

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 **Mauao Rooms, Bay of Plenty Regional Council Building, 87 First Avenue, Tauranga** on:

Friday, 28 September 2018 commencing at 10.00 am.

Fiona McTavish
Chief Executive
Bay of Plenty Regional Council Toi Moana
20 September 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:	Councillor 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:	M Pansegrouw

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 into the Open**
- 6 Declarations of Conflicts of Interests**
- 7 Previous Minutes**
 - 7.1 Civil Defence Emergency Management Group Joint Committee minutes - 04 December 2017** 11
 - 7.2 Civil Defence Emergency Management Group Joint Committee minutes - 22 June 2018** 21
- 8 Reports**

8.1 Bay of Plenty CDEM Group Annual Report 2017/18 33

SUPPORTING DOCUMENT - Bay of Plenty CDEM Group Annual Report 2017/18

Available on the Bay of Plenty Regional Council website [here](#)

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9 Public Excluded Section 37

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	Refer to the relevant section in the open 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 39

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.

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

Reports

Report To: Civil Defence Emergency Management Group Joint Committee
Meeting Date: 28 September 2018
Report From: Clinton Naude, Director, Emergency Management Bay of Plenty

Bay of Plenty CDEM Group Annual Report 2017/18

Executive Summary

The 2017/18 year has been another significant year for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group. A key accomplishment has been the publication of the Bay of Plenty Civil Defence Emergency Management Group Plan 2018 – 2023. The past year has also seen a number of reviews underway, at a national, group and local levels. The outcomes of the reviews ensure Civil Defence Emergency Management continues to evolve and remain responsive to learning from and planning for natural disasters in New Zealand.

This report presents the Bay of Plenty CDEM Group Annual Report 2017/18 for approval by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

Recommendations

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty CDEM Group Annual Report 2017/18;**
- 2 Approves the Bay of Plenty CDEM Group Annual Report 2017/18**

1 Bay of Plenty CDEM Group Annual Report 2017/18

2017/18 has been another significant year for the Bay of Plenty Civil Defence Emergency Management Group. The Bay of Plenty CDEM Group Annual Report 2017/18 (Attachment 1) details the progress the Bay of Plenty CDEM Group has made over the 2017/18 financial year.

A key accomplishment has been the publication of the Bay of Plenty Civil Defence Emergency Management Group Plan 2018 – 2023. The Plan sets the direction for the Bay of Plenty Civil Defence Emergency Management Group over the next 5 years, defining the Bay of Plenty Civil Defence Emergency Management Group's activities and the role of stakeholders in Civil Defence Emergency Management in the Bay of Plenty.

The past year has also seen a number of reviews underway, at a national, group and local levels. The outcomes of the reviews ensure Civil Defence Emergency Management continues to evolve and remain responsive to learning from and planning for natural disasters in New Zealand.

The Bay of Plenty Civil Defence Emergency Management Group launched a new website with an improved format, making it easier to update site information and for visitors to navigate.

There have been a number of emergency events that Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty has prepared for, supported and responded to over the year.

Good progress has been made in lifting the percentages of staff trained to work in the Emergency Operations Centres, providing a solid platform to build from for the coming year.

The Bay of Plenty CDEM Group Annual Report 2017/18 was endorsed and recommended for adoption by the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group at their 24 August 2018 meeting.

2 Implications for Māori

There are no specific implications for Māori arising from this report.

3 Health and Safety Implications

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

4 Financial Implications

4.1 Current Budget

The total operating budget was 7% underspent for the year resulting in just over \$174,000 savings which will be rolled into reserves. A detailed financial report is provided in the Bay of Plenty CDEM Group Annual Report 2017/18 (Attachment 1).

4.2 Future Budget

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

Matthew Harrex
Manager, Planning & Development

for Director, Emergency Management Bay of Plenty

20 September 2018

**SUPPORTING DOCUMENT - Bay of Plenty CDEM
Group Annual Report 2017/18**

