

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing: Friday 18 March 2022, 10:00 am

Venue: via Zoom (Audio Visual Meeting)

Chairperson: Cr David Love - Bay of Plenty Regional Council

Deputy Chairperson: Mayor Judy Turner - Whakatāne District Council

Members:

- Kawerau District Council (KDC):** Mayor Malcolm Campbell
- Ōpōtiki District Council (ODC):** Mayor Lyn Riesterer and Deputy Mayor Shona Browne (Alternate)
- Rotorua Lakes Council (RLC):** Mayor Steve Chadwick
- Tauranga City Council (TCC):** TCC Commissioner Shadrach Rolleston (as observer)
- Whakatāne District Council (WDC):** Deputy Mayor Andrew Iles (Alternate)
- Western Bay of Plenty District Council (WBOPDC):** Mayor Garry Webber
- Observer: National Emergency Management Agency (NEMA)** Jaci Sinko - Regional Emergency Management Advisor

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; Mark Crowe - Manager Operations; Janelle Coradine - Manager, Planning; Malinda Meads - Senior Advisor - Tsunami Readiness; Lisa Glass - Senior Advisor, Communications
- Tauranga City Council (TCC):** Isaac Orchard - Community Resilience Advisor
- BOPRC Toi Moana :** Graeme Howard - Corporate Planning Lead; Matthew Searle - Corporate Planner; Jessica Easton - Legal and Commercial Manager; Merinda Pansegrouw - Committee Advisor

Apologies:

- Chair TCC Commissioner Anne Tolley
- Deputy Mayor David Donaldson (Alternate)
- Deputy Mayor Faylene Tunui (Alternate)
- TCC Commissioner Bill Wasley (Alternate)

Declaration of Public Recording

Committee members were reminded that the public section of the meeting was being recorded and would be made available on the Bay of Plenty Regional Council website and archived for a period of three years:

Recording of Meeting: [Civil Defence Emergency Management Group Meeting Zoom Recording - 18 March 2022 - YouTube](#)

1. Apologies

Resolved

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

- 1 Accepts the apologies from Chair TCC Commissioner Anne Tolley, Deputy Mayor David Donaldson, Deputy Mayor Faylene Tunui and TCC Commissioner Bill Wasley tendered at the meeting.**

**Riesterer/Chadwick
CARRIED**

2. Order of Business

Members agreed to the reordering of items to consider item 7.6 as the last item on the agenda since public excluded correspondence relating to the item had been received from the National Emergency Management Agency, which would be received in public excluded.

3. Declaration of Conflicts of Interest

None declared.

4. Minutes

Minutes to be Confirmed

4.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 17 December 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 - 17 December 2021 as a true and correct record.**

**Turner/Iles
CARRIED**

5. Reports

Decisions Required

5.1 Correspondence Received - Minister Nanaia Mahuta - Senior Member of Department of Internal Affairs to be co-opted to the Co-ordinating Executive Group

EMBOP Director Clinton Naude presented the report.

Key Points - Staff:

- Confirmed that Richard Ward and Richard Hardie as senior members of the Department of Internal Affairs had been appointed to represent the Minister of Local Government on the Co-ordinating Executive Group (CEG) and Co-ordinating Executive Group Local Authorities Subcommittee respectively.

Resolved

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

1. **Receives the report, Correspondence Received - Minister Nanaia Mahuta - Senior Member of Department of Internal Affairs to be co-opted to the Coordinating Executive Group.**

**Webber/Chadwick
CARRIED**

5.2 Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 4 March 2022

EMBOP Director Clinton Naude presented the report.

Key Points - Staff:

- Intent of the new dashboard was to provide more timely, high-level summary reporting. Providing a snapshot of all member local authorities and updates on group office projects
- Satisfied that despite the significant impact Covid-19 and other challenges had posed on teams, progress on projects was tracking well
- Dashboard was a good tool allowing the opportunity for teams to see where they could support each other.

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 2021/22 Annual Plan Dashboard as at 4 March 2022.**

**Chadwick/Iles
CARRIED**

5.3 Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group Revised Terms of Reference

EMBOP Director Clinton Naude presented the report.

Key Point:

- Required the Terms of Reference of the Coordinating Executive Group to be updated following the Minister for Local Government Hon Nanaia Mahuta's confirmation of the decision to both terminate the Memorandum of Understanding for Whakaari/White Island and to accept the offer to co-opt a Senior Official from the Department of Internal Affairs on to the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group. (Refer ministerial correspondence received under item 5.1).

Resolved

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group Revised Terms of Reference; and**
- 2 Approves the updated Terms of Reference for the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group.**

**Webber/Riesterer
CARRIED**

5.4 Bay of Plenty CDEM Group Recovery Managers Statutory Appointments

EMBOP Director Clinton Naude presented the report.

Key Point Staff:

- Advised of a further amendment required as part of the statutory appointments, namely the rescindment of Glenn Sutton as Alternative Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Recovery Managers Statutory Appointments;**
- 2 Approves the rescindment of Clinton Naude as Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(1) of the CDEM Act 2002;**
- 3 Approves the amendment to the appointment of Janelle Coradine as Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(1) of the CDEM Act 2002;**

- 4 Approves the appointments of Anna Hayward and Michaela Glaspey as Local Recovery Managers for the Bay of Plenty CDEM Group, as defined under s30(1) of the CDEM Act 2002; and
- 5 Approves the rescindment of Glenn Sutton as Alternative Local Recovery Manager for the Bay of Plenty CDEM Group, as defined under s30(1) of the CDEM Act 2002.

Chadwick/Webber
CARRIED

5.5 Regional Safety and Rescue Services Funding - Coordinating Executive Group Subcommittee Recommendations

EMBOP Director Clinton Naude and BOPRC Toi Moana Corporate Planning Lead Graeme Howard presented the report.

Key Points - Members:

- The Regional Safety and Rescue Services (RSRS) Funding initiative was an excellent mechanism for creating awareness of the importance of emergency response amongst the community
- Acknowledged that the Rotorua Airport Company had raised a matter with Airways New Zealand and had won their case in the Environment Court ensuring that air traffic control remained local; this has enabled LandSAR (New Zealand Land Search and Rescue New Zealand) to respond locally. Although Rotorua Airport Company had not applied for funding, they were offering a continued service to the community
- Applauded the thorough process followed in the allocation of the RSRS Funding.

Resolved

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

- 1 Receives the report, Regional Safety and Rescue Services Funding - CEG SC Recommendations.
- 2 Confirms the RSRS funding allocation of the existing budget, specifically:
 - (a) Surf Life Saving NZ excl. Tauranga (SLSNZ), allocate funding of \$327,000 for 2022/23 and \$333,000 for 2023/24.
 - (b) Royal New Zealand Coastguard (Coastguard), allocate funding of \$20,000 for 2022/23 and for 2023/24.
 - (c) Rotorua Mountain Bike Club (RMTBC), allocate funding of \$80,000 for 2022/23 and for 2023/24.
 - (d) New Zealand Land Search and Rescue (LandSAR), allocate funding of \$20,000 for 2022/23 and for 2023/24.
 - (e) Youth Search and Rescue (YSAR), allocate funding of \$4,000 for 2022/23 and for 2023/24.
- 3 Recommends to the Bay of Plenty Regional Council that it consider additional funding budgeted for RSRS in 2022/23 and 2023/24, noting that any

additional funding is expected to be funded through an increase to the RSRS targeted rate.

- 4 Recommends (subject to recommendation 3 above) that any additional funding budgeted through the RSRS targeted rate be allocated to applicants, as follows:**
 - (a) Surf Life Saving NZ excl. Tauranga (SLSNZ), allocate additional funding of \$2,253 for 2023/24**
 - (b) Royal New Zealand Coastguard (Coastguard), allocate additional funding of \$30,000 for 2022/23 and for 2023/24**
 - (c) New Zealand Land Search and Rescue (LandSAR), allocate additional funding of \$10,000 for 2022/23 and for 2023/24**
 - (d) Youth Search and Rescue (YSAR), allocate additional funding of \$11,000 for 2022/23 and for 2023/24**
- 5 Notes the recommendations made by CEG-SC in section 4 will be considered prior to the next RSRS funding round which is planned to allocate funding for the three year period commencing 2024/25.**

**Chadwick/Webber
CARRIED**

Information Only

5.6 Update - National Emergency Management Agency (NEMA)

Presented by National Emergency Management Agency (NEMA) Regional Emergency Management Advisor, Jaci Sinko.

Key Points - NEMA:

- Update on progress with the development of the Trifecta Programme
- In February 2022, the Minister for Emergency Management held a hui with Māori, the Emergency Management sector and Mayors; a follow-up hui with the BOP CDEM representatives had been scheduled for Wednesday, 23 March 2022 to build on recent conversations about changes to improve the emergency management system
- Alongside the legislative review, was also working on a review of the National Civil Defence Emergency Management (CDEM) Plan Order and Guide, with the view of developing a new version which would be more user-friendly, less legal and technical and more practical - NEMA was currently developing its strategy of how they would consult the groups through this process
- Current Covid-19 support requirements had placed the wider system under pressure: NEMA was maintaining the posture the CDEM's role was to support preparedness for concurrent events rather than being a primary responder
- At present 5% of NEMA staff was infected with Covid-19; was however still confident in its ability to respond
- National Public Education Programme:
 - Recent Public Education campaigns encouraged public to get vaccinated
 - Other pieces of public education underway included the Te Hīkoi a Rūaumoko - Rūaumoko's Walk (*bi-lingual children's book based on Kahungunu legends and dialect telling the story of what to do in an*

earthquake with a subsequent tsunami threat.) The Rūaumoko's Walk book had been provided to 740 kura and decile one to three schools across the country

<https://www.civildefence.govt.nz/assets/Uploads/public-education/tsunami-public-education/Ruamokos-Walk-A4-low-res.pdf>

<https://www.youtube.com/watch?v=UmeADFm4z54>

- Was developing new preparedness campaigns targeted towards Māori and Pacifica
- Advice for disabled people had also been updated on the "Get Ready" website
- Was in the process of building a new online national tsunami map for New Zealand, showing tsunami evacuations zones; was working alongside groups in this regard. No timeline for completion available yet
- Currently standing up a 24/7 awake duty system Centre which would replace the current on-call duty system. Five Watch-leaders and 12 Watch-Officers had been recruited and the system would be stood up on 30 June 2022
- Have signed a Memorandum of Understanding with the Ministry for Pacific People, formalising the partnership and highlighting NEMA's intent to develop a work programme to support more effectively disaster risk reduction for Pacific communities in New Zealand.

Key Points - Members:

- Since the Neighbourhood Support Networks were well connected, providing links of NEMA's public education programmes to Neighbourhood Support Networks would be valuable.

Resolved

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

- 1. Receives the verbal update from the National Emergency Management Agency provided by Regional Emergency Management Advisor, Jaci Sinko.**

**Webber/Riesterer
CARRIED**

5.7 Update - Director, Emergency Management Bay of Plenty

Presentation - Emergency Management Directors Update: Objective ID A4059642 [⇒](#)

EMBOP Director Clinton Naude presented the report, supported by EMBOP Senior Advisor - Tsunami Readiness Malinda Meads.

Key Points of Update:

- Emergency Management Systems Reform
 - Reminded members of the Minister for Emergency Management's hui with Bay of Plenty CDEM representatives scheduled for Wednesday, 23

- March 2022 to consult on Civil Defence Emergency Management Act 2002, which would be repealed and replaced with a new Act
- National Civil Defence Emergency Management Plan 2015 also under review, running concurrently
- In addition, the Bay of Plenty Civil Defence Emergency Management Group Plan 2018/2023 was also due for review. The CDEM Group Joint Committee had recently approved the collective approach to the review process. As part of the review process engagement with communities have been planned
- Ultimately three significant pieces of work were currently running in parallel and interdependent. Once NEMA had confirmed their timelines for the Act and the Plan, EMBOP staff would align their planning accordingly
- Workshops with CDEM Group Joint Committee Members would be scheduled accordingly to provide input
- With a three-tiered level approach to the legislation, future decisions would require a review of where the potential resourcing and financial implications would lie - either national, regional or local
- Tsunami Readiness
 - Reminded that Tsunami Readiness was being prioritised as a hazard (seeing that it was both number one and three in the hazardscape priorities)
 - Have subsequently implemented a dedicated role: Senior Advisor - Tsunami Readiness; Malinda Meads had recently been appointed
 - Task of the Senior Advisor - Tsunami Readiness would be to develop and implement a regional integrated tsunami readiness programme for the Bay of Plenty, to be considered and endorsed by the Joint Committee at its next meeting
 - With NEMA's establishment of a 24/7 Centre, the local role in Tsunami warning and alerting going forward still required further clarification
 - Whilst developing the plan, numerous activities were ongoing to educate and raise awareness amongst communities.

Key Points - Members:

- In the instance of a tsunami event, suggested that consideration be given to providing receiving communities with resources (sufficient public facilities/support/training which would be required to successfully receive and support affected communities in inland areas)
- Since timely communication in the instances of a tsunami event was critical, the local response/role following the establishment of NEMA's 24/7 Centre, was critical. Concurred that the local workstream needed to be aligned to ensure local linkage with national centre
- Resourcing of inland Māori communities/marae assisting with the response to tsunami events also required applicable resourcing to enable adequate hosting
- The Ōpōtiki community did not have receiving communities to accommodate them in the event of a tsunami threat
- Referring to the March 2021 event, pointed out that the tsunami alerting text messages were very detailed/comprehensive and difficult to understand - suggested that contents/effectiveness of alert messages be reviewed
- Following an event, some inland remote areas were inaccessible via roads and would require helicopter facilities
- As part of the response planning there should be an awareness of the cultural implications of using marae when responding to events: i.e. implications of a tangi needed to be taken into consideration

- Wildfires remained a serious threat for inland communities.

Resolved

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

- 1. Receives the verbal update from Emergency Management Bay of Plenty Director.**

**Turner/Riesterer
CARRIED**

5.7 Modernising the Emergency Management Framework – Feedback to the National Emergency Management Agency

Presentation - Modernising the Emergency Management Framework - Feedback to NEMA: Objective ID A4059644 [↗](#)

EMBOP Director Clinton Naude presented the report.

Key Points – Summary of feedback to the National Emergency Management Agency:

- Provided an overview of the Trifecta Programme consultation process to date
- Purpose was to build a modern, inclusive, fit-for-purpose and enduring framework for the emergency management system
- In preparation for the Ministerial Roadshow scheduled for 23 March 2022, the following highlights were presented as a high level summary of the proposed changes and options supported:
 - Functions of CDEM Groups and local authorities: supported a regional approach with local support (Option D)
 - Proposed change to membership of CDEM Groups to include iwi and Māori representatives
 - Legal status of CDEM Groups – explicit recognition in the Act – CDEM Groups to be given own legal status
 - Accessibility of CDEM Plans – explicit requirement to publish
 - Undeclared emergencies – introduction of new response thresholds for coordination
 - Concurrent emergencies – Bill provided guidance and greater clarity around responding to concurrent emergencies
 - Ambulance services – amended definition of emergency services to be included
 - Lead Agencies – adding an enabling clause permitting the making of regulations/rules to establish roles and responsibilities of lead and support agencies
 - Animal welfare – to expressly provide for the welfare of animals in emergencies
 - Equitable outcomes for “disproportionately affected people” by emergencies
 - Planning requirements – inclusion of “disproportionately impacted people” in planning
 - Planning level of emergency services – Lifeline Utilities must state their planning emergency level of service every three years

- New monitoring evaluation and annual reporting requirements - Lifeline Utilities must provide an annual statement to the responsibility agency affirming that the organisation has the capability and capacity to meet obligations signed by the entity Chief Executive or equivalent agency
- Māori Emergency Management Advisory Group (MEMAG) - establishment of a new national body - Māori Emergency Management Advisory Group - in legislation, with a varied scope including providing advice to NEMA
- Amended Joint Committee representation - Iwi and Māori may elect two members with full voting rights to CDEM Group Joint
- Iwi and Māori representation on CEGs - Legislate to achieve participation of iwi and Māori in all CEGs
- Introduce requirements in legislation for CDEM Group members to identify the needs of iwi and Māori within their CDEM region and develop plans to address these needs
- Explicit requirement for CDEM Groups to consult
- Two additional proposals related to the operability of iwi and Māori participation and National CDEM planning activities
- Some changes were needed to modernise the legal framework and ensure the responsiveness of the emergency management system's regulatory framework.

Key Points - Members:

- Under “*Functions of CDEM Groups and local authorities*” supported a fusion of options “B” and “D”; best option would be to accommodate distinct local functions combined with a regional approach with local support; this possibility needed to be discussed with the Minister
- Concurred that more details were required to enable a full understanding of the implications of the various options
- Role clarification of Mayors was critical
- Supported regional and national support but with local action as local knowledge was critical
- Alignment with other local government initiatives was important
- Objected to the use of the terminology “disproportionately affected”; noted that it had been flagged for amendment.

Resolved

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

- 1 Receives the report, Modernising the Emergency Management Framework - Feedback to the National Emergency Management Agency.**

**Riesterer/Webber
CARRIED**

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
5.7	Modernising the Emergency Management Framework - Feedback to the National Emergency Management Agency	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would: i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.	48(1)(a)(ii)(c) (i)	To remain in public excluded.

2. That the National Emergency Management Agency’s Regional Emergency Management Advisor, Jaci Sinko be permitted to stay in the public excluded section of the meeting due to her knowledge on the matter under discussion as NEMA representative.

**Love/Iles
 CARRIED**

12:00 pm - the meeting closed.

CONFIRMED 8 JULY 2022

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