

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 31 March 2023, 10:00 am
- Venue:** Mataatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatane and via Zoom (Audio Visual Meeting)
- 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 (via Zoom); Cr Tom Brooks (Alternate)
 - Rotorua Lakes Council (RLC):** Deputy Mayor Sandra Kai Fong (Alternate)
 - Tauranga City Council (TCC):** Commission Chair Anne Tolley (via Zoom)
 - Whakatāne District Council (WDC):** Deputy Mayor Lesley Immink (Alternate)
 - Bay of Plenty Regional Council Toi Moana (BOPRC):** Cr Malcolm Campbell; Cr Ron Scott (Alternate)
- In Attendance:**
- 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; Cara Gordon - Principal Advisor, Emergency Management; Lisa Glass - Senior Advisor, Communications; Julian Reweti - Principal Advisor - Recovery; Liz Oliver - Senior Advisor, Tsunami Readiness (Seconded); Andrea Thompson - Executive Assistant
 - ODC:** Deputy Mayor Shona Browne (Observer)
 - WBOPDC:** John Holyoake - Chief Executive (via Zoom); Kerrie Little, Operations Manager (via Zoom)
 - WDC:** Mike Avery, Local CDEM Controller
 - BOPRC:** Reuben Fraser - General Manager, Regulatory Services; Merinda Pansegrouw - Committee Advisor
 - TCC:** Barbara Dempsey - General Manager: Community Services (via Zoom);
 - Other:** Anthea Oliver - Operational Policy Manager, Department of Internal Affairs; Dr Sharon Kletchko - Director Clinical Quality Governance Risk & Compliance, Lakes District Health Board(both via Zoom);

Apologies:

Mayor Tania Tapsell, Mayor Victor Luca and Mayor David Moore (for early departure),

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: [Civil Defence Emergency Management Group Joint Committee Meeting - 31 March 2023 - YouTube](#)

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Tania Tapsell, Mayor Victor Luca and Mayor David Moore for early departure as tendered at the meeting.**

**Campbell/Immink
CARRIED**

2. Declaration of Conflicts of Interest

None

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 16 December 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 - 16 December 2022 as a true and correct record.**

**Campbell/Denyer
CARRIED**

4. Reports

Decisions Required

4.1 Correspondence - Hon Minister McAnulty, Minister of Emergency Management

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, Correspondence - Hon Minister McAnulty, Minister of Emergency Management.**

**Immink/Kai Fong
CARRIED**

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

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

Key Points:

- Items for inclusion in the Success Stories Section of the Annual Plan Dashboard were provided by staff from member local authorities as part of the quarterly reporting cycle to Joint Committee meetings via the Bay of Plenty Civil Defence Emergency Management (CDEM) Coordinating Executive Group (CEG) meetings
- Purpose of the Dashboard was to provide a timely, high-level overview of progress against the Bay of Plenty CDEM Group 2022/23 Annual Plan; a snapshot of progress made by member local authorities and updates on group office projects
- For items of interest not included in the Annual Plan Dashboard, members of the Joint Committee were encouraged to provide reports to Joint Committee via their respective General Managers (Coordinating Executive Group Local Authorities Subcommittees), channelling reports via the CEG, which consisted of Chief Executives, prior to submission to the Joint Committee. This way staff of member local authorities would be able to support their elected representatives.

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 22 March 2023.**

**Denyer/Kai Fong
CARRIED**

10:15 am - Mayor David Moore **joined** the meeting via Zoom

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

Presented by Clinton Naude, Director, Emergency Management Bay of Plenty, supported by Stace Tahere - Acting Planning Manager.

Key Points:

- Provided an overview of Section 20 of the Civil Defence Emergency Management (CDEM) Act 2002 which mandated the appointment and functions of the CDEM Coordinating Executive Group (CEG) at the commencement of a new Local Government Triennium
- The Bay of Plenty CDEM CEG operated under Terms of Reference approved by the Bay of Plenty CDEM Group Joint Committee
- Highlighted the key amendments to the updated terms of reference, which related mainly to membership changes.

Key Points - Members:

- Noted that staff was currently considering various options relating to the co-opting of iwi representation on the Bay of Plenty CDEM CEG
- Acknowledged that it was critical that iwi/hapū groups needed to support the process and democratically appoint their own iwi representatives to the Bay of Plenty CDEM CEG, ensuring that they were satisfied that representatives were mandated to talk on their behalf/for their respective rohe.

Item for Staff Follow Up:

- Requested that lists of the following Groups be provided to Joint Committee members:
 - Representatives of the Bay of Plenty CDEM Coordinating Executive Group
 - Representatives of the Bay of Plenty CDEM Coordinating Executive Group Local Authorities Subcommittee
 - Emergency management staff across the Bay of Plenty CDEM Group.

Resolved

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**

**Campbell/Kai Fong
CARRIED**

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

Presented by: Clinton Naude, Director, Emergency Management Bay of Plenty and Cara Gordon – Principal Advisor, Emergency Management.

Key Points:

- Progress update on the Bay of Plenty CDEM Group Plan 2023-2028 (Group Plan) review process and updated timelines; highlighted the focus of the

Group Plan review as an opportunity for Joint Committee to set the strategy and direction for the Bay of Plenty CDEM Group over the next five-year period

- Existing project timelines had 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
- Draft plan was currently being updated following feedback from the Coordinating Executive Group Local Authorities Subcommittee and partner agencies
- Joint Committee Group Plan Workshop had been scheduled for 16 June 2023
- Intention to seek endorsement for public consultation from the Joint Committee at its 30 June 2023 meeting.

Key Points - Members:

- Emphasised that it was of great importance to incorporate learnings from recent events into the draft Group Plan, particularly relating to effective communications (i.e. a Digital Strategy, not having to rely on electricity/cell phone networks only)
- Was important to consider appropriate support for disability groups/schools
- Supported a future meeting with the Minister/Members of Parliament to ensure all steps would be taken to address any challenges relating to red-tape/bureaucracy negatively impacting response/recovery. Noted that once the Draft Emergency Management Bill had been released to the public for comment, it would allow the Bay of Plenty CDEM Group to develop a submission to ensure the region's voice/frustrations were heard. This would also be an appropriate time/opportunity to meet with the Minister to raise concerns
- Acknowledged that several reforms/legislative changes were concurrently taking place; noted that the Bay of Plenty CDEM Group as a Joint Committee could develop a collective submission as well as individual councils submissions
- Encouraged elected representatives on the Joint Committee to ensure that they were well connected with their respective council leadership and staff members to ensure effective liaison and communication on CDEM matters - being connected would enable better/more effective service delivery
- Suggested that when meeting with local members of parliament, the focus should be on "active communication" rather than "engagement"
- Stressed that strategy and direction should ultimately lead to action plans.

Key Points - Staff:

- Acknowledged points raised by members for incorporating into the draft Group Plan as the Group's strategic document setting the direction for the next five years (i.e. role of communication to enable response capability/policy direction on physical strategy for resilient communication)
- In the shorter term confirmed that it was standard practice for staff to debrief/review all events retrospectively with the goal of identifying lessons learnt and incorporating these in response plans/operational processes as a matter of priority.

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 Plan Development 2023/28 Update.**
- 2. Directs staff to consider the lessons learnt from recent events through incorporation thereof into the development of the draft Group Plan 2023/28**
- 3. Invites the Minister of Emergency Management/Local Members of Parliament to attend a future meeting with the BOP CDEM Group Joint Committee to share views/concerns regarding the impending legislative changes once the Draft Emergency Management Bill had been released.**

**Denyer/Immink
CARRIED**

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

Introduced by Clinton Naude, Director, Emergency Management Bay of Plenty, presented by Liz Oliver - Senior Advisor, Tsunami Readiness (Seconded), supported by Stace Tahere - Acting Planning Manager.

Key Point:

- Aim of the programme was 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.

Key Point - Members:

- Noted that the operational requirements/practical/infrastructure arrangements relating to the readiness for receiving communities formed part of councils' individual response planning documents
- Reminded of the importance of emergency management staff to take the necessary proactive steps to have plans in place for their own families since they would be involved in the response during an event.

Key Points - Staff:

- The Tsunami Ready Programme scope would not include direct community engagement by the Senior Advisor, Tsunami Readiness: this work would be conducted by Local Authorities through community resilience and engagement programmes already in place
- As a next phase of the Tsunami Ready Programme, tsunami threats for lakes would be investigated.

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 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.**

**Brooks/Immink
CARRIED**

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

This item was circulated under separate cover.

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

Key Points:

- The Bay of Plenty had been designated \$200,000 towards a disaster relief fund which had 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 had communities impacted by Cyclone Gabrielle; one application had been received from the Western Bay of Plenty District Council
- Highlighted the criteria for the fund as it had been ring-fenced to support those in the Bay of Plenty affected by Cyclone Gabrielle only
- Local Authorities receiving the funds would be required to provide a high-level report on payments made, including the purpose of these payments, within six months of receiving the contribution
- Any money that was not spent needed to be returned to the Crown.

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 Cyclone Gabrielle Disaster Relief Fund.**
2. **Allocates the amount of \$100 000 to the Western Bay of Plenty District Council from the Bay of Plenty CDEM Group – Cyclone Gabrielle Disaster Relief Fund.**
3. **Re-opens the application process for applications to the Bay of Plenty CDEM Group Cyclone Gabrielle Disaster Relief Fund (remaining amount of \$100 000) from member Local Authorities who have communities impacted by Cyclone Gabrielle.**

**Brooks/Kai Fong
CARRIED**

Information Only

4.7 Cyclone Gabrielle Response

Tabled Document 1 - Role of Elected Members in Recovery: Objective ID A4341563



Presented by: Clinton Naude, Director, Emergency Management Bay of Plenty, supported by Julian Reweti – Principal Advisor, Recovery.

Key Points:

- Cyclone Gabrielle had 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
- By means of an ARCGIS Story map provided a summary of the Cyclone Gabrielle response as undertaken by the Bay of Plenty Civil Defence Emergency Management (CDEM) Group
- A number of severe weather events preceded the arrival of Cyclone Gabrielle, all of which required emergency management response and coordination: Cyclone Hale on 10 January 2023 and Auckland Anniversary Weekend Severe Weather Event
- Highlighted key impacts and issues
- 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 communities via social media, providing regular updates, preparedness messages and reassurance. This was well received by communities with strong messages of support and appreciation
- In terms of lessons learnt, a formal review process would be undertaken including an independent review of the Cyclone Gabrielle response by the Bay of Plenty CDEM Group
- Julian Reweti – Principal Advisor, Recovery with Emergency Management Bay of Plenty had been appointed the Bay of Plenty CDEM Group Recovery Manager for Cyclone Gabrielle and provided coordination with the wider national Cyclone Gabrielle recovery framework and coordinated support available to and from the Bay of Plenty.

• **Key Points - Members:**

- Commended CDEM staff for the sterling response during the severe weather events preceding the arrival of Cyclone Gabrielle and during Cyclone Gabrielle
- National Government had established a Cyclone Gabrielle Recovery Taskforce headed by Sir Brian Roche. Commission Chair Anne Tolley had been appointed as a member and would liaise with Director, Emergency Management Bay of Plenty to share learnings
- Expressed empathy with Gisborne District Council Mayor Rehette Stoltz and the challenges the Tairāwhiti region was currently battling with. Supported a plea to urgently address the black spot in the weather radar in the Tairāwhiti region
- Highlighted the importance of back-up power/water purification facilities as part of response plans.

Resolved

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

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

**Brooks/Denyer
CARRIED**

12:34pm – Councillor Brooks **withdrew** from the meeting.

4.8 Verbal Update - Director, Emergency Management Bay of Plenty

*Presentation Emergency Management - Directors Update - Joint Committee
Meeting - 2023-03-31: Objective ID A4350482* [⇒](#)

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

Key Points:

- Saturday 25 February 2023 a tornado impacted Waihi Beach; roofs were ripped of houses, walls were damaged and power lines down, with power outages to 2487 properties
- Earthquake Swarm in Kawerau District: Saturday, 18 March 2023, the Eastern Bay of Plenty was subjected to an earthquake swarm centered in the Kawerau District. While not large in terms of magnitude, earthquakes were shallow and very frequent resulting in damage to stocks in supermarkets, household contents, slips and a huge cause of stress for the community. Geonet reported 365 earthquakes on the Saturday alone. As of 9:00am 22 March 2023, 922 earthquakes had been recorded in the swarm that began in Kawerau on Saturday
- Whakaari Trial: the criminal trial by WorkSafe New Zealand had been planned for Monday 10 July 2023 and scheduled for a period of 16 weeks. The Court had determined that the trial would be heard in Auckland but was considering providing a venue in Whakatāne for remote viewing of the trial to the local community
- Parliament recently enacted the Severe Weather Emergency Legislation Bill. In addition, the Severe Weather Emergency Recovery Legislation Bill, the second Bill in response to the heavy rain events in the upper North Island and Cyclones Hale and Gabrielle in January and February 2023, was being considered. The Bill's main purpose would be to assist communities with accelerated recovery.

Key Points - Members:

- Expressed unease with the current classification used by GNS Science to determine a category “mild” or “weak” earthquake. Irrespective of being classified as either a “mild” or “weak” earthquake, both from an emotional or insurance point of view, the earthquake swarms continued to cause damage and impacted negatively on vulnerable communities
- Noted the distribution of the Bay of Plenty Civil Defence Emergency Management Group Acronym List.

Item for Staff Follow Up:

- Staff to continue with the Emergency Management Weekly Updates to Joint Committee members.

Resolved

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

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

**Immink/Tunui
CARRIED**

4.9 Update - National Emergency Management Agency (NEMA)

Resolved

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

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

**Kai Fong/Campbell
CARRIED**

12:47pm - the meeting closed.

CONFIRMED 30 JUNE 2023

Mayor Faylene Tunui
Chairperson, Bay of Plenty Civil Defence Emergency
Management Group Joint Committee