

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 27 September 2024, 10:00 am
- Venue:** Kawerau District Council, Council Chambers, 2 Ranfurly Court, Kawerau 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) (Via Zoom)
- Members:**
- Ōpōtiki District Council (ODC):** Mayor David Moore
 - Tauranga City Council (TCC):** Cr Kevin Schuler
 - KDC:** Cr Aaron Rangihika
 - Whakatāne District Council (WDC):** Mayor Victor Luca
 - Rotorua Lakes Council (RLC):** Mayor Tania Tapsell
 - Bay of Plenty Regional Council Toi Moana (BOPRC):**
Cr Malcolm Campbell
 - WBOPDC:** Deputy Mayor John Scrimgeour (via Zoom)
 - National Emergency Management Agency (NEMA):**
Observer Lily Foulds - Regional Emergency Management Advisor
- In Attendance:**
- Emergency Management Bay of Plenty (EMBOP):** Mark Crowe - Director; Cara Gordon - Principal Advisor (via Zoom); Chris Brewer - Manager, Planning; Shell Brandt - Advisor, Planning; Ben Neave - Advisor, Planning; Theo Ursum - Advisor, Planning
 - BOPRC:** Fiona McTavish - Chief Executive; Reuben Fraser - General Manager, Regulatory Services; Namouta Poutasi - General Manager, Strategy and Science (via Zoom); Hayley Sheridan - Legal Counsel; Mark Ivamy - Senior Planner - Natural Hazards Policy (via Zoom); Merinda Pansegrouw - Committee Advisor
 - TCC:** Paula Naude - Manager, Community Development & Emergency Management
 - KDC:** Pari Maxwell - Personal Assistant, Mayor and Chief Executive
 - Te Puni Kōkiri (TPK):** Mii Keelan - Senior Advisor; Carl Cowley - Advisor
 - Guest:** Tuwharetoa ki Kawerau Kaumatua Te Haukakawa Te Rire

Apologies:

Mayor Tania Tapsell (RLC) (for early departure at 12:00pm);
Mayor Mahé Drysdale (TCC); Deputy Mayor Jen Scoular
(Alternate - TCC); Deputy Mayor Lesley Immink (Alternate -
WDC) and Cr Ron Scott (Alternate - BOPRC)

Declaration of Public Recording

Committee members were reminded that the meeting was being recorded and that the recording would be made available on the BOPRC website and archived for a period of three years:

Recording of Meeting: [Civil Defence Emergency Management Group - Zoom Meeting - 27 September 2024 \(youtube.com\)](#)

Opening Karakia and Mihi Whakataua

Provided by Tuwharetoa ki Kawerau Kaumatua Te Haukaka Te Rire (Koro Boycie) with a reply provided by Chris Brewer.

Chairman's Opening Announcement

The Chair welcomed everyone to the meeting, acknowledged the newly appointed Tauranga City Council alternate, Councillor Kevin Schuler, and congratulated Mark Crowe on his appointment as Director of Emergency Management Bay of Plenty.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Mahé Drysdale; Deputy Mayor Jen Scoular (Alternate); Deputy Mayor Lesley Immink (Alternate); Cr Ron Scott (Alternate), and Mayor Tania Tapsell for early departure, as tendered at the meeting.**

**Campbell/Moore
CARRIED**

2. Declaration of Conflicts of Interest

None advised

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024

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 - 5 July 2024 as a true and correct record.**

**Tunui/Denyer
CARRIED**

4. Reports

Decisions Required

4.1 Membership Update: Confirmation of appointment to the Bay of Plenty CDEM Group Joint Committee

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty.

Resolved

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

- 1 Receives the report, Membership Update: Confirmation of appointment to the Bay of Plenty CDEM Group Joint Committee;**
- 2 Confirms Mayor Mahé Drysdale as the Tauranga City Council Representative to the Bay of Plenty Civil Defence Emergency Management Group Joint Committee, with Deputy Mayor Jen Scouler and Councillor Kevin Schuler as Tauranga City Council alternate representatives.**

**Tapsell/Moore
CARRIED**

4.2 Joint Committee Roles, Responsibilities, Delegations and CDEM System Overview

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Cara Gordon, Principal Advisor, Emergency Management (via Zoom).

Key Points:

- In the context of the recent July 2024 Tauranga City Council Elections and having new members joining the Bay of Plenty CDEM Group Joint Committee, it was an opportunity to collectively brief/remind all members and provide an overview of roles, responsibilities, delegations between agencies and individuals, before, during and after emergencies
- Report offered a single reference document that provided an overview of all key roles, responsibilities, delegations within the emergency management space
- Emphasised the important role of Bay of Plenty CDEM Group Joint Committee Elected Officials during an emergency: had the critical task of leading communities. Mayors and Chair of Joint Committee and deputies tasked with additional responsibilities: declaring/extending states of local emergency

- Hard copy declaration packs were provided to Mayors in attendance. The intent was that these packs would be kept at members' homes to enable a declaration to be signed remotely if travel following an emergency was not possible.

In Response to Questions:

- A national statutory framework for emergency management addressed and mitigated potential fragmentation in emergency response efforts. However, the key difference lay in local arrangements, which varied slightly. Equally important was maintaining strong inter-agency relationships, as these were crucial for effective response and recovery. The strength, breadth, and depth of these relationships prior to an event significantly contributed to successful outcomes; the added value sat outside of the formal structure.

Resolved

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

- 1 Receives the report, Joint Committee Roles, Responsibilities, Delegations and CDEM System Overview.**

**Tapsell/Moore
CARRIED**

4.3 Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments

Presented by: Mark Crowe, 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 Statutory Appointments; and**
- 2 Approves the appointment of Stace Tahere, Operations Manager, Emergency Management Bay of Plenty as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s26(2) of the CDEM Act 2002.**

**Campbell/Luca
CARRIED**

4.4 Amendment to Standing Orders: Virtual Attendance at Meetings

Presented by: Merinda Pansegrouw, Committee Advisor.

Key Points - Members:

- Supported the ability to continue to virtually participate in meetings given the vastness of the Bay of Plenty region

- Noted the amendment that the Chair no longer needed to be physically present at hybrid meetings to undertake chairs' duties
- Expressed preference for a deputy Chair to have the ability to chair the meeting should the Chair be joining virtually since it was easier to chair a hybrid meeting when physically present
- Noted that Standing Orders did allow the flexibility for the Deputy Chair to chair a hybrid meeting should the Chair be attending virtually.

Resolved

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

- 1 Receives the report, Amendment to Standing Orders: Virtual Attendance at Meetings;**
- 2 Confirms the amended Standing Orders to be used for the conduct of its meetings, as adopted by the administering authority (Bay of Plenty Regional Council Toi Moana) at its meeting held on 12 September 2024, to allow for virtual attendance at meetings (Refer Attachment 1); and**
- 3 Notes that a 75% majority vote is required to adopt the amended Standing Orders.**

**Campbell/Tapsell
CARRIED**

4.5 Appointment Policy for Controllers and Recovery Managers

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Cara Gordon, Principal Advisor, Emergency Management (via Zoom).

Key Points:

- Had developed the Bay of Plenty CDEM Controllers and Recovery Managers Policy (the Policy) in consultation with Controllers and Recovery Managers across the region
- Confirmed that the Coordinating Executive Group had endorsed the Policy
- Since Controllers/Recovery Managers/Advisors played a crucial role in facilitating and guiding communities through response and recovery before, during, and after emergencies, establishing a comprehensive development pathway was essential. This would enhance skills, knowledge, and abilities to effectively navigate the complex landscape of response and post-disaster recovery
- Proposed Policy outlined a structured development pathway to ensure appointees were well-equipped.

In Response to Questions:

- Mentorship, as part of the agreed pathway development, would be undertaken by team members with more experience/staff who had the skills/ability to coach/lead.
- Confirmed that staff/Local Controllers would keep respective Elected Members proactively informed of the planned appointments of Controllers and Recovery Managers.

Resolved

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

- 1 Receives the report, Appointment Policy for Controllers and Recovery Managers;**
- 2 Notes the development of a Bay of Plenty CDEM Group Guide to the development of Controllers and Recovery Managers;**
- 3 Approves the Bay of Plenty CDEM Group Draft Policy for the Appointment of Controllers and Recovery Managers; and**
- 4 Revokes all previous Bay of Plenty CDEM Group Controller and Recovery Manager Appointment Policies.**

**Campbell/Moore
CARRIED**

4.6 Draft Bay of Plenty CDEM Group Annual Report 2023 - 2024

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Theo Ursum - Advisor, Planning.

Key Point:

- Summarised activities of the Bay of Plenty CDEM Group over the 2023-2024 financial year against the outcomes of the Bay of Plenty CDEM Group Plan 2018-2023 and Annual Plan.

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 2023 - 2024; and**
- 2 Approves the Draft Bay of Plenty CDEM Group Annual Report 2023-2024.**

**Tapsell/Schuler
CARRIED**

4.7 Bay of Plenty CDEM Group Annual Plan 2024 - 2025

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty and Theo Ursum - Advisor, Planning.

Key Points:

- The submission of the draft Bay of Plenty CDEM Group Annual Plan 2024-2025 to Joint Committee had been delayed; this postponement allowed for the incorporation of recently released reports, such as the Government Inquiry into the Response to the North Island Severe Weather Events (April 2024), and the delayed Councils' Long Term Plans. These additions would help better address and prioritise the CDEM Group's objectives for the next 12 months

- Confirmed Council engagement on the revised Annual Plan during the Coordinating Executive Group Local Authorities (CEG LA) meeting held in July 2024.

In Response to Questions:

- Given the demographic makeup of the region, reassured members that ongoing consultation/engagement with all communities across the Bay of Plenty had been undertaken as part of the development of the Group Annual Plan
- Confirmed that in the next round, consultation and engagement would begin early with the formation of working groups at territorial local authorities and iwi levels. Working Groups would proactively influence the work programme, aiming to identify common themes at the community level.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Annual Plan 2024 - 2025; and**
- 2 Approves the Draft Bay of Plenty CDEM Group Annual Plan 2024-2025.**

**Denyer/Tapsell
CARRIED**

11:00am – Deputy Mayor Scrimgeour **withdrew** from the meeting.

4.8 Bay of Plenty CDEM Group Training KPI Measurement

Presented by: Mark Crowe, Director, Emergency Management Bay of Plenty.

Key Points:

- Report template had been reformatted to improve clarity and support an easy understanding of training and development performance
- Key changes included simplified reporting/inclusion of bar graphs showing staff training statistics/trends over the last reporting cycle
- Future reports would also feature financial performance related to training
- An out-of-the-box training solution was currently being trialled/tested, evaluating efficiency and effectiveness. Further information to follow.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Training KPI Measurement.**

**Tapsell/Tunui
CARRIED**

Information Only

4.9 Presentation: Bay of Plenty Regional Council Natural Hazards Management

*Presentation 1 - 2024-09-27 CDEM Joint Committee - Natural Hazards Mapping
Update: Objective ID A4780369*

Presented by: Mark Ivamy, Senior Planner –Natural Hazards, Policy BOPRC (via Zoom).

Key Points - Presentation:

- Provided a snapshot of natural hazard mapping across the region; with a focus on progress made with mapping regional landslide and coastal erosion
- Had completed coastal hazard mapping, including coastal erosion/inundation. Work was currently being adapted into council processes/communication planning was underway. Was likely to be able to share information within the next two to four months
- Highlighted liquefaction and landslides as key geotechnical hazards. Both had been mapped for the region. Information was available on the Regional Council website's via the BayHazards Viewer: [BayHazards - Bay of Plenty Natural Hazards Viewer \(arcgis.com\)](#)
- To note the joint responsibility under the Regional Policy Statement (RPS) for Flooding: District Councils were responsible for stormwater flooding/Regional Council was responsible for river flooding
- Strategy for default mapping was based on providing new information for urban growth structure planning (to feed into district plans)
- Volcanic hazards scoping study had recommended undertaking regional ashfall modelling (programmed for the next one to two years)
- Was closely following GNS Science Research regarding risks from general volcanic activity and potential tsunami
- Elaborated on two recent projects undertaken:
 - Project 1: Regional Landslide Study
 - Project 2: Mapping Coastal Erosion for entire Bay shoreline
- BOPRC supported community based adaptation planning through funding
- Natural Hazards Commission/Toka Tū Ake was piloting roll-out of a national portal for natural hazards mapping; BOPRC data to be included in the portal for the test run
- Highlighted risk management advances/tools available to address natural hazards risk (based on an integrated, holistic approach):
 - Regional councils focused on maintaining stop banks and river maintenance work/relied on district councils to put in place controls for subdivisions/new developments and district plans/emergency management for evacuation
 - When considering larger events, district planning and emergency management became particularly prominent
 - Climate change adaptation applied across all work
- Updated members on hazards specific plan changes completed/nearly completed/planned or scoped under the direction of the Regional Policy Statement (RPS) natural hazard provisions
- For urban growth areas, considered all hazards relevant to development sites on a catchments-based approach; focus was to ensure low risk for new developments/ensuring resilience to natural hazards and climate change.

Key Points - Members:

- Enquired about the process and timing for incorporating natural hazards mapping and associated risk data into Land Information Memorandum (LIM) reports, noting that modelling and mapping projects were multiyear projects
- Acknowledged the requirement for close collaboration between regional and district council staff
- Expressed the view that, where any work/mapping was underway, information needed to be reflected in Land Information Memorandum (LIM) reports
- Acknowledged the impact of natural hazards on the insurance sector.

In response to Questions:

- Since coastal erosion mapping would be of high interest to communities; appropriate communications processes would be undertaken: Information would be provided to territorial local authorities followed by either joint communication or territorial local authority lead communication.

Item for Staff Follow Up:

- Staff to provide follow-up information on the process/timing for incorporating natural hazards mapping and associated risk data into LIM reports: Tauranga City Council to be invited to showcase their processes applicable to LIM reports, particular in relation to flood management; to be shared with Mayors for information (either at a future Joint Committee or Mayoral Forum meeting).

Resolved

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

- 1 Receives the report, Presentation: Bay of Plenty Regional Council Natural Hazards Management.**

**Tapsell/Moore
CARRIED**

4.10 Verbal Update: Director, Emergency Management Bay of Plenty

Presented by: Mark Crowe - Director, Emergency Management Bay of Plenty

Key Points:

- Thanked Mayors Moore and Luca for attending meeting with members of the New Zealand Volcanic Science Advisory Panel (NZ VSAP) (multi-agency Volcanic Science Advisory Panel). Attendees included researchers from GNS Science (Volcano Geophysicist, Nico Fournier) and NEMA. Would continue regular contact and update BOP CDEM Group members and communities accordingly
- Acknowledged the following recent appointments within Emergency Management Bay of Plenty:
 - Stace Tahere - Manager, Operations
 - Chris Brewer - Manager, Planning
 - Shell Brandt - Advisor, Planning
 - Samme Moore - Advisor Communications

- Ministerial drop-in by Minister for Emergency Management and Recovery, Honourable Minister Mark Mitchell scheduled for 9 October 2024 (further detail to follow)
- Participation in ongoing Catastrophic Planning (CatPlan) work - with focus on response models.

Resolved

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

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

**Tunui/Luca
CARRIED**

4.11 National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee - 27 September 2024

Presented by: Lily Foulds, Regional Emergency Management Advisor NEMA.

Key Points:

- Space Weather - NEMA had been designated by the Minister for Emergency Management and Recovery as the lead response agency in developing a New Zealand Space Weather Response Plan; would support a system wide approach to Space Weather to be completed in November 2024. Key focus to be on impacts and managing support
- Review of Reviews: 2023 North Island Severe Weather Events Report to become available on 27 September 2024
- Annual CDEM Resilience Fund - Te Arawa Lakes Trust had been successful in their application
- Annual ShakeOut 2024 Event scheduled for Thursday 24 October.

Resolved

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

- 1 Receives the report, National Emergency Management Agency (NEMA) Update Bay of Plenty CDEM Joint Committee - 27 September 2024.**

**Tunui/Tapsell
CARRIED**

4.12 Tauranga City Council Emergency Management Update Report - 27 September 2024

Presented by: Paula Naude, Manager, Community Development & Emergency Management, TCC.

Key Points:

- Tsunami evacuation routes remained biggest challenge: WSP New Zealand had been engaged to complete a review of existing tsunami evacuation routes in the city, with a focus on Papamoa
- Relationship building with local marae and iwi groups continued to be a priority for the Emergency Management team
- With reference to item 4.9 and earlier mention made of “Land Information Memorandums (LIMs)”, for the information of members, mentioned that a recent Taituarā Webinar was held on including Natural Hazard Information in LIMS and building local authorities’ understanding of how to provide natural hazard information in LIMs. Pointed out that the Department of Internal Affairs (DIA) was currently consulting on draft regulations that would support councils to implement the recent amendments to the Local Government Official Information and Meeting Act 1987 (LGOIMA) aimed to improve natural hazard information disclosure in LIMs. Submissions were open until 30 October 2024.

In Response to Questions:

- Regarding the Tsunami Evacuation Routes in Pāpāmoa and ongoing housing development, the primary challenge was that tsunamis were not classified as natural hazards under the Building Act. Staff were currently exploring internal strategies to identify other proactive measures in the planning space, potentially including the use of green spaces.

Key Points - Members:

- Acknowledged the need for political advocacy to address the lack of mechanisms to halt housing development in tsunami-prone areas like Pāpāmoa. The upcoming visit by the Minister for Emergency Management and Recovery could be an appropriate opportunity to discuss this issue.

Item for Staff Follow Up:

- Provide Joint Committee members with information on coastal inundation line data sets/links.

Resolved

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

- 1 Receives the report, Tauranga City Council Emergency Management Update Report - 27 September 2024.**

**Campbell/Schuler
CARRIED**

5. Public Excluded Section

Resolved

Resolution to exclude the public

- 1 Excludes the public from the following parts of the proceedings of this meeting as set out below:**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
5.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
5.2	Whakaari White Island Coronial Inquiry	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive of BOPRC's approval.

**Tunui/Luca
CARRIED**

6. Consideration of General Business

- Acknowledgement of Clinton Naude, former Director Emergency Management Bay of Plenty
- Acknowledgement of Cara Gordon - Principal Advisor, Emergency Management Bay of Plenty, taking up a new role at the Victoria Department of Health as Manager Emergency Management, Sector Planning and Consequence Management.

Closing Karakia

Provided by Tuwharetoa ki Kawerau Kaumatua Te Haukaka Te Rire (Koro Boycie).

12:51 pm - the meeting closed.

CONFIRMED

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