

Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in the Council Chamber, Rotorua Lakes Council, Civic Administration Building, 1061 Haupapa Street, Rotorua on Friday, 22 June 2018 commencing at 10.00 a.m.

Present:

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

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

Appointees: Mayor J Forbes (Ōpotiki District Council - ODC), Mayor M Campbell (Kawerau District Council - KDC), Deputy Mayor F Tunui (Alternate, KDC), Mayor S Chadwick (Rotorua Lakes Council - RLC), Mayor A Bonne (Whakatāne District Council - WDC), Deputy Mayor J Turner (Alternate - WDC) and Deputy Mayor M Williams (Alternate, Western Bay of Plenty District Council - WBOPDC).

In Attendance: Clinton Naude (Director, Emergency Management Bay of Plenty - EMBOP), Chris Ingle (General Manager Integrated Catchments, BOPRC) Matthew Harrex (Manager Planning and Development, EMBOP), Russell George (Chief Executive Officer, KDC), Bridget Vercoe (Ministry of Civil Defence & Emergency Management), Garry Poole (Chair of Coordinating Executive Group & Chief Executive, TCC), Marty Grenfell (Deputy Chair of Coordinating Executive Group & Chief Executive Officer, WDC), Miriam Taris (Chief Executive Officer, WBOPDC), Clare Ward (Team Lead, TAG Implications Project: Department of the Prime Minister and Cabinet), Gerard McCormack (Planning and Regulatory Group Manager – ODC), Andy Dixon (Management Accountant Team Leader, BOPRC), Angela Reade (Manager, Community Resilience, EMBOP), Andrea Thompson (PA to Director Emergency Management Bay of Plenty), Julian Reweti (Built Environment Team Lead and Project Manager, WDC) and Merinda Pansegrouw (Committee Advisor, BOPRC).

Apologies: Mayor G Webber (WBOPDC)

1 Apologies

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies of Hon Kris Faafoi, Minister for Civil Defence, Mayor G Webber, Aileen Lawrie and Geoff Williams and for lateness, Deputy Mayor M Williams, as tendered at the meeting.**

Love/Campbell
CARRIED

2 **Public Forum**

Nil

3 **Acceptance of Late Items**

Nil

4 **General Business**

The following item was raised under General Business:

Rotorua Lakes Manaakitanga Mayoral Relief Fund

Mayor Steve Chadwick, on behalf of Rotorua Lakes Council, thanked Whakatāne District Council and Bay of Plenty Regional Council for their contributions to the Rotorua Lakes Manaakitanga Mayoral Relief aimed at helping families affected by recent flooding following a severe weather event in Rotorua on 29 April 2018.

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

Nil

6 **Declaration on Conflicts of Interests**

Nil

7 **Previous Minutes**

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

The Chair advised that the Minutes of the meeting of 4th December 2017, Open and Public Excluded, could not be confirmed as only one member was present who had attended the meeting and therefore this item would lie on the table for the following meeting.

7.2 **Civil Defence Emergency Management Group Joint Committee minutes - 23 March 2018**

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 **Confirms the Civil Defence Emergency Management Group Joint Committee minutes of 23 March 2018 as a true and correct record.**

Love/Turner
CARRIED

8 Reports

8.1 Bay of Plenty Civil Defence Emergency Management Group Local Controller Amendments

Clinton Naude, Director: Emergency Management Bay of Plenty provided an outline of the report and responded to questions.

Key Points

- It was a legislative requirement for the Bay of Plenty Civil Defence Emergency Management Group Joint Committee to appoint Local Controllers in terms of s27 of the Civil Defence Emergency Management Act 2002.

Resolved

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

- 1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group Local Controller Amendments;**
- 2 **Appoints Suzanne Craig, Information Services Manager, Rotorua Lakes Council, 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, effective 22 June 2018.**
- 3 **Appoints Regan Fraser, Infrastructure Business Manager, Rotorua Lakes Council, 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, effective 22 June 2018.**
- 4 **Appoints Richard Horn, Inner City Manager, Rotorua Lakes Council, 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, effective 22 June 2018.**
- 5 **Rescinds the authority of Marcus Goldsbury 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.**

Forbes/Bonne
CARRIED

8.2 Bay of Plenty Civil Defence Emergency Management Group Service Delivery Review 2018 - Update

Clinton Naude, Director: Emergency Management Bay of Plenty provided an outline of the report:

Key Points

- Report provided an update on the Bay of Plenty Civil Defence Emergency Management Group's Service Delivery Review that was currently underway
- The main outcome of the review would be to clarify roles and responsibilities for the delivery of Civil Defence Emergency Management by all member local authorities and the Group Emergency Management Office
- The Ministerial Review "*Better Responses to Natural Disasters and Other Emergencies in New Zealand*", released on 18 January 2018, would also be considered as part of the Service Delivery Review
- Final delivery date of the report would be 7 December 2018.

Resolved

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Service Delivery Review 2018 – Update.**

Forbes/Love
CARRIED

8.3 2018-2028 Long Term Plan Update

Clinton Naude, Director: Emergency Management Bay of Plenty presented the report, outlining the following:

Key Points

- Bay of Plenty Regional Council (BOPRC) had included a question in their 2018 - 2028 Long Term Plan (LTP) Consultation document on establishing a targeted rate for regional-wide Civil Defence Emergency Management (CDEM) following which the majority of submissions received, supported the option of establishing a targeted rate
- BOPRC had directed staff to proceed with the establishment of a targeted rate for region-wide CDEM services as part of deliberations for the LTP 2018 - 2028
- As a result the Bay of Plenty CDEM Group would no longer invoice member councils for their group contributions; these would be collected through a BOPRC CDEM Targeted Rate
- Adoption of the LTP 2018 - 2028 had been scheduled for consideration on 28 June 2018
- The following key matters, highlighted by the community during the LTP submission process, were currently being attended to:
 - Appropriately resourcing communities in order to be effective in the event of an emergency
 - Māori to be more involved at all levels in CDEM
 - New Zealand Response Teams - funding/support with training and health and safety equipment.

Members' Comments

- Noted that the outcome of the National Review to be released on 7 December 2018 could possibly impact on future rating arrangements
- There was a national need to involve multi-cultural societies to ensure adequate provision for the specific needs of international students/immigrants.

In Response to Questions

- A Diverse Response Seminar had been scheduled for 27 June 2018. The purpose of the seminar would be to highlight the importance of understanding the increasingly diverse communities in the Bay of Plenty Region and to enable the Bay of Plenty Civil Defence Emergency Management Group to effectively support them in an emergency. A variety of guest speakers had been invited to explain how their cultural differences would impact on how they would respond and how their communities could be supported during an emergency.

Resolved

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

- 1 Receives the report, 2018-2028 Long Term Plan Update.**

**Love/Bonne
CARRIED**

8.4 Whakatane District Recovery Debrief and Toolbox

Julian Reweti, Built Environment Team Lead and Project Manager, Whakatāne District Council outlined the report and responded to questions.

Key points

Highlighted three key learnings

- Recovery should be managed from one centralised venue
- Navigators were a vital source of data/information
- Keeping an eye on social media to identify key issues was critical.

Members' Comments

- A key learning from the recent weather events in Tauranga, Edgecumbe and Rotorua had been that the accountability for Navigators costs needed to be clarified with the Ministry of Civil Defence & Emergency Management as it was considered this should not be a cost to the ratepayer
- The Whakatāne District Recovery Debrief and Toolbox, as a guideline to help during future recovery efforts, should be a dynamic document
- The involvement of the Ministry of Social Development, to support with all aspects related to social grants / psychosocial matters, was important
- Having a Mayoral Relief Trust Fund to support the community during a recovery phase played a significant role. Since the practice had ceased, the reestablishment of Mayoral Relief Trust Funds should be reconsidered.

Actions for Mayors

- Further discussion by Mayors at the next Zone 2 meeting on the resurrection of Mayoral Relief Trust Funds to support communities during a recovery phase following disasters.

Attendance

Deputy Mayor M Williams entered the meeting at 10:40 am.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Whakatāne District Recovery Debrief and Toolbox

Chadwick/Bonne
CARRIED

- 2 Requests the Bay of Plenty Civil Defence Emergency Management Group Recovery Manager, through the Regional Recovery Forum, to review recent events and build on the Whakatāne District Recovery Debrief and Toolbox with the view of developing a dynamic document/living guide, a final version of the document to be submitted to the CDEMG for possible future referral to the Ministry of Civil Defence & Emergency Management

Chadwick/Bonne
CARRIED

- 3 Formally congratulates the Whakatāne District Recovery Project Team for receiving a Ministerial Award from the Ministry of Civil Defence & Emergency Management for the outstanding work done during the Whakatāne Recovery.

Brownless/Turner
CARRIED

8.5 Mycoplasma bovis update

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

In Response to Questions

- To maintain consistent communication, the Ministry of Primary Industry, as the lead agency, would oversee and administer all communications.

Resolved

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Mycoplasma bovis update.

Forbes/Bonne
CARRIED

8.6 Taiohi Taiao Youth Jam 2018

Video clips - Refer Objective ref: zA221446

Angela Reade, Manager: Community Resilience, Emergency Management Bay of Plenty, provided background to the report and displayed two videos:

1. A message from the Minister for Civil Defence, Hon Kris Faafoi
2. Taiohi Taiao Youth Jam 2018

Key Points:

- The Taiohi Taiao Youth Jam was held on 15 - 17 May 2018 at Ōhope Beach and welcomed over 40 students from 16 secondary schools across the Bay of Plenty
- Objectives of the event were:
 - To train Youth Civil Defence Ambassadors
 - To increase knowledge of natural hazards
 - To explore the 4 R's of Emergency Response
 - To network and have fun
- Positive Outcomes from the Youth Jam thus far:
 - A tsunami evacuation drill at Pāpāmoa College
 - Te Kura Kaupapa o Te Koutu students presented in Te Reo Māori to Komiti Māori on their experiences and plans to build resilience in their kura
 - Otumoetai College students had requested Tauranga City Council for the use of Bellevue Park and an alternate assembly point in case their primary point was unsafe to use
 - Students at John Paul College had met with the Health and Safety representative of their Board of Trustees.

Students from John Paul College: Areta Pakinga, Kiera Davidson and Megan Hughes outlined the positive outcomes/key learnings from the Youth Jam, the practical steps they have since implemented at their school and the awareness they had raised amongst peers.

Next steps

- Following the success of the pilot event, Emergency Management Bay of Plenty would host the Civil Defence Youth Ambassadors as an annual event
- The Ambassador Programme would improve knowledge/skills and provide resources to the youth ambassadors that would assist in building key relationships.

Resolved

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

- 1 **Receives the report, Taiohi Taiao Youth Jam 2018.**

**Love/Forbes
CARRIED**

9 Presentations

9.1 Clare Ward - Team Lead, TAG Implications Project: Department of the Prime Minister and Cabinet

Clare Ward, Team Lead, Technical Advisory Group (TAG) Implications Project: Department of the Prime Minister and Cabinet, provided a verbal update on progress with the development of a government response to the Ministerial Review - *'Better Responses to Natural Disasters and other Emergencies in New Zealand'*, released in January 2018.

Key Points

- Civil Defence Minister Hon Kris Faafoi had met with a number of local authorities, iwi and other groups over the past few months to consider the recommendations by TAG; having an understanding of what was happening at ground level was critical
- The TAG report mainly focussed on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies, and communities and their resilience/ ability to help themselves
- Although the current emergency management system worked well, it required strengthening to allow stronger national-level leadership, direction and standards
- Continuous learning from events should take place to ensure that communities benefitted from consistently increased public safety and property protection
- In considering the TAG Recommendations, the following five areas would be the points of focus:
 - People and the well-being of local communities to remain at the heart of the system
 - Strengthening national leadership systems
 - Building capabilities
 - Improving the intelligence system/incorporating science advice/communications (public and strategic)
 - Clarifying roles and responsibilities

Key Points on the Regional Structures/roles and responsibility

- Mayors to have primary authority for declaring states of local emergency under the CDEM Act
- There needs to be a clear distinction between an incident and an emergency; Controllers' authorities to be aligned accordingly
- Authority to coordinate response to an emergency under the CDEM Act needed to be clarified.

Members' Comments

- Highlighted the importance of having very clear directions to guide Mayors with their authority to declare states of local emergency under the CDEM Act. Mayors needed to be briefed on the importance of their role in emergencies and mayoral training should strongly be encouraged
- Needed to tighten up on the distinction between Regional Council staff members and Group staff members and the authority/response plans, roles/responsibilities and communication channels. This needed to happen as part of the preparedness process/service agreement, outside of an event
- Communication flow around events needed to be further refined
- In defining the roles and responsibility of the Local Controller, the importance of the Mayor's involvement/inclusion, as a link with the community and as spokesperson, needed to be taken into consideration: Local Controller/Mayor/CE roles to be unambiguously clarified

- Assistance by central government agencies in the recovery phase should be simplified and the pay-back of grants should not be expected. Noted that the TAG report had recommended that MSD be specified as lead agency across the 4Rs with the responsibility for coordinating welfare services and sub-functions of registration and needs assessments
- Reiterated that the responsibility for the payment of the welfare function should rest with MSD and not with relevant local authority
- The role of Navigators, having specialised skills, would add value when forming part of a regional centre of expertise and should be included as part of readiness training.

Key Points – Staff Members

- The review on the response to the recent Rotorua flooding event (April 2018) would provide valuable information to assist with key learnings going forward
- Since each event offered unique challenges, the importance of the readiness phase should never be undervalued. Response should be seen as the final exam, with preparedness as an opportunity to continuously focus on key learnings and relationship building.

10 Consideration of General Business

10.1 CDEMG Workshop: 28 September 2018

Clinton Naude, Director: Emergency Management Bay of Plenty, reminded members that the next meeting of the committee, scheduled for 28 September 2018, would include a workshop session. He invited possible topics for inclusion on the workshop agenda.

Proposed items for Workshop Agenda

- Welfare function in disaster situations on a local level in rural areas (iwi/marae/schools)
- Role/responsibility of Navigators
- A perspective on insurance
- Resurrection of Mayoral Relief Trust Funds.

The meeting closed at 12:10 pm

Confirmed

Chairman, Civil Defence Emergency Management
Group Joint Committee

Date