

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 25 June 2021, 10:00am
- Venue:** Rotorua Lakes Council, Council Chambers, 1061 Haupapa Street, Rotorua
- Chairperson:** Cr David Love - Bay of Plenty Regional Council (BOPRC Toi Moana)
- Members:**
Rotorua Lakes Council (RLC): Mayor Steve Chadwick
Whakatāne District Council (WDC): Deputy Mayor Andrew Iles (Alternate)
Ōpōtiki District Council (ODC): Mayor Lyn Riesterer
Western Bay of Plenty District Council (WBOPDC): Mayor Garry Webber
Observer: Jenna Rogers - Manager, Analysis and Planning, National Emergency Management Agency (NEMA)
- In Attendance:**
Kawerau District Council (KDC): Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer
Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director; Lisa Glass - Senior Advisor, Communications; Andrea Thompson - Executive Assistant
Tauranga City Council (TCC): Barbara Dempsey - General Manager, Regulatory and Compliance
BOPRC Toi Moana: Chairman Doug Leeder (from 11:30 am); Sarah Omundsen - General Manager, Regulatory Services; Jessica Easton - Legal and Commercial Manager; Merinda Pansegrouw - Committee Advisor
WBOPDC: Miriam Taris - Chief Executive
WDC: David Bewley - General Manager Development and Environment Services

External: Marie Wisker - Partner, Chapman Tripp
- Apologies:** Deputy Chair Mayor Judy Turner (WDC); Deputy Mayor Shona Browne (ODC); Mayor Malcolm Campbell (KDC); Deputy Mayor David Donaldson (RLC); Commissioner Anne Tolley (TCC); Deputy Mayor Faylene Tunui (KDC); Commissioner Bill Wasley (TCC); NEMA Observer Jane Röllin.

1. Apologies

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apologies from Deputy Mayor Shona Browne, Mayor Malcolm Campbell, Deputy Mayor David Donaldson, Commissioner Anne Tolley, Deputy Mayor Faylene Tunui, Mayor Judy Turner, Commissioner Bill Wasley and Observer Jane Röllin tendered at the meeting.**

**Chadwick/Webber
CARRIED**

2. Declaration of Conflicts of Interest

None declared.

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 19 March 2021

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Confirms the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 19 March 2021 as a true and correct record.**

**Love/Chadwick
CARRIED**

4. Reports

4.1 Correspondence Received

Emergency Management Bay of Plenty Director Clinton Naude presented the report.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1. Receives the report, "Correspondence Received".**

**Webber/Chadwick
CARRIED**

4.2 Bay of Plenty Civil Defence Emergency Management Group - Local Controllers and Recovery Manager Statutory Appointments

Tabled Document 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 25 June 2021: Objective ID A3851895 [⇒](#)

Emergency Management Bay of Plenty Director Clinton Naude presented the report.

An updated *Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers* (refer page 34 of the agenda) was tabled at the meeting.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - Local Controllers and Recovery Manager Statutory Appointments;**
- 2 Approves the appointments of Mike Naude, Nigel McGlone and Sam Fellows as Local Controllers, Tauranga City Council for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the Civil Defence Emergency Management Act 2002;**
- 3 Rescinds the appointment of Julie Gardyne, Whakatāne District Council as Local Recovery Manager; and**
- 4 Rescinds the appointment of Rowan Wallace, Tauranga City Council as Local Controller.**

**Webber/Riesterer
CARRIED**

4.3 Bay of Plenty CDEM Group Annual Plan 2021/2022

EMBOP Director Clinton Naude presented the report.

Key Points:

- Bay of Plenty CDEM Group Annual Plan 2021/2022 (Annual Plan) set out the key operational work-streams, projects and initiatives that were linked to the delivery of the strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023 (Group Plan)
- Confirmed that the draft Annual Plan had been workshopped with all local authorities
- The format used for the Annual Plan articulated the activities to be delivered by both local authorities and EMBOP
- Given the unpredictability of the operating environment, the Annual Plan needed to be fluid/flexible. EMBOP needed to be receptive to change, able to review and adapt priorities and efforts to best meet the needs of its communities
- Once completed, the implications of NEMA's Regulatory Framework Review "Trifecta" Programme still needed to be incorporated into the Annual Plan/Group Plan
- In preparation for adoption in 2023, review of the Group Plan would commence in 2022

- The Annual Plan did not include all activities for the year as some projects were still underway: two additional multi-year projects (Tsunami Readiness and Mount Manganui Industrial Zone Readiness) had been identified for inclusion in the work programme. Project scoping for these were still underway. Once scoping had been completed, the Joint Committee would be provided with updates to the Annual Plan
- Since reporting on the Annual Plan would occur on a quarterly basis - Joint Committee members would have the opportunity to provide ongoing input.

Key Points - Members:

- Enquired about the status of the Delegations Manual for the Bay of Plenty Civil Defence Emergency Management Group and highlighted the importance that a delegations manual should clearly distinguish between staff/governance responsibilities.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, “Bay of Plenty CDEM Group Annual Plan 2021/2022”;**
- 2 Approves the Bay of Plenty CDEM Group Annual Plan 2021/2022 for implementation as of 1/7/2021; and**
- 3 Requests staff to provide a report to a future meeting of the Civil Defence Emergency Management Group Joint Committee on a Delegations Manual for the Bay of Plenty CDEM Group.**

**Webber/Riesterer
CARRIED**

4.4 Bay of Plenty CDEM Group New Zealand Response Team Capability

Emergency Management Bay of Plenty (EMBOP) Director Clinton Naude presented the report.

Key Points:

- Acknowledged representatives from the Response Teams in attendance at the meeting
- Recognised that volunteers were an integral part of an emergency response
- Highlighted that the development of a model for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group to incorporate ownership of the three Bay of Plenty based NZ Response Teams (NZRT) had been ongoing. With the analysis and consultation complete, the Coordinating Executive Group (CEG), at its meeting held on 21 May 2021, endorsed the revised CDEM Group capability model of the NZRT via a formal Memorandum of Understanding
- As a next step, the Joint Committee was requested to approve the proposed capability model of NZRT integration into the Bay of Plenty CDEM Group via a formal Memorandum of Understanding.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, Bay of Plenty CDEM Group New Zealand Response Team Capability;**
- 2 Approves the proposed capability model of New Zealand Response Team integration into the Bay of Plenty CDEM Group via a formal Memorandum of Understanding;**
- 3 Directs the Director Emergency Management Bay of Plenty lead the development and implementation of the formal Memorandum of Understanding; and**
- 4 Approves the allocation of \$15,000 per NZRT annually for operational support managed by the Director Emergency Management Bay of Plenty.**

**Webber/Chadwick
CARRIED**

4.5 Tauranga City Council - Update on Operations of Tauranga's Emergency Operation Centres

TCC General Manager, Regulatory and Compliance Barbara Dempsey presented the report.

Key Points:

- Updated members on changes to be made to the operations of Emergency Operating Centres (EOC) in the Western Bay of Plenty area
- TCC was setting up an EOC from 1 July 2021 and was in the process of resourcing its EOC with the required trained staff
- The decision to establish a TCC EOC did not mean that TCC would not continue to work alongside WBOPDC and other councils on day-to-day, business as usual activities. The increased number of trained staff would make working together easier for all parties
- Pointed out that TCC was not building an EOC; rather the focus would be on capacity development, training of staff and introducing appropriate processes
- TCC Commissioners, as part of its Long Term Plan 2021-31 process, had recommended that the project for the installation of Tsunami Sirens in Pāpāmoa be deferred to allow the Commissioners/Council staff the opportunity to engage with the community. A working group, which would include the community, would be established to identify all aspects of tsunami evacuation for Mount Maunganui and Pāpāmoa coastal areas.

Key Points - Members:

- Rotorua Lakes Council, as part of its 2021-2031 Long Term Plan, had approved \$500,000 per year across the term for the improvement of community safety. Actions within the community safety plan would include supporting the development of Community Centre Hubs that would enable community-led delivery of social and other services. As a next step, Rotorua Lakes Council was investigating the establishment of an emergency operational centre in Rotorua given that the Fire and Emergency New Zealand (FENZ) National Training Centre and the New

Zealand Police Bay Of Plenty District Headquarters were located in Rotorua. The underlying principle was based on a collaborative approach

11:30am - Chairman Doug Leeder **entered** the meeting.

- As several local emergency operating centres in the Bay of Plenty area were located less than 10 km apart, further discussion on the philosophy/approach to having several emergency operating centres was required
- There was a need to have a clear understanding of the operating procedure/delegations guiding councils in terms of when/which council would be responsible to front an emergency. A flow chart displaying the relationship between local/regional/group/central, as guided by legislation, would be beneficial
- Highlighted that better alignment between councils relating to local emergency operating centres was required; consideration should be given to the advantages/disadvantages of working collaboratively versus working in isolation
- Poor mobile connectivity remained a challenge for the sending of emergency mobile alerts via text messages in rural areas
- Noted that FENZ was in the process of reviewing its boundaries

Key Points - Staff:

- BOPRC Toi Moana was responsible for providing the region with a Group Emergency Coordination Centre (GECC) to enable the CDEM Group Controller to coordinate a regional response to emergency events through the GECC with the assistance of multiple agencies. This was independent from local emergency operating centres
- Having multiple local emergency operating centres would be resource hungry and could potentially strain the capability/resourcing by partner agencies; supported the alignment between local emergency operating centres.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1 Receives the report, “Tauranga City Council - Update on Operations of Tauranga’s Emergency Operation Centres”, and**
- 2 Requests staff to prepare a paper for submission to a future meeting of the Civil Defence Emergency Management Group Joint Committee, reviewing/reflecting on the efficiency/structure of local emergency operating centres on a sub-regional level (i.e. in the Western Bay of Plenty area, with Western Bay of Plenty District Council, Tauranga City Council and FENZ) and how the local emergency operating centres at a sub-regional level linked to the Group Emergency Coordination Centre.**

**Webber/Chadwick
CARRIED**

5. Verbal Updates

5.1 Update - Director, Emergency Management Bay of Plenty

*Presentation 1 - Emergency Management - Directors Update 2021-06-25: Objective
ID A3853051* ➔

EMBOP Director Clinton Naude presented the report.

Key Points:

- Following the recent retirement of NEMA representative John Titmus, acknowledged his dedicated service and contribution to the sector and the group over the past years
- Covid-19
 - Greater Wellington Region was currently at Alert Level 2
 - Continued close liaison between EMBOP and the relevant District Health Boards
 - Highlighted the importance of vigilance in using the NZ COVID-19 Tracer Application
 - Provided an update on progress with the vaccine rollout
- Whakaari/White Island
 - Recovery was currently transitioning from CDEM Group led to responsible agencies based on a formal transition plan
 - June 2021 hearings in Whakatāne had been postponed to September 2021
 - Since the Department of Internal Affairs (DIA) provided administration on behalf of the Minister of Local Government, a written invitation would be extended to the Chief Executive of DIA for a Senior Official to be co-opted onto the Coordinating Executive Group to represent the Territorial Authority for all off-shore islands within the jurisdiction of the Bay of Plenty CDEM Group
- March 2021 Earthquakes - Tsunami Threat
 - A continuous improvement programme was being developed to incorporate lessons learnt
 - Further detail would be provided in future
- Emergency Mobile Alert
 - The regional text alerting system was being discontinued because newer technology was better at reaching people in an emergency. This has been replaced by the Emergency Mobile Alert (EMA). The public would be alerted automatically by the EMA if there was an emergency in the relevant area
- National Emergency Management Conference 2021 (Hui Taumata o Te Uepū Whakahaere Haumarū) - Wellington 25 - 27 May 2021
 - Theme for the conference was '*Building Safe and Resilient Communities: The Future of the Emergency Management System*'
 - Day one was dedicated to providing a platform for gaining Māori and indigenous perspectives on emergency management, bringing together Māori experts and leaders, practitioners and volunteers, and those interested in supporting improved emergency management outcomes
 - Days two and three built on this through plenary and breakout sessions; explored how the emergency management sector work together – through partnerships, co-creation, and collective effort, across a broad range of organisations, sectors, and communities – to support improved emergency management outcomes for individuals and communities
 - Was a constructive conference which demonstrated to groups/agencies in what manner they could move from the “Why” to the “How”
- Emergency Management Awards presented at the conference
 - Celebrated people, groups or organisations that had made significant contributions to emergency management in New Zealand and were deserving of recognition at a national level

- A new award, the “Award for Manaakitanga” was an award for demonstrating respect and hospitality to others in a way that upheld mana and enhanced our own, across any aspect of the 4Rs. It recognised exceptional Manaakitanga in the emergency management environment. This award was won by **Te Rūnanga o Ngāti Awa**. The Whakaari/White Island eruption was a tragedy that impacted many people. It was the manaakitanga displayed by Ngāti Awa that gave the grief, anger and despair people were feeling a voice, and enabled the victims, their whanau and first responders to face the horror of the event and find solace
- The Ministerial Award For Outstanding Contributions to Emergency Management in New Zealand was awarded to Sarah Stuart-Black “Norm”, who was involved in the response to, and recovery from, almost every emergency and event in New Zealand since 2003
- Long Service Awards - 2021 recipients:
 - Eric Newman (21 Years) - WBOPDC
 - Peter Brownbridge (30 Years) - RLC
 - Phillip Martelli (30 Years) - WBOPDC
 - Peter McCarthy (30 Years) - NZRT-16
 - Melvern Wainwright (30 Years) - NZRT-16
 - Craig Winters (30 Years) - NZRT-16.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1. Receives the verbal update provided by EMBOP Director Clinton Naude.**

**Love/Illes
CARRIED**

5.2 Rotorua Lakes Council

This item was considered under item 5.5 “*Tauranga City Council - Update on Operations of Tauranga’s Emergency Operation Centres*”.

5.3 Update - National Emergency Management Agency (NEMA)

Presentation 2 - NEMA Update to Bay of Plenty CDEMG Joint Committee 25 June 2021: Objective ID A3853218 ⇨

Presented by NEMA Manager, Analysis and Planning, Jenna Rogers.

Key Points:

- Elaborated on the future of the emergency management system in New Zealand, with a focus on NEMA’s transformation
- NEMA’s roles were to ensure that the many distributed parts of the emergency management system identified as being a part of the system; exercising collective leadership; and having a shared sense of the strategic direction and goals
- Timeline of key events

- The Strategic Framework, Tā Mātou Anga Rautaki, functions, outcomes and values
- What success would look like for New Zealand
- What success would look like for the emergency management system
- Key partners who helped NEMA achieve its vision
- Regulatory Framework Review “Trifecta” Programme – three projects with significant alignment:
 - Amendments to the Civil Defence Emergency Management Act 2002
 - Review of the National CDEM Plan Order 2015 and accompanying Guide
 - Development of the National Disaster Resilience Strategy (NDRS) Roadmap
- Seven Priority workstreams of the programme:
 - Greater recognition of hapū/iwi Māori perspectives – incorporating te ao Māori in Emergency Management
 - Legal framework – including shaping what regulations may be needed
 - Lead agency – clarifying NEMA’s and other agencies roles before, during and after a response
 - Housing recovery – clarifying responsibilities and approach for managed repair programmes
 - Government funding – reviewing financial assistance settings and incentivising preparedness activities
 - People with disabilities – bringing the voice of people with disabilities into the legal framework for the first time
 - Critical infrastructure – clarifying roles for lifeline utilities through events and reducing risks
- Emergency Management Sector Strategy
 - NEMA would like to work with CDEM Groups to co-design a CDEM sector strategy
 - Would build on the National Emergency Management Development Group (NEMDG) Emergency Management Sector Planning document
 - Would ensure CDEM’s priorities were integrated into wider Emergency Management System strategy development
 - To define what CDEM partnership meant
 - Supported improved national, regional and local emergency management outcomes
 - Supported NEMA and CDEM Group business planning in future years
 - Funded by NEMA – including travel for CDEM Group representatives, if required, and a dedicated secretariat resource to develop strategy.

Resolved

That the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

- 1. Receives the verbal update provided by Jenna Rogers - Manager, Analysis and Planning, NEMA.**

**Riesterer/Love
CARRIED**

11:30am – Mayor Chadwick **withdrew** from the meeting.

6. Public Excluded Section

Resolved

Resolution to exclude the public

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:**

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:

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
6.1	Update - Legal Risk Management	Making the information available would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 6 (a); 48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive's approval.

- 2 That Marie Wisker, Partner Chapman Tripp be permitted to stay in the public excluded section of the meeting due to her knowledge of the matter under discussion as Legal Counsel.**

**Love/Iles
 CARRIED**

7. Consideration of General Business

- Wished WBOPDC Chief Executive Officer Miriam Taris well with her retirement commencing in July 2021 and thanked her for the contribution to the region and the Joint Committee over the past years.
- On behalf of the CDEMG Joint Committee, presented a letter of appreciation to EMBOP Director Clinton Naude for his contribution and dedication to EMBOP and the Group over the past years.

12:00 pm - the meeting closed.

CONFIRMED

Cr David Love
Chairperson, Bay of Plenty Civil Defence
Emergency Management Group Joint Committee