



Bay of Plenty Civil Defence Emergency Management Group Joint Committee Agenda

NOTICE IS GIVEN that the next meeting of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee will be held in Mataatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatane and via Zoom (Audio Visual Meeting) on:

FRIDAY 31 MARCH 2023 COMMENCING AT 10:00 AM

This meeting will be recorded.

The public section of this meeting will be recorded and uploaded to the Bay of Plenty Regional Council's website. The recording will be available at Council's YouTube channel:

[Bay of Plenty Regional Council - YouTube](#)

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
23 March 2023



Bay of Plenty Civil Defence Emergency Management Group

Membership

Chairperson	Mayor Faylene Tunui (Kawerau District Council)
Deputy Chairperson	Mayor James Denyer (Western Bay of Plenty District Council)
Members	
Bay of Plenty Regional Council	Councillor Malcolm Campbell Councillor Ron Scott (Alternate)
Kawerau District Council	Deputy Mayor Aaron Rangihika (Alternate)
Ōpōtiki District Council	Mayor David Moore Councillor Tom Brooks (Alternate)
Rotorua Lakes Council	Mayor Tania Tapsell Deputy Mayor Sandra Kai Fong (Alternate)
Tauranga City Council	Commission Chair Anne Tolley Commissioner Bill Wasley (Alternate)
Western Bay of Plenty District Council	<i>Alternate to be advised</i>
Whakatāne District Council	Mayor Victor Luca Deputy Mayor Lesley Immink (Alternate)
Observer	Lily Foulds - Representative from the National Emergency Management Agency
Quorum	Four members, consisting of the majority of the number of members

Purpose and Role

The Bay of Plenty Civil Defence Emergency Management Group was established in accordance with Section 12 of the Civil Defence Emergency Management Act 2002 as a joint standing committee of the BOP member Councils under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. Membership includes all local authorities in the Bay of Plenty region. The Group operates pursuant to a Constitution approved by the Councils.

Power to Act

The Civil Defence Emergency Management Group has a constitution and this specifies the functions and powers of the group.

By virtue of section 12(2) of the Civil Defence Emergency Management Act 2002, this committee is a permanent committee and is not deemed to be discharged at, and continues in existence following local authority triennial elections.

Under Section 23(1) of the Civil Defence Emergency Management Act 2002, the Bay of Plenty Regional Council is the Administering Authority for the Civil Defence Emergency Management Group.

Bay of Plenty Civil Defence Emergency Management Group reports to the various Councils.

Recording of Meetings

Please note the Public section of this meeting is being recorded and uploaded to the Bay of Plenty Regional Council's website in accordance with Council's Live Streaming and Recording of Meetings Protocols which can be viewed on Council's website. The recording will be archived and made publicly available on Council's website within two working days after the meeting on www.boprc.govt.nz for a period of three years (or as otherwise agreed to by Council).

All care is taken to maintain your privacy; however, as a visitor in the public gallery or as a participant at the meeting, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast.

Recommendations in reports are not to be construed as Council policy until adopted by Council.

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Information Only (continued)

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Decisions Required (continued)

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This item will be distributed under a separate cover.

Information Only (continued)

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Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 16 December 2022, 10:00 am
- Venue:** Council Chambers, Regional House, 1 Elizabeth Street, Tauranga
- Chairperson:** Mayor Faylene Tunui- Kawerau District Council (KDC)
- Deputy Chairperson:** Mayor James Denyer- Western Bay of Plenty District Council (WBOPDC)
- Members:** **Ōpōtiki District Council (ODC):** Mayor David Moore
Rotorua Lakes Council (RLC): Mayor Tania Tapsell; Deputy Mayor Sandra Kai Fong (Alternate)
Whakatāne District Council (WDC): Mayor Victor Luca; Deputy Mayor Lesley Immink (Alternate)
Bay of Plenty Regional Council Toi Moana (BOPRC): Cr Malcolm Campbell; Cr Ron Scott (Alternate)
Observer: National Emergency Management Agency (NEMA) Lily Foulds - 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; Stace Tahere - Acting Planning Manager; Malinda Meads - Senior Advisor, Tsunami Readiness; Cara Gordon - Principal Advisor, Emergency Management; Lisa Glass - Senior Advisor, Communications; Mel Meads - Senior Advisor - Tsunami Readiness; Theo Ursum - Advisor, Planning; Andrea Thompson - Executive Assistant; Josh Bougen - Summer Assistant
BOPRC: Fiona McTavish - Chief Executive, Reuben Fraser - General Manager, Regulatory Services; Merinda Pansegrouw - Committee Advisor.
- Apologies:** Commission Chair Anne Tolley- Tauranga City Council

Bay of Plenty Coordinating Executive Group Chair Russell George opened the meeting and chaired proceedings until the new Group Chairperson for the 2022-2025 local authority triennium had been elected.

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 BOPRC website and archived for a period of three years:

Recording of Meeting: [Bay of Plenty Civil Defence Emergency Management Group Joint Committee - 16 December 2022 - YouTube](#)

1. Opening Karakia:

A karakia was provided by Stace Tahere – EMBOP Acting Planning Manager.

2. Apologies

Resolved

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

- 1 Accepts the apology for absence from Commission Chair Anne Tolley-Tauranga City Council tendered at the meeting.**

**Campbell/Tunui
CARRIED**

3. Order of Business

Members agreed to the reordering of items: Item 7, Confirmation of the minutes of the previous meeting held on 23 September 2022 was considered as the last item on the agenda, to allow for the confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022 - 2025 Triennium.

4. Declaration of Conflicts of Interest

There were no declarations of interests.

5. Reports

Decisions Required

5.1 Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022 - 2025 Triennium

Presented by: Coordinating Executive Group Chair Russell George.

Resolved

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

- 1 Receives the report, Confirmation of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022 - 2025 Triennium.**

Tunui/Denyer
CARRIED

2 Confirms its membership is:

- a) **Bay of Plenty Regional Council: Councillor Malcolm Campbell and Councillor Ron Scott (alternate)**
- b) **Kawerau District Council: Mayor Faylene Tunui and Deputy Mayor Aaron Rangihika (alternate)**
- c) **Ōpōtiki District Council: Mayor David Moore and Councillor Tom Brooks (alternate)**
- d) **Rotorua Lakes Council: Mayor Tania Tapsell and Deputy Mayor Sandra Kai Fong (alternate)**
- e) **Tauranga City Council: Commissioner Chair Anne Tolley and Commissioner Bill Wasley (alternate)**
- f) **Western Bay of Plenty District Council: Mayor James Denyer. Noted that the alternate appointment for Western Bay of Plenty District Council would be advised**
- g) **Whakatāne District Council: Mayor Victor Luca and Deputy Mayor Lesley Immink (alternate);**

Campbell/Moore
CARRIED

3 Confirms System B as its voting system to elect a Chairperson and a Deputy Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;

Denyer/Tapsell
CARRIED

Russell George called for nominations for the position of Group Chairperson for the 2022-2025 local authority triennium. Mayor Tania Tapsell nominated Mayor Faylene Tunui as Group Chairperson; Mayor Victor Luca seconded the motion. As only one nomination was received for the role of Group Chairperson, no voting was required.

4 Elects Mayor Faylene Tunui as the Group Chairperson of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022-2025 local authority triennium;

Tapsell/Luca
CARRIED

Coordinating Executive Group Chair Russell George vacated the chair and the newly elected Group Chair, Mayor Faylene Tunui assumed the chair.

Group Chair, Mayor Faylene Tunui called for nominations for the position of Group Deputy Chairperson for the 2022-2025 local authority triennium. Mayor Tania Tapsell nominated Mayor James Denyer as Deputy Group Chairperson; Mayor David Moore seconded the motion. As only one nomination was received for the role of Deputy Chairperson, no voting was required

5 Elects Mayor James Denyer as the Group Deputy Chairperson of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022-2025 local authority triennium;

Tapsell/Moore
CARRIED

- 6 Adopts as its standing orders the document attached as Attachment 2, as adopted by the administering authority on 24 November 2022 pursuant to Clause 27 (1) and (2), Schedule 7 of the Local Government Act 2002, and Section 19(1) of the Civil Defence Emergency Management Act 2002;

Denyer/Tapsell
CARRIED

- 7 Confirms the following 2023 meeting dates:

- a. Friday, 31 March 2023
- b. Friday, 30 June 2023
- c. Friday, 29 September 2023
- d. Friday, 15 December 2023

Tapsell/Luca
CARRIED

5.2 Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 5 December 2022

Presented by: Clinton Naude, Director, Emergency Management Bay of Plenty.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 5 December 2022.

Luca/Moore
CARRIED

5.3 Bay of Plenty Civil Defence Emergency Management Group Controller and Recovery Manager Statutory Appointments

Presented by: Clinton Naude, Director, Emergency Management Bay of Plenty.

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 Controller and Recovery Manager Statutory Appointments.
- 2 Appoints Kerrie Little as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the CDEM Act 2002.
- 3 Rescinds the appointment of Phillip Martelli as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the CDEM Act 2002.
- 4 Appoints Sarah Omundsen as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the CDEM Act 2002.

Denyer/Luca
CARRIED

Information Only

5.4 Update - National Emergency Management Agency (NEMA)

Presented by: Lily Foulds, Regional Emergency Management Advisor - National Emergency Management Agency.

Resolved

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

- 1 Receives the report, Update - National Emergency Management Agency (NEMA).**

Moore/Denyer
CARRIED

6. Minutes

Minutes to be Confirmed

6.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 23 September 2022

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 - 23 September 2022 as a true and correct record.**

Campbell/Tunui
CARRIED

7. Closing Karakia:

Karakia provided by Stace Tahere – EMBOP Acting Planning Manager.

10:27 am – the meeting closed.

CONFIRMED

Chairperson Mayor Faylene Tunui
Civil Defence Emergency Management Group
Joint Committee



Report To: Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Meeting Date: 31 March 2023

Report Writer: Merinda Pansegrouw, Committee Advisor

Report Authoriser: Clinton Naude, Director, Emergency Management Bay of Plenty

Purpose: For information - correspondence with the Ministry for Emergency Management

Correspondence - Hon Minister McAnulty, Minister of Emergency Management

Executive Summary

Correspondence with Hon Minister McAnulty, Minister of Emergency Management for the attention of members of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee.

Recommendations

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

- 1 Receives the report, Correspondence - Hon Minister McAnulty, Minister of Emergency Management.**

1. Background

The following correspondence is attached for the information of members of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee:

1. Letter addressed to Hon Minister Kieran McAnulty - Minister of Emergency Management, advising that the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee was confirmed for the 2022 - 2025 Triennium, and

2. Letter of acknowledgement received from Hon Minister Kieran McNulty - Minister of Emergency Management (REF: EM2023-004).

Attachments

- Attachment 1 - 2023-01-20 Letter to Minister for Emergency Management -Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022 - 2025 Triennium [↓](#)
- Attachment 2 - Letter from Hon Kieran McNulty to Mayor Faylene Tunui via Clinton Naude (EM2023-004) [↓](#)



Our Ref: A4285127

20 January 2023

Hon Kieran McAnulty
Minister of Emergency Management
By email: k.mcanulty@ministers.govt.nz

Tenā koe Hon Kieran McAnulty

Bay of Plenty Civil Defence Emergency Management Group Joint Committee for the 2022 - 2025 Triennium

I am writing to advise that the on the 16 December 2022 the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee was confirmed for the 2022 - 2025 Triennium. At the meeting I was elected as the Chair and Mayor James Denyer as the Deputy Chair. Our contact details are as follows.

Chair: Mayor Faylene Tunui of Kawerau District Council

- Email: mayor@kaweraudc.govt.nz
- Phone: 022 320 8840

Deputy Chair: Mayor James Denyer of Western Bay of Plenty District Council

- Email: james.denyer@westernbay.govt.nz
- Phone: 021 858 007

We look forward to working with you as Minister of Emergency Management in building our communities resilience and our capability to respond to and recover from emergency events.

Nāku, nā

A handwritten signature in black ink, appearing to read 'Faylene'.

Mayor Faylene Tunui
Chair: Bay of Plenty CDEM Group Joint Committee



5 Quay Street, PO Box 364, Whakatane, New Zealand
Telephone 0800 884 880 • Facsimile 0800 884 882

Hon Kieran McAnulty

Minister for Emergency Management
Minister for Racing
Deputy Leader of the House
Associate Minister of Local Government
Associate Minister of Transport



REF: EM2023-004

Mayor Faylene Tunui
Mayor of Kawerau District Council
Chair Bay of Plenty CDEM Group Joint Committee

c/o Clinton Naude
Director Emergency Management Bay of Plenty
By email: Clinton.Naude@embop.govt.nz

Dear Mayor Faylene Tunui,

Thank you for your letter of 20 January 2023 regarding the confirmation of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee for the 2022 to 2025 Triennium.

I would like to congratulate you and Mayor James Denyer on your election to the Chair and Deputy Chair roles. I appreciate your commitment to emergency management and building your communities' resilience and capability to respond to and recover from emergency events. I wish you well in your roles and look forward to working with you.

Yours sincerely,

Hon. Kieran McAnulty
Minister for Emergency Management



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	31 March 2023
Report Writer:	Benjamyn Neave, Advisor, Planning
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Receive the Bay of Plenty CDEM Group Annual Plan Reporting Dashboard as at 22 March 2023

Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 22 March 2023

Executive Summary

The Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 22 March 2023 attached for the information of members.

Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 22 March 2023.**

Attachments

Attachment 1 - 2023-03-22 - Bay of Plenty CDEM Group Annual Plan Dashboard - Joint Committee [↓](#)

KPI Measuring Approach



Background

As part of the Local Authority LTP development process the CDEM Group KPIs were reviewed. In support of this, EMBOP ran workshops with council representatives, as nominated by CEG LA, to establish how the Group would measure the KPI “The city/district/region is prepared for and can respond to an emergency”. These workshops established a collective view that this KPI needed to focus on people, and their training levels, facilities, tools and resources. With an initial focus on lifting capability of staff (particularly those in leadership positions) not simply increasing the numbers of names on the roster.

Measuring KPI 1 – Approach

The measurement of KPI 1 will focus on the capability and capacity of Emergency Operations and Coordination (EOC/ECC) staff, and will be split into two parts, with differing levels of training required at different levels and for different roles. Under this KPI staff will be split into two groups:

- Incident Management Team (IMT) Staff (Controllers, Managers and Technical Experts)
- Pool staff – who can be assigned to or move between functions as required.

With councils being required to support a different number of shifts depending on their size, a shift is calculated as:

$$\text{IMT staff} + \text{pool staff} = 1 \text{ Shift} \\ 11 + 19 = 30$$

11 IMT Staff - This consists of one of each management role as laid out in CIMS 3rd Edition.

19 pool staff - This has been calculated based on three staff for each of Intelligence, Planning, Operations, Logistics, PIM, Welfare and 1 Controllers Assistant.

Roster requirements

All councils are required to plan for three shifts except for Opotiki District Council (ODC) and Kawerau District Council (KDC) as the size of these councils makes it unfeasible for them to supply 90 staff.

The number of roles each council is required to fill will increase over time, this can be seen in the table below.

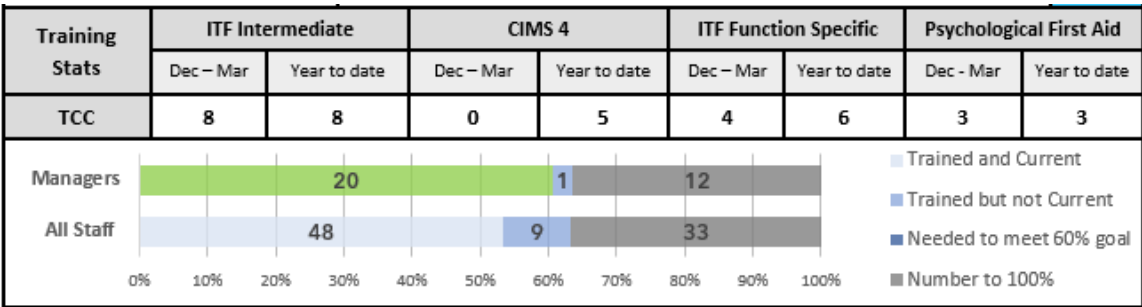
KPI Goals	2021-2024 - 60%		2024-2031 – 80%		100%	
Staff Type	IMT	Total	IMT	Total	IMT	Total
BOPRC, RLC, TCC, WBOPDC, WDC (3 shifts of 30)	20	54	26	72	33	90
KDC, ODC (2 shifts of 30)	13	36	18	48	22	60

These stats are displayed via the below graph under each of the councils dashboards. This graph outlines how each of the councils are tracking with respect to the 60% training goal for both IMT (Managers) and total staff, relative to the table above. Further to the training requirement, all staff are required to engage with CDEM annually and complete a minimum of 8 hours ongoing professional development. The graph displays staff that are:

Trained and current, Trained but not current, Needed to reach 60% goal, Number to 100%.

In order to be trained and current they must meet both the training and engagement criteria. The needed to reach 60% number reflects the quantity of staff that need training and engagement to reach the KPI.

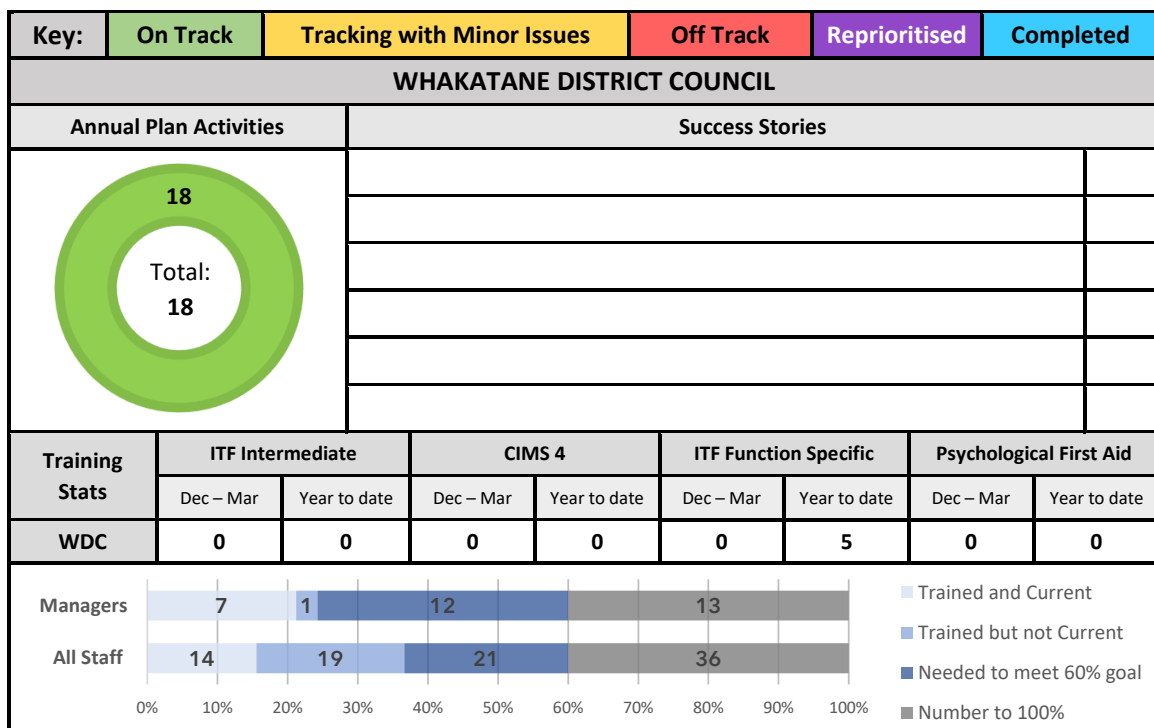
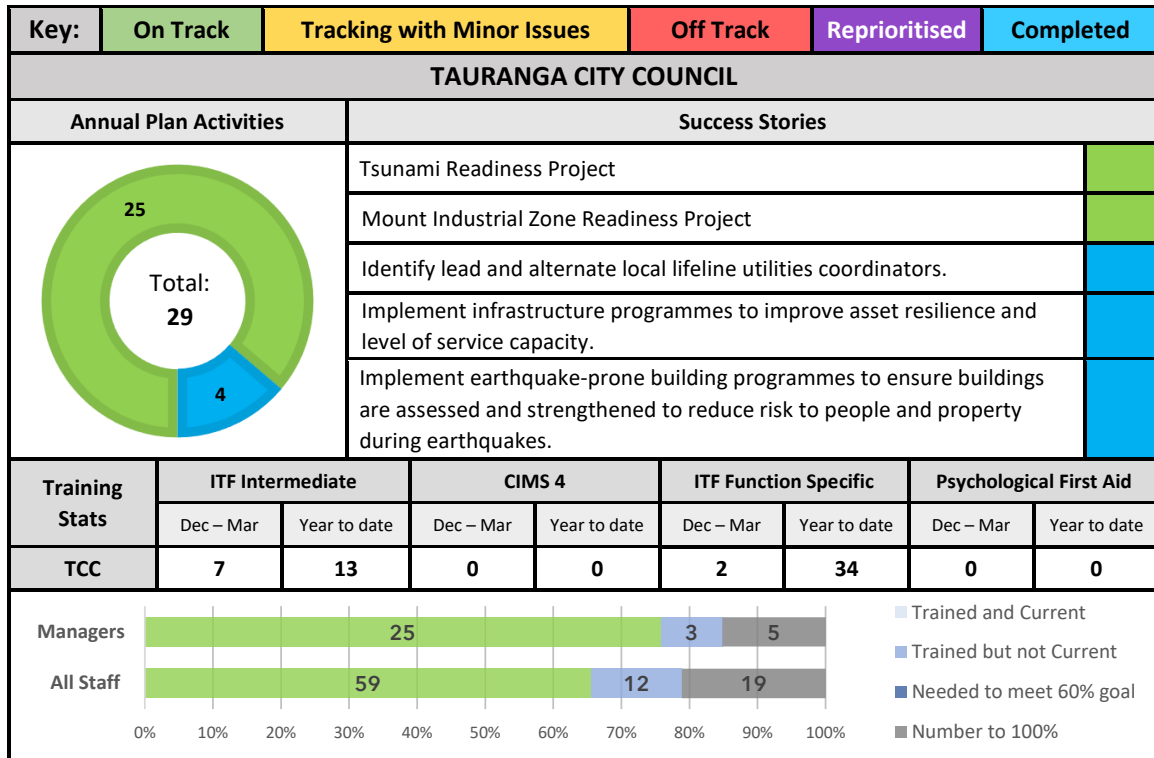
When a council hits this target this will be displayed in green, as shown below, otherwise it will remain blue/grey.

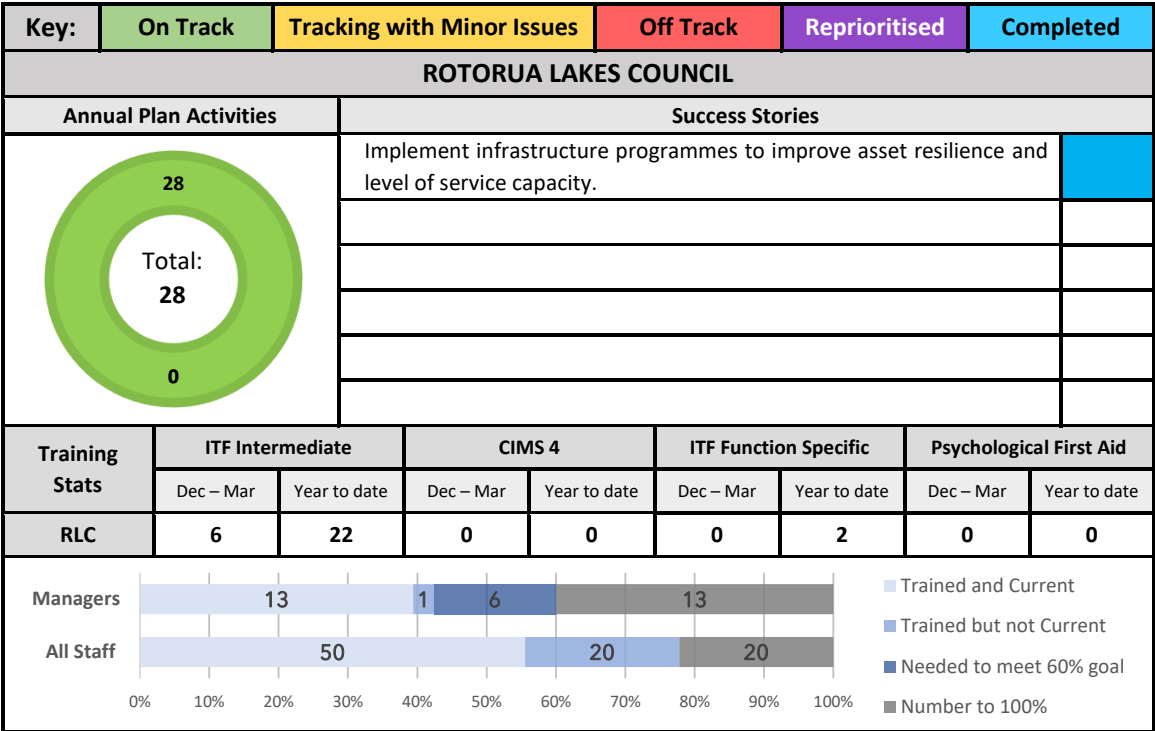
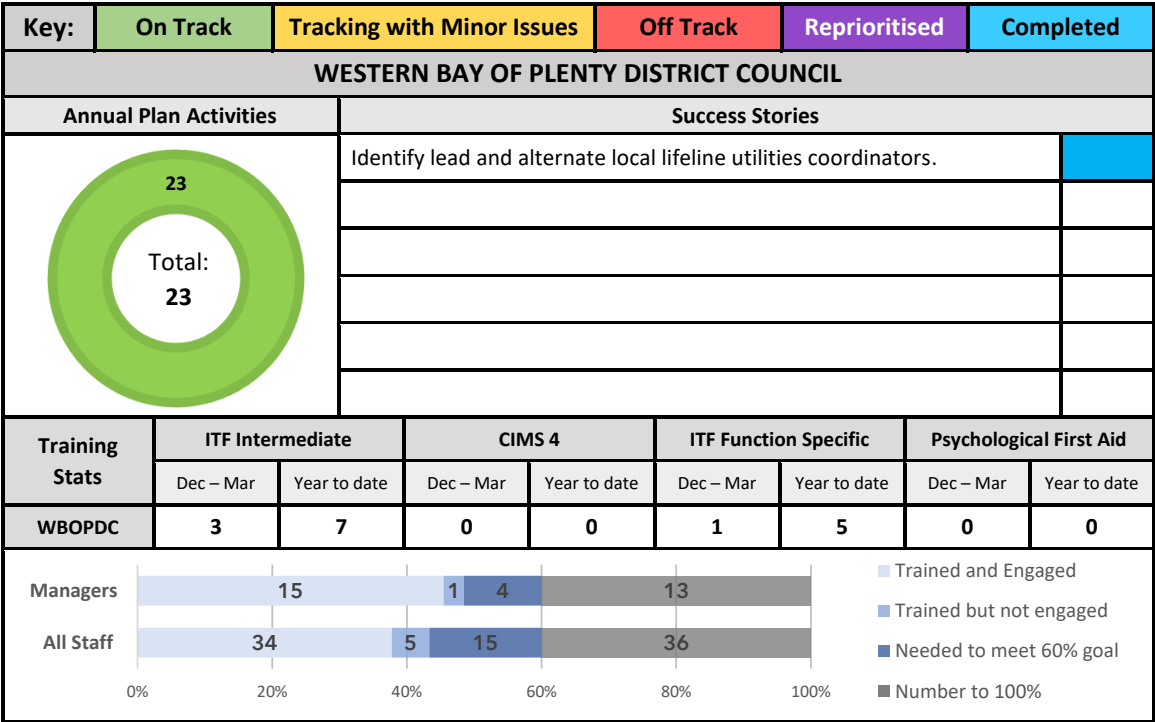


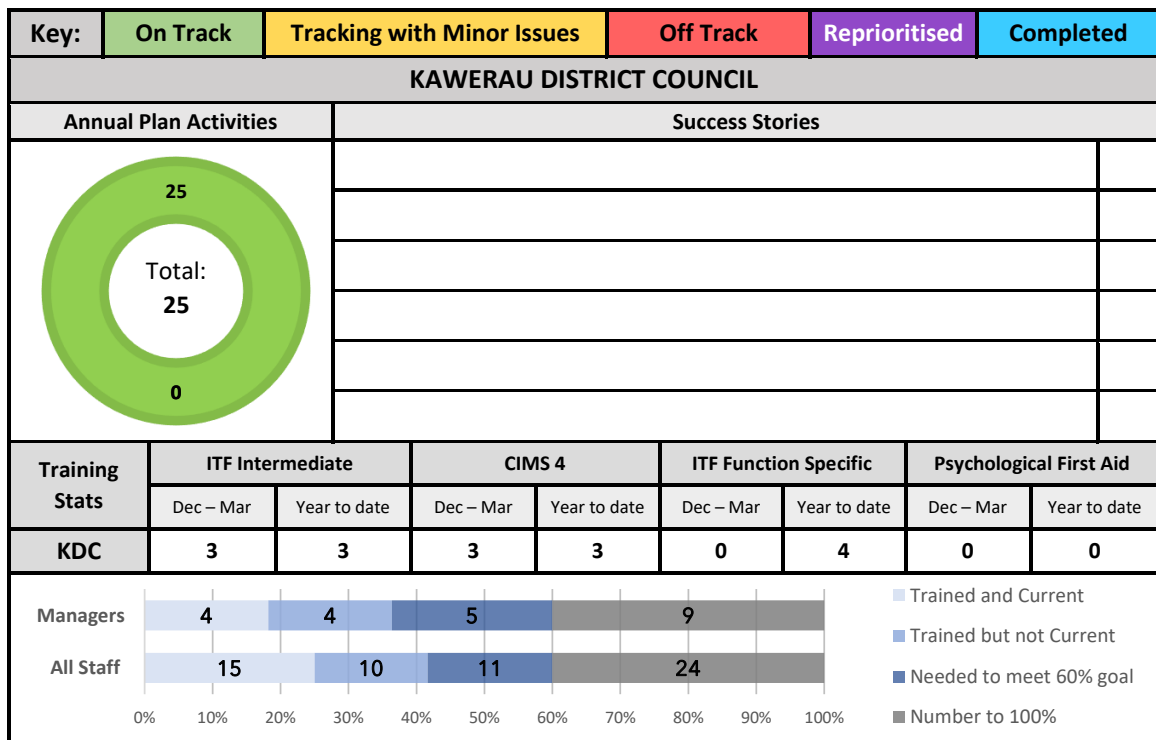
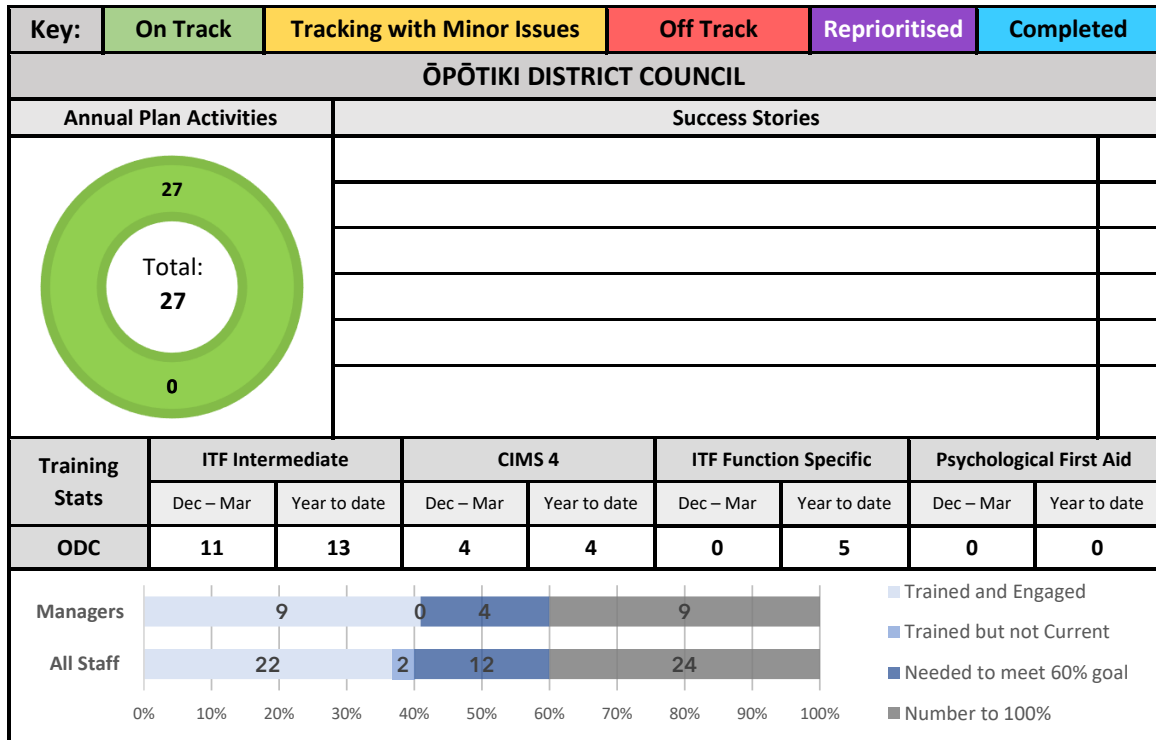
2022/23 Annual Plan Dashboard

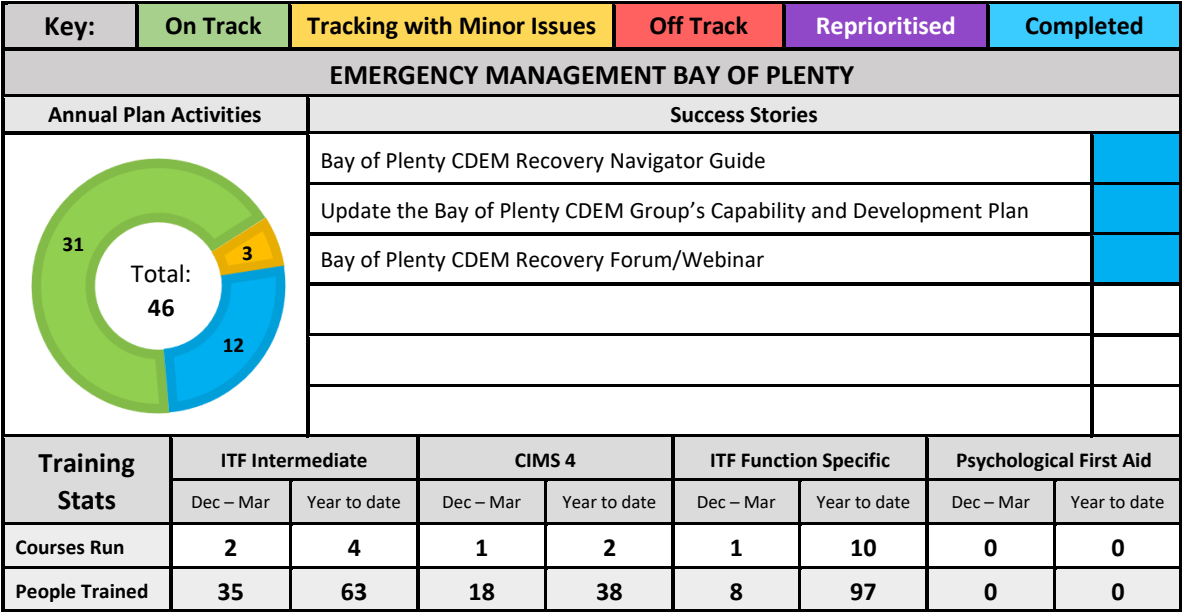
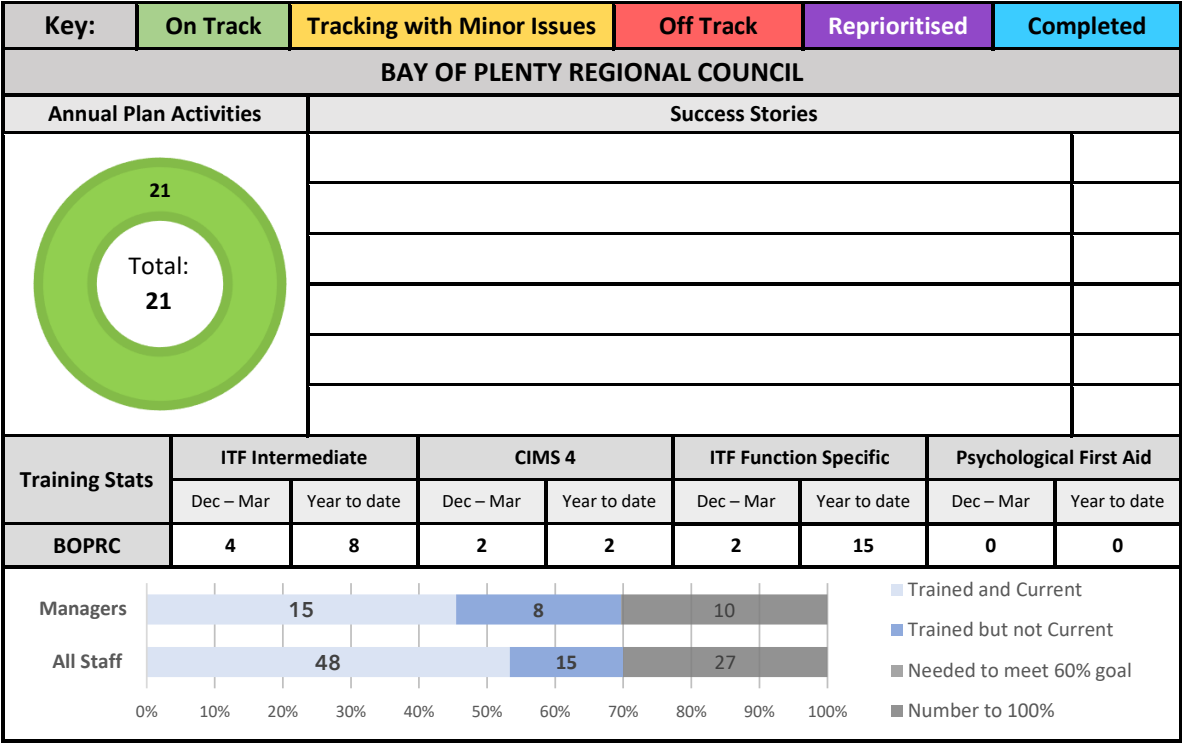


This dashboard is current as at: 22nd March 2023











Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	31 March 2023
Report Writer:	Clinton Naude, Director, Emergency Management Bay of Plenty
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To advise on the appointment of the Chair of the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group and to seek approval of the Terms of Reference.

Confirmation of Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the 2022-2025 Triennium

Executive Summary

The Civil Defence Emergency Management (CDEM) Act 2002 section 20 mandates the appointment and functions of the CDEM Coordinating Executive Group (CEG).

The Bay of Plenty CDEM CEG operates under a Terms of Reference approved by the Bay of Plenty CDEM Group Joint Committee.

The Bay of Plenty CDEM CEG terms of reference requires that:

- the Chair must be a chief executive officer of a member local authority appointed by the Bay of Plenty Chief Executive's Forum.
- the Deputy Chair be appointed by majority vote of members of CEG.

Recommendations

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

- 1 Receives the report, Confirmation of Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the 2022-2025 Triennium;**
- 2 Congratulates Russell George, Chief Executive Officer, Kawerau District Council on his appointment as Chair of the Bay of Plenty Civil Defence**

Emergency Management Coordinating Executive Group for the 2022-2025 Triennium; and

3 Approves the amended Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group Terms of Reference.

1. Background

Section 20 of the CDEM Act 2002 mandates for the appointment and functions of the CDEM Coordinating Executive Group (CEG).

(1) *A Civil Defence Emergency Management Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group consisting of—*

- (a) *the chief executive officer of each member local authority or a person acting on the chief executive officer's behalf; and*
- (b) *a senior Police employee who is assigned for the purpose by the Commissioner of Police; and*
- (c) *a senior employee, volunteer, or contractor of Fire and Emergency New Zealand who is assigned for the purpose by the board of Fire and Emergency New Zealand; and*
- (d) *the chief executive or a senior member of a provider of health and disability services operating in the area; and*
- (e) *any other persons that may be co-opted by the Civil Defence Emergency Management Group.*

(1A) *A person co-opted under subsection (1)(e) may include a senior ambulance service officer.*

(2) *Each Executive Group is responsible to the Civil Defence Emergency Management Group for—*

- (a) *providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group:*
- (b) *implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group:*
- (c) *overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.*

Section 6 of the Bay of Plenty CDEM CEG terms of reference provides for the appointment of the Chair and election of the Deputy Chair of the Bay of Plenty CDEM CEG.

- a) *The Chair must be a chief executive officer of a member local authority appointed by the Bay of Plenty Chief Executive's Forum. The Chair will be appointed in the year after local elections and will be for a 3-year term.*
- b) *The Deputy Chair shall be appointed one year after local elections by majority vote of CEG members and will be for a 3-year term.*

2. Chair and Deputy Chair to the Bay of Plenty CDEM Coordinating Executive Group

2.1 Appointment of Chair to the Bay of Plenty CDEM Coordinating Executive Group

At the meeting on 20 February 2023, the Bay of Plenty Chief Executive's Forum appointed Russell George, Chief Executive Officer, Kawerau District Council as Chair of the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the 2022 - 2025 Triennium.

2.2 Election of Deputy Chair to the Bay of Plenty CDEM Coordinating Executive Group

The election for the Deputy Chair to the Bay of Plenty CDEM Coordinating Executive Group will be held at the next meeting on 2 June 2023.

3. Bay of Plenty CDEM Coordinating Executive Group Terms of Reference

At the meeting on 22 November 2023, the Bay of Plenty CDEM Coordinating Executive Group resolved to amend the terms of reference to incorporate the following amendments to the membership.

3.1 Co-opting Iwi representatives to the Bay of Plenty CDEM Coordinating Executive Group

The Bay of Plenty CDEM Coordinating Executive Group endorsed the co-opting of iwi representatives to the Coordinating Executive Group under section 20(1)(e). The Bay of Plenty CDEM Coordinating Executive Group has requested that Te Puni Kōkiri – Ministry for Māori Development lead the engagement with Iwi to identify the appropriate representative/s.

3.2 Co-opting the Chair of the Waiariki Bay of Plenty Regional Leaders Group to the Bay of Plenty CDEM Coordinating Executive Group

During the COVID-19 response the Government directed the establishment of Regional Leaders Groups (RLG) to support all of government response at the regional levels. As a result, the Waiariki Bay of Plenty Regional Leaders Group was established.

During COVID-19 it was recognised that there needed to be an alignment and a partnership between the Waiariki Bay of Plenty Regional Leaders Group and the Bay of Plenty CDEM Coordinating Executive Group. This resulted in a partnership framework being agreed between the two leadership groups for the purpose of the COVID-19 response. As a result of the partnership framework, it is noted that the Chair of the Bay of Plenty CDEM Coordinating Executive Group is a member of the Waiariki Bay of Plenty Regional Leaders Group.

The respective leadership groups may well have different mandates, functions and responsibilities however given that a number of agencies and organisations are represented on both leadership groups and the potential for alignment of work programmes, collaboration and information sharing the Bay of Plenty Coordinating Executive Group has endorsed co-opting the chair of the Waiariki Bay of Plenty

Regional Leaders Group onto the Bay of Plenty Coordinating Executive Group under section 20(1)(e).

3.3 **Rescinding the Welfare Coordinating Group Chairperson and the Bay of Plenty CDEM Group Recovery Manager as co-opted persons to the Bay of Plenty CDEM Coordinating Executive Group**

Historically the establishment of the Bay of Plenty CDEM Coordinating Executive Group saw the co-opting of the Welfare Coordinating Group Chairperson and the Bay of Plenty CDEM Group Recovery Manager. At that time these functions were delivered by agencies/parties external to Emergency Management Bay of Plenty. These functions have since evolved to be delivered by Emergency Management Bay of Plenty. As the Director Emergency Management Bay of Plenty is a co-opted member it is expected that these specific areas of welfare and recovery are represented by the Director and that staff of Emergency Management Bay of Plenty are no longer required to be members. It is noted that the Welfare Coordinating Group Chairperson and the Bay of Plenty CDEM Group Recovery Manager will still provide reporting to the Coordinating Executive Group and the Bay of Plenty CDEM Group Joint Committee as required.

The Bay of Plenty CDEM Coordinating Executive Group endorsed to rescind the membership by the Welfare Coordinating Group Chairperson and the Bay of Plenty CDEM Group Recovery Manager as members of the Coordinating Executive Committee.

3.4 **Removal of reference to the Bay of Plenty District Health Board and the Lakes District Health Board in the terms of reference of the Bay of Plenty CDEM Coordinating Executive Group**

Section 20(1)(d) provides for membership by the chief executive or a senior member of a provider of health and disability services operating in the area. The current terms of reference identify two agency members under this section as being the Bay of Plenty District Health Board and the Lakes District Health Board.

The current health reforms resulted in the disestablishment of all District Health Boards effective 30 June 2022 and the establishment of three national health agencies effective 1 July 2022.

- Te Whatu Ora - Health New Zealand
- Te Aka Whai Ora / Māori Health Authority
- The Public Health Agency (PHA)

The Bay of Plenty CDEM Coordinating Executive Group therefore endorsed that the reference to the Bay of Plenty District Health Board and the Lakes District Health Board in the Terms of reference be removed.

Emergency Management Bay of Plenty is working with representatives of Te Whatu Ora - Health New Zealand and the National Emergency Management Agency (NEMA) to determine future health sector representation.

4. Considerations

4.1 Risks and Mitigations

Health representation on the Bay of Plenty CDEM Coordinating Executive Group will be maintained through existing regional networks until Te Whatu Ora – Health New Zealand confirms the representation going forward.

4.2 Climate Change

The matters addressed in this report are of a procedural nature and there is no need to consider climate change impacts.

4.3 Implications for Māori

This report seeks to provide for Iwi to be represented on the Bay of Plenty CDEM Coordinating Executive Group (CEG) as outlined in the report.

4.4 Community Engagement



Engagement with the community is not required as the recommended proposal / decision [relates to internal Council matters only].

4.5 Alignment with Strategic Framework

This report aligns with the intent of the CDEM Act 2002 and the Bay of Plenty CDEM Group Plan 2018-2023.

4.6 Financial Implications

There are no material unbudgeted financial implications and this fits within the allocated budget.

5. Next Steps

Emergency Management Bay of Plenty will work with representatives of Te Whatu Ora – Health New Zealand and the National Emergency Management Agency (NEMA) to determine future health sector representation on the Bay of Plenty CDEM Coordinating Executive Group.

The Bay of Plenty CDEM Coordinating Executive Group will seek to elect a Deputy Chair at the next meeting on 2 June 2023.

Attachments

Attachment 1 - Bay of Plenty CDEM Coordinating Executive Group Terms of Reference v1.21 November 2022 [↓](#)



Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group

Terms of Reference

Version Date: 1.7 21 November 2022

CEG meeting endorsement: 22 November 2022

Joint Committee meeting approval: 31 March 2023



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1. Title

The Coordinating Executive Group (CEG) of the Bay of Plenty Civil Defence Emergency Management Group.

2. Membership

Membership in terms of the Civil Defence Emergency Management (CDEM) Act Section 20(1), consisting of;

2.1 Required Voting Members

Civil Defence Emergency Management Act 2002

s.20(1)(a)

The chief executive officer or a person acting on the chief executive officer's behalf from each member local authority

- ◆ Bay of Plenty Regional Council
- ◆ Kawerau District Council
- ◆ Ōpōtiki District Council
- ◆ Rotorua District Council
- ◆ Tauranga City Council
- ◆ Western Bay of Plenty District Council
- ◆ Whakatāne District Council

Civil Defence Emergency Management Act 2002

s.20(1)(b)

A senior member of the police who is assigned for the purpose by the Commissioner of Police

- ◆ New Zealand Police

Civil Defence Emergency Management Act 2002

s.20(1)(c)

A senior member of Fire and Emergency New Zealand who is assigned for the purpose by the board of Fire and Emergency New Zealand

- ◆ Fire and Emergency New Zealand

Civil Defence Emergency Management Act 2002

s.20(1)(d)

The chief executive or a senior member of a provider of health and disability services operating in the area

2.2 Co-Opted Voting Members

Co-Opted Members

Civil Defence Emergency Management Act 2002

s.20(1)(e)

Any other persons co-opted by the Civil Defence Emergency Management Group

- ◆ Bay of Plenty Lifelines Group Chairperson
- ◆ Director Emergency Management Bay of Plenty
- ◆ Medical Officer of Health
- ◆ Senior Advisor, Te Puni Kokiri
- ◆ Senior Officer, St John Ambulance Service
- ◆ Senior Officer, Department of Internal Affairs
- ◆ Regional Commissioner, Ministry of Social Development
- ◆ Iwi Representatives
- ◆ Co-Chairs Waiariki Bay of Plenty Regional Leaders Group

2.2 Non-Voting Advisors

- ◆ Regional Emergency Management Advisor of the National Emergency Management Agency

3. Vision

The CEG is to deliver the vision of the Bay of Plenty CDEM Group:

Vision

A safe, strong Bay of Plenty, together.

Toi Moana, Kia Haumarū, Kia Kaha, Mā Tātau Katoa.

4. Scope/Jurisdiction

The Coordination Executive Group has the following prescribed functions:

4.1 Civil Defence Emergency Management Act 2002 s.20(2)

- a) Providing advice to the Bay of Plenty Civil Defence Emergency Management Group (Joint Committee) and any subgroups or subcommittees;
- b) Implementing, as appropriate, the decisions of the Joint Committee;
- c) Overseeing the implementation, development, maintenance, monitoring, and evaluation of the Bay of Plenty Civil Defence Emergency Management Group Plan; and

4.2 Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

- a) To set objectives and key actions for each of the 4 R's (Reduction, Readiness, Response, Recovery);
- b) To oversee the implementation of the key actions for each of the 4 R's;
- c) To monitor and evaluate the Group Plan.

5. Deliverables

Individual Coordinating Executive Group members' responsibilities include:

5.1 Council Members

- a) Ensuring effective liaison and communication on CDEM matters with their respective elected representative on the Joint Committee and their respective Council leadership and staff;

5.2 All Members

- a) Working in a constructive, positive and collaborative manner as a group;
- b) Ensuring effective communication of CDEM matters with their Chief Executive Officers or agency equivalent and within their organisation; and
- c) Championing CDEM principles and projects within their organisations.

5.3 The Coordination Executive Group Shall:

- a) Oversee the preparation of a Bay of Plenty Civil Defence Emergency Management Group Plan in accordance with the CDEM Act 2002 every 5 years.
- b) Make recommendations to the Joint Committee on annual work programmes and budgets.
- c) Monitor performance of the Group and Local CDEM offices.
- d) Monitor the deliverables expected by CEG Subgroups as detailed in the Subgroup Terms of Reference.
- e) Report annually to the Joint Committee on progress against the Bay of Plenty Civil Defence Emergency Management Group Plan and National Emergency Management Agency capability assessment recommendations.
- f) Notify the Joint Committee on any issues of CDEM concern that require their attention, advocacy or acknowledgement.
- g) Promote integration and effective engagement across the CDEM environment.

5.4 All individual Coordinating Executive Group members are expected to:

Bay of Plenty Civil Defence Emergency Management Group Terms of Reference.

Version 1.6 File Ref: A4195095

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- a) Provide an annual report outlining at the broad strategic level what their agency is doing to support or advocate for the CDEM environment to address risks, opportunities and implications.
- b) Attend all CEG meetings.
- c) Report to their governing bodies at least annually on their CDEM work programme.

6. Governance

- a) The Chair must be a chief executive officer of a member local authority appointed by the Bay of Plenty Chief Executive's Forum. The Chair will be appointed in the year after local elections and will be for a 3 year term.
- b) The Deputy Chair shall be appointed one year after local elections by majority vote of CEG members and will be for a 3 year term.
- c) The CEG shall meet at least four times a year or as required to meet the CEG deliverables.
- d) The quorum for all meetings shall be at least half of the voting members of the CEG.
- e) With the exception of the Regional Emergency Management Advisor of the National Emergency Management Agency, voting rights apply to all members as identified in section 2.
- f) To the extent that voting is required at a meeting, a simple majority of voting members present or represented will be required for approval of a motion. Where a casting vote is required the standing orders of NZ Standard Model Standing Orders for Meeting of Local Authority and Community Boards NZ 9202:2003, incorporating amendment 1 with appendix H, provision for casting vote shall apply.
- g) Financial and procedural delegations are as per the policies of the Bay of Plenty Regional Council as administering authority²
- h) The CEG meeting is an executive level staff meeting, it does not meet the criteria set out under S45 of the Local Government Official Information and Meetings Act 1987 and is not required to, nor will be, open to the public.

7. Resources and Budget

- a) The costs of completing any specific agency actions as outlined in the annual work plan will be met by the local authority or agency concerned, subject to available resources and funding, unless agree otherwise.
- b) Group projects delivered through the Group Emergency Management Office (Emergency Management Bay of Plenty) will be funded directly from the Group budget.
- c) All projects recommended in the Annual Work Programme must be approved by the CEG. Where the insertion of an additional project or re-prioritisation of a project is requested outside of the approved Annual Work Programme, the project must first pass through CEG for approval within the Bay of Plenty Civil Defence Emergency Management Group Plan and approved budget.

8. Terms of Reference

- a) The CEG terms of reference will be approved by the Bay of Plenty Civil Defence Emergency Management Group (Joint Committee).
- b) The CEG terms of reference will be valid for a period of 3 years and will be reviewed at the first meeting of the new Chair or earlier if required.

9. Approval

Approved by resolution of the Bay of Plenty CDEM group Joint Committee on 31 March 2023

² Civil Defence Emergency Management Act 2002 s23(1)



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	31 March 2023
Report Writer:	Cara Gordon, Principal Advisor, Emergency Management
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To provide a progress update on the Bay of Plenty CDEM Group Plan 2023-2028 review and seek endorsement of the updated timeline, and the focus of the Group Plan review for the Joint Committee

Bay of Plenty Civil Defence Emergency Management Group Plan Development 2023/28 Update

Executive Summary

The Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023 (Group Plan) sets the strategy and direction for the Bay of Plenty CDEM Group (CDEM Group) over a five-year period. Emergency Management Bay of Plenty are currently undertaking a review of the Group Plan in line with the requirements under the Civil Defence Emergency Management Act 2002.

The existing project timeline has required updating due to delays caused by consecutive weather events during the first quarter of 2023 and subsequent deployment of Bay of Plenty CDEM Group staff to impacted regions. This has delayed the provision of the draft Group Plan to this Committee.

The draft plan is currently being updated following feedback from the Coordinating Executive Group Local Authorities and partner agencies.

Recommendations

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Plan Development 2023/28 Update.**

1. Background

Emergency Management Bay of Plenty are progressing through the review of the CDEM Group Plan, this review is well progressed with the revised Group Plan due for publication late 2023.

As briefed at this Committees December 2022 meeting, it was Emergency Management Bay of Plenty's intention to provide the Draft Group Plan for endorsement for public consultation at this Committee meeting. However, this timeline has been adjusted due to response requirements following weather events impacting the Bay of Plenty and staff deployments to neighbouring regions over the first quarter of 2023.

These response requirements have resulted in a rework of the project timeline however it is not anticipated to require a project extension with the project still on track for delivery in 2023.

The draft plan is currently being updated following feedback from the Coordinating Executive Group Local Authorities and partner agencies. The Group Plan will be updated and sent back to the Coordinating Executive Group Local Authorities in late March for any final feedback and subsequent endorsement. The intention is then to seek feedback and endorsement for public consultation from Coordinating Executive Group and Joint Committee at their May and June meetings respectively

2. Group Plan review timeline

There are several key steps in the Group Plan review and approval process that will require Joint Committee engagement during 2023. These are:

1. Finalisation of the Draft Group Plan for public consultation
2. Joint Committee Endorsement for Public Consultation
3. Joint Committee Endorsement for Ministerial review
4. Joint Committee Endorsement for Publication

Group Plan review key upcoming dates and milestones.

INDICATIVE Dates	Milestone
28 April	Coordinating Executive Group Local Authorities Subcommittee meeting to endorse draft Group Plan.
2 June	Coordinating Executive Group meeting to endorse draft Group Plan.
Week of 12 June	Joint Committee Group Plan Workshop - <i>Workshop to be scheduled</i>

30 June	Joint Committee meeting to: <ul style="list-style-type: none"> • endorse draft Group Plan for public consultation; and • form a subcommittee to hear any public submissions
10 July – 11 August	Public consultation (submission period) and National Emergency Management Agency technical review
Week of 4 September	Public hearing dates – three dates will be scheduled to enable hearings in Whakatāne, Tauranga and Rotorua
29 September	Joint Committee meeting to approve the Plan for Ministerial review and endorsement <i>Note – the CDEM Act requires that we provide 20 days for this review to be undertaken, however, there is a risk that this review may be delayed by the October 14 election and associated dissolution of parliament.</i>
15 December	Joint Committee meeting to approve the Plan for publication

3. Considerations

3.1 Risks and Mitigations

A risk register is being maintained as part of the project which will be monitored and managed through the Project Team and Steering Group. Risks will be reported on as required.

3.2 Climate Change

The matters addressed in this report are of a procedural nature and there is no need to consider climate change impacts in this paper. The impacts of Climate Change will be addressed in the Group Plan work programme.

3.3 Implications for Māori

The matters addressed in this report are of a procedural nature and therefore implications for Māori are not considered in this paper. Implications for Māori are addressed in the Group Plan work programme.

3.4 Community Engagement

An update on community engagement is provided in section 2.

3.5 Alignment with Strategic Framework

This paper supports the obligations of the Bay of Plenty CDEM Group to review the Bay of Plenty Group Plan every five years as mandated under the CDEM Act 2002.

3.6 **Financial Implications**

There are no material unbudgeted financial implications of this paper.

4. **Next Steps**

The next steps include updating the draft Group Plan for review by the Coordinating Executive Group and Joint Committee. A workshop will also be scheduled with Joint Committee to ensure this committee has an opportunity to feed into the Group Plan Development



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	31 March 2023
Report Writer:	Liz Oliver, Senior Advisor Tsunami Readiness (Seconded)
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Brief on the Tsunami Ready Programme; the current priority of work and associated risks

Bay of Plenty Civil Defence Emergency Management Group Tsunami Ready Programme Update

Executive Summary

The programme aim is to develop a coordinated Tsunami Ready programme for the Bay of Plenty Civil Defence Emergency Management Group to ensure regional consistency; alignment to national projects and standards; and giving effect to current science.

This work programme details workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery).

The brief provides an update on progress on the Tsunami Ready Programme and covers:

- Recent risks identified with the programme.
- Tsunami Evacuation Zone Map projects (current and future work) and alignment to the National Tsunami Evacuation Map.
- Public Education and community engagement resources.
- Tsunami response planning

All work detailed in this brief is the current priority of work for the Tsunami Ready Programme. However, the Tsunami Evacuation Zone Map project remains the highest priority piece of work in the programme.

Emergency Management Bay of Plenty will continue to lead and coordinate the Tsunami Ready Programme in alignment to the current priority of work outlined in this brief.

Emergency Management Bay of Plenty is seeking approval through this committee for the current priority of work for the Tsunami Ready Programme and acceptance of the current risks highlighted with the programme.

Recommendations

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group Tsunami Ready Programme Update;**
- 2 Approves the approach for the Bay of Plenty Civil Defence Emergency Management Group Tsunami Evacuation Zone Map work; and**
- 3 Accepts the current risk associated with current Bay of Plenty tsunami inundation modelling for the Region.**

1. Background

As a priority hazard under the Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023, tsunami response planning has historically been incorporated into Local Authority and Emergency Management Bay of Plenty work programmes. Following the 5 March 2021 Hikurangi and Kermadec Islands Earthquakes, Emergency Management Bay of Plenty identified that a Tsunami Readiness Work Programme was required to prioritise and coordinate work across the Region.

This work programme identifies workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery). Key lessons from the 5 March 2021 event will also be addressed, and that effective community preparedness and multi-agency response is supported, to reduce the impact that significant earthquake and tsunami hazards can have on communities in the Region.

2. Tsunami Ready Programme

2.1 Programme Aim

The aim is to develop a coordinated Tsunami Ready programme for the Bay of Plenty CDEM Group to ensure regional consistency; alignment to national projects and standards; and giving effect to current science.

2.2 Priority of work

The programme's current priority of work is:

- Current update of the tsunami evacuation zone maps for the Region.
- Development of Bay of Plenty tsunami-specific Public Education resources.
- Support to community engagement programmes.
- Development of a framework for a Regional Tsunami Response Plan.

3. Tsunami Evacuation Zone Mapping

3.1 Regional Tsunami Evacuation Zone Maps

3.1.1 The updating of the Tsunami Evacuation Zone maps for the Region continues as the highest priority for the Tsunami Ready Programme. This work is being led through Emergency Management Bay of Plenty with Geographic Information System and Local Authority support.

3.1.2 **Map design.** Work to develop a consistent ‘one blue zone’ map design for all Bay of Plenty Tsunami Evacuation Zone maps across the Region has been completed with testing and refinement of the map design conducted through the Tsunami Ready Programme Project Team and the wider-Emergency Management professional network in the Bay of Plenty

3.1.3 **Interim map update.** Prior to the completion of comprehensive tsunami inundation modelling, the Tsunami Ready Programme intended an interim update of current Tsunami Evacuation Zone maps to ensure regional consistency. The Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group¹ agreed upon an interim option to update tsunami evacuation maps for the Region. The option to update maps will include:

- Introduce the ‘one zone’ approach for public-facing tsunami evacuation zone maps and tsunami information boards by changing maps from the current three tsunami evacuation zones (red, orange, yellow) to one blue zone.
- Update all maps and ensure that tsunami inundation modelling reports and associated modelling outputs of relevance to the area are encompassed in the tsunami evacuation zone. This means ensuring that modelling outputs from the following providers are encompassed in the tsunami evacuation zone:
 - o Waihi Beach to Tauranga; and Maketu: eCoast report
 - o Tauranga City area: Tonkin & Taylor reports
 - o Pukehina to Ōpōtiki District: GNS reports.

3.2 Launch of new Tsunami Evacuation Zone maps

3.2.1 A project plan has been developed for the launch of new Tsunami Evacuation Zone Maps for the Region. This project will be led and coordinated by Emergency Management Bay of Plenty.

3.2.2 The key project milestones are:

Milestone	Description
1	Project plan developed and approved.

¹ Coordinating Executive Group Meeting, 25 November 2022

2	GIS encompassing of current tsunami inundation modelling/ area.
3	Identification of rules for regional consistency in ground truthing of Tsunami Evacuation Zones; and prioritised coastline sections.
4	Ground truth coastline sections with local and regional knowledge.
5	Develop new Tsunami Evacuation Maps for each coastline.
6	Approval new Tsunami Evacuation Maps for each coastline.
7	Develop Public Education programme to promote new Tsunami Evacuation Maps and support of the new 'one zone' maps launch.
8	Transfer of Tsunami Inundation Modelling Reports.
9	Development of design/local authority plan: Tsunami Information Boards
10	Launch Bay of Plenty Tsunami Evacuation Zone Maps.

3.2.3 A timeline with consideration for all milestones is detailed in Attachment 2. The intended launch date for Tsunami Evacuation Zone Maps is 01 June 2023. There are key milestones that must be completed pre-launch of new Tsunami Evacuation Maps.

3.3 Public Education Programme.

A comprehensive public information programme has been developed in support of the new 'one zone' maps launch. The plans for this work have been agreed across all coastal Local Authorities in support of a consistent regional approach. The key objective for the programme is to ensure Bay of Plenty communities (and visitors) are familiar and comfortable with the concept of a single, blue zone. The material supporting the programme combines national tsunami safety messages (e.g., Long or Strong- Get Gone) with Region-specific messages and taglines: 'Our new, blue, tsunami evacuation maps', 'Get out of the Blue' and 'In the Bay, Blue means Go'. Communication collateral can be tailored to ensure local context is included.

3.4 Transfer of Tsunami Inundation Modelling Reports.

There are a number of tsunami inundation modelling reports that require transfer processes to local authorities to be completed pre-launch of new Tsunami Evacuation Zone maps². A peer review of reports will also be finalised as part of the transfer

² eCoast Draft Final Report for Bay of Plenty Regional Council - Maximum Credible Event Tsunami Inundation Assessment for the Bay of Plenty Region, April 2022

process³. The transfer of information relating to tsunami inundation and subsequent release to the public must be completed prior to the launch of new Tsunami Evacuation maps to ensure a consistent approach to information released to the public, in particular given there are some changes in the Tsunami Evacuation Zone extents.

3.5 Tsunami Information Boards.

In conjunction with the launch of new electronic maps, there is a requirement to ensure that an update of information on Tsunami Information Boards occurs to sync with the map launch. The design for the Tsunami Information Boards will be in alignment to the electronic map design with the addition of a 'You are here' marker. Emergency Management Bay of Plenty is coordinating Tsunami Information Board design and contract arrangements for production of an interim solution with industrial stickers to cover current Tsunami Information Boards. It will be a Local Authority responsibility to ensure funding and installation of industrial stickers to cover current Tsunami Information Boards.

3.6 Comprehensive Tsunami Inundation Modelling.

Procurement processes have been completed through Bay of Plenty Regional Council and Emergency Management Bay of Plenty, to commission work for comprehensive tsunami inundation modelling (Level 4), with the primary purpose of Tsunami Evacuation Zone mapping for the entire Region. This modelling will provide the definitive answer on Tsunami Evacuation Zone maps for the Region with consistency from one provider and one source of truth. A Request for Proposal has been issued to a Supplier. Post finalization of contractual arrangements, it is the intent that work for this project will commence on 01 July 2023.

4. Considerations

4.1 Risks and Mitigations

The Programme Risk Register identifying hazard and capability risk is in place and is regularly reviewed. The Risk Register is detailed in Attachment 1. Mitigation Strategies for these risks and other risks identified in the project are detailed in the Programme Risk Register. The Programme Risk Register is being reviewed on a monthly basis; or as required when new risks are identified.

4.2 Climate Change

Climate change impacts will be considered where appropriate in the Tsunami Ready Programme.

Tonkin & Taylor report for Tauranga City Council – Te Tumu Natural Hazard Assessment – Tsunami, May 2020
 Tonkin & Taylor report for Tauranga City Council - Tauranga City-wide Natural Hazards Risk Assessment, April 2020
 Tonkin & Taylor report for Tauranga City Council -Tauranga City Tsunami Model - Update of Mauao to Te Tumu Landform, March 2020

GNS Science Letter Report No: CR 2022.111:LR: Questions regarding the use of 2011 GNS Science tsunami modelling for updating tsunami Evacuation Maps for the Bay of Plenty region, 30 September 2022

³ NIWA draft review for Bay of Plenty Regional Council - eCoast Report + comparison of 2020 Tonkin & Taylor reports for Tauranga City Council

4.3 **Implications for Māori**

The objectives for the Tsunami Ready Programme include iwi, hapū and Whānau engagement through existing work programmes.

4.4 **Community Engagement**

The Tsunami Ready Programme scope does not include direct community engagement by the Senior Advisor, Tsunami Readiness. This work will be conducted by Local Authorities through community resilience and engagement programmes already in place. The Tsunami Ready Programme will support these work programmes.

4.5 **Alignment with Strategic Framework**

The Tsunami Ready Programme will align to the CDEM Group Plan.

4.6 **Financial Implications**

The commissioning of work for comprehensive inundation modelling with the primary purpose of evacuation zone mapping for the entire Bay of Plenty coastline will require the allocation of funding to support this work.

Scoping of this work, including the identification of approx. costs associated with this work, is underway and will be detailed in future updates of the Tsunami Ready Programme.


5. **Next Steps**

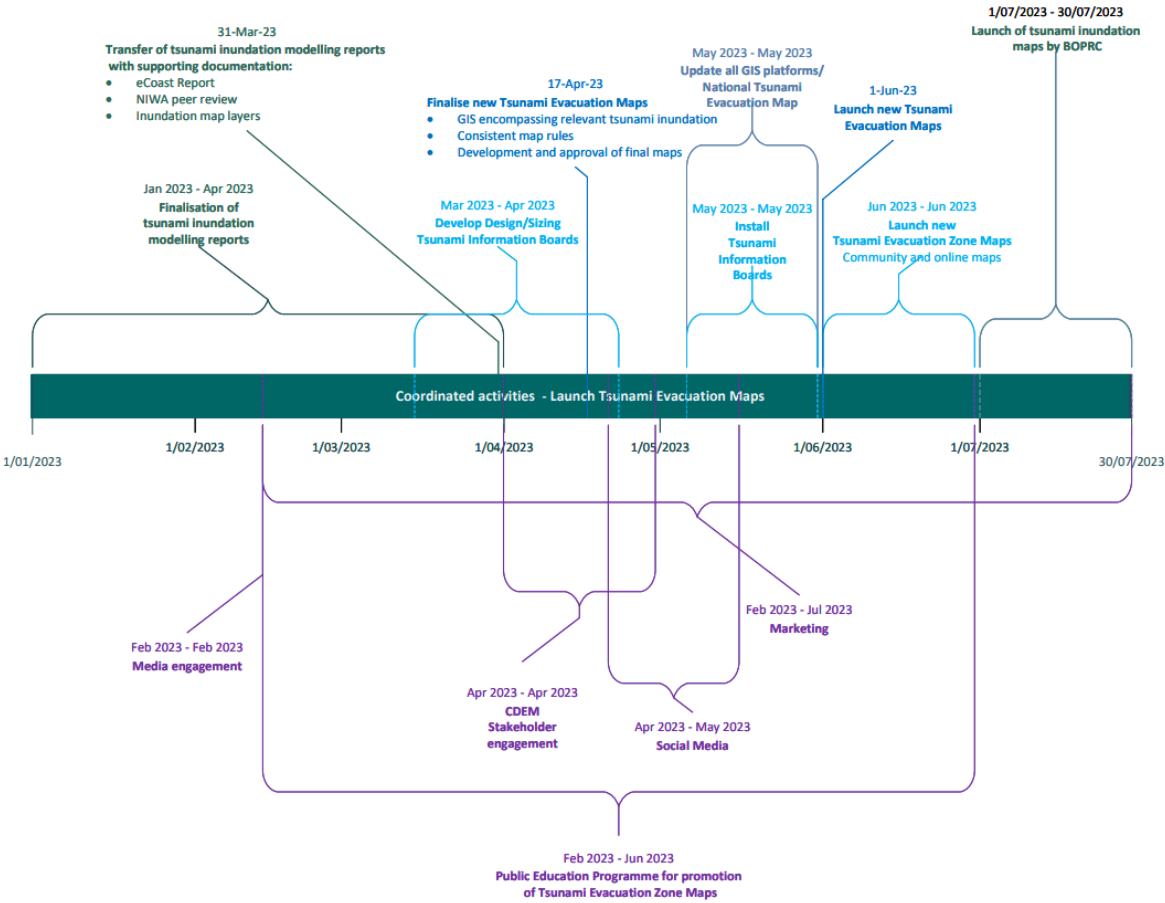
- 5.1 Tsunami inundation modelling reports require transfer to local authorities to be completed pre-launch of new Tsunami Evacuation Zone maps
- 5.2 In addition to the current priority work, ensuring connection of National-Regional-Local Tsunami programmes and projects remains ongoing.
- 5.3 Regular reporting on the progress of the Tsunami Ready programme will be provided to this committee.

Attachments

Attachment 1 - Bay of Plenty CDEM Group - Tsunami Ready Programme Risk Register - Joint Committee - 20 March 2023 [↓](#)

Attachment 2 - Bay of Plenty CDEM Group Risk Register Timeline updated - Joint Committee 29 Mar [↓](#)

		Bay of Plenty CDEM Group - Tsunami Ready Programme Risk Register					
Updated: 20 March 2023							
#	Date	Risk		Mitigation Actions	Likelihood	Consequence/ Impact	Total (Score after mitigation)
Risk #	Date logged	Description of risk	Description of consequence(s)	Actions to be taken			
1	16/03/2022	Regional event response and recovery that would require direct project resources and project priority.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	<ul style="list-style-type: none">• Dedicated Project Manager resource.• Limited requirement for regular resource commitment from other stakeholders outside of Project Team meetings.• Consideration of event response in identification of project output timeframes.	Likely (3)	Minor (2)	Moderate Risk (6)
2	16/03/2022	Limitations in regional-local resources in business-as-usual (BAU) to support the timely delivery of programme outputs.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	<ul style="list-style-type: none">• Dedicated Project Manager resource.• Dedicated local authority/agency programme point of contact; with ability to make decisions on behalf of the local authority/agency as part of the Project Team.• Targeted engagement with local authorities/agencies only as required.	Possible (2)	Minor (2)	Moderate Risk (4)
3	16/03/2022	Lack of national consistency of standards; or delay in review of standards causing project delay for timely delivery of project outputs and milestones; and inconsistency in tsunami standards at local and regional level.	<ul style="list-style-type: none">• Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.• Inter-region inconsistency in tsunami standards.• Inconsistency in tsunami standards and implementation of dedicated local work programmes (including Resilience Fund projects).	<ul style="list-style-type: none">• CDEM Group highlight and share to NEMA including risk with Resilience Fund projects.• Project Manager connection to national tsunami projects through NEMA; and science research projects.• Project Manager/ EMBOP representation in National Groups (National Tsunami Working Group and National Tsunami Reference Group).• Planning for regional and local programme re-design (short-medium-long term).	Likely (3)	Moderate (3)	Significant Risk (9)
4	16/03/2022	Lack of alignment; or delay in delivery of national projects causing project delay for timely delivery of project outputs and milestones; and inconsistency in tsunami standards at local and regional level.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	<ul style="list-style-type: none">• CDEM Group highlight and share to NEMA.• Project Manager connection to national tsunami projects through NEMA; and science research projects.• Project Manager/ EMBOP representation in National Groups (National Tsunami Working Group and National Tsunami Reference Group).• Planning for regional and local programme re-design (short-medium-long term).	Likely (3)	Moderate (3)	Significant Risk (9)
5	1/04/2022	Current reports and tsunami inundation modelling outputs do not provide a comprehensive approach to modelling required to support tsunami evacuation zone mapping for the Region.	There is no one tsunami Inundation modelling output for the entire Bay of Plenty coastline to inform accurate tsunami evacuation maps for the Bay of Plenty.	<ul style="list-style-type: none">• Enveloping of all current tsunami inundation modelling outputs per zone (Red, Orange, Yellow) in alignment to Tsunami Evacuation Zone DGL.• Local 'ground truthing' workshops and engagement with local authorities.• GIS specialist support to update all Tsunami Evacuation Maps.• Future work and funding allocation to commission work for comprehensive tsunami inundation modelling with the primary purpose of tsunami evacuation zone mapping for the entire Bay of Plenty coastline (Approval through CDEM governance: CEG LA, CEG and Joint Committee).	Likely (2)	Moderate (2)	Moderate Risk (4)





Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	31 March 2023
Report Writer:	Clinton Naude, Director, Emergency Management Bay of Plenty
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To provide a summary of the Cyclone Gabrielle response by the Bay of Plenty Civil Defence Emergency Management Group

Cyclone Gabrielle Response

Executive Summary

Cyclone Gabrielle significantly impacted the North Island of New Zealand resulting in a National State of Emergency being declared for Northland, Auckland, Waikato, Bay of Plenty, Tairāwhiti and Hawkes Bay. This report provides a summary of the Cyclone Gabrielle response as undertaken by the Bay of Plenty Civil Defence Emergency Management (CDEM) Group.

Recommendations

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

- 1. Receives the report, Cyclone Gabrielle Response.**

1. Background

On 9 February 2023, Cyclone Gabrielle, a category 3 tropical cyclone, was positioned in the Coral Sea. Modelling suggested Cyclone Gabrielle would impact New Zealand however specifics were unknown. On 12 February 2023 modelling converged and indicated that Cyclone Gabrielle would travel through the Bay of Plenty. The Bay of Plenty CDEM Group activated the Group Emergency Coordination Centre and Local Emergency Operations Centres in preparation of Cyclone Gabrielle and undertook precautionary evacuations and emergency communications. A National State of Emergency was declared for Northland, Auckland, Waikato, Bay of Plenty, Tairāwhiti and Hawkes Bay. While the Bay of Plenty did experience impacts resulting from Cyclone Gabrielle these were not significant in comparison to the impacts

experienced by the regions of Northland, Auckland, Waikato, Tairāwhiti and Hawkes Bay.

2. **Cyclone Gabrielle**

2.1 **Preceding Severe Weather Events**

A number of severe weather events preceded the arrival of Cyclone Gabrielle, all of which required emergency management response and coordination.

2.1.1 **Cyclone Hale**

On 10 January 2023 Cyclone Hale impacted the North Island east of Auckland and then travelling south. Cyclone Hale caused wide reaching impacts in the North Island the most significant impacts felt in the Tairāwhiti region. Tairāwhiti declared a State of Local Emergency at 22:00 on 10 January 2023.

Emergency Management Bay of Plenty coordinated deployments to Tairāwhiti. These deployments over a two-week period consisted of an initial team of four, followed a week later by a second team of two.

2.1.2 **Auckland Anniversary Severe Weather Event**

On 27 January 2023, a low-pressure system impacted the North Island resulting in an unprecedented rain fall with Auckland airport recording the highest ever daily rainfall of 245mm, compared to the historic January average rainfall of 71.2mm.

States of Local Emergency were declared in Auckland at 21:30 on 27 January 2023 and in the Waitomo District at 19:30 on 28 January 2023.

Emergency Management Bay of Plenty coordinated deployment of emergency management staff to Auckland with a total of thirteen staff deploying between 28 January 2023 and 14 February 2023.

During this event the Bay of Plenty also experienced impacts as a result of the rainfall. In Rotorua preparations were made for the possible evacuation of Ngongotahā due to the rising river levels. In Tauranga, a number of residential properties were impacted by a slip in Maungatapu and in the Western Bay of Plenty District No4 Road bridge was washed away leaving an estimated thirty properties cut-off and a train derailed in Te Puke.

Emergency Management Bay of Plenty and Local Authorities responded to the impacts experienced across the region, supported by emergency services, and the New Zealand Defence Force. There was no requirement to activate Local Emergency Operations Centres, the Group Emergency Coordination Centre nor was there a requirement to declare a State of Emergency given this event was managed within existing capabilities and did not require the use of emergency powers under the CDEM Act 2002.

2.2 **Cyclone Gabrielle Response**

On 12 February 2023 the following emergency centres activated in preparation for the arrival of Cyclone Gabrielle.

- Bay of Plenty Group Emergency Coordination Centre

- Tauranga City Local Emergency Operations Centre
- Western Bay of Plenty District Local Emergency Operations Centre
- Whakatāne District Local Emergency Operations Centre
- Ōpōtiki District Local Emergency Operations Centre

The Kawerau District Council and the Rotorua Lakes Council were in monitoring mode ready to support as required.

On 13 February 2023 the impacts of Cyclone Gabrielle were being felt across the Bay of Plenty.

2.2.1 Preparedness Activities

Across the Bay of Plenty communities at risk were identified and precautionary evacuations were undertaken led by emergency services. Marae, Community Led Centres, and Evacuation Centres were stood up to support those evacuated.

Throughout the response the Group Emergency Coordination Centre maintained strong emergency communications with our communities via social media, providing regular updates, preparedness messages and reassurance. This was well received by communities with strong messages of support and appreciation.

2.2.2 States of Emergency

The potential and subsequent impacts across the Bay of Plenty resulted in a number of States of Emergency being declared.

- At 07:35 on 13 February 2023, Ōpōtiki District Council declared a local State of Emergency
- At 15:00 on 13 February 2023, Whakatāne District Council declared a local State of Emergency
- At 19:38 on 13 February 2023, Western Bay of Plenty District Council declared a local State of Emergency
- At 20:00 on 13 February 2023, the Bay of Plenty CDEM Group declared a local State of Emergency for the Bay of Plenty CDEM Group area.
- At 08:30 on 14 February 2023, the Minister of Emergency Management declared a National State of Emergency for Northland, Auckland, Waikato, Bay of Plenty, Tairāwhiti and Hawkes Bay.
- On 21 February 2023 the National State of Emergency was extended.
- On 27 February 2023 the National State of Emergency was extended however the Bay of Plenty was no longer covered by this extended declaration.

2.2.3 Emergency Mobile Alert (EMA)

The Group Emergency Coordination Centre utilised the Emergency Mobile Alert system to advise communities in at risk locations to be prepared to evacuate.

- 21:29 on 13 February 2023 – Waihi Beach and Athenree

- 21:44 on 13 February 2023 – Maketū and Little Waihi
- 23:47 on 13 February 2023 – Pukehina

2.2.4 Key Impacts

At the peak of the event, it was estimated that over 6500 customers were without power and there were multiple communication outages. Multiple roads were closed due to slips, local flooding, and trees down. Many roads were still unopened as a result of the preceding Auckland Anniversary severe weather event.

There were no reports of fatalities or injuries. There were no reports of significant impacts to residential dwellings, as a result all evacuees were able to safely return home.

2.2.5 Impacts to other Regions

Cyclone Gabrielle significantly impacted the regions of Northland, Auckland, Waikato, Tairāwhiti and Hawkes Bay. The National Emergency Management Agency (NEMA) through the National Coordination Centre led the coordination of emergency management staff and resources in support of response efforts to these impacted regions.

Emergency Management Bay of Plenty coordinated the deployment of emergency management staff from the Bay of Plenty CDEM Group to impacted regions and quickly gained approval from the National Coordination Centre to provide direct support to Tairāwhiti CDEM Group and Wairoa District Council. Staff from the Bay of Plenty also deployed into Napier City and Hawkes Bay. Between 16 February 2023 and 17 March 2023, there were a total of 51 Bay of Plenty CDEM staff deployed.

2.2.6 Lessons Learnt

The Bay of Plenty CDEM Group will undertake a review process aimed at identifying the key lessons and actions to be undertaken to ensure continuous improvement.

All Local Emergency Operations Centres and the Group Emergency Coordination Centre will undertake internal reviews to inform their post event reports.

Emergency Management Bay of Plenty will be commissioning an independent review of the Bay of Plenty CDME Group response to inform continuous improvement for future events.

2.2.7 Cyclone Gabrielle Recovery

A National Transition Period is in place covering the Northland, Auckland, Waikato, Tairāwhiti and Hawke's Bay regions and the Tararua, Masterton, Carterton and South Waikato districts.

The Government has established a Cyclone Taskforce headed by Sir Brian Roche. Nationally, Minister Grant Robertson is Minister for Cyclone Recovery and Minister Barbara Edmonds is Associate Minister for Cyclone Recovery. Regionally, Minister Kiri Allan is lead minister for recovery for Tairāwhiti and Bay of Plenty.

A new all-of-government Cyclone Recovery Unit within the Department of Prime Minister and Cabinet has been established with Katrina Casey as Chief Executive Officer. The Unit is working alongside the Cyclone Recovery Taskforce and will be responsible for leading and coordinating the Government's recovery work programme.

The Bay of Plenty is not included in the National Transition Period as the impacts on the Bay of Plenty were within Local Authorities capabilities. While no formal CDEM led recovery phase has been established, Julian Reweti, Principal Advisor Recovery with Emergency Management Bay of Plenty has been appointed the Bay of Plenty CDEM Group Recovery Manager for Cyclone Gabrielle, to provide coordination with the wider national Cyclone Gabrielle recovery framework and to coordinate any support available to and from the Bay of Plenty.

3. **Considerations**

3.1 **Risks and Mitigations**

The matters addressed in this report are of a procedural nature and there are no known associated risks.

3.2 **Climate Change**

The matters addressed in this report are of a procedural nature and there is no need to consider climate change impacts.

3.3 **Implications for Māori**

It is noted that Marae across the Bay of Plenty stood up to support those persons evacuated or displaced during the Cyclone Gabrielle event. Reimbursement of welfare costs under Section 33 of the National CDEM Plan 2015 need to be processed with the National Emergency Management Agency.

3.4 **Community Engagement**

The matters addressed in this report are of a procedural nature and there is no need to consider community engagement.

3.5 **Alignment with Strategic Framework**

This report aligns with the requirements of the CDEM Act 2002 and the Bay of Plenty CDEM Group Plan 2018-2023.

3.6 **Financial Implications**

There are no material unbudgeted financial implications and this fits within the allocated budget.

4. **Next Steps**

A formal review process will be undertaken including an independent review of the Cyclone Gabrielle response by the Bay of Plenty Civil Defence Emergency Management Group.



Report To: Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Meeting Date: 31 March 2023

Presenter(s): Clinton Naude, Director - Emergency Management Bay of Plenty

Verbal Update - Director, Emergency Management Bay of Plenty



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

National Emergency Management Agency Update

Written update to the Bay of Plenty Joint Committee meeting on 31 March 2023

National State of Emergency

1. The Aotearoa New Zealand Government declared a State of National Emergency on 14 February, to assist in the response to Cyclone Gabrielle and the North Island Severe Weather Event. The State of National Emergency was extended, each extension lasting an additional seven days. As of 28 February, the State of National Emergency concluded for the Bay of Plenty region. The State of National Emergency concluded in Northland, Auckland, Waikato, and the Tararua District on 3 March. The State of National Emergency, encompassing Tairāwhiti and Hawke's Bay, concluded on 14 March.
2. The National Emergency Management Agency (NEMA) National Coordination Centre (NCC), continued to operate below Parliament, having initially activated on 27 January in response to the severe weather impacts in Auckland and in support of other impacted regions including the Bay of Plenty. The NCC, comprising of all NEMA staff and staff from partner agencies ceased operations on 22 March 2023.
3. A National Transition period over the Northland, Auckland and Waikato Civil Defence Emergency Management Group areas and the Tararua District owing to the impacts of Cyclone Gabrielle. NEMA will continue to closely monitor the situation and engage with our partners as needed. We thank all Groups and Agencies who have supported the response and transition to recovery.

Severe Weather Emergency Legislation Bill

4. The [Severe Weather Emergency Legislation Act](#) is now in force. The Act assists recovery and improves resilience for the areas affected those by severe weather events, and their councils and communities. It also enables all councils to take immediate action to improve resilience to future weather events with respect to enabling remote attendance at meetings, facilitating planning and decision-making, and allowing for concurrent declarations of states of emergency and transition periods.
5. The Act makes the following amendments to the Civil Defence Emergency Management Act 2002 (CDEM Act), Resource Management Act 1991 (RMA), Local Government Act 2002 and Food Act 2014 and the Food Regulations 2015—
 - the CDEM Act to address issues relating to concurrent declarations of states of emergency and notices of transition periods under the CDEM Act to ensure emergency powers are available when needed, these provisions are in place until 1 October 2024; and



- aspects of the RMA for a limited time to deem certain emergency preventive or remedial actions carried out by owners or occupiers of rural land to be permitted activities (until 1 April 2024), and extend time frames for advising local authorities and applying for retrospective consents for emergency work (until 1 October 2024). This recognises that it may not be possible for those dealing with the impacts of the weather events to comply with all RMA planning and regulatory requirements or meet existing time frames for retrospective consents; and
- the Local Government Act 2002 to—
 - enable local authorities and Civil Defence Emergency Management Groups to meet by audio or audio-visual link and the members to be counted as present (until 1 October 2024); and
 - enable local authorities to amend their current long-term plans in relation to water infrastructure and services to take action to respond to damage caused by the recent severe weather events and improve the resilience to future weather events; and
- registration and verification requirements in the Food Act 2014 and the Food Regulations 2015, to allow an extended period for a food business to renew its registration and to continue operating during the time a registration may have expired. This recognises that it may not be possible for affected communities (particularly isolated communities) to undertake their regulatory requirements for food businesses and allows those businesses to remain open.

Trifecta Programme

Emergency Management Bill Update

6. The Minister has [confirmed](#) that the Emergency Management Bill will be introduced to the House of Representatives in early 2023. There will be an opportunity to provide feedback via the Select Committee process. This will occur following the introduction of the Bill to the House, and its First Reading. The Select Committee will set the timeframe. We encourage submissions on the Bill when it is before Select Committee - your views, experiences, and ideas for improving the law continue to be an essential part of setting up Aotearoa New Zealand to get better outcomes for emergency management.
7. We anticipate that the Cabinet paper outlining the final policy decisions will also be proactively released at a similar time as the Bill is introduced.
8. An out-of-cycle letter will be sent to CEG Chairs once the Bill is introduced to the House, along with more information about the Bill and what it proposes.



**National Emergency
Management Agency**
Te Rākau Whakamarumaru

Director of Civil Defence Emergency Management

9. As of 13 March, John Price formally began his statutory appointed role as Director of Civil Defence Emergency Management and Deputy Chief Executive Emergency Management of NEMA. Roger Ball is Acting Director of Civil Defence Emergency Management and after a period will return to his role as National Manager of Operations and National Controller.

Ministerial Portfolios

10. On January 19th Prime Minister Jacinda Ardern announced her resignation. Following the appointment of Prime Minister Chris Hipkins and review of Ministerial portfolios, including Emergency Management, Hon Kieran McAnulty continues as the Minister for Emergency Management.

Lily Foulds | Regional Emergency Management Advisor

National Emergency Management Agency | Te Rākau Whakamarumaru.