

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 29 September 2023, 10:00 am
- Venue:** Western Bay of Plenty District Council, Council Chambers, 1484 Cameron Road, Greerton, Tauranga and via Zoom (Audio Visual Meeting)
- Deputy Chairperson:** Mayor James Denyer - Western Bay of Plenty District Council (WBOPDC)
- Members:**
- Ōpōtiki District Council (ODC):**
Mayor David Moore (via Zoom)
 - Rotorua Lakes Council (RLC):**
Mayor Tania Tapsell
 - Tauranga City Council (TCC):**
Commissioner Bill Wasley (Alternate)
 - Whakatāne District Council (WDC):**
Mayor Victor Luca; Deputy Mayor Lesley Immink (Alternate) (via Zoom)
 - Bay of Plenty Regional Council Toi Moana (BOPRC):**
Cr Malcolm Campbell
 - WBOPDC**
Deputy Mayor John Scrimgeour (Alternate)
 - National Emergency Management Agency (NEMA)**
Observer Ian Wilson, Regional Emergency Management Advisor (via Zoom)
- In Attendance:**
- Kawerau District Council (KDC):** Russell George - Chair of Coordinating Executive Group (CEG) and 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; Bruce Rutherford - Advisor, Operations; Julian Reweti - Principal Advisor, Recovery (Via Zoom); Andrea Thompson - Executive Assistant
 - BOPRC:** Reuben Fraser - General Manager, Regulatory Services; Chris Brewer - Team Leader, People Experience & Projects; Merinda Pansegrouw - Committee Advisor
 - TCC:** Barbara Dempsey - General Manager: Regulatory and Compliance

Apologies:

Mayor Faylene Tunui (KDC), Commission Chair Anne Tolley (TCC), Deputy Mayor Sandra Kai Fong (Alternate) (RLC); Deputy Mayor Aaron Rangihika (Alternate) (KDC); Cr Ron Scott (Alternate) (BOPRC)

Declaration of Public Recording

Committee members were reminded that 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 Joint Committee Zoom Recording - 29 September 2023 - YouTube](#)

Opening Karakia

Provided by Stace Tahere - Acting Planning Manager, EMBOP.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Chairperson Mayor Faylene Tunui, Commission Chair Anne Tolley, Deputy Mayor Sandra Kai Fong, Deputy Mayor Aaron Rangihika and Cr Ron Scott, tendered at the meeting.**

**Campbell/Luca
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 - 30 June 2023

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 - 30 June 2023 as a true and correct record.**

**Wasley/Campbell
CARRIED**

3.2 Extraordinary Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 22 August 2023

Resolved

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

1. Confirms the Extraordinary Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 22 August 2023 as a true and correct record.

Denyer/Tapsell
CARRIED

3.3 Civil Defence Emergency Management Group (CDEMG) Hearings Panel - Group Plan 2023- 2028 Hearings Minutes - 4 September 2023

Resolved

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

1. Confirms the minutes, Civil Defence Emergency Management Group (CDEMG) Hearings Panel - Group Plan 2023- 2028 Hearings Minutes - 4 September 2023 as a true and correct record.

Denyer/Tapsell
CARRIED

3.4 Civil Defence Emergency Management Group (CDEMG) Hearings Panel - Group Plan Hearings 2023- 2028 Deliberations Minutes - 4 September 2023

Resolved

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

- 1 Confirms the minutes, Civil Defence Emergency Management Group (CDEMG) Hearings Panel - Group Plan Hearings 2023- 2028 Deliberations Minutes - 4 September 2023 as a true and correct record.

Denyer/Tapsell
CARRIED

4. Reports

4.1 Bay of Plenty CDEM Group 2023/24 Annual Plan Dashboard - First Quarter Reporting Schedule 30 June - 30 September 2023

Tabled Document 1 - Updated Training Statistics - September 2023: Objective ID A4495475 [↗](#)

Presented by: Clinton Naude, Director, EMBOP.

Key Points:

- Reminded members that the Annual Plan Dashboard reporting to the Joint Committee would henceforth focus on the activities of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group, reporting progress against the Group Annual Plan
- Encouraged/invited individual councils to provide individual reports to the Joint Committee on respective local work programmes
- Provided an updated Group Training Statistics Schedule for September 2023 (Replacement for page 55 of the agenda)
- Future quarterly reports would include Group Training Statistics Schedules providing a further breakdown of attendees.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group 2023/24 Annual Plan Dashboard - First Quarter Reporting Schedule 30 June - 30 September 2023.**

**Campbell/Wasley
CARRIED**

**4.2 Bay of Plenty Civil Defence Emergency Management Group -
Controller & Recovery Manager Statutory Appointments**

Presented by: Clinton Naude, Director, EMBOP.

Key Point:

- Chris Brewer (Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group) and Stace Tahere (Alternative Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group) both briefly introduced themselves and provided overviews of their backgrounds/experience.

Key Points - Members:

- Acknowledged the valuable experience the new appointees brought to the team
- Expressed appreciation for the personal introductions provided and wished all well in their new roles.

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 & Recovery Manager Statutory Appointments;**

- 2 **Appoints Chris Brewer as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s26(2) of the CDEM Act 2002;**
- 3 **Appoints Adele Henderson 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 Stace Tahere as Alternative Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(2) of the CDEM Act 2002; and**
- 5 **Rescinds the appointment of Aimee McGregor and Glenn Sutton as local Recovery Managers for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s30(1) of the CDEM Act 2002.**

Wasley/Tapsell
CARRIED

4.3 Draft Bay of Plenty CDEM Group Annual Report 2022-2023

Presented by: Clinton Naude, Director, EMBOP.

Key Points:

- Highlighted the Bay of Plenty Civil Defence Emergency Management (CDEM) Group's deployment statistics/overview for the period 2022-2023
- Acknowledged that the requirement for the deployment of staff might increase in future, based on the continued increase in events across New Zealand
- Future deployment statistics would be closely monitored/reported on.

Resolved

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

- 1 **Receives the report, Draft Bay of Plenty CDEM Group Annual Report 2022-2023;**
- 2 **Approves the Draft Bay of Plenty CDEM Group Annual Report 2022-2023.**

Campbell/Luca
CARRIED

4.4 Bay of Plenty CDEM Group Plan 2023-2028 Development - Joint Committee Hearings Sub-committee Amendments Report

Introduced by: Clinton Naude, Director, EMBOP, presented by Cara Gordon, Principal Advisor, Emergency Management.

Key Points:

- Provided an overview of the Civil Defence Emergency Management (CDEM) Group Plan 2023-2028 development process over the past 12 - 18 months
- Highlighted key points from the hearings process, submissions received, the National Emergency Management Agency's Technical Review, and direction given by the Hearings Panel following its deliberations

- Upon receiving approval from the Joint Committee for the Ministerial review, the Minister of Emergency Management would have a 20-day period to assess the Draft Group Plan (timeline for the review remained uncertain due to the national elections)
- The Minister's recommendations would be presented at the Joint Committee meeting scheduled for 16 December 2023; approval would also be sought for the publication of the Bay of Plenty CDEM Group Plan 2023-2028 at that meeting
- The version of the CDEM Group Plan provided for Ministerial review would include an updated look/feel. Hard copies of the updated draft Bay of Plenty CDEM Group Plan 2023-2028 were available for viewing.

Key Points - Members:

- Expressed appreciation for the well organised process; acknowledged the thorough/proactive work undertaken
- Noted that the updated regional Tsunami Evacuation Maps would go live during the first week in October 2023 and that the public rollout/awareness campaign would commence on Tuesday, 3 October 2023. All councils' teams had been briefed prior to any public-facing information being released
- Noted that learnings were continuously drawn from all international/national events and incorporated into plans
- Expressed concern that the list of hazards reflected in the CDEM Group Plan 2023-2028 did not include a possible nuclear exchange occurring in the northern hemisphere. This would be a significant event and would require appropriate planning/modelling. Noted that a nuclear exchange would require a national response, led by the National Emergency Management Agency (NEMA), with the New Zealand Defence Force as lead agency. Deemed it necessary that more information be made available.

Item for Staff Follow Up:

- NEMA to provide Joint Committee members with further information on the national preparedness/planning for the threat of nuclear exchange.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Plan 2023-2028 Development - Joint Committee Hearings Sub-committee Amendments Report;**
- 2 Approves the recommendations made by the Bay of Plenty CDEM Group Joint Committee Hearings subcommittee;**
- 3 Approves the amendments to the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2023-2028 as outlined Attachment 1;**
- 4 Approves the Draft Bay of Plenty CDEM Group Plan 2023-2028 for the Ministerial Review; and**
- 5 Delegates Emergency Management Bay of Plenty staff to make any minor editorial changes to the draft Bay of Plenty Civil Defence Emergency Management Group Plan 2023-2028 if required.**

Denyer/Tapsell

CARRIED

4.5 Bay of Plenty Civil Defence Emergency Management Group Delegations Manual

Introduced by Clinton Naude, Director, EMBOP, presented by Cara Gordon - Principal Advisor, Emergency Management.

Key Points:

- The Bay of Plenty Civil Defence Emergency Management (CDEM) Group Delegations Manual provided the delegations made by the Bay of Plenty CDEM Group Joint Committee under Section 18 of the Civil Defence Emergency Management Act 2002
- The Delegations Manual was a supporting document to the Bay of Plenty CDEM Group Plan and reflected current legislative and operational arrangements; it was not intended to drive any transformational change but focussed on formalising current arrangements.

Key Points - Members:

- Supported the proposed arrangements to appoint/remove Controllers and Recovery Managers in an emergency; requested that the paragraphs be rephrased to demonstrate the intent that the first option would be to convene a meeting of the group (within 4 hours); however, if not possible, the next step would be the CDEM Group Chair, in consultation with at least two members of the CDEM Group, be mandated to appoint/remove Controllers and Recovery Managers
- Since time was of the essence when appointing/removing a Group Controller/Recovery Manager, questioned why delegation to the Chair could not be the first option. Supported this as the preferred option; acknowledged that legal advice on this option would be required as the CDEM Act had indicated that "the Group" may appoint/remove Controllers and Recovery Managers.

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 Delegations Manual.**
- 2 Receives the Draft Bay of Plenty CDEM Group Delegations Manual; and supports option B:**
 - (b) Approves the Bay of Plenty CDEM Group Delegation Manual with the following revision:**
 - **Section 26(4) and Section 29(4): authority to replace/appoint a Group Controller/Recovery Manager be delegated to the CDEM Group Chairperson, in consultation with at least two members of the CDEM Group, as the preferred option; however, subject to seeking legal advice on the matter.**
- 3 Requests that the Bay of Plenty Regional Council revise the BOPRC Chief Executive Delegations Manual to reflect the Group Controller unlimited financial delegation if there is immediate risk to life during an emergency.**

Wasley/Tapsell
CARRIED

4.6 Regional Safety and Rescue Services Fund Review - Coordinating Executive Group Recommendations

Presented by BOPRC General Manager, Regulatory Services, Reuben Fraser.

Resolved

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

- 1 Receives the report, Regional Safety and Rescue Services Fund Review - Coordinating Executive Group Recommendations.**
- 2 Endorses the following recommendations from the CEG to the Bay of Plenty Regional Council for consideration through its 2024 - 2034 Long Term Plan development process:**
 - (a) No changes are made to the existing Funding Criteria as set out in Appendix 1 of this report.**
 - (b) Request funding applicants provide information on other funding sources in future applications.**
 - (c) Budget \$480,000 for RSRS funding in 2024/25, (due to not increasing with inflation over past three years), then increase in line with inflation in future years.**

Luca/Tapsell
CARRIED

4.7 Bay of Plenty New Zealand Response Teams Directed Gap Analysis and Business case

Presented by Clinton Naude, Director, EMBOP.

Resolved

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

- 1 Receives the report, Bay of Plenty New Zealand Response Teams Directed Gap Analysis and Business case.**
- 2 Receives the supplementary information NZRT Gap Analysis and NZRT Business Case 2023**
- 3 Endorses, the report's findings acknowledging recommendations 4 and 5 below.**
- 4 Endorses, that EMBOP source and secure a suitable base for field operations that can facilitate other agencies when appropriate and be fit for purpose as a logistical hub, ideally at Tauranga Airfield.**
- 5 Endorses, that EMBOP resource the support function to NZRT16 from existing internal resource until additional resource is approved in the long term planning process.**

**Campbell/Luca
CARRIED**

4.8 Emergency Management Bay of Plenty Workforce Planning 2023-2024

Presented by Clinton Naude, Director, EMBOP.

Key Points:

- Current Emergency Management Reform in New Zealand, alongside increasing frequency of emergency events and their impacts on communities, required emergency management resources to be appropriate to meet the increasing demands and expectations
- Had undertaken workforce planning to ensure that resources were appropriate to meet these demands and to be able to deliver on the roles/responsibilities of the Bay of Plenty CDEM Group (as outlined in the Bay of Plenty CDEM Partnership Agreement 2019 and in accordance with the Bay of Plenty CDEM Group Plan 2018-2023).

Key Points - Members:

- Acknowledged the change in demands following the Emergency Management Reform/legislative changes in New Zealand
- Expressed appreciation/support for the cultural advisor/engagement role as a support to integrating Māori/Iwi into the emergency management system
- Supported expanding the capacity and capability within the CDEM Team.

Resolved

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

- 1. Receives the report, Emergency Management Bay of Plenty Workforce Planning model 2023 - 2024;**
- 2. That a new role, Principal Advisor Emergency Management, Cultural Engagement be established to provide for the strategic advice, coordination and support integrating Māori / Iwi and other cultural communities into the emergency management system in the Bay of Plenty;**
- 3. That a new role, Advisor, Communications be established to enhance the emergency communications capacity and capability across the Bay of Plenty CDEM Group;**
- 4. That a new role, Advisor, Operations be established to provide for the coordination and management of New Zealand Response Teams across the Bay of Plenty and Waikato CDEM Groups in accordance with the recently developed GAP analysis and business case for NZRT's;**
- 5. That the Bay of Plenty Regional Council, as the administering authority for the Bay of Plenty CDEM Group, provide for an increase to the CDEM Regional Targeted rate in the Bay of Plenty Regional Council Long Term Plan 2024-2034 to provide for the additional workforce requirements as approved; and**

- 6. That the Director Emergency Management Bay of Plenty consider establishing the new roles Principal Advisor Emergency Management, Cultural Engagement and Advisor, Communications in the current financial year funded by the Bay of Plenty CDEM Group Reserve Fund.**

**Tapsell/Denyer
CARRIED**

4.9 Bay of Plenty CDEM Group Response Review Cyclone Gabrielle

Presentation Response Review Cyclone Gabrielle - Bay of Plenty CDEM Group - September 2023: Objective ID A4495521 [⇒](#)

Introduced by Clinton Naude - Director EMBOP.

Bay of Plenty CDEM Group had commissioned independent consultants, Simplexity to undertake a review of the Bay of Plenty CDEM Group's response to Cyclone Gabrielle. Jane Rollin, Consultant/Director, Simplexity, provided an overview of the report "*Bay of Plenty CDEM Group Response Review Cyclone Gabrielle July 2023*" and its findings, which was circulated under separate cover:

Key Points:

- Contextual information relating to the Bay of Plenty Review into Cyclone Gabrielle
- Key takeaways for the CDEM Joint Committee to note:
 - Many CDEM groups were not as clear about post response review practice; Bay of Plenty had a good review policy in place
 - Statutory process was followed for declarations
 - All decisions had considered the potential impacts on communities
 - Ongoing weather events have had a wellbeing toll on emergency management staff (CDEM Joint Committee should know this risk would get worse unless something changed)
 - Capacity gaps in key roles/response functions were putting additional pressure on staff involved in responses (this was a regional/national challenge)
 - The Chief Executive Group had agreed to all 19 recommendations and these were being incorporated into work planning
- Highlighted key areas of strength; innovation and areas for improvement
- Overview of the Government Inquiry into the Response to the North Island Severe Weather Events - what it was looking at
- Key messages for the Bay of Plenty to consider if they were engaged as part of the Government Inquiry.

Resolved

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

- 1. Receives the report, Bay of Plenty CDEM Group Response Review Cyclone Gabrielle.**
- 2. Endorses incorporating the recommendations of the report - *Bay of Plenty CDEM Group Response Review Cyclone Gabrielle July 2023* into the continuous improvement plan for the Bay of Plenty CDEM Group.**

Wasley/Tapsell

CARRIED

11:30am - The meeting **reconvened**.

11:45am - The meeting **adjourned**.

4.10 Update - Director, Emergency Management Bay of Plenty

Presentation Emergency Management - Directors Update - Joint Committee - 2023-09-29: Objective ID A4495512 →

Presented by Clinton Naude - Director, EMBOP.

Key Points:

- In addition to the Civil Defence Emergency Management Induction Seminar for Bay of Plenty Local Government Elected Officials held at the commencement of a new triennium, suggested a Professional Development Roadmap for Elected Members and requested feedback on preferences for the following additional training:
 - Proposal: Elected Officials CDEM development pathway - three focus categories: legislative, strategic and operational
 - Possible means of delivery:
 - Workshop sessions (30-60 minutes) following formal Joint Committee proceedings
 - Scheduled online Microsoft Teams sessions led by appropriate subject matter experts
 - Scheduled in-person sessions (two hours or half day) led by appropriate subject matter experts
 - Options for Audience
 - Joint Committee members/all Elected Officials
- Acknowledged outstanding achievements by Lisa Glass CEM, Senior Communications Advisor:
 - Recently awarded Certified Emergency Manager Accreditation (International Association of Emergency Managers)
 - Had completed the Advanced Public Information Officer (PIO) course via five days virtual course in September 2023 through the Federal Emergency Management Agency (FEMA) in the United States (as the first international candidate)
 - As a next step, had been accepted to the 2024 Master Public Information Officer Cohort, Emergency Management Institute, the training arm of the FEMA (first international candidate).

Key Points - Members:

- Supported/appreciated the Civil Defence Emergency Management Induction Seminar for Bay of Plenty Local Government Elected Officials held at the commencement of a new triennium; suggested that the session could potentially be repeated to afford councillors who were unable to attend the opportunity to participate in the knowledge sharing. Noted that it would be the individual councils'/Mayors' responsibility to drive attendance by elected members
- Suggested the consideration of introducing on-line training modules for elected members, similar to "cyber security training" (quick/short/two-minute sessions, with a scenario, followed by questions)

- Expressed preference for face-to-face/in person training, focussing on Joint Committee members (mayors and alternates); standalone sessions (not to follow scheduled meetings)
- Noted that the newly appointed Tauranga City Council Councillors would require onboarding/training in June 2024 following local elections
- Congratulated Lisa Glass on her outstanding achievements.

Resolved

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

- 1 Receives the report, Update - Director, Emergency Management Bay of Plenty.**

**Denyer/Tapsell
CARRIED**

4.11 Update - National Emergency Management Agency (NEMA) - 29 September 2023

Presented by Ian Wilson, Regional Emergency Management Advisor, NEMA.

Resolved

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

- 1 Receives the report, Update - National Emergency Management Agency (NEMA) - 29 September 2023.**

**Campbell/Luca
CARRIED**

5. Consideration of General Business

5.1 Nuclear exchange discussion

Item for Staff Follow Up:

- Distribution of weblinks relating to nuclear exchange news articles via email to members of the Joint Committee for further reading/information/awareness.

Closing Karakia

Provided by Stace Tahere - Acting Planning Manager.

12:00pm - the meeting closed.

CONFIRMED

Mayor James Denyer
Deputy Chairperson, Bay of Plenty Civil Defence
Emergency Management Group Joint Committee