



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 Council Chambers, Regional House, 1 Elizabeth Street, Tauranga on:

FRIDAY 19 MARCH 2021 COMMENCING AT 10:00AM

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
11 March 2021



Bay of Plenty Civil Defence Emergency Management Group

Membership

Chairperson	Cr David Love (Bay of Plenty Regional Council)
Deputy Chairperson	Mayor Judy Turner (Whakatāne District Council)
Members	
Bay of Plenty Regional Council	Cr Stuart Crosby (Alternate)
Kawerau District Council	Mayor Malcolm Campbell Deputy Mayor Faylene Tunui (Alternate)
Ōpōtiki District Council	Mayor Lyn Riesterer Deputy Mayor Shona Browne (Alternate)
Rotorua Lakes Council	Mayor Steve Chadwick Deputy Mayor Dave Donaldson (Alternate)
Tauranga City Council	Commission Chair Anne Tolley Commissioner Bill Wasley (Alternate)
Western Bay of Plenty District Council	Mayor Garry Webber Deputy Mayor John Scrimgeour (Alternate)
Whakatāne District Council	Deputy Mayor Andrew Iles (Alternate)
Observer	Jane Rollin (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.

Recommendations in reports are not to be construed as Council policy until adopted by Council.

Agenda

1. Apologies

2. Public Forum

3. Items not on the Agenda

4. Order of Business

5. Declaration of Conflicts of Interest

6. Minutes

Minutes to be Confirmed

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7. Reports

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8. Presentations

8.1 Fire & Emergency New Zealand: Risk Management

Presented by David Guard, Region Manager, Ngā Tai Ki Te Puku, Fire & Emergency New Zealand

8.2 COVID-19 Update

Presented by Dr Phil Shoemack – Medical Officer of Health, Toi Te Ora Public Health;
Helen De Vere - COVID-19 Response Manager, Bay of Plenty District Health Board;
Gary Lees - Incident Management Team Controller, Lakes District Health Board

Verbal Updates

8.3 Update - National Emergency Management Agency

Presented by Jane Rollin - Senior Regional Emergency Management Advisor,
National Emergency Management Agency (NEMA)

8.4 Update - Director Emergency Management Bay of Plenty

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

9. Reports (Continued)

Information Only

9.1 Update on the Group Emergency Coordination Centre 23

10. Consideration of Items not on the Agenda

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing:	Friday 18 December 2020, 10.00 am
Venue:	Mataatua Room, Bay of Plenty Regional Council Building 5 Quay Street, Whakatane 3120
Chairperson:	Cr David Love (Bay of Plenty Regional Council - BOPRC)
Deputy Chairperson:	Mayor Judy Turner (Whakatāne District Council - WDC)
Members:	Mayor Malcolm Campbell (Kawerau District Council - KDC) Mayor Lyn Riesterer (Ōpōtiki District Council - ODC) Deputy Mayor David Donaldson (Alternate) (Rotorua Lakes Council - RLC) Deputy Mayor Tina Salisbury (Tauranga City Council - TCC) Deputy Mayor John Scrimgeour (Alternate) (Western Bay of Plenty District Council - WBOPDC) Deputy Mayor Shona Browne (Alternate) (ODC) Deputy Mayor Andrew Iles (Alternate) (WDC) Deputy Mayor Faylene Tunui (Alternate) (KDC) Observer Jane Rollin (National Emergency Management Agency - NEMA)
In Attendance:	KDC: Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer Emergency Management Bay of Plenty (EMBOP): Clinton Naude - Director; Lisa Glass - Senior Advisor, Communications; Andrea Thompson - Executive Assistant WBOPDC: Miriam Taris - Chief Executive TCC: Rowan Wallace - Manager: Emergency Management BOPRC: Sarah Omundsen - General Manager, Regulatory Services and Merinda Pansegrouw - Committee Advisor
Apologies:	Mayor Steve Chadwick (RLC) Mayor Garry Webber (WBOPDC)

Since the position of Chairperson of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee was vacant due to the recent resignation of Tenby Powell, Deputy Chairperson Councillor David Love **assumed** the chair.

1. Apologies

Resolved

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

- 1 Accepts the apologies from Mayor Steve Chadwick and Mayor Garry Webber tendered at the meeting.

Love/Campbell
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 - 25 September 2020

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 - 25 September 2020 as a true and correct record.

Riesterer/Campbell
CARRIED

4. Reports

Decisions Required

4.1 Election of the Civil Defence Emergency Management Group Joint Committee Chairperson due to vacancy

Deputy Chairperson Councillor David Love vacated the chair. Russell George, Chair of the Coordinating Executive Group (CEG), assumed the chair and presented the report.

Resolved

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

- 1 Receives the report, Election of the Civil Defence Emergency Management Group Joint Committee Chairperson due to vacancy.**
- 2 Notes the resignation of Mayor Tenby Powell, Chairperson of the Civil Defence Emergency Management Group Joint Committee, effective 20 November 2020;**
- 3 Confirms System B as its voting system to elect a Chairperson as set out in Clause 25, Schedule 7 of the Local Government Act 2002;**

**Donaldson/Turner
CARRIED**

Mr George called for nominations for the position of Chairperson of the Civil Defence Emergency Management Group Joint Committee. Mayor Judy Turner nominated Councillor David Love as Chairperson; Mayor Malcolm Campbell seconded the motion. As only one nomination was received for the role of Chairperson, no voting was required.

Resolved

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

- 4 Elects Councillor David Love as the Chairperson of the Civil Defence Emergency Management Group Joint Committee for the remainder of the 2019-2022 local authority triennium.**

**Salisbury/Riesterer
CARRIED**

Coordinating Executive Group Chair Russell George **vacated** the chair and newly elected Chair, Councillor David Love **assumed** the chair.

4.2 Election of the Civil Defence Emergency Management Group Joint Committee Deputy Chairperson due to vacancy

Following the vacancy that has arisen as a result of Councillor David Love's election as Chairperson of the Civil Defence Emergency Management Group Joint Committee, the Chairperson called for nominations for the position of Deputy Chairperson of the Civil Defence Emergency Management Group Joint Committee.

Mayor Malcolm Campbell nominated Mayor Judy Turner as Deputy Chairperson; Mayor Lyn Riesterer seconded the motion. As only one nomination was received for the role of Deputy Chairperson, no voting was required.

Resolved

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

- 1 Elects Mayor Judy Turner as the Deputy Chairperson of the Civil Defence Emergency Management Group Joint Committee for the remainder of the 2019-2022 local authority triennium.**

Salisbury/Donaldson
CARRIED

Item 6.1

4.3 Bay of Plenty Civil Defence Emergency Management Group Local Recovery Manager Amendments

Director EMBOP Clinton Naude presented the report.

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 Amendments.**
- 2 Rescind the appointment of Don Shewan as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Western Bay of Plenty District Council.**
- 3 Appoint Kerrie Little as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Western Bay of Plenty District Council as defined under s30 of the Civil Defence Emergency Management Act 2002.**

Turner/Campbell
CARRIED

4.4 Bay of Plenty CDEM Group KPI's, Long Term Planning 2021-31

Director EMBOP Clinton Naude presented the report.

Key Points:

- The Bay of Plenty CDEM Group had agreed to review the CDEM KPIs within Council LTPs for 2021-31
- A Working Group consisting of representatives from all local authorities reviewed the KPIs and proposed new KPIs which would be incorporated into Council LTPs for 2021-31
- The CDEM KPIs had subsequently been endorsed by the Bay of Plenty CDEM Coordinating Executive Group on 20 November 2020
- Next steps for all Local Authorities would be to ensure that the CDEM KPIs were fed into their long term planning processes.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group KPI's, Long Term Planning 2021-31.**
- 2 Approves the proposed Bay of Plenty CDEM Group KPIs for Council LTPs 2021-31**

Donaldson/Riesterer
CARRIED

Item 6.1

Information Only

4.5 Bay of Plenty CDEM Group - Controllers and Recovery Managers Annual Report 2019 - 2020

Director EMBOP Clinton Naude presented the report.

Key Points:

- As per the Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers and Recovery Managers an annual review of appointed Controllers and Recovery Managers was required
- To strengthen the professionalism of emergency management, with a particular focus on Controllers, the Response and Recovery Leadership Programmes (RRLP) had been developed. Staff was continuously encouraged to attend the courses; good progress had been made
- Bay of Plenty CDEM Group was currently undertaking a review into the Controller and Recovery Manager capability.

Resolved

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

- 1 Receives the report, Bay of Plenty CDEM Group - Controllers and Recovery Managers Annual Report 2019 - 2020.**

Scrimgeour/Turner
CARRIED

5. Verbal Updates

5.1 Update - National Emergency Management Agency

*Tabled Document 1 - .Presentation 1- NEMA Verbal Update to CDEMG BoP:
Objective ID A3700291*

Presented by Jane Rollin - Senior Regional Emergency Management Advisor, National Emergency Management Agency (NEMA)

Key Points:

- Provided an overview of where NEMA was heading
- Reflected on NEMA's journey to date
 - Transition programme from MCDEM to NEMA (established Dec 2019)
 - Series of other emergency events (including Whakaari and Covid19)
 - Transition programme and stabilisation programme continued throughout 2019 and 2020
- Emergency Management System Reform and priorities for change:

- People at the heart of the emergency management system
- Strengthening National Leadership
- Being clear 'who was responsible for what'
- Building capability and capacity
- Improving information and intelligence
- Video on NEMA website (part of elected officials induction programme):
<https://www.youtube.com/watch?v=5k7t9yWvVsE&feature=youtu.be>
- NEMA Transition Roadmap for 2020
 - Two key priorities for NEMA transition work
 - Strengthening Capability and Capacity
 - Setting the direction
- Minister for Emergency Management, Honourable Kiri Allan
- NEMA Senior Leadership Team Structure
- Process - Stabilising NEMA to Growing NEMA - working on many facets to underpin a lift in performance and invest in immediate priorities
- Trifecta Programme Update: CDEM Acts Amendments/National CDEM Plans / NDRS Roadmap - Rachel Hyde
 - The table provided an overview of high-level phases of work for the Regulatory Framework Review Programme and its three projects - the Act, the Plan/Guide, and the NDRS Roadmap. Timing of phases might change over time and more detailed planning would be done by each project respectively.

Key Points - Members:

- Expressed appreciation for the contribution made by Sarah Stuart-Black in her role as NEMA's Deputy Chief Executive and Director Civil Defence Emergency Management and wished her well in her new role as New Zealand Red Cross' Secretary General
- Expressed concern regarding the high-risk wildfires posed to communities living in close proximity to large forested areas/surrounding density of vegetation and a possible lack of accessibility for Fire and Emergency New Zealand (FENZ). A recent restructuring of FENZ could potentially add to confusion regarding lines of responsibility. Highlighted the importance of robust risk-based conversations
- Highlighted the potential impact the current Two Water Reform could have for FENZ
- Supported advocacy for the banning of fire-works as a mitigating step
- Noted that the Awatarariki Fanhead process had been concluded, ending a 15 year journey. A number of key leanings had been documented. Expressed appreciation for valuable assistance by all parties.

Resolved

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

- 1 Receives the verbal update provided by Jane Rollin, Senior Regional Emergency Management Advisor, National Emergency Management Agency.**

**Love/Salisbury
CARRIED**

5.2 Update - Director Emergency Management Bay of Plenty

Tabled Document 2 - .Presentation 2_Emergency Management - Directors Update - Joint Committee - 2020-12-18: Objective ID A3700290

Clinton Naude, Director, Emergency Management Bay of Plenty provided a verbal update on key activities by EMBOP since September 2020:

Key Points:

- “Get Ready to Shake Out” - National Earthquake Drill and Tsunami Hīkoi took place on 15 October 2020; EMBOP hosted the national earthquake drill and tsunami hīkoi from Matata Public School. The event was livestreamed around New Zealand, providing national publicity. Director of Civil Defence Emergency Management Sarah Stuart-Black was in attendance and had acknowledged EMBOP for its valuable contribution
- The National Lifelines Conference took place at the University of Waikato, Tauranga Campus on 21 and 22 October 2020; attended by 180 attendees from across New Zealand. Focus was on Response to Covid-19, Three Waters and Climate Change
- Covid-19 update: Government had announced what actions would be taken should there be a resurgence of COVID-19 during the summer holiday; subsequently EMBOP had reviewed and updated its Resurgence Co-ordination Plan, highlighting the roles and responsibilities for the various agencies
- Provided an update on progress made with Covid-19 Financial Claims
- The Emergency Mobile Alert nationwide test for 22 November 2020 had been cancelled due to the Covid-19 Status which applied to the Auckland Region at that time so as not to cause any confusion
- Noted that the National Warning System by NEMA (Internal Communication for key role players) was tested on 17 December 2020 but that not all parties had received the test email
- Provided an update on progress made with the construction of a purpose built Group Emergency Coordination Centre (GECC) for EMBOP
- Whakaari/White Island Update: the WorkSafe court case for the thirteen organisations and people facing charges in relation to the Whakaari/White Island eruption had been postponed until March 2021 to provide an opportunity for parties to review the evidence and seek legal advice
- Emergency Media and Public Affairs (EMPA) Award for Excellence in Communication 2020: Bay of Plenty Civil Defence Emergency Management Group had been awarded an EMPA award for Recovery in recognition of work following the Whakaari eruption
- New Zealand Emergency Management Assistance Team (NZ EMAT) - third round of recruitment was currently in progress. Several representatives from various agencies within the Bay of Plenty would be attending training in 2021
- New Zealand Response Teams (NZ-RTs): there were currently three teams within the Bay of Plenty. A project to establish a new NZ-RT framework (accreditation and registration system) was underway. Guidance from National Government was that Coordinating Executive Group needed to ensure any endorsed and registered NZRT within its geographical area of responsibility was integrated into response and recovery arrangements at the appropriate level.

Items for Staff Follow Up:

- To verify/update the names/contact numbers of key role players in the Bay of Plenty who should receive National Warning System notifications from NEMA following the test email sent on 17 December 2020
- Prepare a report to the next meeting of the Civil Defence Emergency Management Group Joint Committee on BOPRC's progress made with the construction of a purpose built Group Emergency Coordination Centre (GECC) for EMBOP.

Resolved

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

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

**Love/Salisbury
CARRIED**

6. Consideration of General Business

6.1 Recognition of the contribution by Tenby Powell to the Civil Defence Emergency Management Group Joint Committee

Resolved

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

- 1 **Writes a letter of appreciation to Tenby Powell, former Chairperson of the Civil Defence Emergency Management Group Joint Committee, recognising his valuable contribution to the Joint Committee and sending him well wishes for a speedy recovery.**

**Campbell/Turner
CARRIED**

11:25 am – the meeting closed.

CONFIRMED

Cr David Love
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: 19 March 2021

Report Writer: Merinda Pansegrouw, Committee Advisor

Report Authoriser: Clinton Naude, Director, Emergency Management Bay of Plenty

Purpose: To confirm Tauranga City Council's updated membership and delegations

Confirmation of appointments to the Bay of Plenty CDEM Group Joint Committee and Delegation relating to CDEM declarations for Tauranga City Council

Executive Summary

The attached letter (Attachment 1) received from Tauranga City Council, confirming Tauranga City Council's appointments to the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Joint Committee and delegation relating to CDEM declarations for Tauranga City Council, is submitted for the attention of members of the CDEMG Joint Committee.

Recommendations

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

- 1 Acknowledges receipt of the letter, "Confirmation of appointments to the Bay of Plenty CDEM Group Joint Committee and Delegation relating to CDEM declarations for Tauranga City Council ", dated 10 March 2021 from Tauranga City Council;**
- 2 Welcomes Tauranga City Council Representatives Commission Chair Anne Tolley and Commissioner Bill Wasley (Alternate) as members of the Bay of Plenty Civil Defence Emergency Management Group Joint Committee;**
- 3 Notes the resolution passed by Tauranga City Council on 8 March 2021, pursuant to its powers under clause 32(1) of Schedule 7 of the Local**

Government Act 2002, to delegate to Commission Chair Anne Tolley, and in her absence Commissioner Bill Wasley, the powers conferred under section 25(5) of the Civil Defence Emergency Management Act 2002 to declare a state of local emergency, or give notice of a local transition period, that covers the district of Tauranga City Council.

Attachments

Attachment 1 - Tauranga City Council Letter regarding Confirmation of appointments to BOP CDEM Group Joint Committee [↓](#)



10 March 2021

Cr David Love (Chair)
Chair
BOP CDEM Group Joint Committee
PO Box 364
Whakatane 3158

By email: david.love@boprc.govt.nz

Dear David

Confirmation of appointments for BOP CDEM Group Joint Committee and delegation relating to CDEM declarations for Tauranga city District

Council, at their meeting on 8 March 2021 confirmed the following committee appointments for the Bay of Plenty CDEM Group Joint Committee:

Representative: Commission Chair Anne Tolley
Alternate: Commissioner Bill Wasley

Council also passed resolution at the 8 March 2021 meeting, pursuant to its powers under clause 32(1) of Schedule 7 of the Local Government Act 2002, to delegate to Commission Chair Anne Tolley, and in her absence Commissioner Bill Wasley, the powers conferred under section 25(5) of the Civil Defence Emergency Management Act 2002 to declare a state of local emergency, or give notice of a local transition period, that covers the district of Tauranga City Council.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Marty Grenfell".

Marty Grenfell
Chief Executive

Copy to: Governance Secretary Merinda.Pansegrouw@boprc.govt.nz



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	19 March 2021
Report Writer:	Merinda Pansegrouw, Committee Advisor
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To requested approval for the appointment of Alternative Group Controller, Local Controller and Alternative Group Recovery Manager for the BOP CDEM Group.

Bay of Plenty Civil Defence Emergency Management Group - Controller and Recovery Manager Statutory Appointments

Executive Summary

The CDEM Act (2002) requires the statutory appointment of Group/Local Controllers and Group Recovery Managers.

The Bay of Plenty Civil Defence Emergency Management Group Joint Committee is requested to approve the appointments of Alternative Group Controller, Local Controller and Alternative Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management 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 - Controller and Recovery Manager Statutory Appointments.**
- 2 Approves the appointment of Mark Crowe as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s26(2) of the Civil Defence Emergency Management Act 2002.**
- 3 Approves the appointment of Mike Avery as Local Controller, Whakatāne District Council for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s27(1) of the Civil Defence Emergency Management Act 2002.**

- 4 Approves the appointment of Janelle Coradine as an Alternative Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(2) of the Civil Defence Emergency Management Act 2002.**
- 5 Rescinds the appointments of Angela Reade as Alternative Group Controller and Sally McKay as Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Emergency Management Bay of Plenty.**

1. Background

Sections 26(2), 27(1) and 29(2) of the Civil Defence Emergency Management Act 2002 provides for a Civil Defence Emergency Management Group to appoint persons to be an Alternative Group Controller, Local Controller and Alternate Group Recovery Manager.

On 26 February 2021 the Bay of Plenty CDEM Coordinating Executive Group endorsed the appointment of;

- Mark Crowe as alternate Group Controller
- Mike Avery as Local Controller, Whakatāne District Council
- Janelle Coradine as alternate Group Recovery Manager

2. Emergency Management Bay of Plenty

2.1 Emergency Management Bay of Plenty

Emergency Management Bay of Plenty has recruited Mark Crowe to the position of Manager Operations.

Mark has an extensive background in Civil Defence comprising emergency management, emergency services, local government and lifeline utility construction both in New Zealand and internationally.

Mark was recently a Principal Advisor with the National Emergency Management Agency (NEMA) where he worked to support the development and implementation of the New Zealand Emergency Management Assistance Teams (NZ-EMAT) and is a qualified NZ-EMAT member.

Mark served as the Regional Director Emergency Management & Natural Hazards for the West Coast CDEM Group which also included being the CDEM Group Controller. Mark is a qualified CDEM Controller and led the response to the 2019 West Coast Floods and the responses to Cyclones Fehi and Gita in 2018. Mark also deployed in support of the 2019 Nelson Fires and Southland floods responses as an alternate Group Controller.

Prior to this he served operationally with the New Zealand Fire Service for 5 years which included being a member of the Urban Search & Rescue Task Force (USAR

2.2 Whakatāne District Council

Whakatane District Council, Chief Executive, Stephanie O'Sullivan has advised that on the 1 November 2020 Whakatane District Council agreed to recommend Mike Avery as a Local Controller.

Mike commenced his position as Manager, Resource Consents in April 2020. Mike was appointed Controller for the Stratford District Council from 2000 – 2014 as well as Deputy Controller for the Taranaki Region over the same period.

Mike has a wealth of experience in Civil Defence Emergency Management also previously being the representative for Stratford District Council on the regions Coordinating Executive Group and as the Taranaki Member of the Civil Defence Emergency Management Group with specific portfolios including Welfare and Lifelines.

2.3 Emergency Management Bay of Plenty

Emergency Management Bay of Plenty has recruited Janelle Coradine as Manager, Planning. Janelle has been in the role since October 2020.

Janelle brings a wide range of skills and expertise gained from her work across the Non-Government Organisation sector, Social Sector, Local Government and Civil Defence Emergency Management.

Janelle holds a Master of Laws, First Class in addition to a Bachelor of Arts Honours, Diplomacy. Janelle has worked in senior analyst, strategic policy and management roles including being the CDEM Planning Manager in the Ruapehu District Council Emergency Operations Centre for the COVID-19 Response and also serving as the Social Recovery Manager.

Janelle is currently undertaking the Response and Recovery Leadership Programme.

2.4 Resignations - Emergency Management Bay of Plenty

Emergency Management Bay of Plenty advises that due to resignations from staff holding the following statutory roles we will be seeking the Bay of Plenty CDEM Group Joint Committee to rescind the following appointments:

- Angela Reade – Alternative Group Controller
- Sally McKay – Alternate Group 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 is accordingly no implications for Māori.

3.4 Community Engagement



Engagement with the community is not required as the recommended proposal / decision relates to internal Bay of Plenty CDEM Group Joint Committee 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 Sections 26(2), 27(1) and 29(2) of the Civil Defence Emergency Management Act 2002, to appoint a suitably qualified and experienced persons to perform the functions and duties and exercise the powers of Alternative Group Controllers, Local Controllers and Alternative Group Recovery Managers.

3.6 Financial Implications

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

All appointed CDEM Controllers and Recovery Managers will be required to undergo the RRANZ Response and Recover

4. Next Steps

Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers and Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers will be updated to reflect the appointments/rescindments and published on 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 19 March 2021 [↓](#)

Attachment 2 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers - 19 March 2021 [↓](#)

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 25 March 2020

Signature	Councillor David Love Chair of the Bay of Plenty CDEM Group Date: 19 March 2021
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Group Controller Section 26 of the CDEM Act 2002	<i>Director Emergency Management Bay of Plenty</i> Clinton Naude	Alternate Group Controllers	1. Mark Crowe 2. Matthew Harrex 3. Sarah Omundsen 4. Lee Hazlewood
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Rotorua Local Controller Section 27 of the CDEM Act 2002	Stavros Michael	Alternate Local Controllers	1. Bruce Horne
			2. Suzanne Craig
			3. Regan Fraser
			4. Richard Horne

Tauranga / Western Bay Local Controller Section 27 of the CDEM Act 2002	Eric Newman	Alternate Local Controllers	1. Gary Allis
			2. Philip Martelli
			3. Paul Davidson
			4. Peter Watson
			5. Rowan Wallace

Whakatāne Local Controller Section 27 of the CDEM Act 2002	Nicolas Woodley	Alternate Local Controllers	Mike Avery
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Ōpōtiki Local Controller Section 27 of the CDEM Act 2002	Gerard McCormack	Alternate Local Controllers	Aileen Lawrie
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Kawerau Local Controller Section 27 of the CDEM Act 2002	Lee Barton	Alternate Local Controllers	Vacant
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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 18 December 2020.

Signature:	Councillor David Love Chair of the Bay of Plenty CDEM Group Date: 19 March 2021
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Group Recovery Manager Section 29 of the CDEM Act 2002	Clinton Naude	Alternate Group Recovery Managers	Janelle Coradine
Western Bay of Plenty District Council Local Recovery Manager Section 30 of the CDEM Act 2002	Blaise Williams	Alternate Local Recovery Manager	Kerrie Little
Rotorua Local Recovery Manager Section 30 of the CDEM Act 2002	Aimee McGregor	Alternate Local Recovery Managers	Paula Meredith
Tauranga Local Recovery Manager Section 30 of the CDEM Act 2002	Julian Reweti	Alternate Local Recovery Managers	VACANT
Whakatane Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	Julie Gardyne
Opotiki Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	VACANT
Kawerau Local Recovery Manager Section 30 of the CDEM Act 2002	VACANT	Alternate Local Recovery Managers	Glenn Sutton



Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	19 March 2021
Report Writer:	Sarah Omundsen, General Manager, Regulatory Services
Report Authoriser:	Sarah Omundsen, General Manager, Regulatory Services
Purpose:	To update the Committee with progress on the Group Emergency Coordination Centre

Update on the Group Emergency Coordination Centre

Executive Summary

Bay of Plenty Regional Council is responsible for providing a Group Emergency Coordination Centre (GECC), to accommodate the Groups' emergency response team.

A legal review of GECC requirements and a risk resilience review has recently been carried out which has led to the decision to accommodate the GECC in Regional Council's existing building, Regional House. The GECC will be located in an area within the building which will be fitted out specifically to meet the GECC operational requirements.

This report updates the Committee on the investigations that were undertaken to inform this decision.

Recommendations

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

- 1 Receives the report, Update on the Group Emergency Coordination Centre.**

1. Background

Bay of Plenty Regional Council (BOPRC) is responsible for providing the region with a Group Emergency Coordination Centre (GECC). The CDEM Group Controller coordinates a regional response to emergency events through the GECC.

Council previously planned for an earthquake prone building located at 1 Elizabeth Street, Tauranga (Wallingford House), which is located adjacent to Regional House, to be demolished and build a new purpose-built Importance Level 4 (IL4) GECC facility on the site.

Updated cost estimates of \$8.5 million for demolition of the existing earthquake prone building and construction of a new GECC facility were received in early 2020. The significant cost led to a review of the project to see whether a more cost effective solution was achievable.

There were two parts to the project review:

- a legal review of IL4 building requirements, and
- a risk resilience review to understand any risks associated with locating the GECC in Council's existing building.

2. Legal Review

The requirements to accommodate a GECC for both existing and new buildings is addressed in two pieces of legislation:

1. The Building Act 2004, and
2. The Civil Defence Emergency Management Act 2002.

2.1 Building Act 2004

A building accommodating the GECC function will, under the Building Act, be designated an Importance Level 4 building (IL4) i.e. a priority building that is essential to post-disaster recovery.

If a new building is constructed to house the GECC, the building must be constructed to 100% of the IL4 standard to comply with the Building Act.

If the GECC is housed in an existing building, to comply with the Building Act, it must be constructed to a minimum of 34% of an IL4 building. Regional House has been constructed to 100% of the IL2 standard, which equates to 55% of the IL4 standard.

All three of the BOPRC offices in Tauranga, Whakatāne and Rotorua meet the minimum requirements of the Building Act if any of those were to accommodate a GECC facility.

2.2 Civil Defence Emergency Management Act 2002

BOPRC has additional obligations under the Civil Defence Emergency Management Act 2002 (CDEMA). It has a duty to "*ensure that it is able to function to the fullest possible extent... during and after an emergency*". There are no specific obligations under CDEMA to provide a building of a certain status to fulfil the function of the GECC.

3. Risk Resilience Review

In addition to the legal review, a GECC risk and resilience modelling exercise was carried out to determine the scenarios and risks which the GECC premises and any alternative options may be subject to by Bay of Plenty regional hazards.

The Property Group was engaged to work with Emergency Management Bay of Plenty, an IL4 specialist Dave Brunsdson of Kestrel Group, and Bay of Plenty Regional Council to carry out the GECC risk and resilience modelling exercise.

The following components were included in the review process:

- Review and confirmation of the GECC Facility Operational Requirements
- Hazard Risk Resilience identification and testing, including consideration of mitigation options to increase the resilience for each GECC Facility option to ensure that the GECC can operate at its fullest possible extent
- Assessment of the options to inform and support Council's decision making.

3.1 Risk Resilience Findings

The Risk Resilience Modelling has shown that both GECC facility options of a new purpose-built GECC, or the GECC facility being accommodated within Regional House, have the required operational risk resilience to ensure the GECC can operate to its fullest possible extent during and following an event from all potential Bay of Plenty regional hazards. The only exception to this is a 1 in 500 year seismic event. In a major earthquake such as this Regional House would be less resilient than a new purpose built GECC facility on the Wallingford House site would be.

At 55% of the IL4 structural standards Regional House is well above the legal requirement of 34%, but is less resilient to a major seismic event than a new build 100% IL4 facility would be.

To manage this risk, there are a number of additional systems and features which can be implemented to increase Regional House's resilience to a seismic event.

These include:

- **Seismic instrumentation** being installed in Regional House to determine the magnitude of the movement actually experienced. This would allow an engineer to target their inspection to specific areas of the structure that had experienced an impact so that any potential damage could be either ruled out or identified almost immediately.
- Have **Priority Engineering Response** contracts in place with specific engineers so that they are on call to quickly establish the structural significance of any observed damage.
- **Increase the staircase seatings** so that the stairs can withstand a greater range of movement. The residual seating of stair flights is one of the issues that can deem a building to be unusable following a significant seismic event.

These mitigations would provide the further benefit of being able to improve Bay of Plenty Regional Council's ability to undertake Regional Council essential services in the building following a seismic event in addition to the GECC response requirements.

With the additional mitigations, there would still be a residual risk that Regional House would be unusable for an extended period of time following a major seismic event.

Due to this residual risk, a further mitigation has also been approved. This is to obtain a **Mobile Command Centre** that would be used as the GECC command centre until

the building is usable, or driven to a suitable site and linked to an alternative building to operate as the GECC facility, if Regional House is not able to be occupied within 24 hours.

4. Conclusion

Regional Council has confirmed that the GECC facility is to be accommodated within Regional House. All recommended mitigations were approved to ensure that Emergency Management Bay of Plenty is able to function to the fullest possible extent during and after an emergency by:

- increasing the resilience of Regional House to a seismic event, and
- providing a back-up option in the form of a Mobile Command Centre should Regional House be unusable.

This option is legally compliant, meets GECC facility operational requirements, and at \$6 million less than the alternative option provides the most cost effective solution.

Completion of the GECC facility is expected to be in late 2021, this is at least 12 months earlier than construction of a new build would have been.

5. Considerations

5.1 Climate Change

Mitigation			Adaptation	
Reduce GHG emissions	Produce GHG emissions	Sequester carbon	Anticipate climate change impacts	Respond to climate change impacts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Many of the types of events that the GECC may have to respond to, or provide support to other agencies for, are events that may be caused by the impacts of climate change. These potential events include drought, extreme weather events, landslides, coastal erosion, rural and urban fire, and flooding. Having a GECC that is fit for purpose and supports an effective response is an important factor in meeting our obligations to respond to climate change impacts.

5.2 Implications for Māori

It is noted that in 2018 the Government released its response to the Technical Advisory Group's recommendations - Delivering better responses to natural disasters and other emergencies, in which the Government agreed to recognise the capability that iwi bring to emergency management and has undertaken through CDEM Groups to enhance iwi engagement, planning and training. The specifications for the GECC include a training facility for emergency management, and this facility will also serve to train iwi in emergency management.

5.3 Financial Implications

The cost estimate for demolishing Wallingford House and constructing a new purpose built GECC facility was \$8.5 million. The chosen option of locating the GECC within Regional House is \$2.5 million, equating in a saving of \$6 million.

6. **Next Steps**

Detailed design work for the GECC has commenced, with completion of the facility due in late 2021.