



*A safe, strong Bay of Plenty, together*  
Te Moana a Toi, kia haumarū, kia kaha mā tātau katoa

# **Bay of Plenty CDEM Group Annual Plan 2024-2025**



# **Bay of Plenty CDEM Group**

## **Annual Plan 2024-2025**

**Authority:** This annual plan has been issued by the Bay of Plenty Civil Defence Emergency Management Group Joint Committee pursuant to s17(i) of the Civil Defence Emergency Management (CDEM) Act 2002. It provides the key deliverables for the 2024-2025 financial year for the implementation of the Bay of Plenty Civil Defence Emergency Management Group Plan 2024-2029.

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# He Kōrero Timatanga - Introduction

The Bay of Plenty Civil Defence Emergency Management Group (*the CDEM Group*) Annual Plan 2024-2025 sets out the CDEM Groups key operational work-streams, projects and initiatives linked to delivering the strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2024-2029 (*the CDEM Group Plan*). It provides a framework for achieving the shared goals of the CDEM Group Plan, creating a unified approach that also supports local operations and responsibilities.

The deliverables listed represent the highest priorities for the CDEM Group. Emergency Management Bay of Plenty leads the projects and deliverables, often involving the Groups' members, as indicated by the 'engagement' level in the projects overview. Given the extensive scope of work contributing to CDEM across the Bay of Plenty rohe, the ongoing operational commitments (maintenance and annual delivery activities) of the CDEM Group are summarised in this Plan.

The local CDEM service delivery is incorporated into the respective Bay of Plenty CDEM Group members' annual Emergency Management plan.

Given the unpredictability of the operating environment, the CDEM Group must remain receptive to the impacts of emergency events and able to review and adapt priorities and efforts to best meet the needs of communities. As such, the Annual Plan should be seen as a living document; one which may change as new information becomes available or new priorities arise.

To support this, the Annual Plan will be reviewed annually to ensure the work that the CDEM Group is doing is contributing to the strategic goals and objectives of the CDEM Group Plan in the most effective and efficient manner.

Accountability for the tasks and projects within this Annual Plan will be monitored and reported upon by Emergency Management Bay of Plenty with Group members also reporting against **their own** respective Emergency Management Annual plans, as required to the Bay of Plenty CDEM Group Joint Committee, Bay of Plenty CDEM Coordinating Executive Group, and Bay of Plenty CDEM Coordinating Executive Group Local Authorities Subcommittee. It enables these committees to make informed decisions and set clear directions.

The Annual Plan has been developed with consideration to the Bay of Plenty CDEM Partnership Agreement 2019. Whilst the Partnership Agreement details the responsibilities of all the members of the CDEM Group individually, what remains at the core of the CDEM Group is the value of working together for safer, for more resilient communities. Building relationships and collaborating are therefore the key to the successfully delivering on the Annual Plan.

# He Whāinga - Our goals

The Bay of Plenty CDEM Groups' strategic objectives are set out in the 4Rs section of the Group plan 2024-2029. These overarching objectives guide the Group to achieve its vision and mission.

The strategic objectives are detailed in the 'Where do we want to be in 5 years' time' section of the Group Plan. These five-year goals assist in prioritising activities, measuring progress, assurance to effectively fulfil the Group's strategic goals.

The activities in the Groups' Annual Plan are aligned with one or more of these five-year goals and are designed to be SMART (Specific, Measurable, Achievable, Relevant, Time-bound). This alignment ensures that every activity contributes directly to the strategic objectives.

In the activity overview of the 4Rs, the five-year goals are numbered (e.g., 'reduction 1') to indicate the specific goal(s) they address. Activities may support multiple five-year goals. For a comprehensive list of the Bay of Plenty CDEM Group plan goals, refer to appendix 1.

IAP2's Spectrum of Public Participation <sup>1</sup> is used to assist with the selection of the level of participation that defines the Group's engagement process with the Group members.

Level of engagement	Description
None	No engagement at all required (like EMBOP only projects/tasks)
Inform	To provide the Group with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
Consult	To obtain the Groups' feedback on analysis, alternatives and/or decisions.
Involve	To work directly with the Group throughout the process to ensure that the Groups' concerns and aspirations are consistently understood and considered.
Collaborate	To partner with the Group in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Empower	To place final decision making in the hands of the Group (members).

Additionally, this structure enables the Group to report on its progress in achieving the strategic objectives outlined in the Group Plan. Through regular assessment and reporting, the Group can demonstrate its advancement towards its long-term goals, ensuring accountability and transparency.

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1. <sup>1</sup> © IAP2 International Federation 2018.

# He Huanui - Our workstreams

The Bay of Plenty CDEM Group plan 2024-2029 refers to the 4R's of emergency management as the foundation of our integrated approach to emergency management. It also described how this approach is consistent with a holistic Māori world view because it requires a systemic approach to caring for people and land before, during and after an emergency.

This approach enables the Group to:

- Understand hazards and risks.
- Work to reduce the impact of hazards and build resilience in respect of those hazards.
- Build capability and capacity to provide coordinated, integrated, and effective response.
- Recover from emergencies.

In accordance with the CDEM Group Plan, the activities in the Annual Plan have been aligned with the 4Rs of comprehensive emergency management, and assurance:

- Reduction
- Readiness
- Recovery
- Response
- Monitor & Evaluation.

## Maintenance and Annual deliverable activities

The Group executes multiple, and often significant, operational commitments and standing activities that are delivered each year alongside our key activities and initiatives highlighted in this Annual Plan. These range from facilitating workshops, CDEM training to scheduled reviews of the Groups' standard operating procedures and plans. Emergency Management Bay of Plenty will report on these activities when requested, or when significant changes of these activities or demand on these activities occur.

# Reduction – Reducing the risk to our communities

Disaster risk reduction is aimed at preventing new, reducing existing disaster risk, and managing residual risk, all of which contribute to strengthening resilience (New Zealand’s National Disaster Resilience Strategy).

The activities within this section enhance collective knowledge of natural hazard risks within the Bay of Plenty, the vulnerability and resilience of communities, and implement projects/ programmes to reduce risks from natural hazards.

For the 2024/25 financial year we are contracting Simplexity Consulting to develop a HazardScape report for the entire Bay of Plenty rohe. This report is aimed at summarising the key information about out hazards in an understandable way for our communities.

Following the HazardScape review, a presentation suite on our key hazards across the Bay of Plenty will be designed. This aims to improve hazard literacy across the wider sector and empower our partners to identify mechanisms in which the group can be more proactive in decreasing hazard risk.

Supplementary to this, the Group continues reviewing the Bay of Plenty CDEM Risk Assessment. This will be achieved by several workshops, bringing together sector partners and subject matter experts from the wider group to gain a better understanding of the risk posed from the various hazards in the Bay of Plenty.



## Reduction work stream activities table

Group Plan Goals			Activities	Period	Engagement
Primary	Secondary	Tertiary			
Reduction 1/6			Develop BOPCDEM Group Hazardscape report	24/25	Consult
Reduction 1/6			Deliver BOPCDEM Group Risk assessment workshops (+ info leading into hazardscape report)	24/25 & 25/26	Collaborate
Reduction 1/6	Reduction 2/6		Complete tsunami inundation modelling for the Bay of Plenty coastline	24/25	Collaborate

# Readiness – Preparing our communities for an emergency

Readiness includes developing operational systems and capabilities before an emergency happens. It includes making arrangements with emergency services, Lifeline Utilities, and other agencies, and developing self-help and response arrangements for the general public (New Zealand's National Disaster Resilience Strategy 2019).

This programme of work focuses on enhancing the readiness of the Bay of Plenty through empowering and engaging individuals, partners, organisations, and communities to make their own decisions on how they will prepare for and cope during an emergency.

During this annual plan period the Group is enhancing its capacity and capability by developing comprehensive training pathways and providing emergency management training to its members and stakeholders. These training initiatives offer numerous benefits, including improved preparedness, increased skill levels, and strengthened collaboration during emergencies.

Emergency management public education empowers individuals and communities to act effectively before, during, and after emergencies, saving lives, reducing damage, and fostering a culture of preparedness and resilience. The Groups' public education activities are ongoing, with a focus on supporting the annual National ShakeOut Earthquake Drill and Tsunami Hikoi. These efforts aim to boost community participation compared to previous years. Additionally, these activities will be integrated into a comprehensive Bay of Plenty CDEM Group Public Information Management Plan.

The Group will be developing and implementing a Bay of Plenty-wide standard 'needs assessment tool' and reviewing its Bay of Plenty CDEM Group Welfare Plan. This review aligns with the assurance plan, which involves regular evaluations of all plans.

In addition to developing and implementing a standardised needs assessment tool across the Bay of Plenty, the Group will undertake a comprehensive review of its Bay of Plenty CDEM Group Welfare Plan. This review process will be aligned with the Group's assurance plan, ensuring that all plans are regularly evaluated and updated to maintain their effectiveness and relevance. The goal is to ensure that the welfare plan meets current standards, procedures and address the evolving needs of the community.

## Readiness work stream activities table

Group Plan Goals			Activities	Period	Engagement
Primary	Secondary	Tertiary			
Readiness 4/8	M&E 2/3		Develop a Catastrophic Planning program for the Bay of Plenty Region, based off responsibilities from the NEMA CATPLAN Handbook	24/25	Consult
Readiness 4/8	Response 2/8		Develop Group Public Information Management Plan	24/25 & 25/26	Involve
Readiness 4/8	Readiness 5/8		Review Elected officials' training/induction/pathway, Including media training	24/25	Consult
Readiness 7/8	Response 2/8	Response 3/8	Make available a public information GIS tool including maps and further information	24/25 & 25/26	Consult
Readiness 4/8			Review BOPCDEM Group Welfare Plan 2019	24/25	Collaborate

# **Response – Supporting communities on their worst day**

Response includes the actions taken immediately before, during or directly after an emergency to save human and animal lives and property, and to help communities begin to recover.

In line with the Groups' Assurance Framework, continued efforts are made to review and update the Groups' Standard Operating Procedures (SOPs), policies and plans, including the Emergency Operations Centre Check list compendium, to ensure currency, alignment with National direction and Emergency event reviews from around the country. This work enhances the Group's efficiency and effectiveness during responses.

The CDEM Group must stay responsive to the impacts of emergency events, therefore, the Annual Plan should be considered a living document that may change as new information emerges or new priorities develop.

## Response work stream activities table

Group Plan Goals			Activities	Period	Engagement
Primary	Secondary	Tertiary			
Response 5/8			Conduct a Review of Emergency Operation Centre Checklist compendium	24/25	Consult
Response 5/8			Develop a guide for Civil Defence Centre signage and training	24/25	Involve
			Support the Whakaari coronial inquiry	24/26	

# Recovery – Supporting communities to rebuild their lives

Recovery is the coordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.

At the national level, there is currently a heightened emphasis on the development of the Recovery function, particularly in the wake of several emergency weather events. During this annual plan period, the review of the Group Recovery Plan is intended to capture lessons from these events. This process aims to enhance recovery capabilities and procedures throughout the Bay of Plenty CDEM Group Rohe. It will set out and confirming the recovery arrangements, including the roles and responsibilities, and structures and processes, that are required to support emergency recovery management.

In a manner akin to how insights and recommendations from response review reports are integrate, the Recovery Toolkit will be enriched with lessons learned specifically pertaining to recovery efforts following Cyclone Gabrielle.

These continuous improvements will encompass best practices identified during the recovery phase of the cyclone's aftermath. By incorporating these improvements into the Recovery Toolkit, the group continuous to increase its recovery capabilities and enhance future recovery efforts in similar situations.

## Recovery work stream activities table

Group Plan Goals			Activities	Period	Engagement
Primary	Secondary	Tertiary			
Recovery 4/8	M&E 1/3		Develop the Whakaari Recovery Action plan	24/25 & 25/26	Involve
Recovery 4/8	M&E 2/3	Recovery 8/8	Implement 'lessons learnt' from Cyclone Gabrielle into the Recovery Toolkit	24/25	Inform
Recovery 6/8			Develop and facilitate 'Response to Recovery transition' training	24/25	Consult
			Develop the 'Recovery in Response' guide	24/25	Collaborate

# **Monitoring, Evaluation – ensuring we are meeting our legislative requirements and building a culture of continuous improvement**

The Bay of Plenty Group ensures the achievement of the Bay of Plenty CDEM Group Plan's objectives, compliance with legislative requirements, and ongoing improvement through regular monitoring and evaluation. This process guarantees the capacity and capability needed to fulfil its CDEM roles and responsibilities. Continuous improvement activities enhance the Bay of Plenty CDEM Group's effectiveness, transparency, and consistency.

The work on the recently developed Bay of Plenty CDEM Group Assurance Framework will be continue into the next financial year. This initiative aims to enhance monitoring and evaluation processes, identify opportunities for collaborative improvement, and foster a culture of continuous enhancement. It will also ensure the delivery of effective CDEM outcomes for communities within the Bay of Plenty rohe.

The Group will continue to learn from other emergency events, including conducting analyses of the Hawkes' Bay and Auckland extreme weather reports. This practice is an essential part of the Groups' continuous improvement in emergency preparedness, response, and recovery efforts. It serves to enhance the Group's capabilities, capacity to adapt to evolving conditions, and foster trust within communities.



## Monitoring and Evaluation work stream activities

Group Plan Goals			Activities	Period	Engagement
Primary	Secondary	Tertiary			
		Monitoring and Evaluation 1/3	Implement the BOPCDEM Assurance Framework	24/25	Collaborate
		Monitoring and Evaluation 1/3	Support review and analyse implications of the new Emergency Management Bill and implement subsequent actions	24/25	Collaborate
		Monitoring and Evaluation 1/3	Review of the Administering Authority Services Document for the CDEM Group	24/25	Consult

# Budget

The Bay of Plenty CDEM Group budgets for the 2024-2025 financial period are outlined in Table 1 below.

*Table 1 The Bay of Plenty Civil Defence Emergency Management Group for the 2024-2025 Financial Period.*

	Local Authority	2024-25 Budget 000
Bay of Plenty CDEM Group Budget	Emergency Management Bay of Plenty	\$ 5,095

\* The Bay of Plenty Regional CDEM Rate is collected by Bay of Plenty Regional Council on behalf of the Bay of Plenty CDEM Group.

*Note:* The financial budgets for CDEM Local service delivery are contained in the respective member Local Authority work programmes.

*Table 2 Bay of Plenty Lifelines Budget for the 2024-2025 Financial Period.*

Bay of Plenty Lifelines Group	Contributions 000
Surplus held in reserves	\$ 46*
2022/23 Anticipated Member Contributions*	~ \$ 0
<b>Total</b>	<b>\$ 46*</b>

\*The membership contributions figure relies on members paying their voluntary contributions which will be determined by the program of work. On an annualised basis. This will be consulted between the Lifelines Utility Group chairperson and Emergency Management Bay of Plenty.



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