

Meeting: Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Meeting Date: 31 March 2023

Item under Separate Cover

As noted on the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Agenda for the meeting on Friday 31 March 2023, the following item is included under separate cover:

Reports

Decisions Required

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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:	The Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee are required to consider applications to the Bay of Plenty CDEM Group - Cyclone Gabrielle Disaster Relief Fund.

Bay of Plenty Civil Defence Emergency Management Group Cyclone Gabrielle Disaster Relief Fund

Executive Summary

The Bay of Plenty has been designated \$200,000 towards a disaster relief fund which has been allocated to the Bay of Plenty CDEM Group for management and distribution across the Bay of Plenty rohe.

Applications were invited from member Local Authorities who have communities impacted by Cyclone Gabrielle.

One application has been received from the Western Bay of Plenty District Council.

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 Cyclone Gabrielle Disaster Relief Fund.**
- 2 Allocates the amount of \$XX to the Western Bay of Plenty District Council from the Bay of Plenty CDEM Group - Cyclone Gabrielle Disaster Relief Fund.**

1. Background

On 21 February 2023, Hon Kieran McAnulty, Minister of Emergency Management announced further Disaster Relief Funds for communities impacted by Cyclone Gabrielle with funding being provided to Northland, Auckland, Bay of Plenty, Waikato, Tararua District and Wairarapa. The Bay of Plenty has been designated \$200,000 which has been allocated to the Bay of Plenty CDEM Group for management and distribution across the Bay of Plenty rohe. Letter dated 22 February 2023 from the National Emergency Management Agency - *Disaster Relief Fund contribution* is attached.

2. Disaster Relief Funds

2.1 Purpose

Disaster Relief Funds provide an additional way to help local communities recover from emergencies. Local communities and councils are best placed to know their own needs, so each local authority has discretion in setting its own criteria for how the funds are disbursed. Section 33.5 of the Guide to the National Civil Defence Emergency Management Plan 2015 outlines expectations for the use of Government contributions. This includes an expectation that fund administrators will address not only the needs of affected individuals and families, but also those of community organisations and marae and their associated facilities and infrastructure.

2.2 Criteria

It is important to note that the use of the Cyclone Gabrielle Disaster Relief Fund is subject to eligibility criteria.

- The fund is ring-fenced to support those in the Bay of Plenty affected by Cyclone Gabrielle.
- The fund is intended to support and meet the needs of affected individuals, families, community organisations, small businesses, and marae. Please see attached *Fact Sheet: Government financial support to local authorities during an emergency - Disaster Relief Fund* for examples of how disaster relief funds can be used.
- The fund must not be used for council's administrative or businesses costs, and are not intended to replace other existing funding sources. Please see attached *Fact Sheet: Government financial support to local authorities during an emergency - Disaster Relief Fund* for examples of other existing funding sources.
- The Bay of Plenty CDEM Group will be required to report back on its expenditure, outlining how funds were spent and the rationale, within six months of receiving this fund.
- Any money that is not spent is to be returned to the Crown.

3. Applications

All member Local Authorities were invited to submit applications to the Bay of Plenty CDEM Group – Cyclone Gabrielle Disaster Relief Fund.

Only one application was received from the Western Bay of Plenty District Council for \$100,000.00 as per letter dated 24 March 2023 attached.

4. Considerations

4.1 Risks and Mitigations

The relevant Local Authority receiving a contribution from the Bay of Plenty CDEM Group – Cyclone Gabrielle Disaster Relief Fund is to ensure that all payments made are in accordance with Section 33.5 of the Guide to the National Civil Defence Emergency Management Plan 2015 which outlines expectations for the use of Government contributions.

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

The allocation of funds to impacted Marae / Iwi are considered in the applications from the relevant Local Authority.

4.4 Community Engagement

The allocation of funds to impacted communities are considered in the applications from the relevant Local Authority.

4.5 Alignment with Strategic Framework

This report aligns to the Guide to the National Civil Defence Emergency Management Plan 2015

4.6 Financial Implications

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

5. Next Steps

Any allocations of funding approved by the Bay of Plenty CDEM Group Joint Committee will be transferred to the relevant Local Authority on receipt of an invoice.

The relevant Local Authority will be required to provide a high-level report on payments made, including the purpose of these payments, within six months of receiving the contribution.

Attachments

Attachment 1 - 2023-02-22 Bay of Plenty Disaster Relief Fund Letter to Chair Tunui from National Emergency Management Agency [↓](#)

Attachment 2 - Disaster Relief Funds Factsheet [↓](#)

Attachment 3 - 2023-03-23 - Application to CDEM Group Cyclone Gabrielle Disaster Relief Fund [↓](#)



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

22 February 2023

Faylene Tunui
Chair of Bay of Plenty CDEM Group Joint Committee
mayor@kaweraudc.govt.nz

Tēnā koe Mayor Tunui,

Re: Disaster Relief Fund contribution

I would first like to acknowledge the serious consequences of Cyclone Gabrielle on communities in the Bay of Plenty.

I would also like to add my thanks to all those involved in the local response and commend the resilience of responders and the local community.

The Hon Kieran McNulty, Minister for Emergency Management, has announced a Government contribution of \$200,000 (excluding GST) towards a Disaster Relief Fund to support those in the Bay of Plenty affected by Cyclone Gabrielle.

Further information about Government contributions to relief funds is attached to this letter, including invoicing details.

If you or your staff have any questions in relation to the contribution, you can contact your NEMA Regional Emergency Management Advisor or email us at disasterrelieffund@treasury.govt.nz.

NEMA is ready to support you as we move into the recovery phase.

Nāku noa, nā

Roger Ball

**Acting Deputy Chief Executive, Emergency Management
Director of Civil Defence Emergency Management**

CC:

Clinton Naude, CDEM Group Manager: Clinton.Naude@embop.govt.nz

Russell George, Bay of Plenty CEG Chair: Russell.George@kaweraudc.govt.nz

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ATTACHMENT:

Process for payment of Disaster Relief Fund contributions and reporting on expenditure

Use of Government contributions to Disaster Relief Funds

Disaster Relief Funds provide an additional way to help local communities recover from emergencies. Local communities and councils are best placed to know their own needs, so each local authority has discretion in setting its own criteria for how the funds are disbursed.

Section 33.5 of the [Guide to the National Civil Defence Emergency Management Plan 2015](#) outlines expectations for the use of Government contributions. This includes an expectation that fund administrators will address not only the needs of affected individuals and families, but also those of community organisations and marae and their associated facilities and infrastructure.

Disaster Relief Fund contributions are designed to supplement, but not replace, other central government assistance that may be available. More information can be found on [NEMA's website](#).

The funding provided through this contribution will need to be ring-fenced specifically for those affected by the emergency event. Any money that is not spent is to be returned to the Crown.

All amounts announced by the Crown as contributions to Disaster Relief Funds are exclusive of GST. To receive the funds, please arrange for a tax invoice for \$200,000 (excluding GST) for the severe weather event to be sent to the Department of the Prime Minister and Cabinet at dpmcinvoices@cass.govt.nz, copying disasterrelieffund@treasury.govt.nz. Please quote reference number C039-850-2432 on the invoice.

The billing address for the invoice is:

Department of the Prime Minister and Cabinet
Executive Wing, Parliament Buildings
Wellington
New Zealand

Assurance and contact information

For further information or questions about the process, please contact disasterrelieffund@treasury.govt.nz. Any correspondence should be copied to the DPMC Invoice team at dpmcinvoices@cass.govt.nz.

So that NEMA can provide the Government with assurance over the use of contributions to relief funds, councils who receive funding are asked to provide a high-level report on payments made, including the purpose of these payments, within six months of receiving the contribution.



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

Government financial support to local authorities during an emergency – Disaster Relief Funds

In an emergency, the Government may choose to make a financial contribution to the disaster relief fund (DRF) founded by a local authority. The DRF is often contributed to a mayoral relief fund (MRF), administered by the local authority/council.

This factsheet informs how local authorities can use a government contribution towards DRF. For more information on Government financial contributions to emergency events, please see Section 33.5.2 of The Guide to the National Civil Defence Emergency Management Plan 2015.

The Minister for Emergency Management, together with the Prime Minister or Minister of Finance, may authorise a contribution of up to \$100,000 (GST exclusive) per event.

Purpose of contribution:

A contribution from the government provides an additional way to quickly help impacted communities recover from emergencies. Disaster relief funds are designed to supplement other government assistance that may be available, such as contributions from the Ministry of Social Development and Ministry for Primary Industries.

- The Government may consider providing a financial contribution to a disaster relief fund that is established by a local authority. This contribution recognises local authorities' responsibilities to support communities in recovering from an emergency.
- Any decision on whether a contribution can be made, along with the contribution amount is determined based on an event's scale or needs on ground.
- Government contributions above \$100,000 (GST exclusive) per event will require Cabinet approval.

What the funds can be used for:

Disaster relief funds may be used to support and meet the needs of affected individuals, families, community organisations, small businesses and marae. Local communities and councils are well-

placed to know exactly what they need. Each local authority has discretion in setting its own criteria for how the funds are disbursed.

Examples of how disaster relief funds can be used:

- dealing with septic tank overflow
- filling water tanks
- clearing debris from properties
- supporting individuals/families faced with hardships as a result of an emergency
- assisting small businesses impacted by an emergency where appropriate
- koha to a team or individual who assist in clean up at their expense – for example a local rugby team that helps out
- refreshments for organisations/people who help with clean up
- replacement of articles that cannot be insured by people – for example fences, footpaths etc.
- assisting people with basic needs, clothes, bedding etc where the individual/family does not have the capacity to buy their own insurance cover

Funds contributed to a Mayoral Relief Fund must be applied to supporting affected individuals, families, community organisations, businesses and marae and must not be used for council's administrative or businesses costs.

Disaster relief funds are not intended to replace other existing funding sources, such as:ⁱ

- **Welfare** – Eligible costs are funded separately by the government
- **Infrastructure** – The government will meet some costs of essential infrastructure
- **Insurance or costs** covered by other funding sources.
- **Other response costs** – 60 per cent funded by the Government (above the local authority's threshold) and 40 per cent funded by the local authority.

Fact sheets for other existing funding sources listed above can be found on NEMA's website.ⁱⁱ

June 2022

What local authorities need to do to receive Government financial contributions:

Following the Government announcing a contribution to a disaster relief fund, the National Emergency Management Agency will ask the local authority to prepare and submit a tax invoice for the contribution. The Department of the Prime Minister and Cabinet will make the payment to the local authority following the receipt of the tax invoice and after receipt of appropriate authorisation of the spend from joint Ministers or Cabinet (depending on the value of the contribution).

Handling of GST:

Prior to April 2022, the value of contributions announced by the Government included GST. However, to bring the policy in line with standard GST practice and avoid misunderstandings, all future financial contributions will be stated as a GST exclusive amount. Local authorities will need to account for GST as usual.

What local authorities need to do after receiving Government financial contributions:

To enable the National Emergency Management Agency to understand local authorities' needs after an emergency and meet obligations regarding taxpayers' funds, local authorities who receive funding:

- are asked to report back on its expenditure within six months of receiving this fund. Any unspent monies must be returned to the Crown.
- will need to provide a high-level report outlining how funds were spent and the rationale.
- may create a committee which can overlook how the funds are being used. This encourages accountability and to ensure that the responsibility of allocating government contribution rests with more than one person.
- should engage with NEMA if there are any unspent monies after six months since receiving the fund.

ⁱ <https://www.civildefence.govt.nz/assets/Uploads/publications/Claims-factsheets/Factsheet-response-other-response-and-recovery.pdf>

ⁱⁱ <https://www.civildefence.govt.nz/cdem-sector/guidelines/claims-factsheets/>

June 2022



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E customer.service@westernbay.govt.nz
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24 March 2023

Clinton Naude
Director Emergency Management Bay of Plenty
Bay of Plenty CDEM Group Joint Committee

Dear Clinton

Application to the Bay of Plenty Civil Defence Emergency Management Group Cyclone Gabrielle Disaster Relief Fund

Western Bay of Plenty District Council would like to apply to the Bay of Plenty Civil Defence Emergency Management Group Cyclone Gabrielle Disaster Relief Fund for \$100,000, to support those in the Western Bay of Plenty District affected by Cyclone Gabrielle.

The funding would be distributed as follows:

- [REDACTED] Katikati. Rural Property where the stop bank has been lost in the cyclone and his 18 acres flooded. Cost to remediate \$20,000.
- Waihi Beach Community Response Team that stood up and accepted people during Cyclone Gabrielle, replenish supplies - \$500.
- Pukehina Beach Community Response Team that stood up and accepted people during Cyclone Gabrielle, replenish supplies - \$500.
- Four Marae throughout the Rohe that stood up and accepted people during Cyclone Gabrielle. As part of the preparation for the cyclone they purchased equipment and resources for rescue as a precautionary measure. These communities have the potential to be isolated - \$5,000.

Te Kaunihera a rohe mai i ngā Kuri-a-Whārei ki Otamarakau ki te Uru

- Waipuna Hospice, evacuation of patients due to flooding risk - \$2,000.
This includes payment for:
 - extra staffing to assist in transfers.
 - ambulance costs.
 - payment for alternative accommodation.
 - extra IT costs.
- Rural Support Trust - to distribute to orchardists and farmers who continue to deal with ongoing impacts - \$22,000.
- Debris and slash removal from the Ohineangaanga and Raparapahoe streams that have impacted private property - \$50,000.

I look forward to your favourable response to this application.

Yours sincerely



Gary Allis
Group Manager Infrastructure Services | Deputy Chief Executive Officer