

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in Council Chamber, Tauranga City Council, Administration Building, 91 Willow Street, Tauranga on Friday, 23 March 2018 commencing at 10.00 a.m.

Present:

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

Appointees: Mayor M Campbell (Kawerau District Council - KDC), Deputy Mayor J Turner (Alternate, Whakatane District Council - WDC), Deputy Mayor M Williams (Alternate, Western Bay of Plenty District Council - WBOPDC).

In Attendance: C Naude (Director, Emergency Management Bay of Plenty - EMBOP), M Harrex (Manager Planning and Development, EMBOP), S Collins (Senior Emergency Management Advisor, EMBOP), C Ingle (General Manager Integrated Catchments, BOPRC), B Vercoe (Ministry of Civil Defence & Emergency Management), S Vowles (Ministry of Civil Defence & Emergency Management), R George (Chief Executive Officer, KDC), G Allis (Deputy Chief Executive, WBOPDC), S Michael (General Manager Infrastructure, Rotorua Lakes Council - RLC), P Baunton (Manager Emergency Management, Tauranga City Council - TCC), R Garrett (Committee Advisor, BOPRC).

Apologies: Mayor G Brownless and Deputy Mayor K Clout (TCC), Mayor J Forbes (Opotiki District Council (ODC)), Mayor G Webber (KDC), Mayor S Chadwick and Deputy Mayor D Donaldson (RLC), Mayor A Bonne (WDC).

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, G Webber and A Bonne; and Deputy Mayors: K Clout and D Donaldson tendered at the meeting.

Love/Campbell
CARRIED

2 General Business and Tabled Items

The following items were raised for consideration under General Business:

Whakatane District Council's business case submission to Cabinet as a Special Policy Application, for assistance with outstanding costs from the Edgecumbe flood even.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the General Business item.**

Turner/Love
CARRIED

3 Declaration of conflicts of interest

Nil.

4 Previous Minutes

4.1 Civil Defence Emergency Management Group Joint Committee minutes - 04 December 2017

The Chair advised that the Minutes of the meeting of 4th December could not be confirmed as only one member was present who had attended the previous meeting; and noted the inconsistency of members' attendance at CDEMG meetings.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the minutes of the Civil Defence Emergency Management Group Joint Committee meeting 04 December 2017 but defers confirmation of the minutes until the next Joint Committee meeting.**

Love/Campbell
CARRIED

5 Reports

5.1 Bay of Plenty Civil Defence Emergency Management Local Controller Amendments

Due to personnel changes in some Bay of Plenty local authorities, the Joint Committee was requested to appoint one new Local Controller and rescind two existing Local Controller appointments.

Resolved

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

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

- 2 Appoints Gerard McCormack, Opotiki 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, Opotiki 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.

Love/Campbell
CARRIED

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

Due to personnel changes, the Joint Committee was requested to rescind the appointment of the Local Recovery Manager for Opotiki District.

Resolved

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, Opotiki District, as defined under s30 of the Civil Defence Emergency Management Act 2002.

Love/Williams
CARRIED

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

Refer PowerPoint presentation Objective ref: A2849084

Director, Emergency Management Bay of Plenty Clinton Naude noted that the Bay of Plenty Civil Defence Emergency Group Plan 2018-2023, the five-year strategic plan for the Group, was now ready for final approval and sought adoption of the Group Plan by the Joint Committee.

EMBOP Planning and Development Manager Matthew Harrex summarised the development of the draft Group Plan 2018-2023, and advised that the draft Plan met current legislative requirements, had involved engagement and consultation processes with key stakeholders and community groups and had been through a formal submission and hearings process. Confirmation had been received from the Minister of Civil Defence that the Plan met the requirements of section 49(2) of the Civil Defence Emergency Management Act 2002 and the draft Plan was endorsed by the

Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group at its meeting held 23 February 2018.

In response to questions regarding risk assessment Mr Harrex explained that a risk score was calculated based on likelihood and consequences, with input and advice on hazard risks received from external agencies such as the Fire and Emergency New Zealand and GNS Science and external factors such as population growth were included in the assessment.

Members emphasised the importance of communication, ongoing education and public readiness. Staff clarified that pandemic preparedness planning was led by the Ministry of Health and District Health Boards.

Members congratulated staff on the work done in the preparation and finalisation of the Group Plan.

Resolved

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**

**Love/Campbell
CARRIED**

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

Refer PowerPoint presentation Objective ref: A2849084

EMBOP Planning and Development Manager Matthew Harrex presented the draft Bay of Plenty Civil Defence Emergency Management (CDEM) Group Annual Plan 2018/19 for adoption. The draft Annual Plan aligned with the draft Bay of Plenty CDEM Group Plan 2018-2023, delivered the Emergency Management Bay of Plenty Service Level Agreement 2015 and set out the key activities for the 2018/19 financial year.

Mr Harrex outlined key focus areas in the Annual Plan, which included: embedding lessons learnt from past events, building of volunteer capacity, improving service delivery, providing appropriate professional development for staff, embedding strategic planning for recovery and establishing the new Group Emergency Coordination Centre. Mr Harrex noted possible future changes could result from the Technical Advisory Group review, the CDEMG service delivery review and the use of a regional targeted rate.

In response to members' questions regarding costs and funding, Director Naude clarified that a regional targeted rate would provide CDEMG funding for delivery of regional CDEM but not cover the additional emergency management services provided by EMBOP in respect of local CDEM delivery. Currently Rotorua Lakes Council contributed to CDEMG expenses but retained their emergency management services in-house; a universally applied regional rate for EMBOP services would mean Rotorua ratepayers were charged twice for delivery of emergency management services. Mr

Naude noted that the current service delivery review underway would look at this division and provision of services.

Resolved

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.**

Love/Campbell
CARRIED

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

Refer PowerPoint presentation Objective ref: A2830432

Director, Emergency Management Bay of Plenty Clinton Naude advised members of the release by the Minister of Civil Defence of the Ministerial Review, a report into how New Zealand responds to natural disasters and emergencies. Mr Naude summarised the report's recommendations over eight key areas and sought members' feedback on those recommendations.

Key feedback provided included:

- 1 National level functions and structure
 - full support;
- 2 Declarations
 - Support mayors as primary authority with the role to declare;
 - Need for appropriate training for mayors;
 - Support the use of "major incident" – tool for public awareness, more pro-active, facilitate quicker action, manage public confidence without impacting human rights.
- 3 Regional structure and role of iwi
 - Support for iwi membership of Joint Committee;
 - Particularly important for Bay of Plenty region with high Māori population; boundary issues could be challenging; use of marae critical – need to involve in planning and clarify who bears costs;
 - Important to keep Group/regional function delivery – wider regional perspective for planning rather than at local authority level, provide consistency of service delivery;
 - Support for use of professional regional controllers being brought in to assist local volunteers.
- 4 Role of iwi
 - Support for clearer protocols.

- 5 Capability and capacity
 - Support national standards and accreditation for staff;
 - Important to value local knowledge as well, need combination of professional experts and local knowledge;
 - Need some flexibility around national standards, each crisis is unique.
- 6 Authority for command, control and co-ordination
 - Support Group Controllers having control authority;
 - Clarify role of other agencies – conflicting legislation regarding who is lead agency;
 - Ensure local groups involved in an emergency understand the role of a Controller.
- 7 Intelligence
 - Support a new fit-for-purpose NCMC2 and a national 24-hour alerting and monitoring centre;
 - Ensure information shared between agencies so all involved have a common operating picture.
- 8 Information and communication
 - Importance of strategic communication noted, support for a fly-in professional communications team to support local operations and manage media;
 - Reservation expressed regarding Ministry of Social Development not Civil Defence being the lead for delivery of welfare services – would put a major organisation outside regional command and control, break primacy of Controller and CDEMG as lead agency;
 - Support for involvement at a local level of local WINZ staff but concern about national implementation and management being imposed on a local emergency situation.

Resolved

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.**
- 3 Delegates authority to the Director of Emergency Management Bay of Plenty to sign and submit the Bay of Plenty CDEM Group position paper to the Technical Advisory Group Implementation Team.**

Love/Williams
CARRIED

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

As the previous minutes could not be confirmed at the meeting (*refer paragraph 4.1*), the Chair advised there was no need to exclude the public.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Defers confirmation of the Public Excluded Civil Defence Emergency Management Group Joint Committee minutes of 04 December 2017 until the next Joint Committee meeting.**

Love/Campbell
CARRIED

7 Consideration of General Business

7.1 WDC Special Policy Application

Deputy Mayor Turner advised members that, due to insurance not covering costs arising from the Edgecumbe flood event as expected, WDC was left with unexpected outstanding costs of approximately \$4 million. Consequently, WDC was developing a business case to submit a Special Policy Application to Cabinet to address issues around emergency event insurance cover and to recover some of the outstanding costs. Ms Turner sought the support of the Joint Committee for the development of the business case and the Special Policy Application; and was happy to circulate the draft business case to members when developed and for WDC to present to the Joint Committee on WDC's experience of emergency event insurance and the circumstances which contributed to the shortfall at a later date if the members wished.

As a resolution was unable to be made under General Business, members indicated their support for Whakatane District Council to develop a business case and submit a Special Policy Application to Cabinet, for assistance with WDC costs from the Edgecumbe flood event not covered by their insurers.

The meeting closed at 11.25 am.