C Naude (Director, Emergency Management Bay of Plenty (EMBOP)), G Leonard (Volcanic Geologist, GNS Science), J Durham (Committee Advisor, BOPRC)

Apologies: Mayor G Brownless (Tauranga City Council (TCC)) Mayor J Forbes (ODC), Mayor M Campbell (KDC), Mayor S Chadwick (RLC), G Poole (Chair of Coordinating Executive Group & Chief Executive, TCC)

In Mayor Brownless' absence, Councillor Love assumed the Chair.

1 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies of Mayors; G Brownless, S Chadwick, J Forbes, M Campbell, and Mr G Poole tendered at the meeting.

Donaldson/Browne
CARRIED

2 General Business and Tabled Items

Nil.

3 Declaration of conflicts of interest

Nil.

4 Previous Minutes

4.1 Civil Defence Emergency Management Group Joint Committee minutes - 2 June 2017

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Confirms the minutes, Civil Defence Emergency Management Group Joint Committee minutes - 2 June 2017 as a true and correct record.

Love/Donaldson
CARRIED

4.2 Civil Defence Emergency Management Group Joint Committee minutes - 18 September 2017

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Confirms the minutes, Civil Defence Emergency Management Group Joint Committee minutes - 18 September 2017 as a true and correct record.

Love/Donaldson
CARRIED

5 Reports

5.1 Bay of Plenty Civil Defence Emergency Management Group Review - Sir Michael Cullen

Mary-Anne Macleod (Chief Executive, BOPRC) presented Members with an overview of the Sir Michael Cullen review of the Bay of Plenty Regional Council response (Report) to ex-tropical Cyclone Debbie on 6 April 2017. Ms Macleod outlined the background circumstances leading up to Cyclone Debbie, including:

- Affected locations were situated largely below sea level;
- Residents told the Review Panel that they were unaware they lived in a flood zone;
- Pumps were relied upon at all times, to drain the Rangitāiki River Plains; and
- Record high rainfall in March meant that the plains area was already saturated prior to the April flood event.

On 18 May 2017, BOPRC approved the terms of reference for the Report. The Report was extensive and technical. It comprised: community engagement, a full review of all BOPRC documentation, and discussion with iwi and affected industry. It noted that too much evidence was washed away by the floodwall breach for certainty to be reached around possible causes of the breach.

The Report raised the following issues:

- The College Road concrete floodwall did not fail, per se, rather the foundations under the wall failed (the original component, built in 1973);
- Communication between BOPRC and Trustpower, the owner of Matahina Dam, could have been clearer;
- If Matahina Dam was managed differently, it may have delayed the breach of the floodwall by an hour, potentially allowing emergency works to be completed, lessening the likelihood of stopbank failure and mitigating some damage. However, this delay could have increased loss of life, due to workers arriving within that period. Managing the dam differently also may have increased the risk of dam failure.

BOPRC responded to the Report by implementing the following measures:

- Investigating how the dam could have been more effectively managed;
- Improving the coverage of rain gauges in the catchment, and providing for backup cover in case a flow or rain gauge fails;
- Focusing on completion of the Reid's Floodway project, which potentially could have diverted enough water away to prevent the stopbank failure.

Mention was made that it was not financially feasible to rely on Regional Council's ratepayer groups alone to continue to maintain flood management schemes, particularly given the increased risk from climate change.

Members noted the difficulty in assessing the correct time in which to call for an evacuation; balancing public safety with perceived inconvenience.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Review - Sir Michael Cullen.**

**Love/Bonne
CARRIED**

5.2 Whakatane District Council Review - Kestrel Group

David Bewley (General Manager Planning, Regulatory and Corporate Services, WDC) outlined Kestrel Group's review of WDC's response to Cyclone Debbie (Review).

Along with the stopbank failure and evacuation of 1,600 people in Edgecumbe, Cyclone Debbie further displaced 300 people from their homes across the district, of which 56% remained unable to return home.

The Review noted the Emergency Operating Centre (EOC) was well managed, and recognised the efforts and competency of Controllers and WDC staff. The efforts of the Mayor and Chief Executive were also praised.

The Review noted the following issues:

- Operational Plans, including the Flood Plan needed updating. Mr Bewley advised that at the time of Cyclone Debbie, the Flood Plan did not consider the scenario of a stopbank breach, and in the first four to five days following, no one thought to consult the Flood Plan for advice, raising questions of its value.
- WDC's communication with BOPRC's Flood Team needed strengthening, along with the relationship.
- Rostering of the EOC was insufficient, with staff burning out from exhaustion following the initial response.
- WDC struggled to maintain Business as Usual (BAU) whilst the EOC was operative.
- At times the EOC did not have any WDC staff present, causing a lack of local knowledge and difficulties for the public.
- The public praised the efforts of the Council but were often critical of "civil defence", not realising they were one and the same. Members noted that, nationwide, the public did not understand Councils' role in the structure of Civil Defence Emergency Management (CDEM), and education in this regard was needed.
- WDC should focus on improving their relationships with iwi and the rural sector and discuss how they could be involved in the future.

WDC was in the process of addressing the issues raised, and was working with BOPRC's Flood Team to review the WDC Flood Plan.

The Review commended WDC on the following matters:

- Establishing the Liveable Homes Project, which assisted people without insurance to repair and re-enter their homes.
- Engaging with insurers early in order to establish ground rules, making claiming easier for the public.
- Creating a simplified and free building consent process to ensure remediation work carried out on houses was recorded.
- Assisting the public with disposing of their waste.

The Review also noted that the resourcing expectations at the local level, under a centralised regional model for CDEM, needed clarification.

Members noted the opportunity maraes offered as a safe place people could go in an emergency, and discussed how it should be explored.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Whakatane District Council Review - Kestrel Group.**

**Love/Bonne
CARRIED**

6 Public Excluded Section

Resolved

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

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

General Subject of Matter to be Considered	Reason for passing this resolution in relation to this matter	Grounds under Section 48(1) LGOIMA 1987 for passing this resolution
8.1 Bay of Plenty Civil Defence Emergency Management Group Review - Kestrel Group	Good reason for withholding exists under Section 48(1)(a).	Protect the privacy of natural persons. Maintain legal professional privilege.
8.2 Summary of Bay of Plenty Civil Defence Emergency Management Group Review - Kestrel Group	Good reason for withholding exists under Section 48(1)(a).	Protect the privacy of natural persons. Maintain legal professional privilege.

Webber/Love
CARRIED

Attendance:

Chairman Leeder entered the meeting at 1.44pm

7 Restatement in open meeting

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 That Public Excluded item 8.1 be transferred into the open at the conclusion of the meeting.
- 2 That Public Excluded item 8.2 be transferred into the open at the conclusion of the meeting.

Love/Webber
CARRIED

8 Reports Continued

8.1 Civil Defence Emergency Management Local Controller Amendments

Clinton Naude (Director, EMBOP) explained the requirements under section 27 of the Civil Defence Emergency Management Act 2002 (the Act) for Civil Defence Emergency

Management Group Joint Committee (CDEMG) to appoint and rescind authority of Local Controllers.

WDC nominated two new Local Controllers, Mike Naude and Nicholas Woodley, who were endorsed by the Coordinating Executive Group (CEG), as two Local Controllers had resigned, and their authority was to be rescinded.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Civil Defence Emergency Management Local Controller Amendments;**
- 2 Appoints Mike Naude and Nicholas Woodley of Whakatane District Council, to act as Alternate Local Controllers for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002.**
- 3 Rescinds the authority of Paula Chapman to act as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Whakatane District Council as defined under s27 of the Civil Defence Emergency Management Act 2002.**
- 4 Rescinds the authority of Jean-Paul Gaston to act as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Rotorua Lakes Council, as defined under s27 of the Civil Defence Emergency Management Act 2002.**
- 5 Confirms that the decision has a low level of significance.**

**Webber/Love
CARRIED**

8.2 Civil Defence Emergency Management Local Recovery Manager Appointment

Mr Naude explained the requirements under section 30 of the Act for CDEMG to appoint Local Recovery Managers.

WBOPDC endorsed Don Shewan's appointment as a Local Recovery Manager, and CEG recommended CDEMG approve the appointment.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Civil Defence Emergency Management Local Recovery Manager Appointment;**
- 2 In terms of Section 30(1) of the Civil Defence Emergency Management Act 2002 approves the appointment of Don Shewan as Local Recovery Manager for Western Bay of Plenty District Council;**
- 3 Confirms that this decision is a low level of significance.**

**Webber/Love
CARRIED**

8.3 **Bay of Plenty Civil Defence Emergency Management Group Annual Report 2017**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

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

Love/Bonne
CARRIED

8.4 **Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 Hearings and Amendments Report.**

Mr Naude discussed the extensive submissions heard on 17 October 2017 relating to the Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022. Members considered the recommendations of the Hearing Panel, and noted public interest on such matters was increasing. Mr Naude advised that once the draft plan was approved, it would be forwarded to the Minister of Civil Defence, Hon. Faafoi, who would then have 20 working days to comment on it.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 **Receives the report, Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 Hearings and Amendments Report;**
- 2 **Approves the recommendations and direction of the Hearings Panel on submissions to the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022.**
- 3 **Approves the amendments to the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 (changing to 2018-2023) as outlined in appendix 3.**
- 4 **Approves the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023, subject to final formatting, to be sent to the Minister of Civil Defence for comment in accordance with section 49(1) of the Civil Defence Emergency Management Act 2002.**

Donaldson/Bonne
CARRIED

8.5 **Regional Alerting Systems Review**

Graham Leonard (Volcanic Geologist, GNS Science) discussed with Members the gap analysis and critical review he had undertaken, with his team, into the current suite of public alerting tools being used in the Bay of Plenty, and their suitability.

Mr Leonard compared text alerting, email alerting (no longer used), Facebook, Twitter, Red Cross Hazard App, land based tone only sirens, and stinger sirens in use in the

Bay of Plenty, along with the recently introduced Cell Broadcasting tool. Mr Leonard found the Cell Broadcast and Red Cross Hazard App as the most effective options.

Mr Leonard and his team reviewed all known international and domestic systems against a 25-criteria “effectiveness” score, with a particular focus on their effectiveness in alerting against a tsunami. Mr Leonard clarified the difficulty in tsunami alerts, was the need for human intervention to assess the risk, therefore not being able to alert the public immediately.

Particular consideration was given to those who may not have mobile coverage, internet, a landline, radio, TV, or otherwise struggle to receive an alert. In such situations, Mr Leonard recommended a fixed in-house PA loudspeaker system be considered.

Mr Leonard suggested any option would require a sustained community engagement regime, including education and practice drills, in order to be fully effective.

It was suggested that before any further research into blackspots within the region occur, Councils’ Chief Executives liaise to understand what research into blackspots may be available, to assist with gauging how many people would not be reached with Cell Broadcasts, and similar mobile alerts.

Members noted concern for Lake Tarawera’s blackspot and the ability for the community there, to receive alerts.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Regional Alerting Systems Review;**
- 2 Directs a consistent region-wide approach to backbone and infill public alerting options.**
- 3 Approves any upcoming Civil Defence Emergency Management service delivery review to include consideration of additional FTE’s to support response to natural warnings.**
- 4 Approves a regional study of mobile coverage.**
- 5 Approves a regional study of situations that may need fixed public address loudspeakers.**
- 6 Directs that Emergency Management Bay of Plenty progress investigating options for an alerting end-point platform.**
- 7 Notes that telephone auto-dialler will likely be adopted at a future time, once the regional mobile coverage study has been completed.**

**Love/Browne
CARRIED**

9 2018 CDEMG Meeting Dates

Councillor Love and Mr Naude explained they had previously met with Mayor Brownless, to discuss moving the CDEMG meetings away from Friday afternoons following the Mayors and Chairs Triennials held at RLC.

Mr Naude explained the timing of the Triennials did not align with the workflow of CDEMG, and the other meetings that fed into it.

Members agreed with the sensibility of such an approach, noting meetings would also rotate around the region, between Tauranga, Whakatāne and Rotorua, with the first meeting of 2018 to be held in the morning at TCC's Chambers.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Adopts the following dates for the Civil Defence Emergency Management Group Joint Committee; 23 March 2018 (meeting), 18 May 2018 (workshop), 22 June 2018 (meeting), 28 September 2018 (meeting and workshop), and 7 December 2018 (meeting).**

**Webber/Love
CARRIED**

The meeting closed at 2.35pm.

Reports



Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 23 March 2018

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

Bay of Plenty Civil Defence Emergency Management Local Controller Amendments

Executive Summary

This report seeks to appoint Gerard McCormack as Local Controller for Ōpōtiki District Council in terms of section 27 of the Civil Defence Emergency Management Act 2002 and seeks to rescind the appointment as Local Controllers of Chris Hopman, Ōpōtiki District Council and Chris Jensen, Kawerau District Council.

Recommendations

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Local Controller Amendments;
- 2 Appoints Gerard McCormack, Ōpōtiki District Council, as a Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 of the Civil Defence Emergency Management Act 2002.
- 3 Rescinds the appointment of Chris Hopman as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Ōpōtiki District Council, as defined under s27 of the Civil Defence Emergency Management Act 2002.
- 4 Rescinds the appointment of Chris Jensen as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, Kawerau District Council, as defined under s27 of the Civil Defence Emergency Management Act 2002.

1 Background

Section 27 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 Controller. Appointments and rescindments of Local Controllers are required to be endorsed by the Bay of Plenty CDEM Coordinating Executive Group, and approved by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

2 Amendments to Local Controller Arrangements

2.1 Ōpōtiki District Council – Appointment of Local Controller

Aileen Lawrie, Chief Executive of Ōpōtiki District Council has nominated Gerard McCormack, Planning and Regulatory Manager, as Local Controller for the Bay of Plenty CDEM Group. The nomination of Gerard McCormack was endorsed by resolution of Ōpōtiki District Council at its meeting of 7 November 2017.

Gerard McCormack has recently joined the Ōpōtiki District Council and has been considered for this role as he has shown he has the attributes reflective of a successful controller as described in the Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers. He also has experience in a range of Civil Defence Roles in other Councils.

2.2 Ōpōtiki District Council – Rescind Appointment of Local Controller

Aileen Lawrie, Chief Executive of Ōpōtiki District Council, has advised that Chris Hopman has resigned from Council and as a result will not be continuing his role as Local Controller for the Bay of Plenty CDEM Group. Ōpōtiki District Council seeks to rescind the authority for Chris to act as a Local Controller.

2.3 Kawerau District Council – Rescind Appointment of Local Controller

Russell George, Chief Executive of Kawerau District Council, has advised that Chris Jensen has resigned from his position of Local Controller for the Bay of Plenty CDEM Group. Kawerau District Council seeks to rescind the authority for Chris to act as a Local Controller.

2.4 Endorsement by Coordinating Executive Group

The appointment of Gerard McCormack, as a Local Controller for the Bay of Plenty CDEM Group, and the rescindment of the appointments of Chris Hopman and Chris Jensen as Local Controllers were endorsed by the Bay of Plenty CDEM Coordinating Executive Committee at the meeting held on the 23 February 2018.

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 Financial Implications

5.1 Current Budget

There are no budget implications resulting from this paper.

5.2 Future Budget

There are no future budget implications resulting from this paper.

Andrea Thompson
PA to Director BOP Emergency Management

for Director, Emergency Management Bay of Plenty

16 March 2018

APPENDIX 1

Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 23 March 2018.pdf

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 4 December 2017.

Signature	Mayor Greg Brownless Chair of the Bay of Plenty CDEM Group Dated: 23 March 2018
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Group Controller Section 26 of the CDEM Act 2002	<i>Director Emergency Management Bay of Plenty</i> Clinton Naude	Alternate Group Controllers	1. Eddie Grogan
			2. Chris Ingle
			3. Matthew Harrex
			4. Jono Meldrum
			5. Craig Morris
			6. Angela Reade
			7. Warwick Murray
			8. Ken Tarboton

Rotorua Local Controller Section 27 of the CDEM Act 2002	Stavros Michael	Alternate Local Controllers	1. Marcus Goldsbury
			2. Bruce 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. Louise Miller

Whakatane Local Controller Section 27 of the CDEM Act 2002	Barbara Dempsey	Alternate Local Controllers	1. Mike Naude
			2. Nicholas Woodley

Opotiki Local Controller Section 27 of the CDEM Act 2002	Gerard McCormack	Alternate Local Controllers	1. Aileen Lawrie
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Kawerau Local Controller Section 27 of the CDEM Act 2002	Lee Barton	Alternate Local Controllers	1. Dayle Johnston
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Report To: Civil Defence Emergency Management Group Joint Committee
Meeting Date: 23 March 2018
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 Ōpōtiki District Council, the Coordinating Executive Group has endorsed a recommendation that the Bay of Plenty Civil Defence Emergency Management Group Joint Committee rescind the appointment of the Local Recovery Manager for Ōpōtiki District.

Recommendations

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager Amendment;**
- 2 Approve the rescindment of Chris Hopman as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Ōpōtiki District, as defined under s30 of the Civil Defence Emergency Management Act 2002.**

1 Introduction

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 Ōpōtiki District Council – Rescindment of Local Recovery Manager appointment

Aileen Lawrie, Chief Executive of Ōpōtiki District Council, has advised that Chris Hopman has resigned and requests that his appointment as Local Recovery Manager be rescinded. The Coordinating Executive Group has endorsed the recommendation that the appointment of Chris Hopman 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 Financial Implications

5.1 Current Budget Implications

There are no budget implications resulting from this paper.

5.2 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

15 March 2018

APPENDIX 1

Schedule 1 of the Policy for the appointment and development of Recovery Managers - 2018-03-23

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 23 March 2018.

Signature:	Mayor Greg Brownless Chair, Bay of Plenty CDEM Joint Committee
	Dated: 23 March 2018

Group Recovery Manager Section 29 of the CDEM Act 2002	Craig Morris	Alternate Group Recovery Managers	Garry Maloney Stephen Mellor
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Western Bay of Plenty District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Blaise Williams	Alternate Local Recovery Manager	Don Shewan
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Rotorua Local Recovery Manager Section 30 of the CDEM Act 2002	Andy Bell	Alternate Local Recovery Managers	Paula Meredith
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Tauranga Local Recovery Manager Section 30 of the CDEM Act 2002	Philip King	Alternate Local Recovery Managers	Emlyn Hatch
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Whakatāne Local Recovery Manager Section 30 of the CDEM Act 2002	Barbara Dempsey	Alternate Local Recovery Managers	Julie Gardyne Jeff Farrell
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Ōpōtiki Local Recovery Manager Section 30 of the CDEM Act 2002		Alternate Local Recovery Managers	
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Kawerau Local Recovery Manager Section 30 of the CDEM Act 2002	Glenn Sutton	Alternate Local Recovery Managers	
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ID:A2804248

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 23 March 2018

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

Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

Executive Summary

The development of the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 is in the final stages of completion. It has involved a review of the current group plan, updating to new legislative requirements, and a consultation process with key stakeholders and community groups. A formal submission process was undertaken over August 2017, subsequent hearings were held in October 2017. The Bay of Plenty Civil Defence Emergency Management Group Joint Committee approved the draft plan to be sent to the Minister of Civil Defence for comment in December 2017.

On 14 February 2018 the Minister of Civil Defence advised that he is satisfied the plan meets the requirements of section 49(2) of the Civil Defence Emergency Management Act 2002. The Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group endorsed the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 and recommended it for adoption at their 23 February 2018 meeting.

This report presents the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 for adoption by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

Recommendations

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee under its statutory authority:

- 1 Receives the report, Draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023;**
- 2 Adopts the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023**

1 Background

The development of the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 (supporting document to the agenda) is complete. It has involved a review of the current group plan, updating to new legislative requirements, and a consultation process with key stakeholders and community groups. A formal submission process was held over August 2017, subsequent hearings were held in October 2017.

1.1 Submissions

The Bay of Plenty Civil Defence Emergency Management Group received 37 submissions on the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022. Hearings on submissions were held on 17 October 2017 in Whakatāne. Six submitters spoke to their submissions and were heard by a panel of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee. The panel was Councillor Love (Chair), Mayor Chadwick and Mayor Forbes.

1.2 Group Plan Amendments

The key changes to the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2017-2022 arising from the hearing and submission process include:

- Change to the period of the Group Plan from 2017-2022 to 2018-2023 this reflects the delay in adoption of the plan due to the April 2017 weather events.
- More detail provided on the implementation of the Group Plan.
- Updating and providing more detail around the region's significant environments.
- Greater recognition of the role Māori have played in supporting community in past events and more clarity that the Bay of Plenty Civil Defence Emergency Management Group will work with Māori in civil defence emergency management.
- Greater recognition of the role and importance of the rural community across the Bay of Plenty.
- More detail around the region's hazards and risks.
- Addition of a new principle in the way we work focussing on supporting communities to be connected, stronger and healthier.
- Changes to the reduction section to better reflect the work being done implementing the Regional Policy Statement to manage natural hazards risks.
- Increased reference to the importance of good communication across the 4'Rs throughout the document.
- Acknowledgement of the role and capacity of volunteer organisations to support the delivery of civil defence emergency management.

- More detail around the delivery of recovery planning incorporating the new Ministry of Civil Defence & Emergency Management guidelines and a greater focus on community.
- The KPI's and Monitoring and Evaluation section has been reworked so that it directly aligns with the Ministry of Civil Defence & Emergency Management capability assessment tool.
- More clarity around the operational arrangements (Part 3) including the Group's role as a support agency, and the role of supporting organisations including Toi Te Ora Public Health and Te Puni Kokiri.
- The case study has been expanded to demonstrate how the Bay of Plenty Civil Defence Emergency Management Group has taken a comprehensive emergency management approach to managing the tsunami hazard across all four R's.

1.3 Approval and review

The Bay of Plenty Civil Defence Emergency Management Group Joint Committee approved the amended draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 at their meeting in December 2017.

The draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 was sent to the Minister of Civil Defence for comment in January 2018. On 14 February the Minister of Civil Defence advised (appendix 1) that he is satisfied the plan meets the requirements of section 49(2) of the Civil Defence Emergency Management Act 2002. The Minister noted that the plan requires references to legislative instruments to be corrected, which has now been done.

The Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group received the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 at their 23 February 2018 meeting and recommended it for adoption by the Bay of Plenty CDEM Group Joint Committee.

1.4 Adoption

This report presents the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 for adoption by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee. Once adopted the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 will replace the current the Bay of Plenty Civil Defence Emergency Management Group Plan 2012-2017.

2 Implications for Māori

Consultation and engagement with Māori partners has resulted in greater recognition of the role Māori have played in supporting community in past events and more clarity on how the Bay of Plenty Civil Defence Emergency Management Group will work with Māori in civil defence emergency management

3 Health and Safety Implications

There are no specific health and safety implications arising from this report.

4 Financial Implications

4.1.1 Current Budget

There are no implications for the current budget arising from this report.

4.1.2 Future budget

The delivery of activities as set out in the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 is provided for in the Bay of Plenty Civil Defence Emergency Management Group budget (outlined in the plan) and individual member council budgets, through the long term planning process.

The funding arrangements for the Bay of Plenty Civil Defence Emergency Management Group outlined in the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 (pg. 65) are set on the current population based cost apportionment.

Through the development of their 2018-2028 Long Term Plan, the Bay of Plenty Regional Council (as administrating authority for the Bay of Plenty Civil Defence Emergency Management Group) are consulting on the establishment of regional targeted rate for region wide civil defence emergency management services. This would include all of the Bay of Plenty Regional Council funding for civil defence emergency management services and the member Territorial Authority funding for the Bay of Plenty Civil Defence Emergency Management Group. The regional targeted rate would not cover funding for Territorial Authority specific services Emergency Management Bay of Plenty deliver. This funding will be incorporated in the upcoming Emergency Management Bay of Plenty service delivery review.

Approval and adoption of the regional targeted rate will require a minor amendment to the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023, as it is being consulted on through the Long Term Plan development. Invoicing member Territorial Authorities for their Bay of Plenty Civil Defence Emergency Management Group Contributions will not be required if the regional targeted rate is approved and adopted.

Susan Collins
Senior Emergency Management Advisor

for Director, Emergency Management Bay of Plenty

16 March 2018

APPENDIX 1

2018.02.14 Letter from Minister Faafoi on BOP CDEM Group Plan 2018-2023



MP for Mana

Minister of Civil Defence

Associate Minister of Immigration

Minister of Commerce and Consumer Affairs

14 FEB 2018

Mayor Greg Brownless
Chair, Bay of Plenty CDEM Group
PO Box 364
Whakatane 3158

Dear Mayor Brownless

Thank you for your letter dated 30 January 2018 submitting the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Plan (the Plan) for my comment.

I am satisfied that the Plan meets the requirements of section 49(2) of the Civil Defence Emergency Management Act 2002.

The Ministry of Civil Defence & Emergency Management (MCDEM) has advised me that it provided you with comments and guidance on the proposed Plan and I note that you have taken these into account where possible. I have no further comments to make on the final Plan, other than to encourage the Group to ensure that all the erroneous references in the proposed Plan to civil defence legislative instruments are corrected.

In addition, I have been informed that the Bay of Plenty CDEM Group has thoroughly consulted on this Plan with agencies involved in CDEM and the communities of the Bay of Plenty region.

I understand the Group intends to adopt the Plan in March 2018. It would be appreciated if you would provide MCDEM with a copy of the final Plan.

I commend the Group's enthusiasm and commitment to CDEM issues. The work that you do is fundamental to achieving a resilient New Zealand.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Kris Faafoi', written over a blue ink stamp.

Hon Kris Faafoi
Minister of Civil Defence

**SUPPORTING DOCUMENT - Final Draft Group Plan
2018-2023**

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 23 March 2018

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

Draft Bay of Plenty Civil Defence Emergency Management Group Annual Plan 2018/19

Executive Summary

The draft Bay of Plenty Civil Defence Emergency Management (CDEM) Group Annual Plan 2018/19 has been prepared and sets out the key activities for the 2018/19 financial year. The draft Bay of Plenty CDEM Group Annual Plan 2018/19 aligns with the draft Bay of Plenty CDEM Group Plan 2018/2023 and delivers on the Emergency Management Bay of Plenty Service Level Agreement 2015.

The draft Bay of Plenty CDEM Group Annual Plan 2018/19 has increased its scope to describe more of the local authority contributions to the Bay of Plenty CDEM Group objectives.

At the 23 February 2018 meeting the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group received the Bay of Plenty CDEM Group Annual Plan 2018-19 for discussion and endorsed it for approval by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee

This report presents the Bay of Plenty CDEM Group Annual Plan 2018/19 to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for adoption.

Recommendations

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

- 1 Receives the report, Draft Bay of Plenty Civil Defence Emergency Management Group Annual Plan 2018/19;**
- 2 Adopts the draft Bay of Plenty CDEM Group Annual Plan 2018/19**

1 Background

The draft Bay of Plenty CDEM Group Annual Plan 2018/19 (Appendix 1) has been developed to define what will be delivered by Bay of Plenty CDEM Group and describes local authority contributions to the Bay of Plenty CDEM Group objectives.

The draft Bay of Plenty CDEM Group Annual Plan 2018/19 has been aligned to the draft Bay of Plenty CDEM Group Plan 2018/2023 and reflects the long-term goals and medium objectives.

The key focus of the draft Bay of Plenty CDEM Group Annual Plan 2018/19 is on consolidating and completing the work the Bay of Plenty CDEM Group has been involved in over the past two years. This includes implementing the learnings from recent events such as the April 2017 weather event and subsequent reviews and research which has shaped our priorities.

The draft Bay of Plenty CDEM Group Annual Plan 2018/19 also considers the intent of, and alignment to, the direction of the Ministerial Review: Better Responses to Natural Disaster and Other Emergencies in New Zealand (2017).

2 Key focus areas

The key focus areas for 2018/19 outlined below were discussed and endorsed by the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group at their 23 February meeting. The focus areas are:

- Embedding lessons learned from recent events across the aspects of Reduction, Readiness, Response and Recovery.
- Refining service delivery across the Bay of Plenty CDEM Group based on outcomes of the Bay of Plenty CDEM Group service delivery review and the Ministerial Review Better Responses to Natural Disasters and Other Emergencies (2017).
- Developing and finalising the Bay of Plenty CDEM Group Welfare Plan (2018/2023) and work programme
- Recruiting, managing and maintaining networks of Bay of Plenty CDEM volunteers.
- Continued Development of professional capability and capacity across the Bay of Plenty CDEM Group including:
 - Emergency Operations Centres (EOC/ECC)
 - CDEM Group Welfare
 - Operational documentation that supports Coordination Centres when responding to emergency events
 - Coordination Centre infrastructure and systems are fit for purpose
- Improving linkages between Local Authority crisis management and, CDEM EOC and/ ECC operations

- Improving integration of the lifelines community during an emergency response
- Implementing the recommendations of the GNS review of alerting systems
- The professional training standard is lifted to 85% of EOC staff completing ITF intermediate training and have participated in an exercise/event in the last 2 years.
- Embedding strategic planning for recovery in existing community engagement planning and activities across the Bay of Plenty Region
- Establishing the new Group Emergency Coordination Centre
- Conduct a Bay of Plenty CDEM Group-wide capability assessment based on the CDEM National Capability Assessment tool

3 Endorsement

At the 23 February 2018 meeting the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group received the Bay of Plenty CDEM Group Annual Plan 2018/19 for discussion and endorsed it for approval by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

4 Financial Implications

4.1.1 Current Budget

There are no implications for the current budget arising from this report.

4.1.2 Future budget

The delivery of activities as set out in the draft Bay of Plenty CDEM Group Annual Plan 2018/19 is provided for in the Bay of Plenty CDEM Group budget (outlined in the plan) and individual member council budgets.

The budget as set out in the draft Bay of Plenty CDEM Group Annual Plan 2018/19 is based on the adoption of the proposed regional targeted rate that will be consulted on as part of the Bay of Plenty Regional Council Long Term Plan 2018 – 2028 development.

Susan Collins
Senior Emergency Management Advisor

for Director, Emergency Management Bay of Plenty

15 March 2018

APPENDIX 1

Draft Annual Plan 2018_2019.pdf

FINAL DRAFT

Annual Plan 2018 – 2019

Bay of Plenty Civil Defence
Emergency Management Group



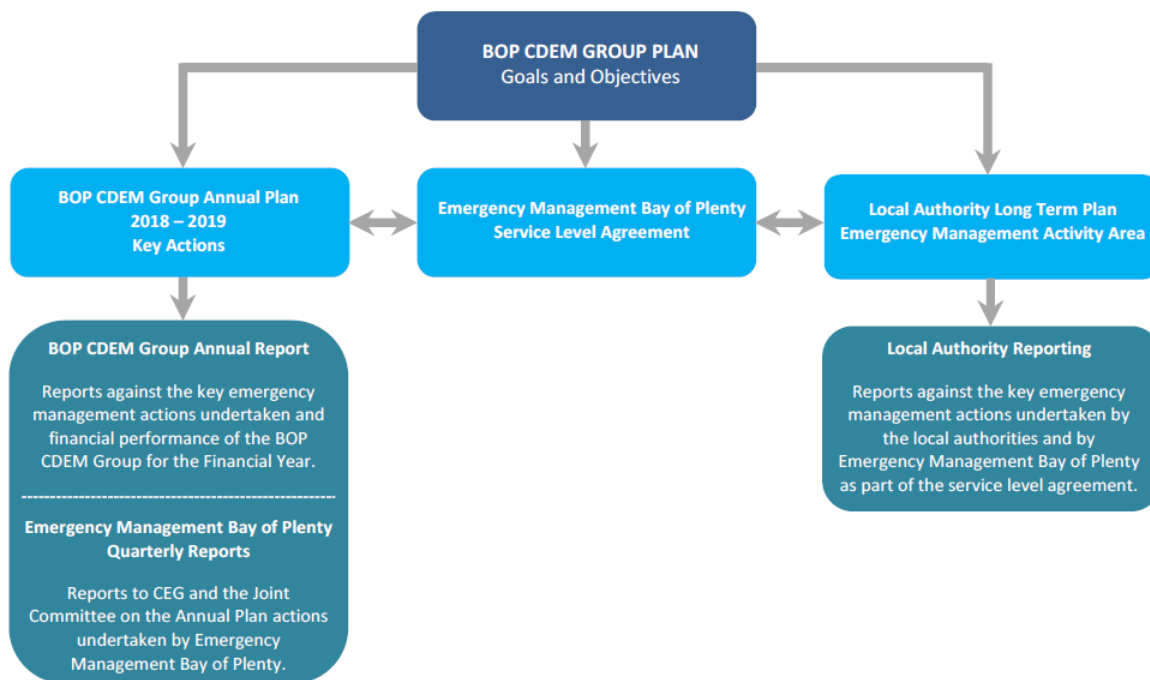
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INTRODUCTION


The Bay of Plenty Civil Defence Emergency Management Group (Bay of Plenty CDEM Group) Annual Plan sets out the key activities for the 2018/2019 financial year.

The Annual Plan is aligned with the Bay of Plenty CDEM Group Plan 2018/2023 and delivers on the Emergency Management Bay of Plenty Service Level Agreement signed with Bay of Plenty local authorities on 18 September 2015. Appendix 1 clarifies the roles and responsibilities for Emergency Management Bay of Plenty and the local authority members of the Bay of Plenty CDEM Group. The diagram below sets out the alignment:



OUR GOALS AND OBJECTIVES

The following Goals and Objectives are set out in the Bay of Plenty CDEM Group Plan 2018/2023. It shows the long-term goal on the left, with the medium term objectives alongside.



1 Reducing Risks from hazards to acceptable levels

- ▶ Build the community's knowledge and understanding of their hazards and risk so they can make informed decisions
- ▶ Manage natural hazards through a risk based approach
- ▶ Increase the region's environmental and infrastructure resilience



2 Increasing community awareness, understanding, preparedness and participation

- ▶ Build and improve knowledge and skills within communities and businesses to prepare for, get through and move forward from emergencies
- ▶ Enhance cooperation among key CDEM partners and the community including working with volunteers



3 Ensuring an effective response capability

- ▶ Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies
- ▶ Integrate response planning across CDEM stakeholders
- ▶ Enable the community and CDEM partners to take action by providing good communication networks.



4 Ensuring an effective recovery capability

- ▶ Grow recovery capability and capacity within local authorities
- ▶ Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other and develop community response plans
- ▶ Support communities with their recovery by providing ongoing relevant and timely information and support
- ▶ Support CDEM partners with their recovery by providing ongoing relevant and timely communication
- ▶ Integrate recovery planning across CDEM stakeholders

Our Vision

A safe, strong Bay of Plenty, together

Our Principles

The principles set out in the Bay of Plenty Civil Defence Emergency Management Group Plan 2018/2023 outline how the Bay of Plenty CDEM Group will work with its partners, deliver its work, set priorities and allocate resources.

The principles include:

- Communication and sharing information
- Keeping the community at the heart of what we do
- Supporting communities to be connected, stronger and healthier
- Recognising and appreciating the ability of our communities to respond to and recover from emergencies, and working to support that
- Keeping up to date with and sharing best practice across the sector
- Advocating for risk reduction across all available avenues and processes
- CDEM as a collective responsibility – while roles and responsibilities are defined, we step up when we need to
- Providing leadership, direction and coordination during emergency responses and recovery
- Building and maintaining relationships with key stakeholders, including community response teams, tangata whenua and other volunteer organisations that have an emergency management role
- Maintaining good governance and management practices
- Continually learning from exercises and from emergency events
- Building strong relationships and engaging with tangata whenua consistent with the principles of the Treaty of Waitangi to achieve our objectives together.

KEY FOCUS FOR 2018/2019

The purpose of the Annual Plan is to set out the priorities for the Bay of Plenty CDEM Group for the 2018/2019 year.

These priorities are aligned to the Bay of Plenty CDEM Group Plan's (2018/2023) goals and objectives, and help us to deliver on the medium-term objectives of the Group Plan.

The key focus is on consolidating and completing the work the Bay of Plenty CDEM Group has been involved in over the past two years. This includes implementing the learnings from recent events such as the April 2017 weather event and subsequent reviews¹ and research which has shaped our priorities. The Bay of Plenty CDEM Annual Plan (2018 -2019) work programme will also consider the intent of, and align to, the direction of the Ministerial Review: Better Responses to Natural Disaster and Other Emergencies in New Zealand (2017).

In the 2018/2019 year, the Bay of Plenty CDEM Group will focus on:

- Embedding lessons learned from recent events across the aspects of Reduction, Readiness, Response and Recovery.
- Refining service delivery across the Bay of Plenty CDEM Group based on outcomes of the Bay of Plenty CDEM Group service delivery review and the Ministerial Review Better Responses to Natural Disasters and Other Emergencies (2017).
- Developing and finalising the Bay of Plenty CDEM Group Welfare Plan (2018/2023) and work programme
- Recruiting, managing and maintaining networks of Bay of Plenty CDEM volunteers.
- Continued Development of professional capability and capacity across the Bay of Plenty CDEM Group including:
 - Emergency Operations Centres (EOC/ECC)
 - CDEM Group Welfare
 - Operational documentation that supports Coordination Centres when responding to emergency events
 - Coordination Centre infrastructure and systems are fit for purpose
- Improving linkages between Local Authority crisis management and CDEM EOC/ECC operations
- Improving integration of the lifelines community during an emergency response
- Implementing the recommendations of the GNS review of alerting systems
- The professional training standard is lifted to 85% of EOC staff completing ITF intermediate training and have participated in an exercise/event in the last 2 years.
- Embedding strategic planning for recovery in existing community engagement planning and activities across the Bay of Plenty Region
- Establishing the new Group Emergency Coordination Centre
- Conduct a Bay of Plenty CDEM Group-wide capability assessment based on the CDEM National Capability Assessment tool

• ¹ *The Rangitāiki River Scheme Review; April 2017 Flood Event*
• Review of the actions taken by the Whakatāne District Council in response and early recovery phases of the district's adverse flooding events of April 2017;
• Review of the Bay of Plenty Civil Defence Emergency Management Group response to Ex-Tropical Cyclone Debbie and Cook April 2017.

BUDGET

Table 1: The Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty budgets for the 2018/2019 Financial Year

Local Authority	CDEM Group Contribution	EMBOP Contribution	Total Contribution
Bay of Plenty Regional Council	763 897	1539 020	2302 917
Kawerau District Council		39 432	39 432
Ōpōtiki District Council		56 536	56 536
Rotorua Lakes Council		nil	nil
Tauranga City Council		582 995	582 995
Western Bay of Plenty District Council		216 336	216 336
Whakatāne District Council		187 437	187 437
Total		2621 756	3385 653

Table 2: Bay of Plenty Lifelines Budget for 2018/2019

Bay of Plenty Lifelines Group	Contributions
Member Contributions	\$79,700
Surplus held in reserves	\$87,850
Total	\$167,550

The Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty budgets for the 2018/2019 Financial Year are outlined in Table 1 above².

The operating expenditure for Emergency Management Bay of Plenty is a combination of the Bay of Plenty CDEM Group and Emergency Management Bay of Plenty contributions. For the 2018/2019 financial year the Operation Expenditure budget will be \$3385 653

Table 2 outlines the Bay of Plenty Lifelines Group (BOPLG) budget for the 2018/2019 year.

The Bay of Plenty CDEM Group has been allocated \$184 574 Adult and Community Education (ACE) funding available for volunteer training to approved courses. This is not included in the budget outlined above and is limited to volunteer training for unit standard based courses.

² This is based on the adoption of the proposed regional targeted rates in Bay of Plenty Regional Council Long Term Plan (LTP)

ACTIVITY AREAS

REDUCTION

1

Reducing Risks from hazards to acceptable levels

- ▶ Build the community's knowledge and understanding of their hazards and risk so they can make informed decisions
- ▶ Manage natural hazards through a risk based approach
- ▶ Increase the region's environmental and infrastructure resilience

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
<p>Build the community's knowledge and understanding for their hazards and risk so they can make informed decisions.</p>	<p>Partner with local authorities, research institutions, lifelines and key stakeholders in risk research projects.</p>	<p>Review the tsunami inundation modelling for the Eastern Bay of Plenty.</p> <p>Complete the region wide active fault mapping.</p> <p>Undertake a tsunami risk assessment for Western Bay of Plenty including tsunami evacuation zones.</p> <p>Continue the Regional Flood Risk Programme.</p>	<p>Bay of Plenty Regional Council</p>	<p>EMBOP</p> <p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p>
		<p>Support the ECLIPSE caldera research project to better understand caldera hazard and risk.</p>	<p>Bay of Plenty Regional Council</p> <p>Rotorua Lakes Council</p> <p>EMBOP</p>	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
	Collaborate with Local Authorities and other partners to deliver programmes that engage communities in learning about their hazards and risks.	<p>Work with communities on flood evacuation planning where trigger levels have been identified.</p> <p>Communicate the results of the reviewed tsunami hazard information for the Western Bay of Plenty.</p> <p>Communicate the results of the Tauranga Harbour coastal hazards study to the impacted community.</p>	<p>Bay of Plenty Regional Council</p> <p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p>	EMBOP
	Ensure hazard and risk communication is easy to understand and accessible.	<p>Continue to support and promote BayHazards as a trusted source of accurate and easy to understand hazard information.</p> <p>Deliver new hazard information to the community in a range of ways that enables it to be easily understood.</p>	<p>Bay of Plenty Regional Council</p> <p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Rotorua Lakes Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p>	EMBOP
		Rotorua Lakes Council will provide public access to hazard information via Council plans and documentation facilitated by Council processes and maintains current information and advice on Council website.	Rotorua Lakes Council	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Manage natural hazards through a risk based approach.	Take an integrated approach with all local authorities and other partners to implement the natural hazard provisions in the Regional Policy Statement.	<p>Support the Bay of Plenty Natural Hazards Programme, identifying and aligning CDEM risk management activities where possible.</p> <p>Bay of Plenty CDEM Group members (local authorities) raise awareness and understanding of the research programme within their organisations.</p> <p>Through active participation in the Natural Hazards Forum take a collaborative approach to identifying and addressing natural hazard risk management issues.</p>	<p>EMBOP</p> <p>Bay of Plenty Regional Council</p> <p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Rotorua Lakes Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p>	
	Advocate for risk reduction through local, regional and national planning frameworks.	<p>Emergency Management Bay of Plenty represents the Bay of Plenty CDEM Group on national and regional working and special interest groups for natural hazards, and reports regularly to CEG on the work of these groups.</p> <p>Keep up to date with, and share natural hazard research and best practice development at the regional level and national level.</p> <p>Advocate for risk reduction activities to be provided through local authority planning processes.</p>	<p>EMBOP</p>	<p>Bay of Plenty Regional Council</p> <p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Rotorua Lakes Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p>

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
		Bay of Plenty CDEM Group members to ensure relevant staff attendance and participation at the natural hazards forum and other relevant workshops.	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council	
Increase the Region's environmental and infrastructure resilience.	Support the risk reduction activities of the Bay of Plenty Lifeline Group (BOPLG).	Local Authorities are active members on BOPLG.	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council	
		Emergency Management Bay of Plenty to provide administrative and project management support to BOPLG.	EMBOP	
		Maintain and implement infrastructure asset management and resiliency plans.	Rotorua Lakes Council	

READINESS

2

Increasing community awareness, understanding, preparedness and participation

- ▶ Build and improve knowledge and skills within communities and businesses to prepare for, get through and move forward from emergencies
- ▶ Enhance cooperation among key CDEM partners and the community including working with volunteers

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Enhance cooperation among key CDEM partners and the community including working with volunteers.	Develop and monitor an annual plan for the Bay of Plenty CDEM Group.	The Annual Plan for the Bay of Plenty CDEM Group will be prepared and approved by CEG. Monitoring will be carried out through Quarterly Reports (x3) and an Annual Report, prepared by Emergency Management Bay of Plenty.	Coordinating Executive Group (CEG)	EMBOP
	Develop capability and capacity across the CDEM Group for the delivery of welfare services in readiness, response and recovery.	Development of the Bay of Plenty CDEM Group Welfare Plan 2018/2023.	Welfare Coordination Group	EMBOP Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council
		Develop and implement a work programme which includes identifying procedures for initiating emergency welfare response.	Rotorua Lakes Council	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
		Recruit, train and develop welfare volunteers to support the welfare services function through response and recovery.	EMBOP	Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council
		Maintaining partners forums including: <ul style="list-style-type: none"> • Welfare Coordination Group & Local Welfare Committees • Regional Emergency Management Coordination Committee (REMCC) • Local emergency services committees 	EMBOP	Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council
		Maintain and enhance relationships with MCDEM and other CDEM Groups by: <ul style="list-style-type: none"> • maintaining contact through CDEM Group forums • representation on national forums 	EMBOP	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
<p>Build and improve knowledge and skills within communities and businesses to prepare for, get through and move forward from emergencies.</p>	<p>Community response and marae emergency preparedness planning has improved the capacity of local communities to support themselves during and after an emergency.</p>	<p>Emergency Management Bay of Plenty will work with communities to support them to develop community initiatives such as community response and recovery plans.</p> <p>Facilitate the development of marae emergency preparedness planning in Māori communities.</p>	<p>EMBOP</p>	<p>Tauranga City Council</p> <p>Ōpōtiki District Council</p> <p>Western Bay of Plenty District Council</p> <p>Whakatāne District Council</p> <p>Kawerau District Council</p> <p>Bay of Plenty Regional Council</p>
		<p>Promote marae planning and preparedness through local iwi forums and Te Arawa Collective.</p> <p>Undertake systemic and progressive community readiness programmes and development of response hubs through interactions education and promotion with Council, iwi, community and other stakeholders.</p> <p>Facilitate engagement opportunities with local business and business representative groups to promote development of Business Continuity Plans.</p>	<p>Rotorua Lakes Council</p>	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
	<p>Preparedness campaigns are targeted to meet the needs of communities. These may include older people, schools and people with disabilities.</p>	<p>Develop and deliver public education strategies with communities about being prepared, initially focussing on tsunami and earthquake.</p>	<p>EMBOP</p>	<p>Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council Bay of Plenty Regional Council</p>
		<p>Tauranga City Council proposed evacuation planning for tsunami in their LTP.</p>	<p>Tauranga City Council</p>	
		<p>Deliver on the annual public education plan describing activities and initiatives to support engagement and awareness raising.</p>	<p>Rotorua Lakes Council</p>	

RESPONSE

3 Ensuring an effective response capability

- ▶ Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies
- ▶ Integrate response planning across CDEM stakeholders
- ▶ Enable the community and CDEM partners to take action by providing good communication networks.

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies.	Train - coordination/operations centre staff to increase their understanding and capability.	Facilitate the delivery of the ITF Foundation and ITF Intermediate training to coordination centre staff.	EMBOP Rotorua Lakes Council	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council
	Exercise - coordination/operations centre staff to increase their understanding and capability.	Deliver tier two exercises (x2) for each coordination centre, with a focus on increasing staff understanding of their role and the processes associated with that role. In anticipation of a Tier 4 National Exercise in 2020. One of these exercises will involve concurrent activation of all EOCs and the Group Coordination Centre.	EMBOP	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council
		Ensure professional development for key roles within the EOC Incident Management team (ITM) through ongoing training, learning opportunities and exercises. Group and local arrangements are tested through involvement in exercises at a local, regional	Rotorua Lakes Council	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
		and national level.		
	Maintain and develop a response planning framework.	Complete the development and embedding of response checklists for use in coordination centres. Develop Standard Operating Procedures (SOPs) to support the checklists and embed their use into coordination centres.	EMBOP Rotorua Lakes Council	
	Provide experienced support and guidance.	Make EMBOP staff available to support coordination centre staff in an emergency and during training activities.	EMBOP	
	Support and implement a revised national emergency management information system (EMIS).	Support the development of a revised Emergency Management Information System (EMIS 3.0) and support the rollout of EMIS 3.0 throughout the Bay of Plenty.	EMBOP	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Rotorua Lakes District Council
	Improving the GIS response capability enabling immediate access to historic natural hazard datasets to add value to decision making.	Continue to develop an integrated GIS capability across the Bay of Plenty Region for use in coordination centres.	Tauranga City Council Bay of Plenty Regional Council	Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Rotorua Lakes District Council
		Support the development of a national GIS concept of operations.	Bay of Plenty Regional Council	Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
				Rotorua Lakes District Council Tauranga City Council EMBOP
	Develop and maintain suitable response facilities and structures.	Ōpōtiki District Council proposal in their Long Term Plan to establish a communications trailer with multi-use capabilities.	Ōpōtiki District Council	
		Establish IL4 Group Emergency Coordination Centre at Wallingford House.	Bay of Plenty Regional Council	EMBOP
		Provide 24/7 Operation Centre and duty structure for the Transport Operations Centre which will include some situation awareness elements for Tauranga City Council CDEM.	Tauranga City Council	
		Establish, equip and maintain a dedicated EOC to enable an effective and efficient CDEM response. Enhance local arrangements that enable scalability to appropriately respond to any event, from a localised incident to a national emergency.	Rotorua Lakes Council	
Integrate response planning across CDEM stakeholders	Maintain stakeholder awareness of potential emergency events.	Maintain a 24/7 Duty Manager with specific tasks for disseminating information to the public and liaising with controllers and other agencies when required.	EMBOP	
	Undertake multi-agency pre-event response planning.	Engage with responding agencies to develop response protocols (for example: tsunami response protocol, flood evacuation protocol).	EMBOP	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
				District Council Kawerau District Council Rotorua Lakes Council
	Implement the welfare requirements of the National CDEM Plan.	Chair and coordinate the Bay of Plenty CDEM Welfare Coordination Group (WCG). Support local welfare committees. Host an annual welfare forum for responsible agencies and supporting agencies. Support other WCG members to deliver the sub-functions that they are responsible for.	Group Welfare Manager	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Rotorua Lakes Council EMBOP
	Maintain awareness of other agency response plans.	Engage with other responding agencies via the Regional Emergency Management Coordinating Committee, Local Emergency Services Coordination Committees, and participation in other agency exercises.	EMBOP Rotorua Lakes Council	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council
Enable the community and CDEM partners to take action by providing good communication networks	Maintain a radio network to enable ongoing communications in a telecommunications failure.	Maintain radios and associated infrastructure. Provide training for key users. Test the radio network.	EMBOP Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council	

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
			Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Rotorua Lakes Council	
	Ensure Public Information Management (PIM) staff are trained and have standardised documentation for public information management.	Host and coordinate two Regional PIM forums. Develop and implement a training and development programme for PIM staff.	Group PIM EMBOP	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Rotorua Lakes Council
	Maintain public alerting systems.	Conduct two live tests of public alerting systems available to the Bay of Plenty CDEM Group. Participate in the National tests of Emergency Mobile Alerting. Implement the CEG endorsed recommendation of the Regional Alerting Systems Review.	EMBOP	Bay of Plenty Regional Council Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Rotorua Lakes Council
		Investigation into Public Alerting infill options.	Tauranga City Council	

RECOVERY

4 Ensuring an effective recovery capability

- ▶ Grow recovery capability and capacity within local authorities
- ▶ Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other and develop community response plans
- ▶ Support communities with their recovery by providing ongoing relevant and timely information and support
- ▶ Support CDEM partners with their recovery by providing ongoing relevant and timely communication
- ▶ Integrate recovery planning across CDEM stakeholders

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
Grow recovery capability and capacity within local authorities.	Involve existing networks in training and exercises that span response and recovery.	Develop new training and development opportunities for recovery managers.	EMBOP Rotorua Lakes Council	
		Recovery managers take part in relevant training and exercises.	Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Bay of Plenty Regional Council Rotorua Lakes Council	EMBOP
		Hold a minimum of 2 recovery manager’s meetings per annum.	Group Recovery Manager	Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Whakatāne District Council Kawerau District Council Bay of Plenty Regional Council Rotorua Lakes Council
		Arrange 3 local recovery workshops per annum.	Rotorua Lakes District Council	
		Deliver a Recovery Planning Workshop for CEG and Joint Committee members.	Group Recovery Manager EMBOP	Tauranga City Council Ōpōtiki District Council

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
				Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council Bay of Plenty Regional Council
		Host local relationship meetings of lead agency task group representatives.	Local Recovery Managers for: Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council	EMBOP Bay of Plenty Regional Council
	Continue to undertake strategic recovery planning for all hazards.	Through regional forums, establish a lead person for each Task Group (Built Environment, Economic Environment, Social Environment and Natural Environment). Where appropriate, Cultural Environment may also be established.	Group Recovery Manager Bay of Plenty Regional Council	
Support communities with their recovery by providing ongoing relevant and timely information and support.	Ensure public information management (PIM) and community engagement staff are trained and have capacity during the recovery phase of an event.	Use opportunities from debriefs and reviews to identify and implement lessons learnt.	Group PIM Local PIM for: Tauranga City Council Ōpōtiki District Council Western Bay of Plenty District	EMBOP Bay of Plenty Regional Council

OBJECTIVE (from Group Plan)	ACTION – What we are going to do	PROCESS – How we are going to do it	PRIMARY OWNER	SECONDARY OWNER
			Council Rotorua Lakes Council Whakatāne District Council Kawerau District Council	
Integrate recovery planning across CDEM stakeholders.	Involve existing networks in training and exercises that span response and recovery.	Host a Recovery Management Workshop that includes CDEM partner agencies; workshop to include desk exercise(s).	Group Recovery Manager EMBOP	
Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other and develop community response plans	Continue to undertake strategic recovery planning for all hazards.	Review community response planning to incorporate recovery. Review the Community Response Planning Toolkit. Complete review of the Rotorua District Recovery Plan, maintain and implement the plan.	EMBOP Rotorua Lakes Council	

Monitoring and Evaluation

Progress against the objectives will be measured through quarterly and annual reporting by Emergency Management Bay of Plenty. Group members will also be required to provide updates of their organisation's activities in support of the Bay of Plenty CDEM Group outcomes.

A key piece of work for the 2018/2019 financial year will be to undertake a self-assessment of the Group's capability utilising the National Capability Assessment tool.

Measure	Method of collection	Target	Outcome
Chair a minimum of 2 Natural Hazard Forum meetings per annum, including administrative support		2	Reduction activities are identified and supported
Delivery of 40 initiatives across the Bay of Plenty region BOPRC – 8 KDC – 4 ODC – 4 TCC – 8 WBOPDC – 8 WDC – 8 RLC - 9	Tracking of activity by Emergency Management Bay of Plenty	49	Communities are supported to increase their resilience and safety
Percentage of roles filled to manage the operation of an EOC / GECC (as a percentage of full functionality): BOPRC 85% KDC 85% ODC 85% TCC 85% WBOPDC 85% WDC 85% RLC 85%	ITM database statistics	85%	Emergency operation/coordination centres are adequately staffed to respond to an emergency.
Percentage of staff trained to an appropriate level to carry out functional roles in the EOC / ECC as follows: BOPRC 85% KDC 85% ODC 85% TCC 85% WBOPDC 85% WDC 85% RLC 85%	ITM database statistics	85%	Local Authority staff are trained to operate an EOC / GECC
RLC – provide community response and volunteers training		2	Support community and volunteers capability
RLC – chair local Welfare Committee meetings		4 meetings	Meetings are well attended
Two recovery manager meetings are hosted per annum	Group Recovery Manager	Meetings x 2	Recovery capability and capacity is strengthened across all agencies

Number of people following the Bay of Plenty CDEM social media	Facebook stats Twitter	Increasing, 28,000 followers at 31 January 2018 Increasing, 1,300 followers at 31 January 2018	Bay of Plenty CDEM social media channels are a trusted source of information.
Maintain strong governance and executive groups for CEG and the Joint Committee	Meeting minutes	Attendance at all Operations Sub-Committee (4), CEG (4) and Joint Committee meetings (4)	Meetings are well attended, and key matters are discussed by all CDEM Group members
Every Local Authority has a controller and an alternate controller	LA reporting	2 per Local Authority	Local Authorities have appointed controllers who train and prepare for CDEM
Every Local Authority has a recovery manager and an alternate recovery manager	LA reporting	2 per Local Authority	Local Authorities have appointed recovery managers who train and prepare for recovery operations
Work programme delivery	Quarterly Reports Annual Report	Quarterly reports x 3 Annual report x 1	Regular progress against the work programme is monitored.
Monitor our capability development progress	CDEM National Capability Assessment	Increase >66.2%	Progress on the Bay of Plenty CDEM Group capability is measured

APPENDIX 1: ACRONYMS LIST

Bay of Plenty Civil Defence Emergency Management Group	BOP CDEM Group
Bay of Plenty Civil Defence Emergency Management Group Plan	BOP CDEM Group Plan
Bay of Plenty Lifelines Group	BOPLG
Bay of Plenty CDEM Group Members (local authorities)	BOP CDEM Group
Civil Defence Centre	CDC
Civil Defence Emergency Management	CDEM
Emergency Operations Centre	EOC
Emergency Coordination Centre	ECC
Group Emergency Coordination Centre	GECC
Long Term Plan	LTP
Ministry of Civil Defence and Emergency Management	MCDEM
Public Information Management	PIM
Regional Emergency Management Coordination Committee	REMCC
Welfare Coordinating Group	WCG
Importance Level	IL

APPENDIX 2: ROLES AND RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

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

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

Receives Only – No Decisions

Report To: Civil Defence Emergency Management Group Joint Committee

Meeting Date: 23 March 2018

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

Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand - Recommendations

Executive Summary

On 18 January 2018, Minister Kris Faafoi, Minister of Civil Defence, released a report into how New Zealand responds to natural disasters and emergencies. The report has provided a number of recommendations over eight key areas.

In order to gain an understanding of the initial views of the Bay of Plenty CDEM Group, the Joint Committee is asked to provide feedback on the recommendations as summarised at the appendix. This will be in the form of a facilitated discussion lead by Clinton Naude, Director Emergency Management Bay of Plenty.

Recommendations

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

- 1 Receives the report, Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand - Recommendations;**
- 2 Provides feedback on the recommendations of the Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand to inform the development of the Governments response to the report.**

1 Ministerial Review - Better Responses to Natural Disasters and other Emergencies

1.1 Background

In June 2017, a Technical Advisory Group was established to carry out a review into responses and other emergencies in New Zealand, and submissions were sought.

The members are:

- Roger Sowry (Chair)
- Benesia Smith MNZM, independent consultant
- Malcolm Alexander, Chief Executive, Local Government New Zealand
- Assistant Commissioner Mike Rusbatch, New Zealand Police
- Deputy National Commander Kerry Gregory, New Zealand Fire Service
- Major General Tim Gall, New Zealand Defence Force
- Sarah Stuart-Black, Director, Ministry of Civil Defence & Emergency Management

The Terms of Reference for the review stated:

- *This review is to provide advice to the Minister of Civil Defence on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.*
- *The purpose is to ensure that New Zealand's emergency response framework is world leading, and well placed to meet future challenges. In light of recent events it is appropriate to see how we can further enhance and strengthen the current system.*

On 18 January 2018, Minister Kris Faafoi, Minister of Civil Defence, released a report into how New Zealand responds to natural disasters and emergencies. This report has been widely circulated and is available at <https://www.dpmc.govt.nz/our-business-units/ministry-civil-defence-emergency-management/ministerial-review-better-responses>. The report has provided a number of recommendations over eight key areas.

2 Next Steps

A team within the Department of the Prime Minister and Cabinet (DPMC) is working to support the Minister of Civil Defence to develop the Government's response to the report. It is aimed to do this by June 2018. A four phase process is planned that involves socialising the report with key stakeholders, developing policy proposals, testing proposals, and supporting Government decision making on the report.

Initially, the Minister, along with officials from DPMC, intends to attend meetings with Mayors, Regional Council Chairs, and Chief Executives at their existing LGNZ meetings in late February/early March.

The Minister, along with officials from DPMC, is scheduled to attend the CDEM Group Managers Special Interest Group in March.

3 Feedback from the Bay of Plenty CDEM Group Joint Committee

In order to gain an understanding of the initial views of the Bay of Plenty CDEM Group, the Joint Committee is asked to provide feedback on the recommendations as summarised at the appendix. This will be in the form of a facilitated discussion lead by Clinton Naude, Director Emergency Management Bay of Plenty.

4 Implications for Māori

One of the key areas addressed in the Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand report is the role of iwi with a key recommendation being clearer protocols with iwi, and full participation of iwi in coordination and planning structures.

5 Financial Implications

Current Budget Implications

No current budget implications

Future Budget Implications

Future budget implications will only be able to be forecast once the recommendations have been confirmed as actions.

Clinton Naude
Director, Emergency Management Bay of Plenty

15 March 2018

APPENDIX 1

Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand - Recommendations

Appendix 1: Ministerial Review - Better Responses to Natural Disasters and other Emergencies in New Zealand

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Recommendations Summary

Key Recommendations

- We recommend establishing a proactive **national emergency management agency** to provide national coordination and support in local emergencies, national control in national emergencies, and to lift CDEM performance overall.
- We recommend that **mayors should have primary authority for declaring states of local emergency** under the CDEM Act. Further, we recommend providing the option to **declare a 'major incident'** in order to signal the significance of an event and achieve public recognition of the action being taken, without the extraordinary powers invoked under a state of emergency.
- We recommend retaining the joint committee governance with iwi added. The majority view recommends requiring the development of **more formalised shared service arrangements, implemented by the regional or unitary council, to strengthen a Group-wide approach and accountability.**
- We recommend **clearer protocols with iwi, and full participation of iwi in coordination and planning structures.**
- We recommend that **all staff in emergency management roles meet national standards for professional development and training, and key roles (for example, the Controller role) have national accreditation.**
- Accordingly we recommend **greater national consistency and standards, and a more robust system of audit and assurance to ensure those standards are met.**
- We see a strong need to **clarify that Group (and national) Controllers have control authority - the authority to task other agencies - under a state of emergency.**
- We think a **new fit-for-purpose all-of-government NCMC2 and 24/7 monitoring, alerting, and warning centre** is required. Further we recommend **investigating existing technologies available internationally to support a common operating picture.**
- We recommend **adding strategic communications to CIMS (and to fly-in teams), and ensuring timely, consistent, and proactive use of the range of appropriate channels** (for example, social media, online, radio, print, TV).

National level functions and structure

- 1.0 **Agree to establish a new National Emergency Management Agency (NEMA) as a departmental agency hosted by DPMC, to replace MCDEM.**
- 2.0 **Agree that the core function of NEMA is to enable the Director CDEM to meet their functions and duties and exercise their powers** under relevant emergency management legislation, including:

- 2.1 As the national authority for support and coordination in states of local emergency, and control in national emergencies.
 - 2.2 Taking an oversight role through developing, monitoring and evaluating the all hazards-all risks national CDEM Strategy and Plan, and addressing matters of national interest in Groups' and other agencies' plans and activities.
 - 2.3 Assuring system capability and performance through setting standards and monitoring that those standards are being met.
- 3.0 Note that this will require more proactive leadership** of the sector, and an assertive, and when required, directive stance, as envisaged in the provisions of the CDEM Act.
 - 4.0 Retain the 4R's all hazards—all risks perspective within NEMA, with a focus on operational responsibilities,** and consider shifting strategic policy advice responsibilities to a separate part of DPMC.
 - 5.0 Agree that the NEMA's monitoring responsibilities, and OAG audit responsibilities, will be used to full effect through publication of results.**
 - 6.0 Agree that lead agency responsibilities are allocated to appropriate agencies,** and that:
 - 6.1 MBIE is specified as lead agency with responsibility for infrastructure failure. There are also calls to be made in relation to responsibility for transport and water.
 - 6.2 Responsibility for assessing, monitoring, and alerting the hazard risk in relation to geological and meteorological risks (earthquake, tsunami, flood, other weather) is clarified.
 - 6.3 MSD is specified as lead agency with responsibility for welfare aspects of response.
 - 7.0 Ensure that NEMA has the resources and the capability to credibly do the job expected of it.**
 - 8.0 Strengthen incentives and accountability for system stewardship,** through:
 - 8.1 Developing transparency, governance, and structural approaches to strengthen collective action and stewardship in this sector, and
 - 8.2 Considering joint accountabilities in departmental CE's performance agreements, backed up in Ministerial letters of expectation.

Regional Structure

- 1.0 Require Groups to take a regional approach consistent with the intent of the CDEM Act**
- 2.0 Require Groups to provide adequate funding and resourcing for effective CDEM activities**
- 3.0 Strengthen national standards over minimum requirements** (for example, capability, operating practice as outlined in Chapter One)
- 4.0 Strengthen Group (joint committee) governance** (for example, requirements on members to participate, limits on ability to delegate), and

5.0 Strengthen accountability for Group performance (through NEMA monitoring and OAG audit, as outlined in Chapter One)

The majority recommend that you:

6.0 Require the development of shared emergency management services across the CDEM regions, covering:

- 6.1 The regional or unitary council responsible for resourcing and administration.
- 6.2 Consistent Emergency Management Office structures, with EOCs across the Group area.
- 6.3 Regional appointment and oversight of all Controllers, with clear line management and an emphasis on appointments embedded within territorial authorities.
- 6.4 Defined functions and responsibilities for respective territorial and regional councils.

Declarations

1.0 Clarify that elected representatives (the mayors) have primary authority to declare states of local emergency for their respective districts.

- 1.1 Revise section 25 of the Act to give mayors the primary role.
- 1.2 While mayors have primary authority, provide for the Chair of the Joint Committee to be able to declare in appropriate circumstances (consulting with affected mayors where practicable) as a multi-district or Group wide declaration may be most appropriate.

2.0 Require training and advice as a precondition for any person (primarily the mayors) using their authority to declare a state of local emergency.

- 2.1 If a mayor is not trained then another trained representative of the elected members of the Joint Committee (the Group) will need to declare.

3.0 Retain the ability for the Minister of Civil Defence to declare any state of emergency (local or national). No change to the current Act is proposed.

4.0 Amend guidance to include ‘public confidence’ as a factor to consider in deciding to declare a state of emergency.

5.0 Provide the option of the mayor declaring a ‘major incident’.

- 5.1 Under a major incident the legislative powers available are limited to those that the councils and emergency services (such as Police) can use under other Acts⁴.

Role of Iwi

1.0 Recognise the capability that iwi bring to emergency management.

2.0 Legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role:

- 2.1: Appropriate iwi representatives to be part of the Groups’ Coordinating Executive Group (CEG).
- 2.2: Appropriate iwi representatives to be included on the Group Joint Committee.

- 3.0** Look to the recent **Mana Whakahono-a-Rohe** amendments to the RMA as a model for a future CDEM Act amendment. Both the Local Government Act and recent amendments to the RMA provide examples of legislative changes sought.

Capability and capacity

1.0 Strengthen the professionalism of emergency management, with a particular focus on Controllers.

- 1.1. Require all Controllers (Group and National) to meet one mandatory national standard of technical and personal competency, prior to their being accredited as a CDEM Controller.
- 1.2. Confirm that only accredited Controllers are permitted to act as Controllers during any declared state of emergency.
- 1.3. Investigate the ability to leverage off Australian Emergency Management experience.
- 1.4. Require the Director to personally confirm that a Group Controller meets the expected standard prior to formal accreditation.
- 1.5. Investigate a process by which the status of someone as an accredited Controller is reviewable.
- 1.6. Develop national training and professional competency for all the relevant CIMS functions.

2.0 Establish 'Fly-in' Teams

- 2.1. Have national teams of professional CDEM Controllers and other essential roles (such as CIMS functions, strategic communications, science) that can be immediately deployed (either on request of the Group Controller, or on the discretion of the Director)¹².
 - 2.1.1 Provide for professionals to be on the 'Fly in' roster from a variety of agencies.
 - 2.1.2 Recognise that some or all of national support roles are likely to be required with any state of emergency that is more than minor.
 - 2.1.3 Investigate where these priority roles can be sourced from (secondments are a possibility).

3.0 Ensure a consistent high standard of volunteer competence

- 3.1 During an emergency response when deployed for the purposes of urban light rescue, shift oversight of trained and accredited NZRTs to FENZ as the agency with the most appropriate functional alignment with this volunteer capability.
- 3.2 NEMA to work with WorkSafe New Zealand to get clarity on its accountability when Groups engage volunteers (and other employees) in response.
- 3.3 For NZ Response Teams:
 - 3.3.1 Agree that during an emergency response when deployed for the purposes of urban light rescue FENZ have control of the teams if they are trained, equipped and resourced to an agreed accredited level.
 - 3.3.2 FENZ and NEMA to work with CEG chairs and NZRTs on how the teams can be recognised as being trained for responsibilities that they can appropriately assist with during emergencies.
- 3.4 Identify how New Zealand can incorporate best practice from Australia's State and Territorial Emergency Services (SES) in recognising/training/accrediting volunteers, including assessment of volunteers' existing qualifications.

- 3.5 Explore how best to protect volunteers from liability if they are 'in the system' i.e. NZRT, USAR.

Authority for Command, Control, and Coordination

Command within the CDEM structure.

1.0 Enable the Director to direct Group Controller(s) during an emergency under the CDEM Act when there are matters of national interest

- 1.1 Include appropriate checks and balances to this command authority:
- 1.1.1 Setting out circumstances of national interest requiring intervention
 - 1.1.2 A requirement that any use of the authority is transparently reported.

2.0 Create generic authorisation of accredited Controller appointments

- 2.1 Provide for qualified people to be brought in during events (fly-in teams – see Chapter Five) and be able to:
- 2.1.1 Access the relevant CDEM Act powers of a Controller, and
 - 2.1.2 Enable them to act in the role of CDEM Controller anywhere in the country.

3.0 Require clear command authority at Group level.

- 3.1 Require any 'local' or secondary Controllers to be under the clear command authority of the Group Controller in charge of an event (noting there will be roster changes). They do not have independent powers.

4.0 Confirm the authority of Group Controller

- 4.1 Reinforce that there is no mandate for the Group Controller to be subject to direction by those that might have a different relationship to them outside a state of emergency.

Control across agencies during response

5.0 Require clear control authority for Group Controllers

- 5.1 Ensure that when a state of emergency is declared under the CDEM Act the Group Controller has control over the emergency response. This includes being able to task other agencies.
- 5.1.1 Develop and set out parameters of agency tasks – such as appropriate limits and preconditions – in the relevant Plans (National CDEM Plan Order for nationally managed hazards and Group CDEM Plans), and
 - 5.1.2 Develop effective mechanisms to bind and clarify responsibilities.

6.0 Assign default tasking to agencies

- 6.1 Require that relevant agencies specifically consider likely emergency response tasks and assign responsibilities, including:
- 6.1.1 The CIMS functions (for example, logistics, planning, intelligence) within operation centres.
 - 6.1.2 Commonly experienced short-term tasks of manning cordons, rapid assessment and air traffic control.
 - 6.1.3 Roles and responsibilities as part of the fly-in team discussed in Chapter Five.

7.0 Clarify and review lead agencies descriptions

- 7.1 Review the list of lead agencies so that it covers agencies with the primary mandate for overseeing a particular hazard or risk across the 4R's (including who manages the response to an incident) and ensure consistent expression through relevant documents.
- 7.2 Change references to lead agency to clarify that, when a state of emergency is declared under the CDEM Act:
 - 7.2.1 A Controller (Group or National) has overall control to manage the emergency, and
 - 7.2.2 The agency managing the hazard continues to have responsibility for managing the specific incident.

Coordination

8.0 Require use of CIMS (2nd edition)

- 8.1 NEMA to require all entities listed at the front of the CIMS 2nd Edition to commit to using it, and collectively updating it to add clarity and reflect NZ legislative roles and authority.

9.0 Extend membership to key entities required to coordinate an effective response

- 9.1 Extend CEG membership to include ambulance as emergency services and also iwi (see separate recommendation in Chapter Four) as appropriate for the area.
- 9.2 Emphasise the role of the Regional Emergency Management Advisors (currently with MCDEM) and recognise them as full members of the CEGs.

10.0 Representatives from agencies in the CEG to attend emergency operation centres

- 10.1 Emphasise the importance of the liaison role when there is a declared CDEM state of emergency:
 - 10.1.1 For services such as Police, FENZ, Ambulance, iwi, DHBs, and
 - 10.1.2 Ensure they are represented at the activated operation centre following a catastrophic event (such as a large earthquake) or when it is activated to respond to a developing event (such as a weather event).

Intelligence

1.0 Establish a new national emergency management facility (replacing the Bunker) with a fit-for- future physical layout and technological functionality

- 1.1 Enable a national emergency to be controlled and managed from the new facility.
- 1.2 Provide for all current CIMS functions, along with a common operating picture and strategic communications.
- 1.3 For national resilience, provide for two facilities and/or easy transfer of base operations.
- 1.4 Maintain effective technological links with other operating centres (Groups, Police, FENZ, Defence, Ministry of Health, and Transport for example).
- 1.5 Systems to be adaptable so that all central government organisations can effectively operate out of the central facility if required.

- 2.0 Invest in the technology to ensure a fit-for-purpose Common Operating Picture**
 - 2.1 Investigate technology needed for a Common Operating Picture based on international best practice models as a strong contender for New Zealand's common operating model.
 - 2.2 Expect all entities with emergency operations functions to collectively solve the challenge of cross agency systems to share intelligence, and situational assessment.
- 3.0 Establish an integrated 24/7 operation for the monitoring, alerting and warning of emergencies**
 - 3.1 Investigate the benefit of using the new national emergency management facility (see rec 1.0 above) as part of the 24/7 operation.
 - 3.2 Utilise and integrate with existing 24/7 capabilities to provide intelligence and assessment of developing or shock emergencies (with an all hazards and risks approach).
 - 3.3 Increase the speed by which alerts are provided and distributed, particularly in regard to simplifying or shortening current practice and providing timely and geographically accurate tsunami warnings.
- 4.0 Recognise the importance of science intelligence as part of situational awareness:**
 - 4.1 Develop an expert group based on the UK SAGE model.
 - 4.2 Enable relevant science capability to be embedded as part of the fly-in team.

Information and Communication

- 1.0 Confirm local Mayor as primary spokesperson**
 - 1.1 Provide the mayor with supported strategic communications advice.
 - 1.2 Require Group plans to identify arrangements for a regional spokesperson when managing an event that crosses territorial boundaries.
- 2.0 Recognise Strategic Communications as an essential element of effective response**
 - 2.1 Deploy strategic communications support immediately for all sudden onset emergencies such as earthquakes, and other disasters depending on scale.
 - 2.2 Provide communications advice and support for the Minister(s), local MPs, Mayors and Chief Executives/Director.
 - 2.3 Liaise with their counterparts in other agencies (such as Police, Fire, MFAT, and NZDF) to shape a comprehensive situation report for national and international media.
 - 2.4 Work from both the NCMC and 'on the ground', to cover strategic communications needs.
- 3.0 Include and deploy trained and experienced PIMs and Strategic Comms in 'Fly In Team'**
 - 3.1 Allocate the task of maintaining the database of people with strategic communications, and other specialist communications capability, for deployment as part of the fly-in-team.
 - 3.2 Resource capability for social media monitoring and use.
- 4.0 Ensure timely, consistent, and proactive use of the range of appropriate media channels both for communication, and for gathering intelligence.**

