



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 Rotorua Lakes Council, Council Chambers, 1061 Haupapa Street, Rotorua on:

FRIDAY 5 JULY 2024 COMMENCING AT 10:00AM

This meeting will be recorded.

This meeting will be recorded and uploaded to Bay of Plenty Regional Council's website [Bay of Plenty Regional Council - YouTube](#). Further details on this can be found after the Terms of Reference within the Agenda.

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
26 June 2024





*A safe, strong Bay of Plenty, together
te Moana-a-Toi, kia kaha, kia haumarū, kia kaha, mā tātau katoa*

Bay of Plenty Civil Defence Emergency Management Joint Committee



Members



Alternate Members

As at 17 October 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 (<i>Alternate</i>)
Kawerau District Council	Deputy Mayor Aaron Rangihika (<i>Alternate</i>)
Ōpōtiki District Council	Mayor David Moore Councillor Tom Brooks (<i>Alternate</i>)
Rotorua Lakes Council	Mayor Tania Tapsell Deputy Mayor Sandra Kai Fong (<i>Alternate</i>)
Tauranga City Council	Commission Chair Anne Tolley Commissioner Bill Wasley (<i>Alternate</i>)
Western Bay of Plenty District Council	Deputy Mayor John Scrimgeour (<i>Alternate</i>)
Whakatāne District Council	Mayor Victor Luca Deputy Mayor Lesley Immink (<i>Alternate</i>)
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 policy until adopted.

Agenda

Opening Karakia

1. Apologies
2. Public Forum
3. Items not on the Agenda
4. Order of Business
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6. Public Excluded Business to be Transferred into the Open
7. Minutes
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9. Public Excluded Section
 - Resolution to exclude the public
 - 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
9.1	Update - Whakaari/White Island	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive's approval.

Decisions Required

9.1 Update - Whakaari/White Island

10. Public Excluded Business to be Transferred into the Open

11. Readmit the Public

12. Reports (continued)

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13. Consideration of Items not on the Agenda

Closing Karakia

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

- Commencing:** Friday 5 April 2024, 10:00am
- Venue:** Council Chambers, Regional House, 1 Elizabeth Street, Tauranga 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)
 - Tauranga City Council (TCC):**
Commission Chair Anne Tolley
 - Whakatāne District Council (WDC):**
Mayor Victor Luca
 - Bay of Plenty Regional Council Toi Moana (BOPRC):**
Cr Malcolm Campbell, Cr Ron Scott (Alternate)
 - Rotorua Lakes Council (RLC):**
Deputy Mayor Sandra Kai Fong (Alternate) (via Zoom)
 - National Emergency Management Agency (NEMA):**
Observer Lily Foulds, Regional Emergency Management Advisor
- In Attendance:**
- By Invitation:** Hon Mark Mitchell, Minister for Emergency Management and Recovery; David Gawn, Chief Executive Officer, National Emergency Management Agency; Prof Tom Wilson, Chief Science Advisor, National Emergency Management Agency (Via Zoom); Nico Fournier - Volcanologist, Te Pū Ao - GNS Science (Via Zoom); Sandra James - Connecting People Limited
- Emergency Management Bay of Plenty (EMBOP):** Clinton Naude - Director; Mark Crowe - Manager, Operations; Stace Tahere - Manager, Planning; Cara Gordon - Principal Advisor, Emergency Management; Lisa Glass - Team Leader, Communications and Engagement; Theo Ursum - Advisor, Planning; Julian Reweti - Principal Advisor, Recovery; Jason Wharewera - Advisor, Operations; Rob McLean - Advisor, Operations; Kieran Miller - Senior Advisor, Planning; Bruce Rutherford - Advisor, Operations; Andrea Thompson - Executive Assistant
- Tauranga City Council (TCC):** Marty Grenfell, Deputy Chair of Coordinating Executive Group (CEG) and Chief Executive

BOPRC: Chairman Doug Leeder; Reuben Fraser – General Manager, Regulatory Services; Merinda Pansegrouw – Committee Advisor

WDC: Mike Avery, Local CDEM Controller

RLC: Bruce Horne – Lead for Emergency Capability and Resilience

KDC: Lee Barton – Manager Economic & Community Development (via Zoom).

Apologies:

Mayor Tania Tapsell, Deputy Mayor Lesley Immink (Alternate) and for early departure, Mayor James Denyer and Commission Chair Anne Tolley.

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 - Joint Committee Meeting - 5 April 2024 \(youtube.com\)](https://www.youtube.com/watch?v=...)

Opening Karakia

Provided by the Stace Tahere – Manager, Planning.

Members acknowledged the passing of Cr Richard Crawford, WBOPDC Councillor representing the Maketū-Te Puke Ward, former Te Puke Community Board Chair and former Te Puke firefighter, who would be remembered for his community spirit and service.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Tania Tapsell and Deputy Mayor Lesley Immink (Alternate), and for early departure, Mayor James Denyer and Commission Chair Anne Tolley.**

**Campbell/Tolley
CARRIED**

2. Order of Business

With the agreement of members, the order of business was amended as follows:

- Item 6.1, “Confirmation of minutes”, was considered after conclusion of item 7.12.
- Item 7.8 “Bay of Plenty CDEM Group Plan 2024-2029 – Adoption of Group Plan” was considered after item 7.2.

3. Declaration of Conflicts of Interest

None.

4. Reports

4.1 Address by the Minister for Emergency Management and Recovery, Hon Mark Mitchell

Introduced by: Chair, Mayor Faylene Tunui and presented by Minister for Emergency Management and Recovery, Hon Mark Mitchell.

Key Points – Hon Mark Mitchell:

- General observations regarding emergency management/recovery matters as incoming Minister
- Important to receive feedback from regional leaders in terms of how New Zealand needed to prepare moving forward regarding emergency management capability at a national/regional/local level
- Referred to the recently released Independent Review Report undertaken by Mike Bush (Bush International Consulting Limited) into the Hawke's Bay Civil Defence Emergency Management (CDEM) Group's response to Cyclone Gabrielle. Report had identified numerous local and regional key lessons
- Government Inquiry into the response to the 2023 North Island Severe Weather Events (including Cyclone Gabrielle) headed by former Governor-General Sir Jerry Mateparae to be released 23 April 2023
- Government had decided not to proceed with the existing Emergency Management Bill (to be withdrawn from Select Committee). Intended to introduce a new substantive Bill this term, alongside considering system improvements using existing mechanisms in the Civil Defence Emergency Management Act 2002 and non-legislative levers
- Highlighted the need for developing a common operating platform/system (i.e. a comprehensive communications system)
- Possible substantive changes to be included in the new Emergency Management Bill may inter alia include clearly defining the chains of command/role clarification for community groups/recognising iwi participation in emergency responses/capability building
- Invited members to provide feedback into the next round of the new Emergency Management Bill.

Key Points – Members:

- Acknowledged particularly the following suggestions by the Independent Review Report undertaken by Mike Bush:

- that consideration be given to reviewing the current guidance requiring declarations to be physically signed; supported that provision be made for verbal and/or online approval of emergency declarations
- the importance of establishing reliable detection and early warning systems that were resilient to outages and provided adequate warning of potential or pending disasters
- Importance of flexibility by the New Zealand Police, to respond, adapt, have a pragmatic approach to emergency management responses, irrespective of a hierarchical system
- Highlighted the cost implications for local councils/ratepayers to provide adequate resources for training and capability building; expressed the need for central government to consider directing funding to assist national capability building
- Importance of embedding local knowledge when incorporating recommendations from various reviews to ensure fit for purpose legislation
- Highlighted general challenges relating to insurance/processes
- Required leadership/national direction in term of spatial planning/land use as current legislative environment has limited mechanisms to prioritise risk reduction.

10:55am – Commission Chair Anne Tolley withdrew from the meeting.

4.2 Correspondence

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.**
- 2 Receives the letter from the Chairperson of the Governance and Administration Committee regarding the Emergency Management Bill dated 31 January 2024, advising the deadline for the bill had been extended from March 2024 to December 2024**
- 3 Notes the letter by Mayor Faylene Tunui, Chair Bay of Plenty CDEM Group Joint Committee, addressed to the Minister for Emergency Management and Recovery, Hon Mark Mitchell, “Invitation to visit the Bay of Plenty and attend the Bay of Plenty Civil Defence Group Joint Committee” dated 7 February 2024.**

**Denyer/Luca
CARRIED**

4.3 Bay of Plenty CDEM Group Plan 2024-2029 - Adoption of Group Plan

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

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group Plan 2024-2029 - Adoption of Group Plan.**
- 2 Receives the letter from Hon Mark Mitchell, Minister of Emergency Management and Recovery, titled Draft Bay of Plenty CDEM Group Plan 2024-29 (Attachment 1);**
- 3 Revokes the Bay of Plenty CDEM Group Plan 2018-23 as per section 56(3) of the Civil Defence Emergency Management Act 2002;**
- 4 Approves replacing the Bay of Plenty CDEM Group Plan 2018-23 with the Bay of Plenty CDEM Group Plan 2024-2029, as per section 56(3) of the Civil Defence Emergency Management Act 2002.**

**Denyer/Luca
CARRIED**

4.4 Appointment of the Chair and Deputy Chair to the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the remainder of the 2022 - 2025 Triennium

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, Appointment of the Chair and Deputy Chair to the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the remainder of the 2022 - 2025 Triennium.**
- 2 Acknowledges the appointment of Fiona McTavish, Chief Executive, Bay of Plenty Regional Council Toi Moana as Chair and Marty Grenfell, Chief Executive, Tauranga City Council, as Deputy Chair of the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group for the remainder of the 2022 - 2025 Triennium.**

**Luca/Campbell
CARRIED**

4.5 Review of the Whakaari White Island Eruption Recovery

Presentation Whakaari White Island Review - 5th April 2024 FINAL: Objective ID A4636812

Introduced by: Clinton Naude, Director, Emergency Management Bay of Plenty and presented by: Julian Reweti, Principal Advisor, Recovery and Sandra James, Connecting People Ltd.

Key Points – Sandra James:

- Presented the “Review of the Whakaari/White Island Eruption Recovery” Report
- Highlighted key outcomes, challenges, and lessons learnt as part of the recovery from the Whakaari/White Island eruption that occurred on 9 December 2019
- Acknowledged the severity of the event/those who passed away/those injured or still suffering ongoing trauma and pain.

Key Points - Staff:

- The review findings had identified a number of learnings that would assist in improving future recovery governance, management and operations
- Next step: Bay of Plenty CDEM Coordinating Executive Group had authorised a Whakaari/White Island recovery review action plan to be developed to address the key learnings and manage risks identified by the report.

Key Point - Members:

- Supported psychological support for individuals that, due to the nature of their involvement in an event, were repetitively exposed/reliving a traumatic events, be incorporated as a key learning.

Resolved

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

- 1 Receives the report, Review of the Whakaari White Island Eruption Recovery.**

**Luca/Denyer
CARRIED**

4.6 Whakaari/White Island Monitoring Verbal Update – Prof Tom Wilson NEMA

Introduced by: Clinton Naude, Director, Emergency Management Bay of Plenty and presented by Prof Tom Wilson - Chief Science Advisor, NEMA, supported by Nico Fournier – Volcanologist, Te Pū Ao - GNS Science.

Key Points:

- Update on the current status of monitoring Whakaari/White Island
 - Whakaari/White Island was currently in a reasonably quiet state of activity
 - Limited ability to monitor the volcano (monitoring via instrumentation installed 24/7 on the ground/data assessed by teams of experts in real time)

- Instrumentation on Whakaari/White Island was heavily damaged by the 2019 eruption and had degraded over time to the extent that monitoring no longer took place
- Was unable to access Whakaari/White Island due to owners' reluctance to allow access to the Island for the purpose of maintaining equipment
- Currently monitoring Whakaari/White Island via flights every few weeks/satellite techniques/working with partner agencies such as MetService
- Was unable to monitor activity in real time; was however able to provide a broad indication of the general level of activity
- Would be unable to confirm or deny any eruption/confirm the likelihood of eruptions in a timely fashion
- Highlighted the risk associated for aviation activities, maritime operations in the area, and to a lower extent a risk to communities on the coast due to possible ash fall
- Recent work undertaken to progress management of the risk
 - GNS Science and the Civil Aviation Authority of New Zealand had escalated the risk with NEMA
 - A next step, was exploring potential options for obtaining access to Whakaari/White Island and other risk management options
 - Had convened a multi-agency group (representative of all central government agencies with roles and responsibilities) to explore in detail mechanisms/pathways of getting back on the Island; main aim was developing a sustainable long-term risk management plan for Whakaari/White Island - this work was still in progress
 - To address the current enhanced risk due to the lack of monitoring in the aviation space, as a short-term risk management measure, a NOTAM (Notice to Airmen) had been filed with the Civil Aviation Authority of New Zealand to alert aircraft pilots of the potential hazard along this flight route/location
 - In terms of maritime operations, Emergency Management Bay of Plenty is coordinating with the Bay of Plenty Harbour Master and is currently developing a workstream (hazard map) in liaison with GNS Science to create awareness/educate the public accordingly.

Key Point - Members:

- Supported ongoing monitoring of Whakaari/White Island; highlighted the importance of monitoring the Island as the active volcano posed an ongoing threat, both locally and regionally
- Acknowledged the owners of Whakaari/White Island not allowing access due to possible liability; as a privately owned off-shore island, Whakaari/White Island, fell under the obligations of the Health and Safety at Work Act

- Supported further conversation to pursue solutions to enable effective real-time monitoring of Whakaari/White Island.

11:57am - Mayor Denyer **withdrew** from the meeting.

Resolved

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

- 1 Receives the verbal update on Whakaari/White Island Monitoring Update - Prof Tom Wilson NEMA .**

**Luca/Campbell
CARRIED**

4.7 National Catastrophic Planning – Prof Tom Wilson NEMA

Introduced by: Clinton Naude, Director, Emergency Management Bay of Plenty, presented by Prof Tom Wilson - Chief Science Advisor, NEMA and David Gawn, Chief Executive Officer, NEMA.

Key Points:

- Provided an overview of the national catastrophic planning (CATPlan) programme
- NEMA was developing an All-of-Government Catastrophic Handbook, which would provide initial direction for the National Controller/Controllers (and partner agencies) to establish and run an effective national response
- Highlighted aspects by means of a scenario planning relevant for the Bay of Plenty Region (Hikurangi-M9.1 CATPlan Scenario)
- “Catastrophic” meant complex events, complex systems and complex decisions
 - Would be beyond current arrangements/thinking/experience/imagination
 - Would overwhelm technical/social systems/resources/degrade or disable governance structures and strategic and operational decision making functions
 - Differed from emergencies; they exceeded business as usual emergency management systems and capability design parameters
- Risk was compounding in hazard prone areas because hazard events were occurring more often (rising sea and more energetic climate)/continued to build and intensify development in these areas
- Relative vulnerability of people, property and infrastructure was growing
- Climate change may also lead to greater frequency of events in short succession and compounding socio-economic pressures

- Increasing number of complexity of responses and pressure on traditional risk transfer mechanism, so increasing need to focus on risk reduction
- Was critical to understand risks, in all their complexity
- Understanding how to reduce risks was essential
- Understanding and working within the complexities of communities
- Assured members of the Joint Committee that catastrophic planning was being taken seriously at Central Government level; programme was being informed by science
- Highlighted the interdependencies of regions; All-of-Government Catastrophic Handbook to serve as a guideline for all to ponder and commence associated contingency planning/understanding the science/the effect
- To support this thinking, next step - Exercise Rū Whenua 2024, a Tier 4 (national) exercise under the National CDEM Exercise Programme and a national exercise on the Interagency National Exercise Programme, to be conducted over three dates in 2024; 12 June, 26 June, and 10 July 2024.

Resolved

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

- 1 Receives the verbal update, National Catastrophic Planning - Prof Tom Wilson NEMA.**

**Luca/Campbell
CARRIED**

4.8 Update - National Emergency Management Agency (NEMA) - April 2024

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

Key Point:

- Noted that the verbal update by the Minister for Emergency Management and Recovery, Hon Mark Mitchell, on the status of the Emergency Management Bill, had superseded the information included in the report.

Resolved

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

- 1 Receives the report, Update - National Emergency Management Agency (NEMA) - April 2024.**

**Campbell/Luca
CARRIED**

4.9 Bay of Plenty Civil Defence Emergency Management Group - Local Recovery Manager Rescindment

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 - Local Recovery Manager Rescindment;**
- 2 Approves the rescindment of Anna Hayward, Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group as defined under s30(1).**

Luca/Campbell
CARRIED

4.10 Regional Safety and Rescue Services Funding - 2024/25 to 2026/27

Presented by: Bay of Plenty Regional Council Toi Moana General Manager, Regulatory Services, Reuben Fraser.

Key Points:

- The Regional Safety and Rescue Services (RSRS) Coordinating Executive Group Subcommittee consisted of representatives from the following agencies/councils: Emergency Management Bay of Plenty, Fire and Emergency New Zealand, Hato Hone St John, New Zealand Police, Bay of Plenty Regional Council Toi Moana, Rotorua Lakes Council and Western Bay of Plenty District Council
- Proportions recommended in the report were based on formulas applied over the past years.

Resolved

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

- 1 Receives the report, Regional Safety and Rescue Services Funding - 2024/25 to 2026/27.**
- 2 Confirms the RSRS funding allocation of the current budget of \$400,000 in the BOPRC draft Long Term Plan, specifically:**
 - (a) Surf Life Saving NZ excl. Tauranga (SLSNZ), allocate funding of \$250,000 per annum for 2024/25, 2025/26 and 2026/27.**
 - (b) Royal New Zealand Coastguard (Coastguard), allocate funding of \$71,500 per annum for 2024/25, 2025/26 and 2026/27.**
 - (c) Rotorua Mountain Bike Club (RMTBC), allocate funding of \$58,500 per annum for 2024/25, 2025/26 and 2026/27.**
 - (d) New Zealand Land Search and Rescue (LandSAR), allocate funding of \$20,000 per annum for 2024/25, 2025/26 and 2026/27.**

- 3 **Recommend the Youth Search and Rescue (YSAR) application is:**
 - (a) transferred for consideration through the BOPRC Community Initiatives Fund (CIF) in the LTP 2024-2034
 - (b) If YSAR are unsuccessful under CIF, recommend YSAR is allocated RSRS funding of \$8000 per annum, with each of the other four RSRS funding recipients having their funding reduced by \$2000 per annum.
- 4 **Recommends to the Bay of Plenty Regional Council that it include additional funding for RSRS through the Long Term Plan 2024-2034, based on inflation being applied to the original RSRS funding of \$400,000, starting in 2022/23 as set out in Table 1 of this report.**

Note: Inflation values may be adjusted based on BOPRC inflation value updates through the finalisation of the LTP 2024.

Campbell/Tunui
CARRIED

4.11 Bay of Plenty CDEM Group - Third Quarter Reporting Schedule 30 December 2023 - 30 March 2024

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 - Third Quarter Reporting Schedule 30 December 2023 - 30 March 2024.**

Tunui/Kai Fong
CARRIED

4.12 Update - Director Emergency Management Bay of Plenty

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

Key Points:

- **New Zealand Response Team (NZRT) 16**
 - Tauranga (NZRT16) underwent their national accreditation process over the weekend of 22-24 March 2024
 - The full accreditation report had since been received and was being processed to incorporate some corrective actions
 - Commended the volunteers for their commitment and dedication, being of service to their community and working over a long-weekend, submitting their skills to a rigorous auditing process
 - Feedback regarding the re-accreditation certificate to be provided in due time.

Resolved

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

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

Campbell/Moore
CARRIED

5. Minutes

Minutes to be Confirmed

5.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 15 December 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 - 15 December 2023 as a true and correct record.

Tunui/Luca
CARRIED

Closing Karakia

Provided by Stace Tahere – Manager, Planning.

12:43 pm – the meeting closed.

CONFIRMED

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



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Andrea Thompson, Executive Assistant
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To appoint a Civil Defence Emergency Management (CDEM) Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group

Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments

Executive Summary

The Civil Defence Emergency Management (CDEM) Act 2002 requires the statutory appointment of Group/Local Controllers and Recovery Managers by the Bay of Plenty CDEM Group Joint Committee.

The Bay of Plenty CDEM Group Joint Committee is requested to approve the appointments of Group/Local Controllers and Recovery Managers for the Bay of Plenty CDEM Group.

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 Statutory Appointments; and**
- 2 Approves the appointment of Dr Leny Woolsey, Manager Strategy and Performance, Whakatāne District Council as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s30(1) of the CDEM Act 2002.**

1. Background

The CDEM Act 2002 provides for a CDEM Group to appoint persons to be Group/Local Controllers and Recovery Managers.

All appointments of statutory positions are required to be endorsed by the Bay of Plenty CDEM Coordinating Executive Group and approved by the Bay of Plenty CDEM Group Joint Committee.

2. Statutory Appointments

2.1 Whakatāne District Council

Stephanie O'Sullivan, Chief Executive, Whakatāne District Council has advised that the Whakatāne District Council has on the 14 March approved the nomination of Dr Leny Woolsey, Manager Strategy and Performance as Local Recovery Manager for the Bay of Plenty CDEM Group under Section 30(1) of the CDEM Act (2002).

Dr Leny Woolsey has a background in major event management and prior to joining the council was in the senior management team at the University of Auckland Business School, she holds an Executive MBA and PhD in Leadership and Governance. Dr Leny Woolsey has extensive experience in leading change projects, she is a strategic thinker and able to make and communicate decisions effectively under pressure.

The Bay of Plenty CDEM Coordinating Executive Group endorsed the nomination Dr Leny Woolsey at the meeting of 31 May 2024.

3. Considerations

3.1 Risks and Mitigations

There are no significant risks associated with this matter/subject/project/initiative.

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

The matters addressed in this report are of a procedural nature and there are no implications for Māori.

3.4 Community Engagement



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

3.5 **Alignment with Strategic Framework**

This report addresses the statutory requirements of the Bay of Plenty Civil Defence Emergency Management Group under the CDEM Act (2002), to appoint Controllers and Recovery Managers.

3.6 **Financial Implications**

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

4. **Next Steps**

The Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers to be uploaded to website.

The Schedule 1 – Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers to be uploaded to website.

Attachments

Attachment 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers 5 July 2024 [↓](#)



Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers

The following are Recovery Managers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002, as amended by the CDEM Amendment Act 2016 and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 5 July 2024.

Signature:		Mayor Faylene Tunui Chair, Bay of Plenty CDEM Group Joint Committee Date: 5 July 2024	
Group Recovery Manager Section 29 of the CDEM Act 2002	Janelle Coradine	Alternative Group Recovery Manager	1. Julian Reweti 2. Stace Tahere
Rotorua Local Recovery Manager Section 30 of the CDEM Act 2002	Vacant	Alternative Local Recovery Manager	1. Paula Meredith
Western Bay of Plenty District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Kerrie Little	Alternative Local Recovery Manager	1. Rod Barnett 2.
Tauranga City Council Local Recovery Manager Section 30 of the CDEM Act 2002	Paula Naude	Alternative Local Recovery Manager	1. Barbara Dempsey
Whakatane District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Dr Leny Woolsey	Alternative Local Recovery Manager	1. Steven Perdia
Opotiki District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Vacant	Alternative Local Recovery Manager	1. Vacant
Kawerau District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Michaela Glaspey	Alternative Local Recovery Manager	1. Vacant



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Theo Ursum, Advisor, Planning
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Present the Bay of Plenty CDEM Group Assurance Framework 2024 for adoption.

Bay of Plenty Civil Defence Emergency Management Group Assurance Framework

Executive Summary

The Bay of Plenty CDEM Group Plan 2024-2029 outlines monitoring and evaluation requirements to ensure alignment with strategic goals through regular assessments.

The Assurance Framework provides guidelines for conducting assurance activities, supporting continuous improvement, and reinforcing accountability.

It aids the CDEM Coordinating Executive Group and Joint Committee in overseeing plan implementation and ensures progress towards objectives and goals.

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 Assurance Framework; and**
- 2 Approves the Bay of Plenty CDEM Group Assurance Framework 2024.**

1. Background

The new Bay of Plenty CDEM Group plan 2024-2029 outlines Monitor and evaluation requirements of the Group. The Assurance Framework will assist the Group assurance and continuous improvement processes.

The approved Group Plan provides a clear direction and set of objectives and serves as a benchmark against which underlying plans and processes can be evaluated. Through regular assessments and performance monitoring, the organisation can ensure that its plans are aligned with the strategic goals.

The Assurance Framework establishes guidelines and provides the Group with a uniform approach for conducting assurance activities. It equips the Group and stakeholders with a framework for regularly reporting, reviewing and evaluating performance of the CDEM Group and its members. The Framework provides a 'feedback loop' which is part of the continuous improvement cycle.

The Bay of Plenty CDEM Group Assurance Framework:

1. Fulfills one of the functions of the Bay of Plenty CDEM Group: monitor and report on compliance within its area with this Act and legislative provisions relevant to the purpose of this Act (CDEM Act 2002, section 17(h)).
2. Supports the CDEM Coordinating Executive Group and Bay of Plenty CDEM Group Joint Committee in its role overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan. (CDEM Act 2002, section 20)
3. Ensures that the Group is monitoring the progress made on achieving the Bay of Plenty CDEM Group plan objectives and goals.

Through assurance activities, the Group will ensure continuous improvement by identifying areas for enhancement and implementing corrective measures where necessary. Moreover, these checks will serve to reinforce accountability and promote a culture of excellence within the Group, facilitating its ongoing commitment to quality and efficiency.

2. Collaboration

The Group Assurance Framework project was overseen by Emergency Management Bay of Plenty and facilitated by a project team comprising representatives from Bay of Plenty Regional Council, Tauranga City Council, Western Bay of Plenty District Council, Whakatāne District Council, Kawerau District Council, Ōpōtiki District Council, and Rotorua Lakes District Council.

The Group Assurance Framework was endorsed by the Bay of Plenty CDEM Coordinating Executive Group at the meeting on 31 May 2024.

3. Considerations

3.1 Risks and Mitigations

There are no significant risks associated with this matter/subject/project/initiative.

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**

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

3.4 **Community Engagement**

The Assurance Framework activities will be included in the BOPCDEM Group's annual report. This reporting will enhance community confidence and trust (Whakapono) by providing robust evidence of the sector's strengths in planning for, responding to, and recovering from major and catastrophic disasters and emergencies.

3.5 **Alignment with Strategic Framework**

The Assurance Framework Plan has been developed to deliver strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2024-2029

3.6 **Financial Implications**

There are no material unbudgeted financial implications.

4. **Next Steps**

After the Assurance Framework receives endorsement, a gap analysis will identify areas where the Group's assurance activities may not align with or are inconsistent with the desired standards outlined in the framework. Next to this new assurance tools might be developed to align with the Framework.

An annual Group assurance plan will be formulated to ensure ongoing checks and balances are established.

Attachments

Attachment 1 - Draft BOPCDEM Group Assurance Framework version 0.8 - Feb24 [↓](#)



*A safe, strong Bay of Plenty, together
Toi Moana, kia haumarū, kia kaha, mā tātau katoa*

Bay of Plenty CDEM Group

2024

Assurance Framework

VERSION 0.8

Objective ID#



Bay of Plenty CDEM Group Assurance Framework

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New Zealand

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1.1 Terminology & Document control

Bay of Plenty CDEM Group	
Emergency Management Bay of Plenty	
Local Authority	A Local Authority is a Territorial Authority, a Regional Council or a Unitary Authority.
Mana Motuhake	
Whakapono	

Version control of this document is managed by the Planner Manager of Emergency Management Bay of Plenty. Any updated version of this document following amendment or review will be recorded in the table below and advice of reissues will be distributed by the Group.

Recipients should take all appropriate action to ensure they are in possession of the most recent version and that previous versions in both hard copy and electronic forms are archived accordingly.

Version	Amendment	Endorsement date	Endorsed by
	Once a national Assurance Framework is developed, the regional framework will be reviewed to ensure alignment.	tbc	

2 Introduction

The Assurance Framework establishes guidelines and provides the Group with a uniform approach for conducting assurance activities. It equips the Group and stakeholders with a framework for regularly reporting, reviewing and evaluating performance of the CDEM Group and its members.

The Framework provides a 'feedback loop' which is part of the continuous improvement cycle (CHECK stage). The regional Assurance Framework is an overarching concept, in line with the Bay of Plenty CDEM Group plan 2024-2029.

2.1 Objectives of the Assurance Framework

Setting objectives provides a roadmap for achieving desired outcomes, providing a sense of direction. The objectives of this framework are:

1. Provide accountability to our stakeholders, especially the community.
2. Focus the Group's member efforts and resources on expected outcomes.
3. Enable informed decision-making.
4. Enhance our individual and collective learning (ensuring continuous improvement).
5. Improve the effectiveness and efficiencies of our actions (implementing improvements).

2.2 Framework Assurances

The Bay of Plenty CDEM Group's Assurance Framework will ensure:

1. A consistent approach to assurance, adaptable to change

A Group-wide approach for monitoring, evaluating and reporting that follows an agreed set of standards and methods enables a more meaningful interpretation of monitoring data.

By being collaborative and sharing our observations and insights (whanaungatanga), we can enhance our collective capabilities across the 4Rs (reduction, readiness, response and recovery). By coordinating our assurance activities, we can reduce unnecessary duplication.

Issues should be addressed at the lowest possible level (locally) and with the least amount of formality. Assurance activities should be proportionate, not be seen as governance driven punitive actions.

2. Compliance with national frameworks and legislative requirements

Compliance with legislative requirements reflects the CDEM Group's commitment to being a responsible organisation. Aligning with legislative requirements is not just a legal obligation but also a strategic and ethical imperative that fosters trust, minimises risks, and contributes to long-term success.

3. An evidence-based approach

Assurance *activities* should provide evidence-based, meaningful and timely information on opportunities for improvement. It should be focused on asking two fundamental questions:

- a. *Are we doing the right things?*
- b. *Are we doing things right?*

4. Continuous improvement of outcomes and processes

Continuous improvement is a systematic approach used to continually enhance the Group's performance, processes and outcomes over time. The primary goal of continuous improvement is to identify opportunities for improvement and make incremental changes to achieve better outcomes and efficiencies.

5. Minimising bias and ensuring appropriate checks and balances by ensuring independent reviews

Independent reviews strengthen emergency preparedness and response systems, enhancing safety and security while promoting continuous improvement.

2.3 Benefits of the Assurance Framework

Improved accountability to community

The Bay of Plenty will have safer and more resilient communities because, over time, the CDEM Group will apply the framework to enhance its capability and capacity to minimise the consequences of disasters.

The community will have a greater understanding of the objectives the CDEM Group are working towards. This understanding will empower (mana Motuhake) the community to work with the CDEM Group and Local Government to minimise local risk. The community and Local Government will also have greater confidence and trust (Whakapono) in the performance of the sector through robust evidence of the sector's strengths in planning for, responding to, and recovering from major and catastrophic disasters and emergencies.

Emergency Management sector

The Emergency Management sector stands to gain numerous advantages from the presence of clear and consistent assurances. They instill confidence, facilitate cooperation (whanaungatanga), and enable efficient resource allocation, ultimately contributing to the safety and well-being of communities during times of crisis. It will enable the sector to:

- better understand strengths and residual risks in emergency management capabilities.
- access opportunities for cooperative action (kotahitanga) across Local Government and the community.
- regularly and consistently monitor and evaluate progress towards achieving the objectives.
- identify Emergency Management priorities.

2.4 Core standards for Best Practice

Best practice serves as a benchmark for ensuring quality, efficiency, consistency and the setting standards of the Groups' assurance activities.

Assurance activities should:

- ✓ Conduct assurance activities efficiently and action-oriented. Prioritise acquiring necessary information through existing organisational processes.
- ✓ Evaluate costs and time invested against anticipated benefits in assurance activities.
- ✓ be developed and developed in consultation with the relevant sector organisations, instilling confidence in our stakeholders of our capabilities and processes, and identifying opportunities for improvement.
- ✓ align with the principles of the Treaty of Waitangi and Bay of Plenty CDEM Group plan 2024-2029.
- ✓ be regularly reviewed to remain relevant, reflect growing knowledge of risks and promote continuous improvement.
- ✓ draw on information or evidence to answer questions such as:
 - *Are we doing the right things?, Are we doing things right?*
 - *What is happening?, Why is it happening?*
 - *Does it achieve intended outcomes and fulfil commitments?*
 - *Who is responsible to implement continuous improvement activities?*

3 How assurance will be undertaken

3.1 Assurance types and tiers

The Bay of Plenty CDEM Group will conduct both quantitative routine and qualitative assurance activities.

- A qualitative assurance activity is a research or assessment method that involves the collection and analysis of non-numerical, descriptive data to gain insight into the underlying qualities, characteristics, attitudes, experiences, or behaviours of a subject.
- A quantitative assurance activity is a research or assessment method that involves the collection and analysis of numerical data to quantify and measure specific variables, attributes, or characteristics of a subject.

To support identification of what type of assurance activity to undertake, assurance tiers are based on the Queensland Inspector-General Emergency Management Assurance Framework (Figure 1).

The tiers define the escalating relationship between scope and the depth, rigour, independence, and confidence of an assurance activity. Whenever appropriate, with the aim of fostering continuous improvement, it is advisable to share insights, lessons, and recommendations with the broader Bay of Plenty CDEM Group as soon as they become available.

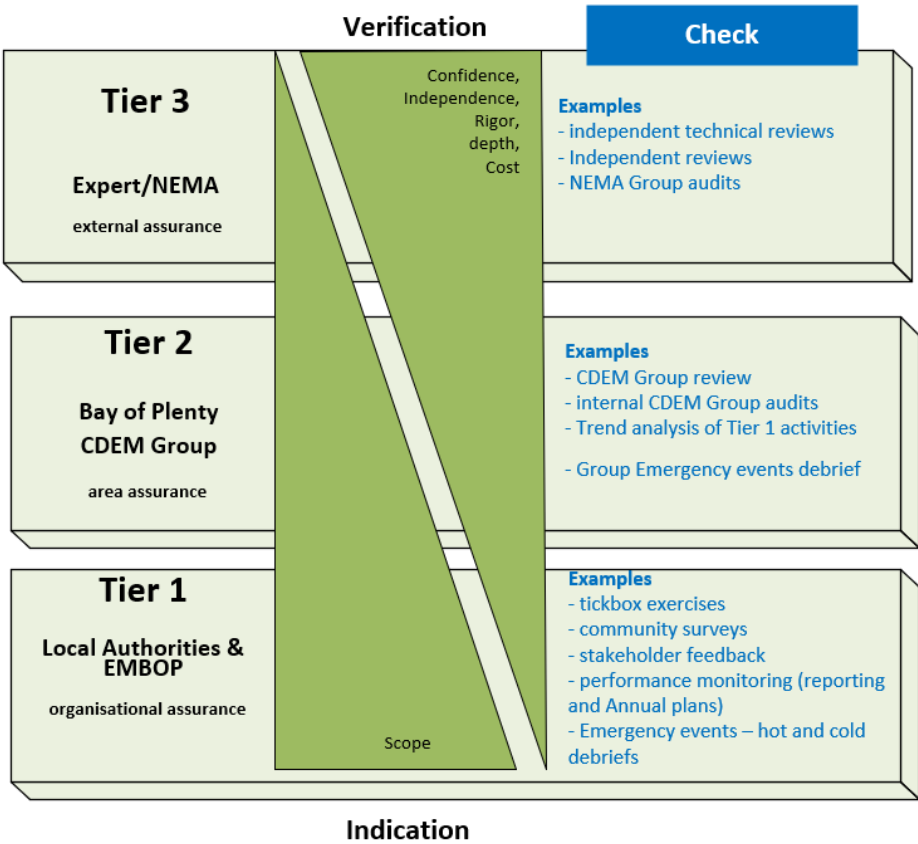


Figure 1: Assurance Tier/Scale and Scope

3.2 Assurance Tiers

The different tiers of assurance and activities will operate on different cycles. The local Authorities will conduct Tier One (Organisational assurance) as part of their own assurance work, or by request of the CDEM legislation or the CDEM Group.

CDEM Group assurance will be carried by the Emergency Management Bay of plenty, with the support of the Local Authorities. External Assurance could be led by NEMA or by an external agency (3rd party), requested by the CDEM Group and/or the Group members.

3.2.1 Tier 1 Organisational Assurance

Organisational assurance is focused inside an organisation or entity, giving leadership a mechanism to manage risk and identify areas for development before an emergency demands a response.

Tier 1 assurance activities have broad scope and are conducted at the local level. There is limited independence (i.e. self-assessment), and little rigour or depth can be conducted on a short repeat cycle. They provide only an indication of the situation. Tier 1 activities are predominately used to identify:

- issues that can be resolved internally.
- issues that may require further in-depth enquiry via Tier 2 or Tier 3 activities.

Examples of Tier 1 activities are: robust day-to-day internal controls – procedures and processes, performance data, monitoring statistics, risk registers, routine reports and other management information.

3.2.2 Tier 2 Bay of Plenty CDEM Group Assurance

Tier 2 assurance activities could have a greater depth and narrower scope and are conducted by the Bay of Plenty CDEM Group. They are utilised when issues require greater in-depth understanding.

Assurance reports of this tier could be shared with the CDEM Groups' Governance groups.

The Group will also issue guidance on operational procedures and systems introduced by NEMA (such as CIMS), and workforce standards to facilitate different entities working together within the same system and to support each other when required.

The Group auditing local Emergency Operations Centers is an example of a Tier 2 assurance activity.

3.2.3 Tier 3 External Assurance

At the highest level, Tier 3 assurance activities have well-defined scopes, including independent views and assurance activities of the National Emergency Management Agency. Activities have significant depth and rigour, and therefore provide a higher level of confidence. They are designed to provide a greater level of assurance and understanding about specific topics through being narrower and deeper in scope than Tier 1 or 2 activities. They do come with increased time and resource costs. Tier 3 assurance reports should be shared with the Bay of Plenty CDEM Groups' Governance groups.

An independent review of a Bay of Plenty emergency response is an example of a Tier 3 assurance activity.

3.3 Who is responsible?

Assurance is a collective responsibility within the Bay of Plenty CDEM Group involving every member. Assurance activities are integrated across all three tiers of the Assurance Framework, emphasising a commitment to maintaining high standards and fostering a culture of improvement at every level.

The collaborative approach ensures that the group's efforts are consistently aligned with its objectives, resulting in a robust and resilient framework that operates seamlessly across the entire Bay of Plenty CDEM Group. Emergency Management Bay of Plenty and the local Authorities are responsible for developing an annual assurance activities plan (elaborate on how it will be resourced/added to the EM Annual plan).

The National Emergency Management Agency's role in assurance area (setting standards) is drawn from the powers, roles and responsibilities found in the CDEM Act.

3.4 Assurance activity categorisation

Assurance activities will be initiated by (and reported to) either a CDEM Group member, authorised individual or a governance/management committee of the Bay of Plenty CDEM Group or the National Emergency Management Agency.

Assurance activities encompass three components*:

1. Legislative assurance – monitoring compliance with any relevant legislative requirements.
2. Performance – for example: assessing the Bay of Plenty CDEM Groups performance during business as usual, response and recovery.
3. Outcomes – monitoring and evaluating progress towards objectives detailed in the Bay of Plenty CDEM Group Plan.

* see appendix 1 for details

The assurance map (Table 1) shows the link between the Tiers, 4Rs and components of the Framework. The vertical axis contains the ‘Components’ for which improvement or oversight may be sought. The horizontal axis outlines the area and example of assurance activities at each tier.

		Across the 4Rs			
		Reduction	Readiness	Response	Recovery
Components	Assurance level				
Legislative Assurance*	Tier 1 Tier 2 Tier 3	Reduction Assurance tools	Readiness Assurance tools	Response Assurance tools	Recovery Assurance Tools
Performance*	Tier 1 Tier 2 Tier 3	Example of Legislative Tier 2 BOPCDEM Group Risk Assessment process	Example of Performance Tier 1 Local Community readiness survey	Example of Outcome Tier 3 External review of emergency Response	Example of Legislative Tier 2 Appointment of Recovery Managers
Outcomes*	Tier 1 Tier 2 Tier 3				

Tier 1: Local Authorities
Tier 2: BOPCDEM Group
Tier 3: External (Including NEMA)

*Monitor & Evaluation section of BOPCDEM Group Plan 2023-2028

Table 1: Bay of Plenty CDEM Group Assurance categories

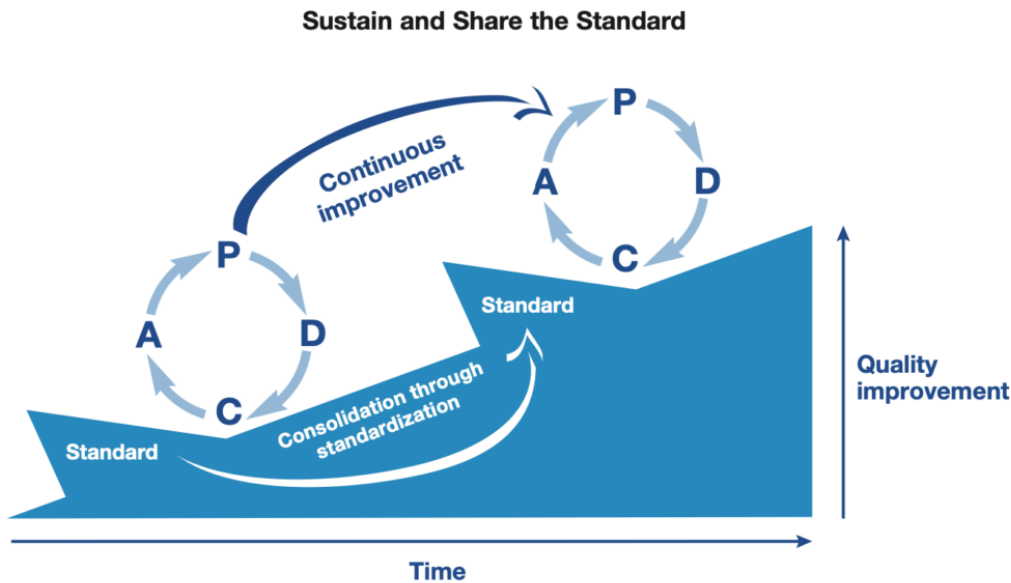
3.5 Continuous improvement

The Assurance Framework supports the cycle of continuous improvement by providing feedback and insights into areas that require enhancement (Check stage). It can highlight opportunities for optimisation and innovation (Act stage) and enabling a shift from a compliance mind-set.

Devoting time and resources to the 'findings' of assurance activities can generate efficiencies, savings and improvements for our communities. When assurance activities are done well, it can drive greater continuous improvement in the system.

If assurance is practiced in this way, then those people whose work is the subject of the assurance activity may feel less exposed and more willing to contribute important information and insights. Additionally, they are more likely to be open to embracing opportunities for improvement. This approach fosters a collaborative and constructive environment, enhancing the overall effectiveness of the assurance process.

It empowers staff to participate in defining what is considered 'right' for the system.



Appendix 1 Three Assurance component details

To aid in the process of mapping existing assurance activities, the list below highlights aspects that should be taken into account. Please note that this serves as a foundational guide only.

Legislative assurance

- Monitoring compliance with any relevant legislative requirements.
- Group plan?
- CDEM Act
- Building Act
- Resource Management Act
- Health and Safety Act
- NPS and RPS
- Alignment to national frameworks, guidelines

Performance

Assessing the Bay of Plenty CDEM Groups performance during business as usual, response and recovery, whether Bay of Plenty CDEM Groups' Annual Plan is being conducted according to needs and requirements, and whether capacity and capability exists to be able to perform CDEM functions.

Areas include:

1. **People.** This component includes personnel capability, workforce standards, education, training and development. It encompasses all personnel undertaking emergency management, on full time, part time or volunteer basis.
2. **Plans and procedures.** Both documented and undocumented ways of delivering emergency management. It also includes all enabling, operating, planning, managing processes for emergency management, including data management.
3. **Tools and resources.** Physical assets, equipment and facilities including IT hardware, systems and platforms.
4. **Systems and relationships.** This component will focus primarily on organisational systems including shared risk and situational awareness systems but also the relationships required for system success.
5. **Governance.** Governance includes the authorising, regulatory and policy environment within which emergency management operates as well as doctrine and policy. For New Zealand, it must also recognise the levels of governance interacting within the wider system including the ODESC System at national level and local government at the Group and local level. MBIE defines four components of good regulatory system governance:
 - i. Specifying clear outcomes aligned with Government priorities.
 - ii. Arrangements for the delivery of system outcomes are clear.
 - iii. Manage system performance and risk, including addressing underperformance.
 - iv. Critical issues are effectively responded to.

Outcomes

Monitoring and evaluating progress towards objectives detailed in the Bay of Plenty CDEM Group Plan: Annual plan, annual work programme and annual report. And LTPs.

Appendix 2 Overview of Assurance activities

Assurance activities collectively contribute to the Bay of Plenty CDEM Group's overall assessment of its effectiveness in planning for, responding to and recovering from emergencies. Table 1 provides an overview of some of assurance activities already in progress by both the Bay of Plenty CDEM Group and its members.

Activity	Description	Examples
Surveys	Surveys are used to collect data from pre-defined groups to gain information and insights on various topics of interest. They can consist of a mix of interviews and survey questions or a questionnaire. Interviews could be telephone interviews, face-to-face interviews, online interviews and questionnaires can be mail surveys or web surveys. They are usually conducted at the end of an activity (cross-sectional) for collection of reflective observations/ insights or continuously (longitudinal) to understand change over time.	<ul style="list-style-type: none">• Self-assessment survey• Community Surveys (preparedness, hazard awareness, project/ programme impact analysis)
Monitoring	Monitoring is a continual process that provides governance and stakeholders with early indications of compliance with responsibilities, and progress, or lack thereof, in achieving results. ¹ It includes tracking progress against our Group and Annual Plans, and performance against standards on a regular basis. It mainly tracks the use of inputs/ activities and outputs. It is focused on measuring efficiency – doing things right.	<ul style="list-style-type: none">• Real-time performance monitoring or evaluation• Organisational reports (performance, standards – KRAs/ KPIs)
Debriefs	Debriefs typically occur shortly after a specific incident or event to allow participants to share aspects that worked well and identify areas for improvement. Debriefs work best when there is an established and consistent process to ensure the observations are captured, analysed and subsequently used to inform future decision-making. Debriefs should focus on four key questions: <ul style="list-style-type: none">• What were we trying to accomplish?• Where did we hit (or miss) our objectives?• What caused our results? (This should go deeper than obvious, first-level answers).• What should we start, stop, or continue doing? There are two types of debrief: <ul style="list-style-type: none">• In-Action/ Hot debrief - occur during or immediately after an event to ensure all feedback, outcomes and actions required are obtained before anyone leaves.• Formal debrief - pre-arranged operational debrief that seeks to analyse the elements of the emergency event more critically.	<ul style="list-style-type: none">• Organisational debriefs• Event debriefs (in-action, post action)
Evaluations/ Assessments	Evaluations/ Assessments are about measuring effectiveness. It compares what is happening against what was intended	<ul style="list-style-type: none">• Post Activity/ Exercise Reports• Post Activity/ Exercise Evaluations

¹ Adapted from <https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/about-monitoring-and-evaluation/>, retrieved on 22 May 2019.

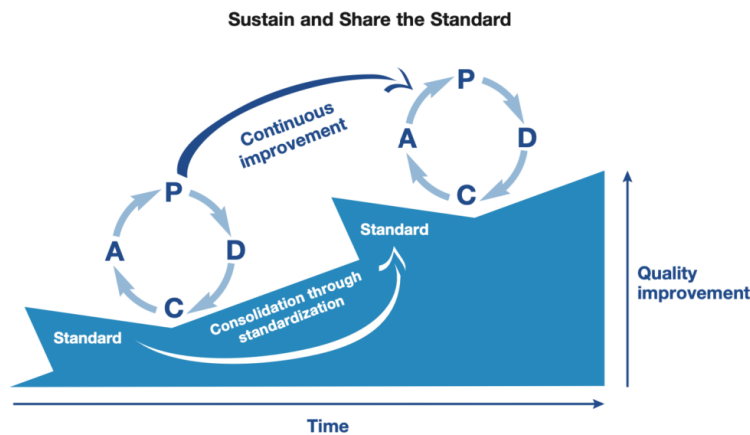
	<p>(goals, objectives and targets) and interpreting the reasons for any differences.²</p> <p>It is the periodic assessment of change that can be attributed to an initiative, or the analysis of inputs and activities to determine their contribution to results. It asks questions about the effectiveness, efficiency, and appropriateness using clear criteria and standards for assessing 'success' against specific desired outcomes.</p> <p>Evaluations/ assessments should seek to assess progress towards the achievement of outcomes. They focus on longer-term impacts and encompass the identification of lessons and recommendations for longer-term planning and learning.</p> <p>Evaluations/ assessments should be proactive in nature. Their purpose should be to share learnings and successes and to provide accountability.</p>	<ul style="list-style-type: none">• SWOT Analysis
Reviews	<p>A review is an in-depth enquiry to fully understand the root cause of an issue and provide recommendations for improvement. They are often undertaken in response to specific incidents or a period of emergency. The scope of a review should be bound by a Terms of Reference, with specific requirements to be answered to enable deeper understanding of a defined area(s) of concern.</p> <p>Reviews should identify key issues to inform decisions and remedial actions. A range of analytical techniques, including root cause analysis, may be used to understand complex issues. They should collectively involve all relevant stakeholders to foster continuous improvement, enable the sharing of learnings and successes, and provide accountability. Industry experts may also be engaged where necessary.</p>	<ul style="list-style-type: none">• Internal Review• Independent Review• Technical Expert Review
Audits	<p>Audits typically seek to assess whether inputs, processes and outputs have been delivered in accordance with legislation, established rules, regulations, procedures, or standards. They can be used to inform decisions and remedial actions and provide accountability.</p>	<ul style="list-style-type: none">• Financial, performance, compliance, quality or safety-oriented audits

² Ibid

Appendix 3 Continuous improvement cycle

The continuous improvement cycle has four stages:

1. Plan — determine goals for a process and needed changes to achieve them
2. Do — implement the changes
3. Check — evaluate the results in terms of performance
4. Act — standardise and stabilise the change or begin the cycle again, depending on the results.



Good attributes of continuous improvement are:

1. focuses on the performance of processes and systems, rather than individuals.
2. appreciates that emergencies can be chaotic and that those managing the situation need to, at times, make swift decisions without perfect information and without the benefit of hindsight.
3. understands that the sector needs time, resources and opportunities to identify and implement improvements.
4. shares information on what works well and what can be improved.



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Merinda Pansegrouw, Committee Advisor
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	For information – inward and outward correspondence

Correspondance Received

Executive Summary

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

1. **Inward:** Letter from Hon Mark Mitchell, Minister for Emergency Management and Recovery, dated 10 June 2024, acknowledging Emergency Management Bay of Plenty, Principal Advisor, Recovery - Julian Reweti's recent Australasian Institute of Emergency Services Commendation. A photo of Julian Reweti's Australasian Institute of Emergency Services Commendation Award included.

Recommendations

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

- 1 **Receives the report, Correspondance Received**
- 2 **Receives the letter from Hon Mark Mitchell, Minister for Emergency Management and Recovery, dated 10 June 2024, acknowledging Emergency Management Bay of Plenty, Principal Advisor, Recovery - Julian Reweti's recent Australasian Institute of Emergency Services Commendation.**

Attachments

Attachment 1 - 2024.06.10 Hon Mark Mitchell - Julian Reweti Letter of Acknowledgement [🔗](#)

Attachment 2 - National Award of Commendation - Julian Reweti [🔗](#)

Hon Mark Mitchell

Minister of Corrections
Minister for Emergency Management and Recovery
Minister of Police



10 June 2024

Mr Julian Reweti
By email: julian.reweti@embop.govt.nz

Dear Julian,

I am writing to acknowledge your recent Australasian Institute of Emergency Services Commendation and to thank you for your contribution to Recovery and service to communities in Aotearoa New Zealand.

As Minister for Emergency Management and Recovery, I particularly note your work in the Bay of Plenty region and acknowledge your contribution to major events to support recovery efforts such as the Edgecumbe floods, the Whakaari White Island eruption, the Auckland Anniversary floods, and Cyclone Gabrielle. Additionally, I understand that you also regularly provide advice and support to many other areas around the country and that this is well-respected and greatly valued.

Your dedication and commitment during your many years of service have stood communities in good stead and is appreciated by the New Zealand Government.

Please convey my thanks to those closest to you, who no doubt supported you along the journey.

Yours sincerely,

Well done Julian.

A handwritten signature in blue ink, appearing to read 'Mark Mitchell'.

Hon. Mark Mitchell
Minister for Emergency Management and Recovery





Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Clinton Naude, Director, Emergency Management Bay of Plenty
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To provide the Bay of Plenty CDEM Group Joint Committee members with the recommendations of the Government Inquiry into the Response to the North Island Severe Weather Events.

Government Inquiry into the Response to the North Island Severe Weather Events

Executive Summary

Update on final report of the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE).

Recommendations

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

- 1 Receives the report, Government Inquiry into the Response to the North Island Severe Weather Events.**

1. Background

On 23 April 2024 the final report of the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE) was publicly released by Minister for Emergency Management and Recovery, the Hon Mark Mitchell. The purpose of the inquiry was to ensure that the design of New Zealand's emergency management system is appropriate to support readiness for, and responses to, future emergency events by identifying lesson from three severe weather events that impacts the North Island (Cyclone Hale, Heavy rainfall during Auckland's Anniversary weekend

and Cyclone Gabrielle). The report identified 14 recommendations (with additional sub-recommendations) across five different categories.

The report may be accessed at <https://www.dia.govt.nz/Government-Inquiry-into-the-Response-to-the-North-Island-Severe-Weather-Events>

2. Summary of Report

The Challenge: Three major weather events in early 2023 exposed vulnerabilities in New Zealand's emergency management system.

Key Findings:

“The current emergency management system is not fit for purpose”.

Recommendations:

The report identified 14 recommendations (with additional sub-recommendations) across five different categories. These recommendations are attached as **Attachment 1**.

3. Bay of Plenty Context

It is noted that the Bay of Plenty CDEM Group was mentioned favourably in the report.

- *The official emergency management response at a local, regional, and national level varied between regions and across the events. The Inquiry observed that those CDEM agencies that had carried out effective readiness planning activities prior to the events were better able to respond under the challenging circumstances. CDEM agencies in Waikato, Tairāwhiti and Bay of Plenty implemented their pre-developed plans and processes, worked from existing dedicated spaces, and had the tools to build effective situational awareness. They were also able to draw on their existing relationships and experience from previous events and exercises.*
- *There is significant variation in how local, regional, and unitary authorities implement their emergency management functions. Some regions, like the Bay of Plenty, Tairāwhiti, and Waikato, had relatively well established and embedded emergency management processes and ways of working at the time of the severe weather events.*
- *Councils that had experienced multiple emergencies and development embedded plans and relationships were better able to respond during the severe weather events. This included councils in the Bay of Plenty and Tairāwhiti, which have lessons from the many previous events that have affected the regions. In many scenarios planning and exercising or work to clarify roles and relationships. This leaves people less well-prepared to executive their responsibilities in an emergency.*

While the favourable commentary is acknowledged, this needs to be considered in context that firstly the impacts of these severe weather events on the Bay of Plenty were not as significant as those on other CDEM Groups and secondly that it is not now assumed that the Bay of Plenty is ready for the next significant emergency event. A false sense of security can lead to overconfidence about the state of readiness, capacity and capability as referenced in the Hawke's Bay CDEM

Group Response to Cyclone Gabrielle – Independent Review – March 2024. It would be prudent to learn from all current and past emergency reviews and to ensure the Bay of Plenty is continuously strengthening emergency management systems, capacity, and capability across all phases of emergency management.

4. **Next Steps**

The Department of Prime Minister and Cabinet (DPMC) will lead the work to deliver the Government's response to the NISWE Inquiry, for Ministers to consider by September 2024 before it is publicly released. The response will focus on the emergency management system as a whole, not the performance of individuals of specific groups.

Attachments

Attachment 1 - Government Inquiry into the Response to the North Island Severe Weather Events - Recommendations [↓](#)

Recommendations

Emergency management system design and structure

Recommendation 1: Put people and their communities at the heart of an integrated emergency management system

- A. Legislate for and invest in an inclusive, community-led emergency management model that explicitly recognises the knowledge and capability of iwi Māori, businesses, and local communities in emergency management.
- B. Utilise existing community-based emergency management structures and systems, such as those built through the COVID-19 response, to ensure community participation in planning and response.
- C. Build networks of trained and accredited local community leaders and volunteers, which extends beyond the currently recognised volunteer groups.
- D. Develop and invest in a comprehensive and ongoing education and public awareness programme to ensure people have a common understanding of how to prepare for (readiness planning) and what to do in an emergency.

Recommendation 2: Utilise the value of the wider government ecosystem

- A. Expand the New Zealand Defence Force's role to make better use of specialist skills (such as logistics and air coordination) during a significant civil defence emergency.
- B. Note the Inquiry endorses the Weather Forecasting System Review to (among other matters) identify changes in access to weather data.
- C. Require that timely and enhanced weather and hydrological forecasting is provided to and used by all councils and government agencies.
- D. Note the Inquiry endorses the work of the Department of the Prime Minister and Cabinet (DPMC) to lift the resilience of New Zealand's critical infrastructure.

Recommendation 3: Optimise the effort of iwi Māori to benefit all people in an emergency

- A. Note the Inquiry endorses the 2017 Ministerial Review into Better Responses to Natural Disasters and Other Emergencies recommendations:
 - I. "Recognise the capability that iwi bring to emergency management;

- II. Legislate to enable iwi to participate in planning for and responding to a natural disaster or other emergency, and to bring more clarity to their role:
 - Appropriate iwi representatives to be part of the Groups Coordinating Executive Group;
 - Appropriate iwi representatives to be included on the Group Joint Committee*.
- B. Empower iwi Māori who have the capacity, capability, and desire to contribute to emergency management.

Recommendation 4: Invest in a refocused National Emergency Management Agency

- A. Legislate for and invest in the National Emergency Management Agency's (NEMA) primary function and purpose to hold system leadership for emergency readiness and response. In making these changes:
 - I. responsibility for leadership and coordination of critical infrastructure remains with NEMA for readiness and response only
 - II. leadership for reduction and recovery to be referred to DPMC to request that the Hazard Risk Board considers which agency should hold functional leadership responsibility, and to ensure there is a single point of contact for critical infrastructure entities on reduction
 - III. leadership for welfare coordination should sit with the Ministry of Social Development and NEMA's welfare responsibilities be clarified, and
 - IV. leadership for natural hazards and support for other emergencies remains with NEMA.
- B. Strengthen monitoring and assurance of the system:
 - I. provide NEMA with the necessary authority and powers to set standards and fulfil its assurance functions
 - II. invest in NEMA's monitoring and assurance function to ensure roles, responsibilities, and functions at all levels of the system are performed, and
 - III. require that organisations with responsibilities under emergency management legislation have effective business continuity plans and assets in place, and report to NEMA annually for review.

Leadership, roles, and responsibilities

Recommendation 5: Clarify roles in emergency management

- A. Explicitly clarify the roles of central, regional, and local levels of government in a national state of emergency.

- B. Clarify and strengthen, in legislation, the governance role of mayors and chairs during an emergency.
- C. To strengthen regional and local council governance accountability for readiness and leading response, require that:
 - I. the chair of the Civil Defence Emergency Management Group is the chair of the regional council, or the mayor in the case of a unitary council (noting that a chair or mayor can delegate within the regional or unitary council)
 - II. regional and local authority chief executives become the primary controller and can delegate to suitably qualified individuals, while retaining overall accountability, and
 - III. controllers acting under delegation are employed by, or seconded to, the council, and accountable to the council through the chief executive.

Recommendation 6: Increase capability and capacity in civil defence emergency management across New Zealand

- A. Increase command and control capability in emergency management governance, leadership, and controller roles.
- B. Implement a national programme for emergency management capability-building across New Zealand.
- C. Build a larger pool of skilled and experienced controllers, hydrologists, and other specialists, who provide expert information and can be seconded across New Zealand.
- D. Establish at least three full-time Emergency Management Assistance Teams (EMAT), that can be deployed to emergencies or to build wider sector capability.

Management of the immediate response

Recommendation 7: Build fit-for-purpose National Crisis Management Centres

- A. Move the National Crisis Management Centre to a new, improved, purpose-built facility.
- B. Identify and invest in a back-up National Crisis Management Centre in a city other than Wellington, potentially using an existing purpose-built civil defence emergency management facility.

Recommendation 8: Improve real time situational awareness for authorities in emergency events

- A. Legislate for and invest in a single common operating platform and picture for emergency management to be adopted by every council and NEMA.

- B.

Review the ILL system to ensure information relevant to the emergency is shared between New Zealand Police, Fire and Emergency New Zealand, and ambulance providers, and supports efficient tasking across emergency response services.

Recommendation 9: Develop a comprehensive warning system for the public

- A.

Develop a comprehensive warning system that is flexible enough to cover all natural hazards and empowers the public to act, even when technology fails.

Recommendation 10: Amend the three-day self-sufficiency guidance

- A.

Improve and promote guidance that people and communities need to be self-sufficient for at least seven days (or 14 days for isolated communities).

Supply of goods and services and the place of critical infrastructure

Recommendation 11: Restore power and telecommunications early and improve electricity resilience

- A.

Ensure controllers prioritise early restoration of power and telecommunications as a key enabler of the coordination and delivery of emergency services.
- B.

Strengthen the Electricity (Hazards from Trees) Regulations 2003 to improve the resilience of the electricity network.

Recommendation 12: Recognise a wider group of critical infrastructure entities

- A.

Formally recognise the following as necessary critical infrastructure sectors (in addition to current lifeline utilities):

I.

supermarkets

II.

waste management

III.

stopbank and flood protection systems

IV.

rural water, and

V.

river management systems.

Funding settings

Recommendation 13: Prioritise strategic investment in reduction and readiness activities

- A. Increase the appropriation for the existing contestable fund that is administered by NEMA to support a significant uplift in community readiness and resilience across New Zealand.
- B. Note the Inquiry endorses recommendation 13b of the report by the Future for Local Government Review:
 - I. "In order to prioritise and deliver on wellbeing, central government makes a greater investment in local government through... significant funding to support local priorities, place-based agreements, and devolution of roles."

Recommendation 14: Update the policy settings, criteria, and process for funding and distributing response costs

- A. Move the administration of welfare-related costs to the Ministry of Social Development as the proposed leader for welfare coordination and reassess welfare funding criteria to cover a broader definition of welfare.
- B. Review the current reimbursement process for distribution of non-welfare-related response and immediate readiness costs to allow funds to flow more freely (with appropriate oversight).
- C. Allow the Director of Civil Defence Emergency Management to approve ex-gratia payments (subject to clear criteria) for those situations where individuals/groups incurred costs during an emergency.



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Ben 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 for the Fourth Quarter Reporting Schedule – 30 March – 30 June 2024

Bay of Plenty CDEM Group - Fourth Quarter Reporting Schedule 30 March – 30 June 2024

Executive Summary

The Bay of Plenty CDEM Group 2023/24 Annual Plan Dashboard for the Fourth Quarter Reporting Schedule and Group Training Statistics for 30 March 2024 to 30 June 2024 are attached for the information of members.

Recommendations

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

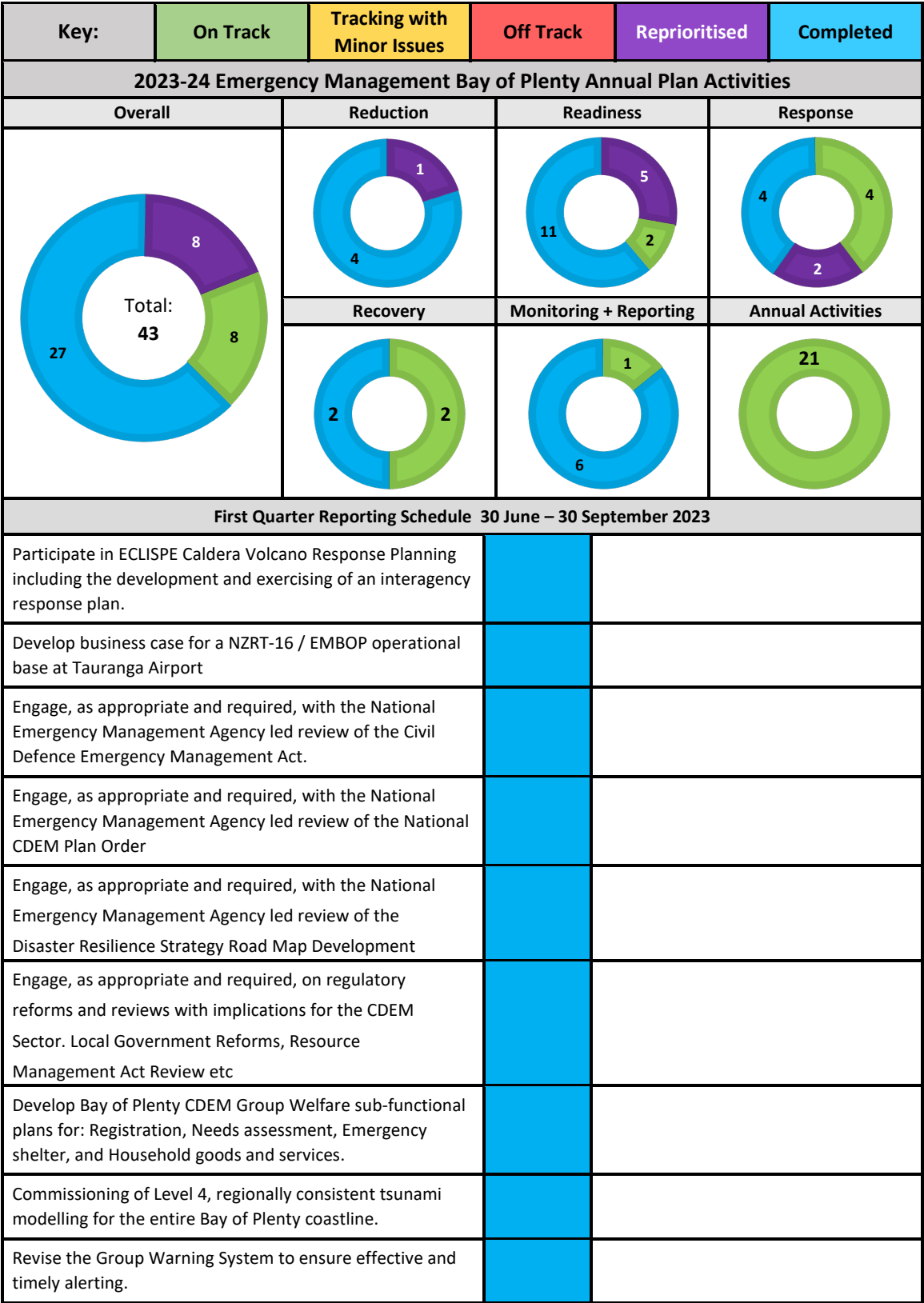
- 1 Receives the report, Bay of Plenty CDEM Group - Fourth Quarter Reporting Schedule 30 March – 30 June 2024.**

Attachments

Attachment 1 - 2024-06-18 Emergency Management Bay of Plenty Annual Plan Dashboard - CDEMG JC [↓](#)

Attachment 2 - 2024-06-18 Emergency Management Bay of Plenty Training KPI Reporting - CDEMG JC [↓](#)

2023/24 Annual Plan Dashboard



Item 8.5, Attachment 1

Consider and implement recommendations from the Whakaari/White Island Volcanic Eruption Recovery Review 2023		
Develop the Bay of Plenty CDEM Group Hazardscape report and use it to support a risk reduction public education campaign.		Work reprioritised to continue into the next financial year. Simplexity to lead
Continued development of Recovery toolbox including the development of: - Transition Templates, - Recovery Plan Template, - Recovery Operational Guide		
Develop and adopt the Bay of Plenty CDEM Group Volunteer Management Plan		
Undertake a review of communities vulnerable to digital connectivity "black spots" and identify options to reduce the risk of potential exposure.		With mark on track
Review the Bay of Plenty CDEM Group Mass Evacuation Plan 2014		Reprioritised for the following year, to be designed and tested during Ru Whenua.

Second Quarter Reporting Schedule 30 September – 30 December 2023		
Activity	Tracking	Commentary
Review and publish the Bay of Plenty CDEM Group Plan 2023-2028		
Undertake an analysis of reduction legislation and policy to identify mechanisms in which the Group can decrease exposure to hazards.		
Undertake a system review of the Bay of Plenty CDEM Contacts App to improve capability		
Implement and test the Bay of Plenty Regional CDEM Fuel Plan 2023-2026		
Implementation and testing of Initial Action Plans for responses to various hazards		
Undertake a review of the Bay of Plenty CDEM Group emergency deployable assets to identify options to increase response capability.		With Bruce on track
Provide a mobile emergency operations centre to enhance the Bay of Plenty CDEM Group response capability.		Confusion with where it sits Mark or Clinton
Develop the Bay of Plenty CDEM Group Planning framework		
Review and implement changes to CDEM Group Recovery Managers Appointment and Development Policy.		
Develop the Bay of Plenty CDEM Group Response Coordination Plan		

Develop and implement a CDEM Group Assurance Framework.		
Develop the Bay of Plenty CDEM Group Delegations Manual		
Review and implement changes to CDEM Group Controller's Appointment and Development Policy.		Final round of consultation
Establish New Zealand Response Team (NZRT) Capability across the Bay of Plenty in collaboration with Waikato CDEM Group		
Support the New Zealand Response Team 16 to gain National Accreditation through the National Emergency Management Agency		

Third Quarter Reporting Schedule 30 December – 30 March 2024		
Activity	Tracking	Commentary
Undertake a regional tsunami impact assessment with identification of economic, infrastructure, political, and social impacts for the Bay of Plenty.		
Undertake an audit of plans against the Bay of Plenty CDEM Group Planning framework to determine planning priorities and maintenance schedule.		This work is will carry overinto the next annual plan. Foccurring on the Local Memembers
Develop and implement a CDEM regional deployable response capability for supporting emergency coordination / operation centers.		
Develop and implement the Bay of Plenty CDEM Group Situational Viewer.		
Develop and implement a Bay of Plenty CDEM Group guideline for receiving and incorporating science advice.		
Establish continuous improvement system ensuring the coordination and implementation of recommendations from post event, post exercise, and post training reports or reviews.		

Fourth Quarter Reporting Schedule 30 March – 30 June 2024		
Activity	Tracking	Commentary
Develop the Bay of Plenty CDEM Group Disaster Waste Management Plan		
Review and update the Bay of Plenty CDEM Group Recovery Plan 2015. – (Supporting Plan to the Bay of Plenty CDEM Group Plan 2023-2028)		This work will be completed this financaial year, however it will fall outside of the governance cycle.
Participate in the NEMA lead Catastrophic Event Planning work programme		

Develop a Major Hazard Facility Readiness Programme		
Develop the Bay of Plenty CDEM Group Regional Tsunami Evacuation Plan		Reprioritised to sit as annex to the Mass Movement Plan – Moving into the next financial year.
Prepare for and participate in the NEMA led Exercise Ru Whenua.		
Develop business case for a Joint Emergency Management Centre with EMBOP, FENZ and TCC		This may be reprioritised

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.

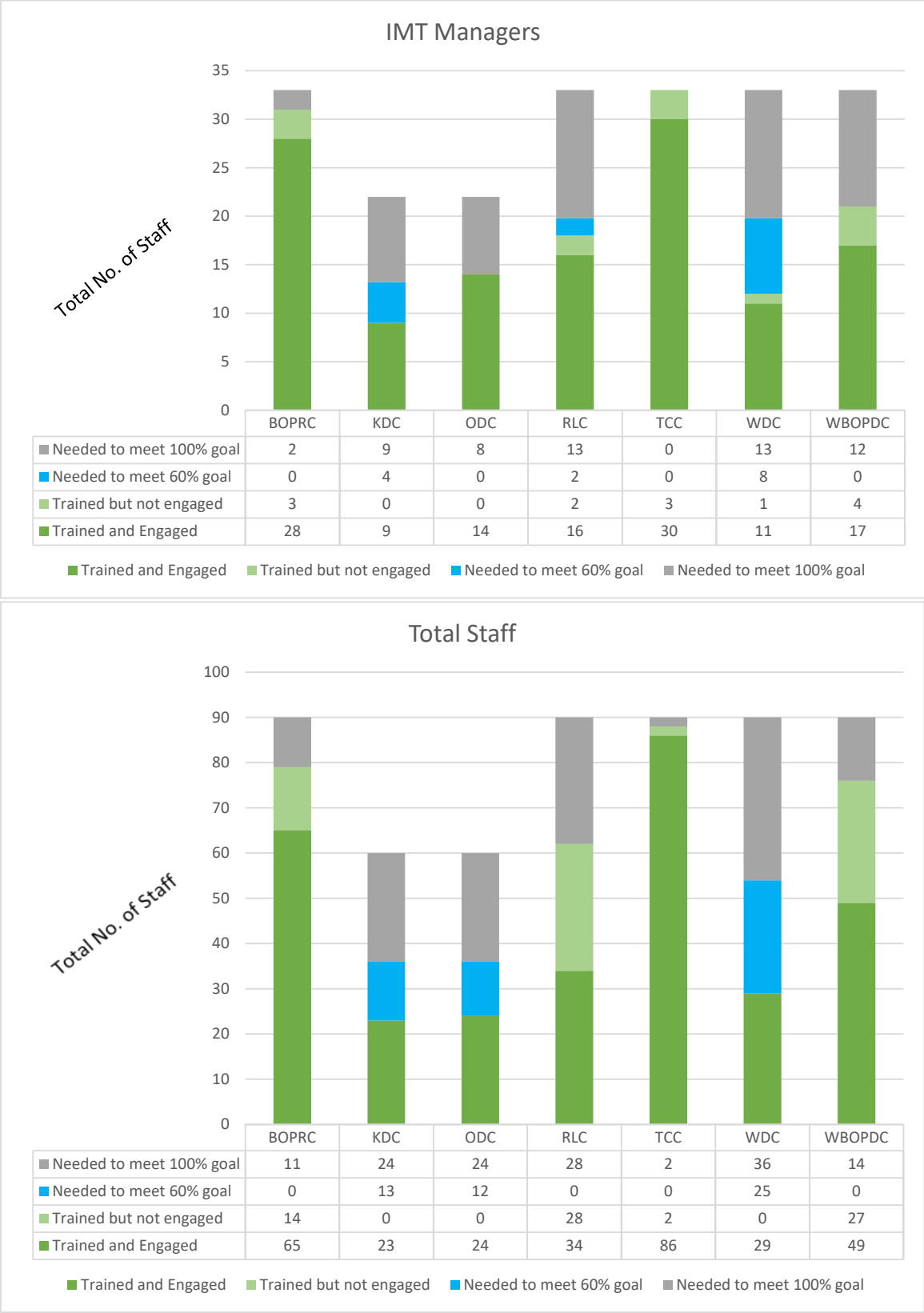
The number of roles each council is required to fill will increase over time; this can be seen in the table below.

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 graphs. These graphs outline 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%.

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.



Emergency Management Report - Q4 2023/2024



To: **BOP CDEM Group Joint Committee Meeting**
Date: **Friday, 5 July 2024**
Author: **David Bewley / GM Development and Environment Services**
Authoriser: **Steph O'Sullivan / Chief Executive**
Reference: **A2686493**

1 Reduction Activities

1.1 Climate Change Adaptation Programme

The Council commenced Stage 1 of its Climate Change Adaptation Programme with a Climate Change Risk Screening Workshop with key stakeholders. There are five stages to the programme which builds on the Regional Climate Change Risk Assessment that was completed last year:

- Stage 1 is a technical assessment of climate risks to the Whakatāne District that will enable decision makers to make informed decisions on priorities and resource allocation for adaptation responses. Development of an online interactive viewer is also included in this stage. This is to be completed by early 2025.
- Stage 2 involves prioritising climate risks through an extensive community engagement programme and Council workshops.
- Stage 3 builds on the Stage 2 engagement to develop local community adaptation plans for priority risks. Local adaptation plans will include defining both specific climate impacts for monitoring and thresholds at which interventions are required.
- Stage 4 involves incorporating local adaptation plans into formal Council planning documents such as the LTP and District Plan.
- Stage 5 will involve monitoring of climate impacts and implementation of local adaptation plans when intervention thresholds are reached.

The Risk Screening Workshop was supported by climate change staff from BOPRC, Tauranga City Council and the Western Bay of Plenty District Council who acted as table facilitators. These staff considered the workshop provided them with a great learning opportunity and demonstrated a perfect example of how regional collaboration builds capacity within councils.

1.2 Dynamic Adaptive Policy Pathway (DAPP)

In April the Council approved a dynamic adaptive policy pathway (DAPP) approach to a flood risk management issue that resulted in the closure of a section of Manawahe Road during 2023. Manawahe Road links Matatā to SH30 at Lake Rotomā. Taking into account a range of factors, the Council resolved to invest in a low-cost solution that provided certainty to property owners and road users whilst recognising the long recurrence period between flood events and future climate change rainfall forecasts. Through enhanced readiness, this solution will deliver a higher standard of resilience to affected landowners and Council's roading network.

1.3 Rapid Building Assessment

Over the past two years, MBIE has been working on reviewing the national framework for managing buildings in emergencies. The Whakatāne District Council has been actively involved in this work which has included reviewing the rapid building assessment forms and placards used in emergencies, developing a competency framework for rapid building assessors (typically engineers and building control officials), developing a training programme for assessors together with training content. Work currently underway involves reviewing and updating the structural and geotechnical field guides used by assessors. These are expected to be available to the sector later this year.

2 Readiness

2.1 Capability Development

- Community of Practice (CoP) sessions, led by EMBOP, have been well received by staff and are viewed as a great initiative towards developing regional consistency in our Emergency Management response activities.
- 11 attendees completed EOC induction and Foundation Course in May 2024.
- 13 EOC staff completed CIMS 4 training in April 2024.
- 2 EOC staff attended the Welfare function course in April 2024.
- 4 EOC staff completed Operations function course in May 2024.
- Internal monthly EOC training sessions were initiated in May 2024 with 32 attendees. A further session was held in June 2024.

2.1.1 Highlights

- Communities of Practice – great initiative by EMBOP which will add significant value as attendance and momentum builds over time.
- Function specific training – very well received by all attendees who have been waiting for this training to become available.
- EOC Monthly Stand Ups – well received by staff and a great opportunity for us to start fostering positive working relationships within our team during ‘peace time’ before we have to work together under pressure during an emergency event.

2.1.2 Next Quarter

- There are numerous Community of Practice meetings scheduled across a variety of EOC functions during the next quarter. Significant effort is being made to promote these events which is expected to result in greater attendance numbers over the next reporting period.
- EOC Stand Ups are scheduled for the first week of every month and will follow a calendar of planned training activities including scenario based exercises.
- A Whakatāne based ITF Intermediate Course (a requirement for all EOC staff) is scheduled in August 2024. This course will allow us to fill a significant training need which will be reflected in our readiness KPI metric.
- Continuing attendance being encouraged for CIMS 4 courses (October), and Planning function and Welfare function courses scheduled in the next reporting period.

- Installation of Starlink on the Civic Building to build communications resilience.
- Collaboration with emergency services exploring opportunities for a shared VHF radio capability in the EOC.
- Meeting with SPCA to discuss operational considerations for animal welfare during response.
- Continuing work to progress an alternative EOC in Waiewe Street, Whakatāne.

2.2 Community Engagement / Readiness / Resilience

2.2.1 Public Education

Emergency management staff supported the successful public information evening held in Whakatāne concerning the risk associated with the Hikurangi Subduction Zone.

2.2.2 Evacuation Planning

The Council is working with GNS to develop a Project Plan to develop an Evacuation Plan for tsunami risk and a breach of the Whakatāne River affecting the Whakatāne community. This will be a major project given the potential scale of the evacuation required for either of these events.

2.2.3 Community Response

The Council supports the coordination of six CERT (Community Emergency Response Teams), being community-based volunteer groups. The role of CERT’s will be reviewed in light of the Community Hub model and Health and Safety at Work considerations.

We continue to engage with communities of interest, such as the Te Teko community who ran an emergency preparedness planning wananga/workshop with community members and their whānau (70 participants), and a hui with Te Teko marae collective leaders, working toward marae emergency preparedness.

3 Local Responses (March to 24 June 2024)

EOC Monitoring	
April 24	Weather watch – no EOC activation
EOC Supporting	
	Nil
EOC Coordinating	
	Nil
EOC Directing	
	Nil

4 Recovery

4.1 Local Recovery Manager

The Whakatāne District Council is seeking confirmation from the Joint Committee of the appointment of Dr Leny Woolsey as Local Recovery Manager for the Whakatāne District Council.

Recovery staff attended the Controller and Recovery Manager hui on 12 March 2024, and a Recovery Workshop to discuss how Recovery at Regional and Local level should be established and managed, and then considered what key activities would be the RM’s focus.

Recovery Managers have reviewed and provided input into a draft Policy for the Appointment of Controllers and Recovery Managers.



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	5 July 2024
Report Writer:	Clinton Naude, Director, Emergency Management Bay of Plenty
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To provide the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee with an update of key emergency management activities.

Update - Director Emergency Management Bay of Plenty

Executive Summary

This report serves to provide the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee with an update of key emergency management activities.

Recommendations

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

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

1. Summary update on key emergency management activities for Quarter 3.

1.1 Bay of Plenty CDEM Group Annual Plan 2024-2025

The Bay of Plenty CDEM Coordinating Executive Group (CEG) at the meeting on 31 May 2024 resolved to delay the development and finalisation of the Bay of Plenty CDEM Group Annual Plan 2024-2025.

This decision was made due to several key factors.

- Potential reprioritisation of emergency management functions and activities arising from the pending Government's response to the Report of the Government Inquiry into the Response to the North Island Severe Weather Events.
- Alignment with member Local Authorities Long-Term Plans given certain member Local Authorities have an extension on finalising their Long-Term Plans.
- Alignment with the Government's priorities for emergency management on the National Emergency Management Agency (NEMA) and the wider emergency management sector.

1.2 New Zealand Response Team 16 – Bay of Plenty

The National Emergency Management Agency (NEMA) undertook their initial accreditation review of New Zealand Response Team (NZRT)16 over the weekend of 23/24 March 2024. The team received strong reviews from the accreditation panel with particular regard to skillsets demonstrated and team culture. There was a comprehensive report issued post accreditation including several actions and recommendations for completion. These are being addressed with expectation of final signoff end June 2024 and the team then being deemed operational.

NZRT 16 is based in Tauranga at the operational base at Tauranga Airport. The team has been provided with two Toyota Hilux 4x4 units from the Bay of Plenty Regional Council vehicle pool. These vehicles are dedicated to the team and will be branded in line with the livery of the vehicles of Emergency Management Bay of Plenty.

Emergency Management Bay of Plenty will investigate the establishment of further NZRT's across the Bay of Plenty with a focus on the Eastern Bay of Plenty in the 2024-2025 financial year.



New vehicle livery for New Zealand Response Team 16 – Bay of Plenty

1.3 New Zealand Space Weather Response

Space weather relates to the effects of solar activity on the electromagnetic condition in the near-space around the earth. This can cause severe geomagnetic disturbance that could negatively impact information and communications technology (ICT), global navigation satellite system (GNSS) and other crucial infrastructure, including national electricity grids, navigation/operation of aircraft, and the safety of passengers and crew. This natural phenomenon was recently evidenced in the increased solar activity during May 2024.

The Minister for Emergency Management and Recovery has assigned the National Emergency Management Agency (NEMA) as the lead agency for Space Weather response. NEMA will lead a project to develop a (system-wide) NZ Space Weather Response Plan with partner agencies.

Emergency Management Bay of Plenty will be working with the National Emergency Management Agency to understand roles and responsibilities expected of CDEM Groups in the monitoring, alerting and response to space weather.

Understanding space weather, the Australia Bureau of MET has a great set of information explaining what it is and the impacts on various sectors : [SWS - Educational \(bom.gov.au\)](https://www.bom.gov.au/space-weather/educational/)

1.4 Exercise Ru Whenua

On 12 June 2024, along with numerous agencies and CDEM Groups the length of the country, the Bay of Plenty CDEM Group joined the National Emergency Management Agency (NEMA) to participate in exercise Ru Whenua, based on a scenario where an alpine fault rupture greater than magnitude 8 triggers a national emergency. This was the first day of a 3 (non-consecutive) day exercise which focused on the activation of the Group Emergency Coordination Centre (GECC) and the initial response actions.



Controller standup brief



Situation Room

Item 8.7

2. Considerations

2.1 Risks and Mitigations

The matters addressed in this report are of a procedural nature.

2.2 Climate Change

This report is procedural in nature.

2.3 Implications for Māori

This report is procedural in nature.

2.4 Community Engagement

This report is procedural in nature.

2.5 Alignment with Strategic Framework

This report aligns with the Bay of Plenty CDEM Group Plan 2024-2029.

2.6 **Financial Implications**

There are no financial implications arising from this report.

3. **Next Steps**

Progress on key emergency management activities will continue to be monitored and reported.



National Emergency Management Update

Bay of Plenty CDEM Joint Committee
05 July 2024

Budget 2024

- The Government announced its 2024/25 budget on 30 May 2024. There were a number of items relevant to NEMA and emergency management.
- NEMA is not subject to the 6.5% public sector funding cuts.
- NEMA will be investing in an assurance function. The Chief Executive has indicated that he intends to advertise soon for this at the Deputy Chief Executive level.
- NEMA staff numbers will grow in areas according to the Govt's priorities (which includes what comes out of the Govt's response to the Govt Inquiry into the NISWE). NEMA currently has approximately 160 staff and will grow to roughly 180.
- The Government is investing \$1 Billion in cyclone relief, resilience and emergency preparedness. Of that \$10.5M has been set aside for the new National Emergency Management Facility in Wellington. Information on NEMF \$\$\$ is half way down this press release <https://www.beehive.govt.nz/release/more-1-billion-cyclone-relief-resilience-and-emergency-preparedness>

Emergency Management Reform

- Submissions on the Emergency Management Bill and insights from last year's severe weather events made it clear that the bill would not deliver the integrated, fit-for-purpose emergency management framework that New Zealand needs.
- The Government therefore discharged the bill. The Government intends to introduce a new bill by the end of 2025.
- The Government will be looking at recommendations of the Report of the Government Inquiry into the North Island Severe Weather Events, other reviews of last year's weather events, and submissions on the previous bill, and work through what improvements need to be made.
- Advice will be presented to Cabinet in September 2024 seeking decisions on actions for improving New Zealand's resilience to natural disasters and other emergencies.
- Those decisions will inform the scope, scale, and speed of change in response to the Government Inquiry, including the scope of any future Emergency Management Bill.

CDEM Directors Statement for Tsunami Evacuation Zones

- As a result of the sector-wide desire to have a nationally consistent tsunami evacuation zones, NEMA has worked with CDEM Groups and scientists to develop a more effective national approach that will be included in updated guidance documents.
- NEMA is now recommending one blue tsunami evacuation zone for public facing tsunami evacuation zones. This approach is an evidence-based approach and aligns with best practice. The new approach was announced to CDEM Groups on 15 April 2024, as a statement of intent from the Director, ahead of the formal guideline being updated and published at the end of 2024. This will allow CDEM Groups to progress their work and work planning with the certainty of national direction.
- The Director's Statement can be viewed here: <https://www.civildefence.govt.nz/resources/publications>.



NEMA Internal Operational Lessons Report

- NEMA has published its internal review report of its operational response to the North Island Severe Weather Events of early 2023.
- NEMA's review was internally focused on the functional capacity of the systems, processes, internal policies, people capability and infrastructure used and/or directed by NEMA during the response.
- Some of the key lessons include:
 - Science, intelligence and geospatial capability and capacity need to be enhanced to build situational awareness and support decision making during emergencies.
 - There continues to be a need for a shared, system-wide "single source of the truth" (Common Operating Picture).
 - The NCC/NCMC facility is not fit for purpose especially for a response of this scale. NEMA and NCC/NCMC IT was not reliable.
 - Deployment of emergency management professionals into the regions was vital to support emergency response operations at local and regional levels.
 - NEMA should build on the selection, training and exercising for emergency management sector deployments to grow capability and capacity to meet future demand.
 - NEMA's well-established relationships across the all-of-government network, and internationally, served us well in our lead agency capacity.
- The report is publicly available:

<https://www.civildefence.govt.nz/assets/Uploads/documents/publications/May-2024-NISWE-NEMA-Internal-Operational-Lessons-Report-FINAL.pdf>

Review of Reviews

- Review of reviews - NEMA Chief Executive has commissioned the NEMA Continuous Improvement Unit to conduct a review across reports into the emergency management response to the 2023 North Island Severe Weather Events.
- It is expected this will confirm the themes the inquiry has identified. If there are additional themes identified through this work, that will be really good to know as the Government is considering its response to the Government Inquiry.
- This project is expected to deliver an aggregated view of how frequently the same themes have been raised, how many agencies are working to address the same or similar recommendations and enable a comparison with reports on responses to other significant events.
- It is known there are agencies who are wanting to consider learnings from others that may apply to them. Having an aggregated view of these reports will make it easier.
- This work will be a snapshot of reports finalised by the end of April/early May. NEMA intends to engage with agencies in early to mid-May with the next steps in mind.

Exercise Rū Whenua 2024

- Day 2 of the exercise will take place on 26 June, this is a table-top exercise aimed at CE level where possible, across Central and Local Government, iwi Māori, NGOs, industries bodies and commercial businesses. The number of people and organisations that could be invited were restrained by venue capacity.
- Day 3 of Rū Whenua is a tabletop exercise being held on 10 July, focusing on the transition to recovery.



CDEM Resilience Fund

- Internal assessment of applications is complete, NEMA was not able to make any decisions until the release of the Budget.
- It has now been confirmed that there are no changes to the 2024/25 Resilience Fund, and NEMA is in the process of finalising these Resilience Fund assessments.
- All applicants will be advised of the outcomes as soon as practicable to enable successful projects to start in July 2024.

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