



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 Western Bay of Plenty District Council Chambers, 1484 Cameron Road, Greerton, Tauranga on:

FRIDAY 13 DECEMBER 2024 COMMENCING AT 10:00AM

This meeting will be recorded.

The public section of 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
5 December 2024



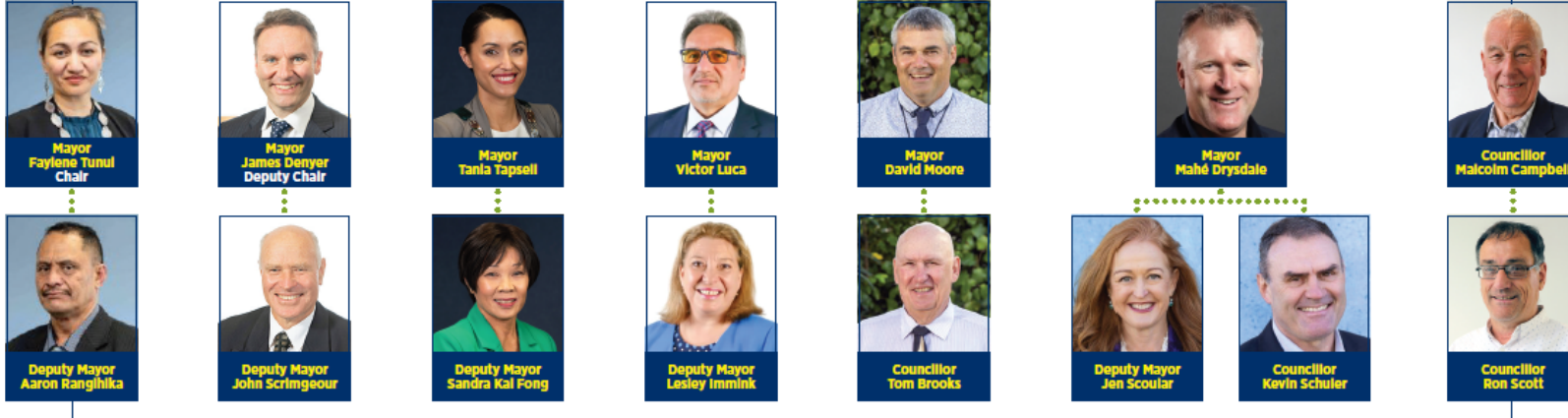


A safe, strong Bay of Plenty, together
Te Moana a Toi kia kaha mā tātou katoa

Bay of Plenty Civil Defence Emergency Management Joint Committee



Members



Alternate Members

As at 16 September 2024



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	Mayor Mahé Drysdale Deputy Mayor Jen Scoular (<i>Alternate</i>) Councillor Kevin Schuler (<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 Council policy until adopted by Council.

Agenda

Opening Karakia

1. Apologies
2. Public Forum
3. Items not on the Agenda
4. Order of Business
5. Declaration of Conflicts of Interest
6. Public Excluded Business to be Transferred into the Open
7. Minutes

Minutes to be Confirmed

- | | | |
|-----|---|----------|
| 7.1 | Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2024 | 9 |
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8. Presentations

8.1 NEMA's Space Weather Programme

Presented by: Paul Renshaw and Louisa Prattley, Planning and Sector Partnerships

9. Reports

Decisions Required

9.1	Bay of Plenty CDEM Group Statutory Appointments	22
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Attachment 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 13 December 2024	26
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Attachment 2 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers 13 December 2024	27
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9.2	Bay of Plenty CDEM Group Office Quarterly Performance Monitoring Report 2024 - 2025 (Q1)	28
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Attachment 1 - Figure 2A	33
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9.3	Bay of Plenty CDEM Group Training KPI Measurement	34
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Information Only

9.4 Verbal Update: Director, Emergency Management Bay of Plenty

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

9.5 National Emergency Management (NEMA) Update Bay of Plenty CDEM Joint Committee - 13 December 2024 43

10. 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
10.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2024	As noted in the relevant Minutes.	As noted in the relevant Minutes.	To remain in public excluded.
10.2	Bay of Plenty CDEM Whakaari/White Island Coronial Inquiry December Update	Withholding the information is necessary to maintain legal professional privilege.	48(1)(a)(i) Section 7 (2)(g).	On the Chief Executive’s approval.

Minutes to be Confirmed

10.1 Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 27 September 2024

Decisions Required

10.2 Bay of Plenty CDEM Whakaari/White Island Coronial Inquiry December Update

11. Public Excluded Business to be Transferred into the Open

12. Readmit the Public

13. Consideration of Items not on the Agenda

Closing Karakia

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

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

Apologies:

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

Declaration of Public Recording

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

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

Opening Karakia and Mihi Whakataua

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

Chairman's Opening Announcement

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

1. Apologies

Resolved

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

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

**Campbell/Moore
CARRIED**

2. Declaration of Conflicts of Interest

None advised

3. Minutes

Minutes to be Confirmed

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

Resolved

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

- 1 Confirms the Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 5 July 2024 as a true and correct record.**

**Tunui/Denyer
CARRIED**

4. Reports

Decisions Required

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

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

Resolved

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

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

**Tapsell/Moore
CARRIED**

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

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

Key Points:

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

tasked with additional responsibilities: declaring/extending states of local emergency

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

In Response to Questions:

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

Resolved

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

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

**Tapsell/Moore
CARRIED**

4.3 Bay of Plenty Civil Defence Emergency Management Group Statutory Appointments

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

Resolved

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

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

**Campbell/Luca
CARRIED**

4.4 Amendment to Standing Orders: Virtual Attendance at Meetings

Presented by: Merinda Pansegrouw, Committee Advisor.

Key Points - Members:

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

Resolved

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

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

**Campbell/Tapsell
CARRIED**

4.5 Appointment Policy for Controllers and Recovery Managers

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

Key Points:

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

In Response to Questions:

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

Resolved

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

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

**Campbell/Moore
CARRIED**

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

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

Key Point:

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

Resolved

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

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

**Tapsell/Schuler
CARRIED**

4.7 Bay of Plenty CDEM Group Annual Plan 2024 - 2025

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

Key Points:

- The submission of the draft Bay of Plenty CDEM Group Annual Plan 2024-2025 to Joint Committee had been delayed; this postponement allowed for the incorporation of recently released reports, such as the Government Inquiry into the Response to the North Island Severe Weather Events (April 2024), and the delayed Councils' Long Term Plans. These additions would help better address and prioritise the CDEM Group's objectives for the next 12 months
- Confirmed Council engagement on the revised Annual Plan during the Coordinating Executive Group Local Authorities (CEG LA) meeting held in July 2024.

In Response to Questions:

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

Resolved

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

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

**Denyer/Tapsell
CARRIED**

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

4.8 Bay of Plenty CDEM Group Training KPI Measurement

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

Key Points:

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

Resolved

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

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

**TapSELL/Tunui
CARRIED**

Information Only

4.9 Presentation: Bay of Plenty Regional Council Natural Hazards Management

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

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

Key Points - Presentation:

- Provided a snapshot of natural hazard mapping across the region; with a focus on progress made with mapping regional landslide and coastal erosion
- Had completed coastal hazard mapping, including coastal erosion/inundation. Work was currently being adapted into council processes/communication planning was underway. Was likely to be able to share information within the next two to four months
- Highlighted liquefaction and landslides as key geotechnical hazards. Both had been mapped for the region. Information was available on the Regional Council website's via the BayHazards Viewer: [BayHazards - Bay of Plenty Natural Hazards Viewer \(arcgis.com\)](#)
- To note the joint responsibility under the Regional Policy Statement (RPS) for Flooding: District Councils were responsible for stormwater flooding/Regional Council was responsible for river flooding
- Strategy for default mapping was based on providing new information for urban growth structure planning (to feed into district plans)
- Volcanic hazards scoping study had recommended undertaking regional ashfall modelling (programmed for the next one to two years)
- Was closely following GNS Science Research regarding risks from general volcanic activity and potential tsunami
- Elaborated on two recent projects undertaken:
 - Project 1: Regional Landslide Study
 - Project 2: Mapping Coastal Erosion for entire Bay shoreline

- BOPRC supported community based adaptation planning through funding
- Natural Hazards Commission/Toka Tū Ake was piloting roll-out of a national portal for natural hazards mapping; BOPRC data to be included in the portal for the test run
- Highlighted risk management advances/tools available to address natural hazards risk (based on an integrated, holistic approach):
 - Regional councils focused on maintaining stop banks and river maintenance work/relied on district councils to put in place controls for subdivisions/new developments and district plans/emergency management for evacuation
 - When considering larger events, district planning and emergency management became particularly prominent
 - Climate change adaptation applied across all work
- Updated members on hazards specific plan changes completed/nearly completed/planned or scoped under the direction of the Regional Policy Statement (RPS) natural hazard provisions
- For urban growth areas, considered all hazards relevant to development sites on a catchments-based approach; focus was to ensure low risk for new developments/ensuring resilience to natural hazards and climate change.

Key Points - Members:

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

In response to Questions:

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

Item for Staff Follow Up:

- Staff to provide follow-up information on the process/timing for incorporating natural hazards mapping and associated risk data into LIM reports: Tauranga City Council to be invited to showcase their processes applicable to LIM reports, particular in relation to flood management; to be

shared with Mayors for information (either at a future Joint Committee or Mayoral Forum meeting).

Resolved

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

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

**Tapsell/Moore
CARRIED**

4.10 Verbal Update: Director, Emergency Management Bay of Plenty

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

Key Points:

- Thanked Mayors Moore and Luca for attending meeting with members of the New Zealand Volcanic Science Advisory Panel (NZ VSAP) (multi-agency Volcanic Science Advisory Panel). Attendees included researchers from GNS Science (Volcano Geophysicist, Nico Fournier) and NEMA. Would continue regular contact and update BOP CDEM Group members and communities accordingly
- Acknowledged the following recent appointments within Emergency Management Bay of Plenty:
 - Stace Tahere - Manager, Operations
 - Chris Brewer - Manager, Planning
 - Shell Brandt - Advisor, Planning
 - Samme Moore - Advisor Communications
- Ministerial drop-in by Minister for Emergency Management and Recovery, Honourable Minister Mark Mitchell scheduled for 9 October 2024 (further detail to follow)
- Participation in ongoing Catastrophic Planning (CatPlan) work - with focus on response models.

Resolved

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

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

**Tunui/Luca
CARRIED**

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

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

Key Points:

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

Resolved

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

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

**Tunui/Tapsell
CARRIED**

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

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

Key Points:

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

improve natural hazard information disclosure in LIMs. Submissions were open until 30 October 2024.

In Response to Questions:

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

Key Points - Members:

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

Item for Staff Follow Up:

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

Resolved

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

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

**Campbell/Schuler
CARRIED**

5. Public Excluded Section

Resolved

Resolution to exclude the public

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

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

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

**Tunui/Luca
CARRIED**

6. Consideration of General Business

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

Closing Karakia

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

12:51 pm - the meeting closed.

CONFIRMED

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

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	13 December 2024
Report Writer:	Andrea Thompson, Executive Assistant
Report Authoriser:	Stace Tahere, Manager, Operations
Purpose:	To endorse the appointment of Civil Defence Emergency Management (CDEM) Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group.

Bay of Plenty CDEM 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.

Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group Statutory Appointments;**
- 2 Approves the appointment of Antionette Campbell, Group Manager Strategy and Development, Ōpōtiki District Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 (1) of the CDEM Act 2002;**
- 3 Approves the appointment of Paul Warbrick, Te Arawa Partnership, Manuhautu Te Arawa Hourua, Rotorua Lakes Council as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27 (1) of the CDEM Act 2002;**
- 4 Approves the appointment of Sara Ellis, Senior Strategic Policy Analyst, Whakatane 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;**
- 5 Approves the rescindment of the Rod Barnett, Local Recovery Manager, Western Bay of Plenty District Council;**
- 6 Approves the rescindment of Steven Perdia, Local Recovery Manager, Whakatane District Council;**

- 7 Approves the rescindment of Gerard McCormack, Local Controller, Ōpōtiki District Council;**
- 8 Approves the rescindment of Cara Gordon, Alternative Group Controller, Emergency Management Bay of Plenty.**

1. Background

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

All appointments of statutory positions were endorsed by the Bay of Plenty CDEM Coordinating Executive Group at their meeting on the 20 November 2024.

2. Statutory Appointments

2.1 Ōpōtiki District Council

Stace Lewer, Chief Executive, Ōpōtiki District Council has advised at the Ōpōtiki District Council meeting on the 17 September 2024 nominated Antoinette Campbell, Group Manager Strategy and Development, Ōpōtiki District Council as Local Controller for the Bay of Plenty CDEM Group under Section 27 (1) of the CDEM Act 2002.

Antoinette Campbell brings nearly 20 years of civil defence emergency management experience from Hawke's Bay to the Bay of Plenty. She was an alternate and local controller for Napier City Council from 2009 to 2022 where she led a number of activations including the 2020 Napier Flood event and pandemic responses. She was also acting group controller for HBCDEM Group on occasion.

Antoinette has completed the Response and Recovery Programme training through RRANZ in 2019 as well as a number of other relevant civil defence trainings and exercises over the years.

Stace Lewer also advised that Gerard McCormack has resigned from the council, as a result of this he is no longer Local Controller they are seeking the rescindment of this appointment.

2.2 Rotorua District Council

Andrew Moraes, Chief Executive, Rotorua Lakes Council, has advised at the Rotorua Lakes Council meeting on the 2 October nominated Paul Warbrick, Manahautu Te Arawa Partnerships, Rotorua Lakes Council as Local Controller for the Bay of Plenty CDEM Group under Section 27 (1) of the CDEM Act 2002.

Paul Warbrick has come to the council from Whakatane District Council where he was part of the Council Executive team and prior to that 17 years in the Navy.

He has completed the core training for the New Zealand Coordinated Incident Management System (CIMS) which is the national inter-agency emergency management framework. He also has experience in leading both CIMS Planning and Operations functions in an operational environment.

Paul is from the Eastern Bay and affiliates to Ngati Rangitahi, Ngati Awa and Tuwharetoa ki Kawerau.

2.3 Whakatane District Council

Steven Perdia, Chief Executive, Whakatane District Council has advised at the Whakatane District Council meeting on the 17 October nominated Sarah Ellis, Senior Strategic Policy Analyst, Whakatane District Council, as Local Recovery Manager for the Bay of Plenty CDEM Group under Section 30 (1) of the CDEM Act 2002.

Sarah was employed by the council in January 2024 her role involves policy and bylaw review/development, corporate planning, strategy as well as supporting climate change portfolio.

Sarah has engaged with CDEM within the council and is a current member of Emergency Management as an Intelligence Manager, she has completed the Coordinated Incident Management System training.

Steven Perdia also advised the council is seeking a rescindment of his appointment as local recovery manager.

2.4 Emergency Management Bay of Plenty

Mark Crowe, Director, Emergency Management Bay of Plenty has advised that Cara Gordon has resigned as a result of this he is seeking the rescindment of her appointment as Alternative Group Controller.

2.4 Western Bay of Plenty District Council

John Holyoake, Chief Executive has advised that Rod Barnett has resigned from his position within the council as a result of this he is seeking a rescindment of Rod's appointment as Local Recovery Manager.

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.

3.5 **Alignment with Strategic Framework**

This report addresses the statutory requirements of the Bay of Plenty CDEM Group under the CDEM Act (2002), to appoint Group / Local 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.

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

Will be uploaded to the Bay of Plenty Civil Defence Emergency Management Group Website.

Attachments

Attachment 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 13 December 2024 [↓](#)

Attachment 2 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers 13 December 2024 [↓](#)



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

The following are controllers appointed to the Bay of Plenty CDEM Group under the requirements of the CDEM Act 2002, and are ratified under this policy by the Bay of Plenty CDEM Group Joint Committee on 13 December 2024.

<i>Signature:</i>		Mayor Faylene Tunui Chair, Bay of Plenty CDEM Group Joint Committee	
		Date: 13 December 2024	
Group Controller appointed under Section 26 (1) of the CDEM Act 2002	Mark Crowe	Alternative Group Controllers appointed under Section 26(2) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Stace Tahere 2. Chris Brewer 3. Matthew Harrex 4. Nassah Rolleston-Steed 5.
Rotorua Council Local Controllers appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Stavros Michael 2. Bruce Horne 3. Suzanne Craig 4. Regan Fraser 5. Richard Horn 6. Paul Warbrick 		
Western Bay of Plenty District Council Local Controllers appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Peter Watson 2. Gary Allis 3. Scott Parker 4. Kerrie Little 5. Adele Henderson 		
Tauranga City Council Local Controller appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Paul Davidson 2. Mike Naude 3. Nigel McGlone 4. Sam Fellows 5. Sarah Omundsen 		
Whakatane District Council Local Controllers appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Nicholas Woodley 2. Mike Avery 		
Opotiki District Council Local Controllers appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Antoinette Campbell 2. Vacant 		
Kawerau District Council Local Controllers appointed under Section 27(1) of the CDEM Act 2002	<ol style="list-style-type: none"> 1. Lee Barton 2. Vacant 		



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 13 December 2024.

Signature:		Mayor Faylene Tunui Chair, Bay of Plenty CDEM Group Joint Committee Date: 13 December 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. Vacant 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. Sara Ellis
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:	13 December 2024
Report Writer:	Shell Brandt, Advisor, Planning
Report Authoriser:	Stace Tahere, Manager, Operations
Purpose:	To inform the committee of the current status of all governance approved projects for the BOP CDEM Group Office Quarterly Performance Monitoring Report 2024-2025 for endorsement by Joint Committee.

Bay of Plenty CDEM Group Office Quarterly Performance Monitoring Report 2024 - 2025 (Q1)

Executive Summary

This Report summarises the progress of activities of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group over Q1 of the 2024-2025 financial year, measured against the outcomes of the Bay of Plenty CDEM Group Plan 2024-2029.

All projects that have commenced are on track, with the remainder scheduled to commence later in the financial year (Q3-Q4). No activities are at risk.

Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group Office Quarterly Performance Monitoring Report 2024 - 2025 (Q1);**
- 2 Endorses the proposed approach to reporting for the remainder of the 2024 - 2025 financial year and moving forward.**

1. Background

The CDEM Group Office Quarterly Performance Monitoring Report for 2024-2025 provides a snapshot overview of the Bay of Plenty CDEM Group's activities throughout the fiscal year. It covers highlights of the Groups' achievements across the four key areas of the Group Plan (Reduction, Readiness, Response and Recovery) as well as Monitoring and Evaluation (M & E). This report is used to evaluate activity

status, track overall progress, identify current limitations, and provide a general estimate of activity completion.

Endorsement of this Report is requested from Group Joint Committee. Endorsement and feedback have been provided by the Coordinating Executive Group Local Authorities (CEG LA) and the Coordinating Executive Group (CEG). This Report is complete with the most up-to-date activity progress tracking as of 28 November 2024.

2. Consultation

The Report has been developed by Emergency Management Bay of Plenty staff. Members of CEG LA (1 November 2024) and CEG (20 November 2024) have endorsed this approach for reporting.

3. Considerations

3.1 Risks and Mitigations

All projects that have commenced are on track, with the remainder scheduled to commence later in the financial year. No activities are at risk.

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

[If relevant, Insert text]

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

The Group Office Quarterly Performance Monitoring Report 2024–2025 is the primary reporting tool used for measuring and evaluating the progress made within the Bay of Plenty CDEM Group Plan 2024-2029, which describes the 5-year outcomes that the Bay of Plenty CDEM Group would like to complete and the associated actions that will be taken to achieve these outcomes.

3.6 Financial Implications

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

4. Next Steps

Group Joint Committee members will have the opportunity to review this reporting method for the Group Office Quarterly Performance Monitoring Report 2024-2025 and provide feedback for consideration by the EMBOP leadership team before being finalised.

Performance Monitoring Summary

In total, there are 18 Annual Plan projects (2024/25) that have been proposed by the Group Office and have achieved governance approval. These items are classified in blue in Figure 1A below and broken down by their respective categories (4 R's and M & E) as shown in Figure 1B. Figure 1A also shows the additional 'Foundational Workstream' projects that will be completed in the background by the Group Office but does not maintain the same degree of governance reporting unless otherwise specified (i.e., reported internally only). These 15 Foundational projects are shown in orange (Figure 1A). All projects that have commenced are on track, with the remainder scheduled to commence later in the financial year.

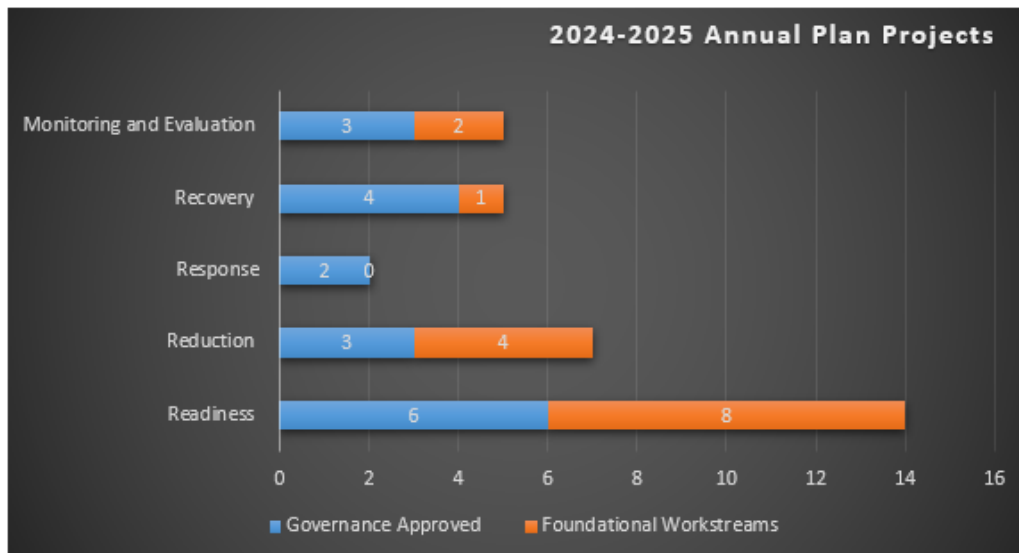


Figure 1A. Describes the 2024-2025 Annual Plan activities by their respective category (4 R's and M & E), with the governance approved (to be reported on) items in blue and the additional non-reported Annual Plan items (Foundational Workstreams) in orange.

2024-2025 Governance Approved Activities

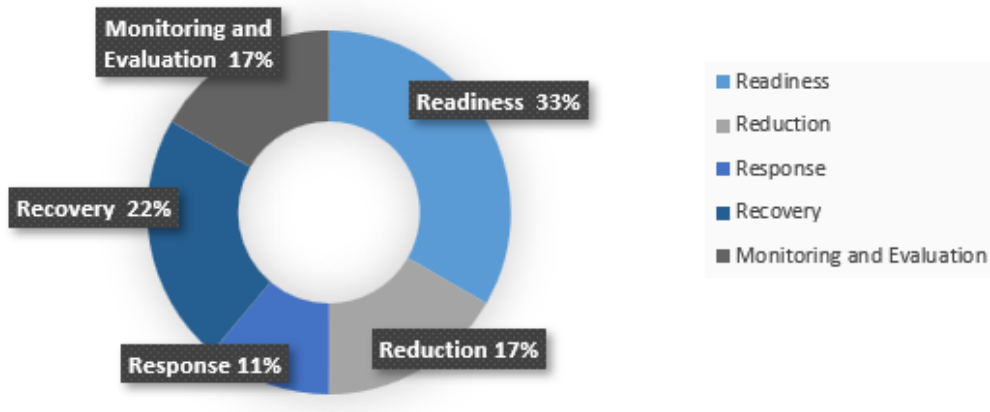


Figure 1B Demonstrates a percentile breakdown of all governance approved activities within their respective categories (4R's and M & E).

Table 1 (below) provides a list of all governance approved projects for the Bay of Plenty CDEM Group for this financial year 2024-2025 with a descriptive break-down of each of these projects by category (4R's and M & E), project status and estimated completion date. Further detail of each project can be found below in the following report.

NUMBER	PROJECT DESCRIPTION	CATEGORY	STATUS	START DATE (ESTIMATED)	COMPLETION DATE (ESTIMATED)
1	Scope a Public Information GIS Hub For Public Awareness During an Event	Readiness	Not Yet Started	Q3	On Going/Multi-Year
2	Complete Tsunami Modelling for The Bay of Plenty	Reduction	On-Track	Started in 2023/24 (Q1)	2025/26 (Q3)
3	Develop Bay of Plenty CDEM Group HazardScape Report	Reduction	On-Track	Q1	2025/26 (Q3)
4	Deliver Bay of Plenty CDEM Group Risk Assessment Workshops	Reduction	On-Track	Q3-Q4	On Going/Multi-Year
5	Develop The Whakaari Recovery Action Plan	Recovery	On-Track	Q3-Q4	30 June 2025
6	Update 'Lessons Learnt' from Cyclone Gabrielle into The Recovery Toolkit	Recovery	On-Track	Q3-Q4	30 June 2025
7	Develop And Facilitate Response to Recovery Transition Training	Recovery	On-Track	Q3-Q4	30 June 2025
8	Develop Bay Catastrophic Emergency Planning Off the Back of The NEMA Cat Planning Handbook - Alternative Facilities, Systems, Tools to Support Response (Scope First PL/OPS-Handbook NEMA).	Readiness	On-Track	Q1	On Going/Multi-Year
9	Implement The Bay of Plenty Group Assurance Framework	Monitoring and Evaluation	Not Yet Started	Q3-Q4	30 June 2025
10	Develop The Recovery in Response Guide	Recovery	Not Yet Started	Q3-Q4	30 June 2025
11	Develop A GECC Checklist Compendium	Response	On-Track	Q3-Q4	30 June 2025
12	Develop A Civil Defence Centre Training Course and Guide	Response	Not Yet Started	Q3-Q4	Undetermined
13	Generate A development Programme for Elected Members	Readiness	Not Yet Started	Q3-Q4	30 June 2025
14	Review Bay of Plenty Group Welfare Plan 2019	Readiness	Not Yet Started	Q3-Q4	Undetermined
15	Support Review and Analyse Implications of The New Emergency Management Bill and Implement Subsequent Actions	Monitoring and Evaluation	Not Yet Started	Awaiting New Bill	Undetermined
16	Deliver On the Bay of Plenty CDEM Group Public Education Plan	Readiness	On-Track	Q3-Q4	30 June 2025
17	Support The Whakaari Coronial Inquiry	Readiness	On-Track	Q1	On Going/Multi-Year
18	Review Of the Administering Authority Services Document for The CDEM Group	Monitoring and Evaluation	On-Track	Q3-Q4	30 June 2025

Appendix One:

Figure 2A – Demonstrates the status of all 18 governance approved projects.

Attachments

Attachment 1 - Figure 2A [↓](#)

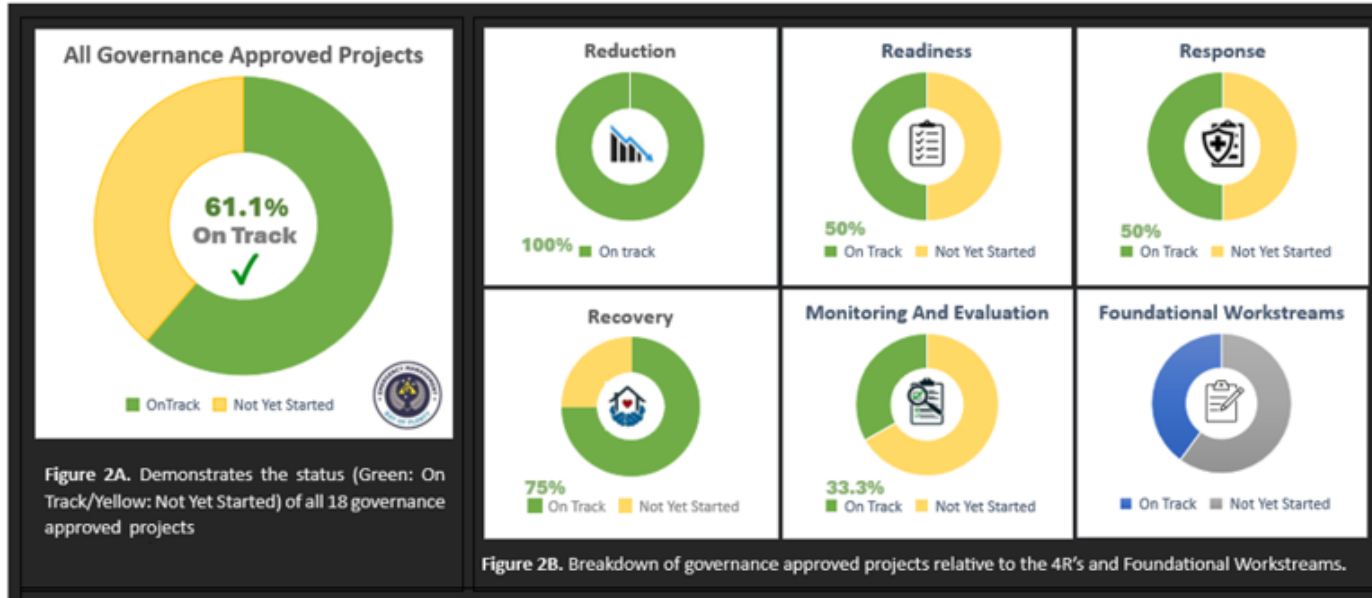


Figure 2A. Demonstrates the status (Green: On Track/Yellow: Not Yet Started) of all 18 governance approved projects

Figure 2B. Breakdown of governance approved projects relative to the 4R's and Foundational Workstreams.

KEY TERMS:

- **Monitoring and Evaluation:** activities that provide management and stakeholders opportunities for ongoing intervention with early indications of compliance with responsibilities and progress in the achievement of results while measuring overall effectiveness. This is outlined in the BOPCEM Group Plan (M & E) based on *Assurance, Performance, and Outcomes*.
- **Foundational Workstreams:** additional activities in the Annual Plan that will be completed by the Group Office and reported internally unless otherwise specified.
- **On Track:** activities are on the projected timeline for completion.
- **Not Yet Started:** activities that are projected to start later in the financial year (Q3-Q4) or are awaiting some form of external engagement.
- **Ongoing:** activities that *have started* or *will* start this financial year that are anticipated to be multi-year projects.
- **At Risk:** Activities that are unlikely to meet their expected completion deadlines. No activities are classified as "At Risk" currently.



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	13 December 2024
Report Writer:	Tara Cooper, Senior Advisor, Operations
Report Authoriser:	Stace Tahere, Manager, Operations
Purpose:	To provide Joint Committee members with an update of the training statistics for the approved KPI.

Bay of Plenty CDEM Group Training KPI Measurement

Executive Summary

This report serves to inform and update the Joint Committee members on the current training statistics against the KPI measuring approach.

Recommendations

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

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

1. Background

As part of the Local Authority LTP development process, the CDEM Group KPI's were reviewed. In support of this, EMBOP ran workshops with council representatives, as nominated by CEGLA, 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. Tools and resources were not included in this KPI as they are measured through the annual EOC/ECC audit process.

1.1 Recommendations for Future Reports

The following additional reporting requirements have been added to the Bay of Plenty CDEM Group Training KPI Measurements report:

- Controller and Recovery Manager appointments and training.

This has been updated for this report.

2. KPI Measuring Approach

The focus of this KPI is to measure the capacity of Emergency Operations and Coordination Centre (EOC/ECC) staff through the attendance and completion of training courses.

Originally this KPI was made up of two components. Along with undertaking the relevant training for each role, all staff were required to engage with CDEM annually by completing a minimum of 8 hours ongoing professional development.

Due to the issues with recording engagement accurately, this has been removed from the KPI measurement. From 1 July 2024, the KPI will be measured solely against training completions.

2.1 KPI Requirements

The KPI is made up of two groups, IMT and function staff. The number of staff required has been identified per one shift for each group. This is outlined in the table below:

Group	No. Required	Description
IMT Staff	11	This consists of one of each management role as laid out in CIMS 3rd Edition.
Function Pool Staff	19	This has been calculated based on three staff for each of Intelligence, Planning, Operations, Logistics, PIM, Welfare and 1 Controllers Assistant.
Total Staff for 1 Shift	30	

Councils are required to plan for a set number of shifts dependant on the size of the council with the number of trained staff required increasing over time. These are identified in the table below:

KPI Goals	2024-2031 - 80%			2031 - 100%		
	IMT	Staff	Total	IMT	Staff	Total
Council and Shift/Staff numbers						
BOPRC, RLC, TCC, WBOPDC, WDC (3 shifts of 30)	26	46	72	33	57	90
KDC, ODC (2 shifts of 30)	18	30	48	22	38	60

From 1 July 2024, councils should have reached the 80% KPI in accordance with the CEG directive and will now be working to achieve the 100% KPI requirement by 2031.

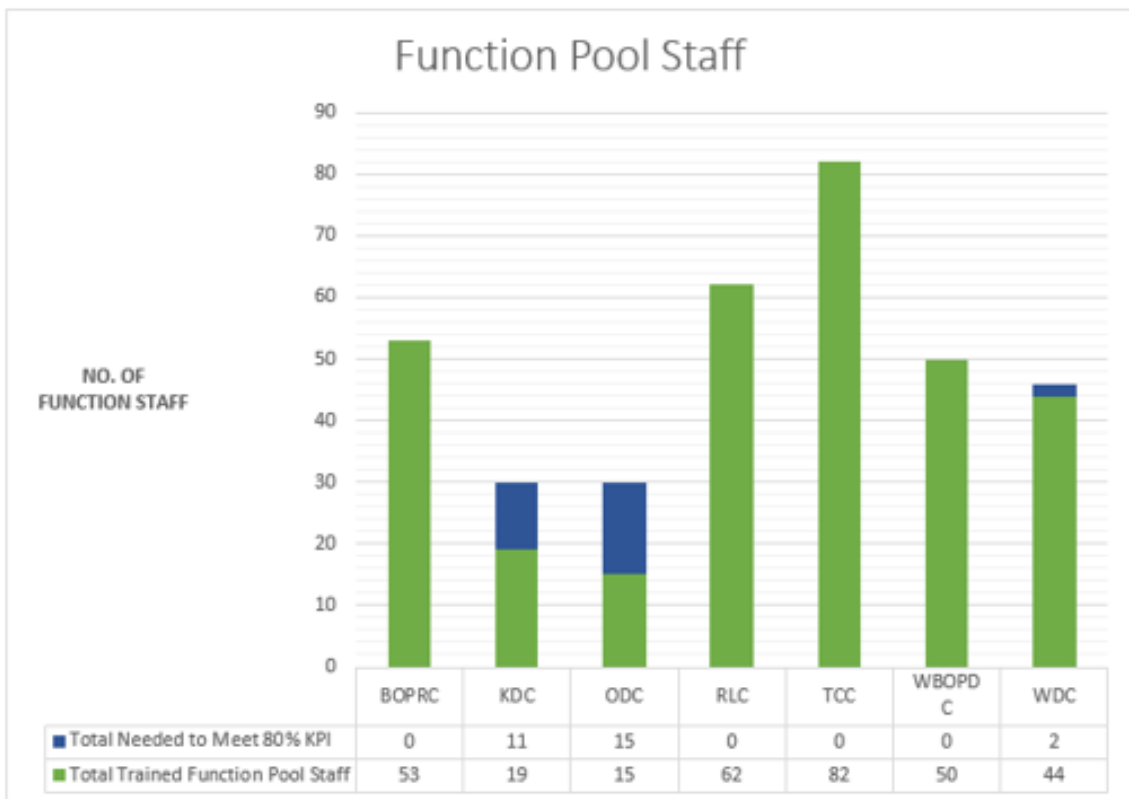
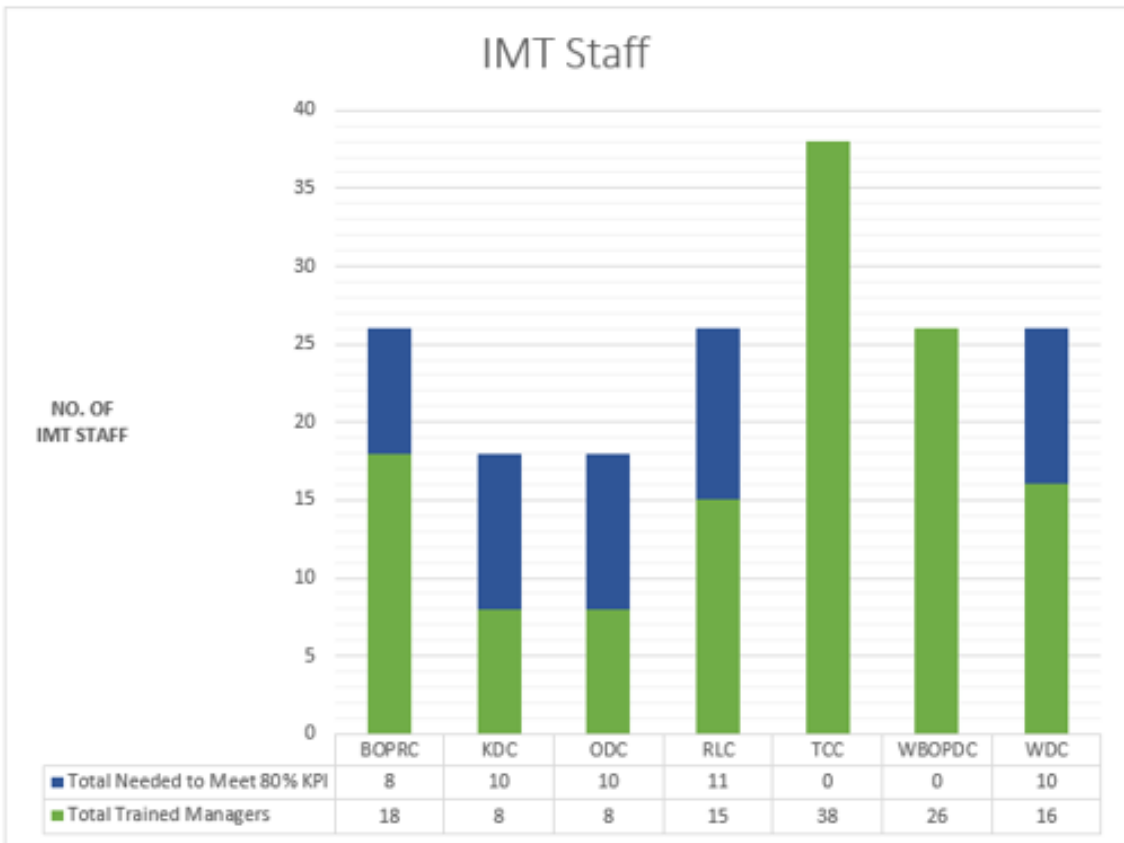
2.2 KPI Measurement Statistics

The KPI statistics were previously reported as IMT staff and total staff trained. This added the IMT staff required to the number of function staff required. The reporting will now focus on IMT staff and function pool staff as separate statistics to provide a clearer representation of the requirements to meet the KPI.

The KPI statistics as per 2 December 2024 are displayed via the below graphs for IMT staff and function pool staff. The statistics are reported based on the Capacity Planning held in the ITM training system. Council Emergency Manager Officers are responsible for making sure the Capacity Plan reflects the correct staff for each council and Emergency Management Bay of Plenty (EMBOP) are responsible for uploading the training records for courses arranged by EMBOP.

The graphs outline how each council is tracking against the 2024-2031 80% KPI relative to the figures in the above table. This is represented in the graphs as:

- Total Trained
- Total Needed to Meet 80% KPI



3. Controllers and Recovery Managers

The KPI measurement does not specifically breakdown the number of people required for an individual function. As the appointments of Controllers and Recovery Managers are statutory under legislation, the appointments and training are included in this report.

The requirement for number of appointed Controllers and Recovery Managers per council is a minimum of two per role.

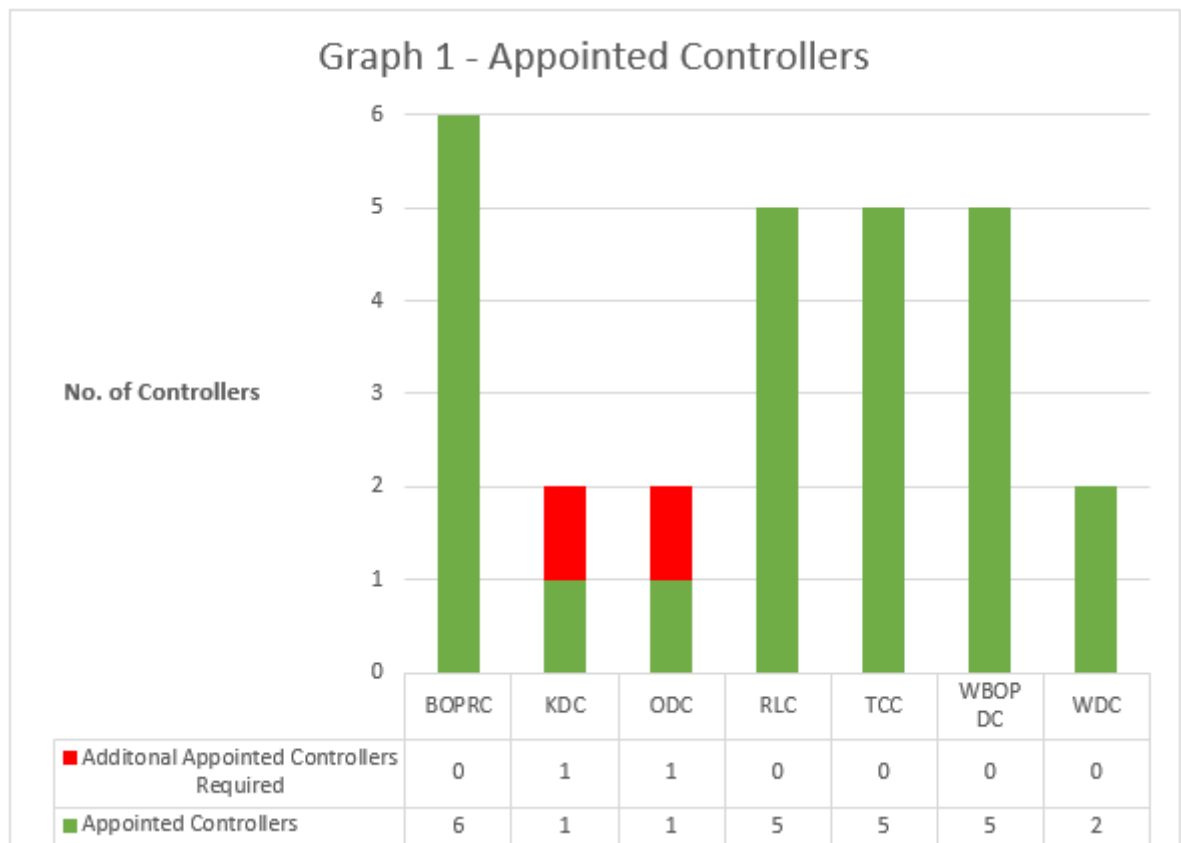
An appointed Controller and Recovery Manager has an identified training pathway which includes the following courses:

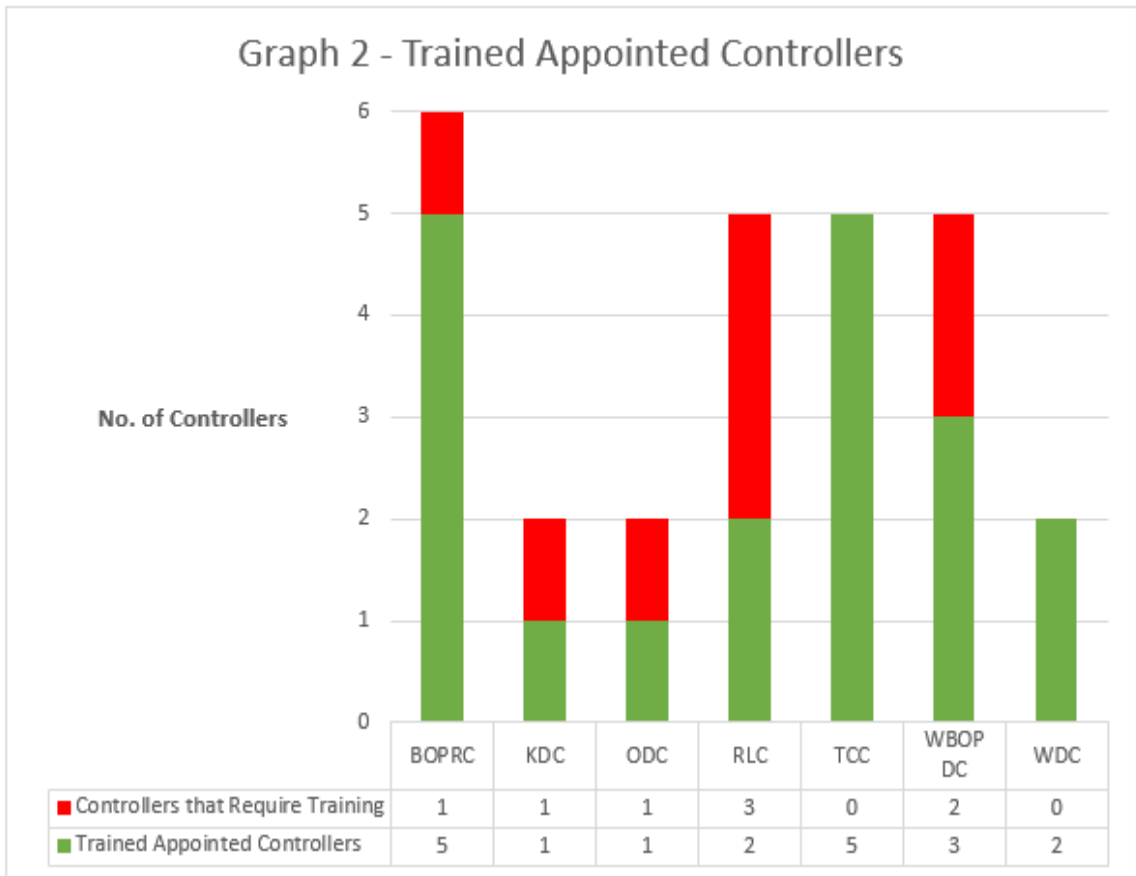
- ITF Foundation Course
- ITF Intermediate or CIMS 4 Course
- Response and Recovery Leadership Development Tier 1 Part 1
- Response and Recovery Leadership Development Tier 1 Part 2

The below graphs depict the following:

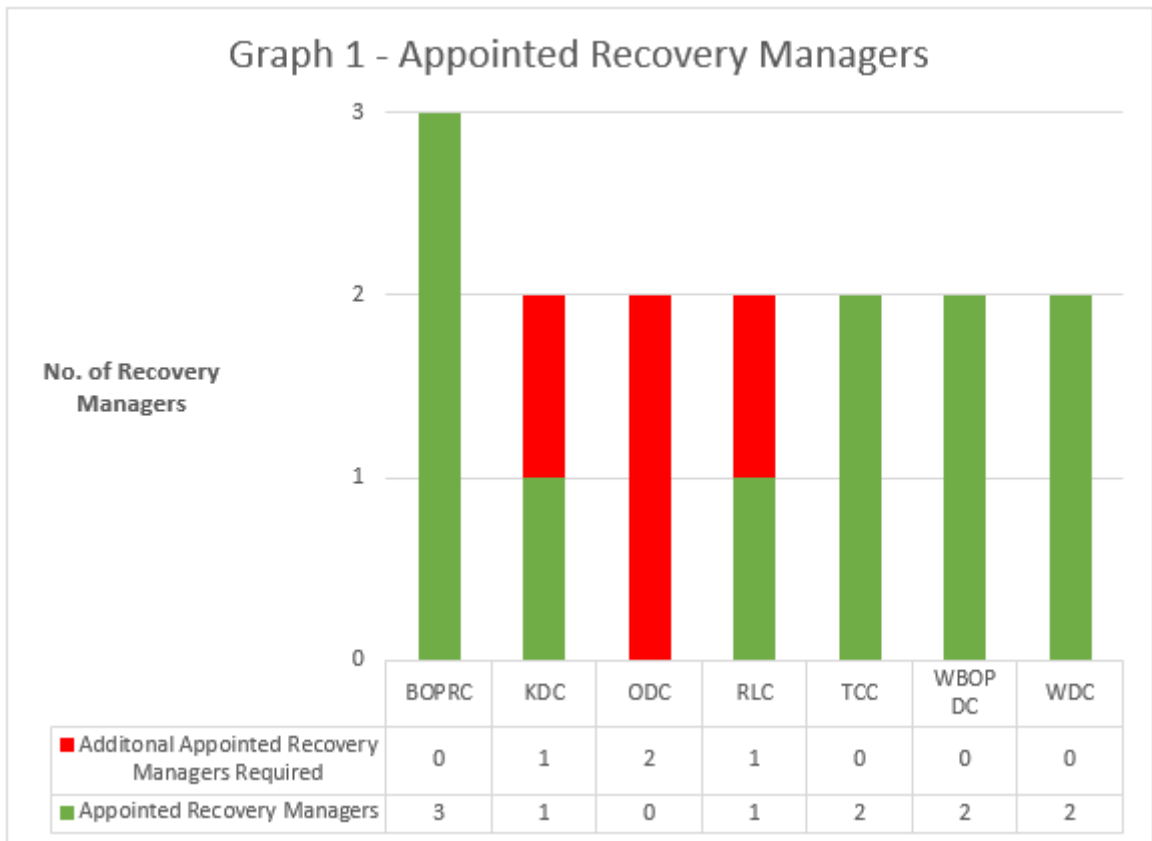
- Graph 1 - The number of appointed Controllers or Recovery Managers as per the Schedule 1 and the additional number needed to meet the required Appointment.
- Graph 2 - The number of appointed Controllers or Recovery Managers that are fully trained to the outlined pathway and the number that required training or will require training once appointed.

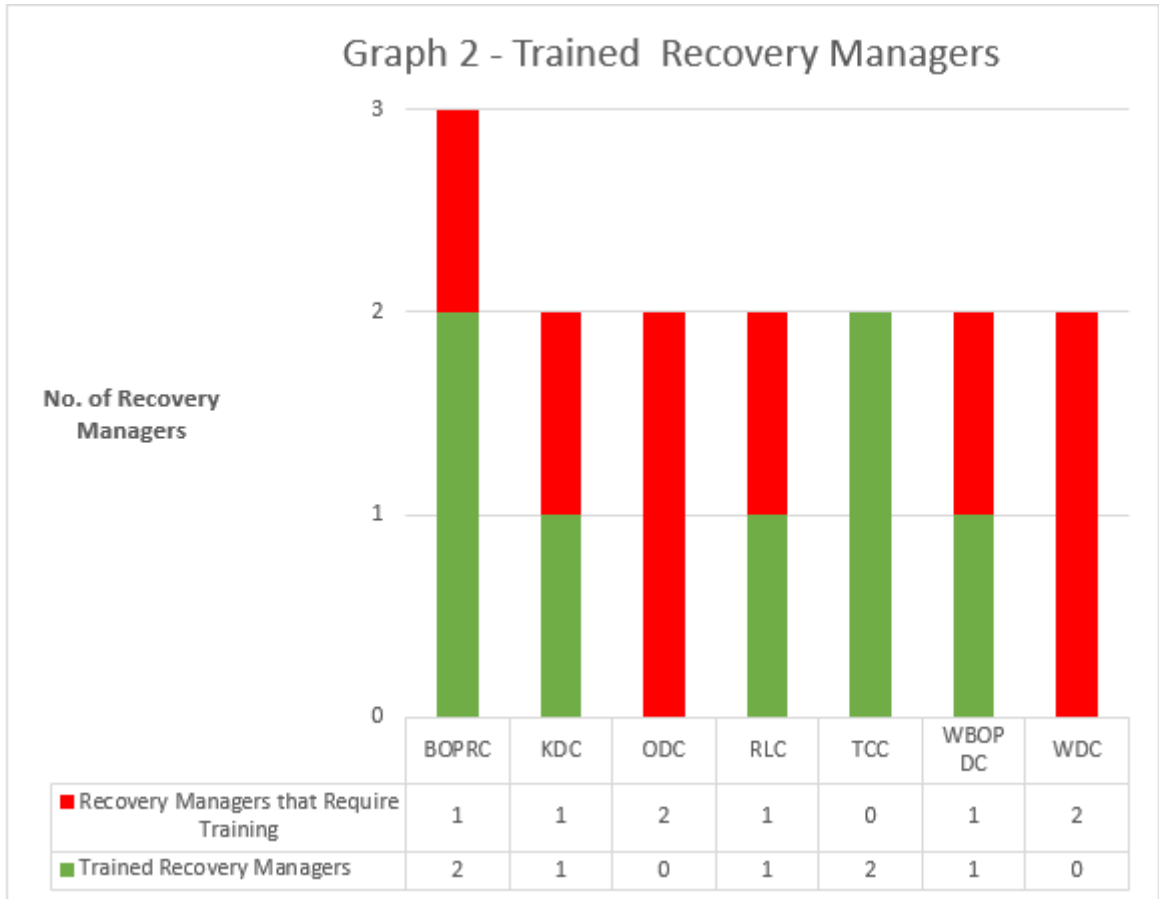
3.1 Controllers





3.2 Recovery Managers





4. Training Courses

The following Table outlines the courses run by Emergency Management Bay of Plenty for this reporting Period:

Course	Venue	Date	Attendance
BOP CDEM Foundation	Tauranga	5 November	16/50
ITF Welfare Needs Assessor	Whakatane	5 November	13/20
Psychological First Aid	Tauranga	12 November	16/20
BOP CDEM Intermediate Course	Tauranga	13 November	16/30
BOP CDEM Intermediate Course	Whakatāne	26 November	6/30

5. Course Expenditure

The CDEM Training Fund is provided by the Tertiary Education Commission (TEC) for the purpose of ensuring the purchase and provision of good quality training that supports CDEM learners and volunteers to achieve an appropriate level of training to enable them to support CDEM Groups during response and/or recovery.

NEMA have the responsibility of managing the contractual relationships with the TEC, Ministry of Education (MoE), training providers, CDEM Groups and independent facilitators.

This fund is intended to supplement training funding and delivery, and not be the only method of achieving training requirements for the year.

The funding is provided on a calendar year basis, not the Bay of Plenty CDEM group financial year. The amount allocated is not guaranteed to be the same rate for any given year or guaranteed for the next calendar year.

The table below outlines the Bay of Plenty expenditure and forecast for 2024.

Bay of Plenty Allocation (2024)	\$103,000
Total Expenditure (as 30 November 2024)	\$97,833.50
Additional Forecast Expenditure (October - December 2024)	\$0
Amount Remaining	\$5,166.50

6. Considerations

6.1 Risks and Mitigations

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

6.2 Climate Change

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

6.3 Implications for Māori

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

6.4 Community Engagement

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

6.5 **Alignment with Strategic Framework**

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

6.6 **Financial Implications**

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



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

National Emergency Management Update

Bay of Plenty CDEM Group Joint Committee
13 December 2024

Government's Response to the Recommendations in the NISWE Inquiry

On 10 October 2024 the Government released its [long-term vision to strengthen New Zealand's emergency management system](#), in response to the recommendations in the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE). The Emergency Management System Improvement Programme (EMSIP) has been set up to implement the 14 high-level recommendations.

Phase 1 of EMSIP is complete and produced the above-mentioned report. The Government response accepted all the high-level recommendations, identifying five focus areas with 15 high level actions. The government response was informed by the NISWE and by other events, reviews, and inquiries.

Phase 2 is underway with the preparation of an investment and implementation roadmap for Cabinet's consideration. NEMA intends to deliver this roadmap to Cabinet in early 2025. While this process is moving quickly, NEMA are committed to testing their thinking with relevant partners where possible. NEMA will continue to work alongside the CDEM Groups through this process.

Consultation on the updated Tsunami Evacuation Zones Director's Guideline

NEMA has invited external stakeholders to review and provide feedback on the draft Tsunami Evacuation Zones Director's Guideline. This Director's Guideline outlines the new national approach for tsunami evacuation zones – this is using one blue tsunami evacuation zone for public facing maps. This direction was previously communicated by the Director of CDEM and is available on NEMA's [website](#). The guideline covers a range of issues including:

- how to develop one tsunami evacuation zone and how to use it during an event.
- what tsunami evacuation routes are and how to create them.
- what to include on maps to communicate tsunami evacuation zones effectively.
- and how to undertake community engagement for tsunami evacuation.

Feedback is required by 20 December 2024.

Review of Reviews

NEMA has published [NEMA's Review of Reviews: 2023 North Island Severe Weather Events Report](#). The Review of Reviews identifies common themes based on a range of reports on the emergency management response to the January 2023 Auckland Flooding Event and/or Cyclone Gabrielle.

NEMA undertook this work to identify common themes from the various reviews into these events and inform the Government response to the Government Inquiry into the Response to the North Island Severe Weather Events. This work also provided an opportunity to pilot the processes used to conduct any future review of reviews projects, and identify a common theme set that could be considered as a national theme set. The main findings are:

- There were no surprises that emerged as the reports were analysed. The findings reflect those of the Report of the Government Inquiry into the Response to the NISWE.
- There were six main themes identified. These are: Communities; command, control and coordination; operations; resources; capability development; and corporate governance.
- Without a mechanism to share lessons and consistent application of themes the process for drawing out a common set of themes from such a varied set of reports was challenging.



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

- NEMA will work with stakeholders to develop lessons management guidance, a set of national themes and develop a process to share and collate lessons from across agencies.

Space Weather

The National Space Weather Response Plan has been developed and is available [online](#).

The Plan is a national level hazard-specific planning product which coordinates the actions of response agencies and key stakeholders immediately after receiving an alert of a space weather event, specifically if it is earth-directed and there is a realistic expectation there will be disruptions to critical infrastructure. It does this by:

- clarifying roles and responsibilities of key agencies and stakeholders,
- presenting operational phases for immediate response,
- providing a structure for information sharing, and
- providing content for public information management.

This Plan is a living document and will be updated as space weather arrangements progress.

Catastrophic Event Handbook

NEMA is finalising the first version of a catastrophic event handbook which is informed by science, based on the maximum credible events for hazards that Aotearoa New Zealand faces. The first version contains arrangements for intelligence, logistics, mass relief and international assistance. Other workstreams will be further developed, including command and coordination. The first version of the handbook will be available in early 2025.

Starlink

NEMA recognises the critical need for resilient and reliable communication during emergency situations. NEMA is actively working through an agreement to offer high-speed satellite communication services powered by Starlink. This service will enable NEMA to operate as authorised users of Starlink services, with plans to extend access to various central and local government agencies across Aotearoa New Zealand. NEMA is finalising the unique legal and operational frameworks for this innovative service. NEMA will keep CDEM Groups informed through this process.

Lily Foulds | Regional Emergency Management Advisor
National Emergency Management Agency Te Rākau Whakamarumarū