



# 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 and via Zoom (Audio Visual Meeting) on:

FRIDAY 8 JULY 2022 COMMENCING AT 10:00 AM

Fiona McTavish  
Chief Executive, Bay of Plenty Regional Council Toi Moana  
Administering Authority  
30 June 2022



# Bay of Plenty Civil Defence Emergency Management Group

## Membership

|  |   |
|--|---|
| <b>Chairperson</b>                     | Cr David Love (Bay of Plenty Regional Council)                            |
| <b>Deputy Chairperson</b>              | Mayor Judy Turner (Whakatāne District Council)                            |
| <b>Members</b>                         |   |
| Bay of Plenty Regional Council         | Cr Stuart Crosby (Alternate)  |
| Kawerau District Council               | Mayor Malcolm Campbell<br>Deputy Mayor Faylene Tunui (Alternate)          |
| Ōpōtiki District Council               | Mayor Lyn Riesterer<br>Deputy Mayor Shona Browne (Alternate)              |
| Rotorua Lakes Council                  | Mayor Steve Chadwick<br>Deputy Mayor Dave Donaldson (Alternate)           |
| Tauranga City Council                  | Commission Chair Anne Tolley<br>Commissioner Bill Wasley (Alternate)      |
| Western Bay of Plenty District Council | Mayor Garry Webber<br>Deputy Mayor John Scrimgeour (Alternate)            |
| Whakatāne District Council             | Deputy Mayor Andrew Iles (Alternate)                                      |
| <b>Observer</b>                        | Jaci Sinko - Representative from the National Emergency Management Agency |
| <b>Quorum</b>                          | 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. 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 - 18 March 2022 6**
- 8. Reports**  
**Decisions Required**
  - 8.1 Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 24 June 2022 18**  
  
Attachment 1 - Bay of Plenty CDEM Group Annual Plan Dashboard as at 24 June 2022 19
  - 8.2 Bay of Plenty Civil Defence Emergency Management Group - Controller and Recovery Manager Statutory Appointments 24**  
  
Attachment 1 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Recovery Managers 8 July 2022 29  
  
Attachment 2 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group Appointed Controllers 8 July 2022 30
  - 8.3 Bay of Plenty CDEM Group Annual Plan 2022/2023 31**  
  
Attachment 1 - 2021-07-29 BOP CDEM Group Annual Plan 2022-23 FINAL 35
  - 8.4 Bay of Plenty CDEM Group Tsunami Ready Programme Update 55**

## Information Only

- 8.5 Bay of Plenty CDEM Plan 2023-28 Coordination and Schedule 63**
- 8.6 Update - National Emergency Management Agency (NEMA) 70**
- 8.7 Ruapehu: Unrest update 71**

## 9. Public Excluded Section

### Resolution to exclude the public

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

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

| Item No. | Subject of each matter to be considered  | Reason for passing this resolution in relation to each matter | Grounds under Section 48(1) for the passing of this resolution | When the item can be released into the public |
|----------|--|---|--|---|
| 9.1      | Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 18 March 2022 | As noted in the relevant Minutes.                             | As noted in the relevant Minutes.                              | To remain in public excluded.                 |

### Minutes to be Confirmed

- 9.1 Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 18 March 2022**
- 10. Public Excluded Business to be Transferred into the Open**
- 11. Readmit the Public**
- 12. Consideration of Items not on the Agenda**

# Bay of Plenty Civil Defence Emergency Management Group Joint Committee

## Open Minutes

**Commencing:** Friday 18 March 2022, 10:00 am

**Venue:** via Zoom (Audio Visual Meeting)

**Chairperson:** Cr David Love - Bay of Plenty Regional Council

**Deputy Chairperson:** Mayor Judy Turner - Whakatāne District Council

**Members:**

**Kawerau District Council (KDC):** Mayor Malcolm Campbell  
**Ōpōtiki District Council (ODC):** Mayor Lyn Riesterer and  
Deputy Mayor Shona Browne (Alternate)  
**Rotorua Lakes Council (RLC):** Mayor Steve Chadwick  
**Tauranga City Council (TCC):** TCC Commissioner Shadrach  
Rolleston (as observer)  
**Whakatāne District Council (WDC):** Deputy Mayor Andrew  
Iles (Alternate)  
**Western Bay of Plenty District Council (WBOPDC):** Mayor  
Garry Webber  
**Observer: National Emergency Management Agency  
(NEMA)** Jaci Sinko - Regional Emergency Management  
Advisor

**In Attendance:**

**Kawerau District Council (KDC):** Russell George - Chair of  
Coordinating Executive Group (CEG) & Chief Executive  
Officer  
**Emergency Management Bay of Plenty (EMBOP):** Clinton  
Naude - Director; Mark Crowe - Manager Operations; Janelle  
Coradine - Manager, Planning; Malinda Meads - Senior  
Advisor - Tsunami Readiness; Lisa Glass - Senior Advisor,  
Communications  
**Tauranga City Council (TCC):** Isaac Orchard - Community  
Resilience Advisor  
**BOPRC Toi Moana :** Graeme Howard - Corporate Planning  
Lead; Matthew Searle - Corporate Planner; Jessica Easton -  
Legal and Commercial Manager; Merinda Pansegrouw -  
Committee Advisor

**Apologies:**

Chair TCC Commissioner Anne Tolley  
Deputy Mayor David Donaldson (Alternate)  
Deputy Mayor Faylene Tunui (Alternate)  
TCC Commissioner Bill Wasley (Alternate)

## **Declaration of Public Recording**

Committee members were reminded that the public section of the meeting was being recorded and would be made available on the Bay of Plenty Regional Council website and archived for a period of three years:

Recording of Meeting: [Civil Defence Emergency Management Group Meeting Zoom Recording - 18 March 2022 - YouTube](#)

## **1. Apologies**

### **Resolved**

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

- 1 Accepts the apologies from Chair TCC Commissioner Anne Tolley, Deputy Mayor David Donaldson, Deputy Mayor Faylene Tunui and TCC Commissioner Bill Wasley tendered at the meeting.**

**Riesterer/Chadwick  
CARRIED**

## **2. Order of Business**

Members agreed to the reordering of items to consider item 7.6 as the last item on the agenda since public excluded correspondence relating to the item had been received from the National Emergency Management Agency, which would be received in public excluded.

## **3. Declaration of Conflicts of Interest**

None declared.

## **4. Minutes**

### **Minutes to be Confirmed**

#### **4.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 17 December 2021**

### **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 - 17 December 2021 as a true and correct record.**

**Turner/Iles  
CARRIED**

## 5. Reports

### Decisions Required

#### 5.1 Correspondence Received - Minister Nanaia Mahuta - Senior Member of Department of Internal Affairs to be co-opted to the Co-ordinating Executive Group

EMBOP Director Clinton Naude presented the report.

##### Key Points - Staff:

- Confirmed that Richard Ward and Richard Hardie as senior members of the Department of Internal Affairs had been appointed to represent the Minister of Local Government on the Co-ordinating Executive Group (CEG) and Co-ordinating Executive Group Local Authorities Subcommittee respectively.

### Resolved

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

1. **Receives the report, Correspondence Received - Minister Nanaia Mahuta - Senior Member of Department of Internal Affairs to be co-opted to the Coordinating Executive Group.**

**Webber/Chadwick  
CARRIED**

#### 5.2 Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 4 March 2022

EMBOP Director Clinton Naude presented the report.

##### Key Points - Staff:

- Intent of the new dashboard was to provide more timely, high-level summary reporting. Providing a snapshot of all member local authorities and updates on group office projects
- Satisfied that despite the significant impact Covid-19 and other challenges had posed on teams, progress on projects was tracking well
- Dashboard was a good tool allowing the opportunity for teams to see where they could support each other.

### 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 2021/22 Annual Plan Dashboard as at 4 March 2022.**

**Chadwick/Iles**



**CARRIED**

### **5.3 Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group Revised Terms of Reference**

EMBOP Director Clinton Naude presented the report.

**Key Point:**

- Required the Terms of Reference of the Coordinating Executive Group to be updated following the Minister for Local Government Hon Nanaia Mahuta's confirmation of the decision to both terminate the Memorandum of Understanding for Whakaari/White Island and to accept the offer to co-opt a Senior Official from the Department of Internal Affairs on to the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group. (Refer ministerial correspondence received under item 5.1).

#### **Resolved**

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

- 1 Receives the report, Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group Revised Terms of Reference; and**
- 2 Approves the updated Terms of Reference for the Bay of Plenty Civil Defence Emergency Management Coordinating Executive Group.**

**Webber/Riesterer  
CARRIED**

### **5.4 Bay of Plenty CDEM Group Recovery Managers Statutory Appointments**

EMBOP Director Clinton Naude presented the report.

**Key Point Staff:**

- Advised of a further amendment required as part of the statutory appointments, namely the rescindment of Glenn Sutton as Alternative Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group.

#### **Resolved**

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

- 1 Receives the report, Bay of Plenty CDEM Group Recovery Managers Statutory Appointments;**
- 2 Approves the rescindment of Clinton Naude as Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(1) of the CDEM Act 2002;**
- 3 Approves the amendment to the appointment of Janelle Coradine as Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29(1) of the CDEM Act 2002;**

- 4 Approves the appointments of Anna Hayward and Michaela Glaspey as Local Recovery Managers for the Bay of Plenty CDEM Group, as defined under s30(1) of the CDEM Act 2002; and
- 5 Approves the rescindment of Glenn Sutton as Alternative Local Recovery Manager for the Bay of Plenty CDEM Group, as defined under s30(1) of the CDEM Act 2002.

Chadwick/Webber  
CARRIED

## 5.5 Regional Safety and Rescue Services Funding - Coordinating Executive Group Subcommittee Recommendations

EMBOP Director Clinton Naude and BOPRC Toi Moana Corporate Planning Lead Graeme Howard presented the report.

### Key Points - Members:

- The Regional Safety and Rescue Services (RSRS) Funding initiative was an excellent mechanism for creating awareness of the importance of emergency response amongst the community
- Acknowledged that the Rotorua Airport Company had raised a matter with Airways New Zealand and had won their case in the Environment Court ensuring that air traffic control remained local; this has enabled LandSAR (New Zealand Land Search and Rescue New Zealand) to respond locally. Although Rotorua Airport Company had not applied for funding, they were offering a continued service to the community
- Applauded the thorough process followed in the allocation of the RSRS Funding.

## Resolved

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

- 1 Receives the report, Regional Safety and Rescue Services Funding - CEG SC Recommendations.
- 2 Confirms the RSRS funding allocation of the existing budget, specifically:
  - (a) Surf Life Saving NZ excl. Tauranga (SLSNZ), allocate funding of \$327,000 for 2022/23 and \$333,000 for 2023/24.
  - (b) Royal New Zealand Coastguard (Coastguard), allocate funding of \$20,000 for 2022/23 and for 2023/24.
  - (c) Rotorua Mountain Bike Club (RMTBC), allocate funding of \$80,000 for 2022/23 and for 2023/24.
  - (d) New Zealand Land Search and Rescue (LandSAR), allocate funding of \$20,000 for 2022/23 and for 2023/24.
  - (e) Youth Search and Rescue (YSAR), allocate funding of \$4,000 for 2022/23 and for 2023/24.

- 3 **Recommends to the Bay of Plenty Regional Council that it consider additional funding budgeted for RSRS in 2022/23 and 2023/24, noting that any additional funding is expected to be funded through an increase to the RSRS targeted rate.**
- 4 **Recommends (subject to recommendation 3 above) that any additional funding budgeted through the RSRS targeted rate be allocated to applicants, as follows:**
  - (a) **Surf Life Saving NZ excl. Tauranga (SLSNZ), allocate additional funding of \$2,253 for 2023/24**
  - (b) **Royal New Zealand Coastguard (Coastguard), allocate additional funding of \$30,000 for 2022/23 and for 2023/24**
  - (c) **New Zealand Land Search and Rescue (LandSAR), allocate additional funding of \$10,000 for 2022/23 and for 2023/24**
  - (d) **Youth Search and Rescue (YSAR), allocate additional funding of \$11,000 for 2022/23 and for 2023/24**
- 5 **Notes the recommendations made by CEG-SC in section 4 will be considered prior to the next RSRS funding round which is planned to allocate funding for the three year period commencing 2024/25.**

**Chadwick/Webber  
CARRIED**

## **Information Only**

### **5.6 Update - National Emergency Management Agency (NEMA)**

Presented by National Emergency Management Agency (NEMA) Regional Emergency Management Advisor, Jaci Sinko.

#### **Key Points - NEMA:**

- Update on progress with the development of the Trifecta Programme
- In February 2022, the Minister for Emergency Management held a hui with Māori, the Emergency Management sector and Mayors; a follow-up hui with the BOP CDEM representatives had been scheduled for Wednesday, 23 March 2022 to build on recent conversations about changes to improve the emergency management system
- Alongside the legislative review, was also working on a review of the National Civil Defence Emergency Management (CDEM) Plan Order and Guide, with the view of developing a new version which would be more user-friendly, less legal and technical and more practical - NEMA was currently developing its strategy of how they would consult the groups through this process
- Current Covid-19 support requirements had placed the wider system under pressure: NEMA was maintaining the posture the CDEM's role was to support preparedness for concurrent events rather than being a primary responder
- At present 5% of NEMA staff was infected with Covid-19; was however still confident in its ability to respond

- National Public Education Programme:
  - Recent Public Education campaigns encouraged public to get vaccinated
  - Other pieces of public education underway included the Te Hīkoi a Rūaumoko - Rūaumoko's Walk (*bi-lingual children's book based on Kahungunu legends and dialect telling the story of what to do in an earthquake with a subsequent tsunami threat.*) The Rūaumoko's Walk book had been provided to 740 kura and decile one to three schools across the country  
<https://www.civildefence.govt.nz/assets/Uploads/public-education/tsunami-public-education/Ruaumokos-Walk-A4-low-res.pdf>  
<https://www.youtube.com/watch?v=UmeADFm4z54>
  - Was developing new preparedness campaigns targeted towards Māori and Pacifica
  - Advice for disabled people had also been updated on the "Get Ready" website
- Was in the process of building a new online national tsunami map for New Zealand, showing tsunami evacuations zones; was working alongside groups in this regard. No timeline for completion available yet
- Currently standing up a 24/7 awake duty system Centre which would replace the current on-call duty system. Five Watch-leaders and 12 Watch-Officers had been recruited and the system would be stood up on 30 June 2022
- Have signed a Memorandum of Understanding with the Ministry for Pacific People, formalising the partnership and highlighting NEMA's intent to develop a work programme to support more effectively disaster risk reduction for Pacific communities in New Zealand.

**Key Points - Members:**

- Since the Neighbourhood Support Networks were well connected, providing links of NEMA's public education programmes to Neighbourhood Support Networks would be valuable.

**Resolved**

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

- 1. Receives the verbal update from the National Emergency Management Agency provided by Regional Emergency Management Advisor, Jaci Sinko.**

**Webber/Riesterer  
CARRIED**

## 5.7 Update - Director, Emergency Management Bay of Plenty

*Presentation - Emergency Management Directors Update: Objective ID A4059642*

EMBOP Director Clinton Naude presented the report, supported by EMBOP Senior Advisor – Tsunami Readiness Malinda Meads.

### **Key Points of Update:**

- Emergency Management Systems Reform
  - Reminded members of the Minister for Emergency Management's hui with Bay of Plenty CDEM representatives scheduled for Wednesday, 23 March 2022 to consult on Civil Defence Emergency Management Act 2002, which would be repealed and replaced with a new Act
  - National Civil Defence Emergency Management Plan 2015 also under review, running concurrently
  - In addition, the Bay of Plenty Civil Defence Emergency Management Group Plan 2018/2023 was also due for review. The CDEM Group Joint Committee had recently approved the collective approach to the review process. As part of the review process engagement with communities have been planned
  - Ultimately three significant pieces of work were currently running in parallel and interdependent. Once NEMA had confirmed their timelines for the Act and the Plan, EMBOP staff would align their planning accordingly
  - Workshops with CDEM Group Joint Committee Members would be scheduled accordingly to provide input
  - With a three-tiered level approach to the legislation, future decisions would require a review of where the potential resourcing and financial implications would lie – either national, regional or local
- Tsunami Readiness
  - Reminded that Tsunami Readiness was being prioritised as a hazard (seeing that it was both number one and three in the hazardscape priorities)
  - Have subsequently implemented a dedicated role: Senior Advisor – Tsunami Readiness; Malinda Meads had recently been appointed
  - Task of the Senior Advisor – Tsunami Readiness would be to develop and implement a regional integrated tsunami readiness programme for the Bay of Plenty, to be considered and endorsed by the Joint Committee at its next meeting
  - With NEMA's establishment of a 24/7 Centre, the local role in Tsunami warning and alerting going forward still required further clarification
  - Whilst developing the plan, numerous activities were ongoing to educate and raise awareness amongst communities.

**Key Points - Members:**

- In the instance of a tsunami event, suggested that consideration be given to providing receiving communities with resources (sufficient public facilities/support/training which would be required to successfully receive and support affected communities in inland areas)
- Since timely communication in the instances of a tsunami event was critical, the local response/role following the establishment of NEMA's 24/7 Centre, was critical. Concurred that the local workstream needed to be aligned to ensure local linkage with national centre
- Resourcing of inland Māori communities/marae assisting with the response to tsunami events also required applicable resourcing to enable adequate hosting
- The Ōpōtiki community did not have receiving communities to accommodate them in the event of a tsunami threat
- Referring to the March 2021 event, pointed out that the tsunami alerting text messages were very detailed/comprehensive and difficult to understand - suggested that contents/effectiveness of alert messages be reviewed
- Following an event, some inland remote areas were inaccessible via roads and would require helicopter facilities
- As part of the response planning there should be an awareness of the cultural implications of using marae when responding to events: i.e. implications of a tangi needed to be taken into consideration
- Wildfires remained a serious threat for inland communities.

**Resolved**

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

- 1. Receives the verbal update from Emergency Management Bay of Plenty Director.**

**Turner/Riesterer  
CARRIED**

**5.7 Modernising the Emergency Management Framework - Feedback to the National Emergency Management Agency**

*Presentation - Modernising the Emergency Management Framework - Feedback to NEMA: Objective ID A4059644*

EMBOP Director Clinton Naude presented the report.

**Key Points - Summary of feedback to the National Emergency Management Agency:**

- Provided an overview of the Trifecta Programme consultation process to date
- Purpose was to build a modern, inclusive, fit-for-purpose and enduring framework for the emergency management system
- In preparation for the Ministerial Roadshow scheduled for 23 March 2022, the following highlights were presented as a high level summary of the proposed changes and options supported:
  - Functions of CDEM Groups and local authorities: supported a regional approach with local support (Option D)
  - Proposed change to membership of CDEM Groups to include iwi and Māori representatives
  - Legal status of CDEM Groups – explicit recognition in the Act – CDEM Groups to be given own legal status
  - Accessibility of CDEM Plans – explicit requirement to publish
  - Undeclared emergencies – introduction of new response thresholds for coordination
  - Concurrent emergencies – Bill provided guidance and greater clarity around responding to concurrent emergencies
  - Ambulance services – amended definition of emergency services to be included
  - Lead Agencies – adding an enabling clause permitting the making of regulations/rules to establish roles and responsibilities of lead and support agencies
  - Animal welfare – to expressly provide for the welfare of animals in emergencies
  - Equitable outcomes for “disproportionately affected people” by emergencies
  - Planning requirements – inclusion of “disproportionately impacted people” in planning
  - Planning level of emergency services – Lifeline Utilities must state their planning emergency level of service every three years
  - New monitoring evaluation and annual reporting requirements - Lifeline Utilities must provide an annual statement to the responsibility agency affirming that the organisation has the capability and capacity to meet obligations signed by the entity Chief Executive or equivalent agency
  - Māori Emergency Management Advisory Group (MEMAG) – establishment of a new national body - Māori Emergency Management Advisory Group - in legislation, with a varied scope including providing advice to NEMA

- Amended Joint Committee representation - Iwi and Māori may elect two members with full voting rights to CDEM Group Joint
- Iwi and Māori representation on CEGs - Legislate to achieve participation of iwi and Māori in all CEGs
- Introduce requirements in legislation for CDEM Group members to identify the needs of iwi and Māori within their CDEM region and develop plans to address these needs
- Explicit requirement for CDEM Groups to consult
- Two additional proposals related to the operability of iwi and Māori participation and National CDEM planning activities
- Some changes were needed to modernise the legal framework and ensure the responsiveness of the emergency management system's regulatory framework.

**Key Points - Members:**

- Under “*Functions of CDEM Groups and local authorities*” supported a fusion of options “B” and “D”; best option would be to accommodate distinct local functions combined with a regional approach with local support; this possibility needed to be discussed with the Minister
- Concurred that more details were required to enable a full understanding of the implications of the various options
- Role clarification of Mayors was critical
- Supported regional and national support but with local action as local knowledge was critical
- Alignment with other local government initiatives was important
- Objected to the use of the terminology “disproportionately affected”; noted that it had been flagged for amendment.

**Resolved**

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

- 1 Receives the report, Modernising the Emergency Management Framework - Feedback to the National Emergency Management Agency.**

**Riesterer/Webber  
CARRIED**

**6. 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 |
|----------|---|--|--|---|
| 5.7      | Modernising the Emergency Management Framework - Feedback to the National Emergency Management Agency | Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:<br><br>i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied. | 48(1)(a)(ii)(c)<br>(i)   | To remain in public excluded.                 |

- 2. That the National Emergency Management Agency's Regional Emergency Management Advisor, Jaci Sinko be permitted to stay in the public excluded section of the meeting due to her knowledge on the matter under discussion as NEMA representative.**

**Love/Iles  
CARRIED**

**12:00 pm – the meeting closed.**

**CONFIRMED**

\_\_\_\_\_  
Cr David Love  
Chairperson, Bay of Plenty Civil Defence  
Emergency Management Group Joint Committee



|                           |   |
|---------------------------|---|
| <b>Report To:</b>         | Bay of Plenty Civil Defence Emergency Management Group Joint Committee      |
| <b>Meeting Date:</b>      | 8 July 2022   |
| <b>Report Writer:</b>     | Merinda Pansegrouw, Committee Advisor                                       |
| <b>Report Authoriser:</b> | Clinton Naude, Director, Emergency Management Bay of Plenty                 |
| <b>Purpose:</b>           | Receive the Bay of Plenty CDEM Group Reporting Dashboard as at 24 June 2022 |

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## Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 24 June 2022

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### Executive Summary

The Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 24 June 2022 attached for the information of members.

### Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group 2021/22 Annual Plan Dashboard as at 24 June 2022.**

### Attachments

Attachment 1 - Bay of Plenty CDEM Group Annual Plan Dashboard as at 24 June 2022 [↓](#)

## KPI Measuring Approach



### Background

As part of the Local Authority LTP development process the CDEM Group KPIs were reviewed. In support of this, EMBOP ran workshops with council representatives, as nominated by CEG LA, to establish how the Group would measure the KPI "The city/district/region is prepared for and can respond to an emergency". These workshops established a collective view that this KPI needed to focus on people, and their training levels, facilities, tools and resources. With an initial focus on lifting capability of staff (particularly those in leadership positions) not simply increasing the numbers of names on the roster.

### Measuring KPI 1 – Approach

The measurement of KPI 1 will focus on the capability and capacity of Emergency Operations and Coordination (EOC/ECC) staff, and will be split into two parts, with differing levels of training required at different levels and for different roles. Under this KPI staff will be split into two groups:

- Incident Management Team (IMT) Staff (Controllers, Managers and Technical Experts)
- Pool staff – who can be assigned to or move between functions as required.

With councils being required to support a different number of shifts depending on their size, a shift is calculated as:

$$\text{IMT staff} + \text{pool staff} = 1 \text{ Shift} \\ 11 + 19 = 30$$

**11 IMT Staff** - This consists of one of each management role as laid out in CIMS 3<sup>rd</sup> Edition.

**19 pool staff** - This has been calculated based on three staff for each of Intelligence, Planning, Operations, Logistics, PIM, Welfare and 1 Controllers Assistant.

### Roster requirements

All councils are required to plan for three shifts except for Opotiki District Council (ODC) and Kawerau District Council (KDC) as the size of these councils makes it unfeasible for them to supply 90 staff.

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

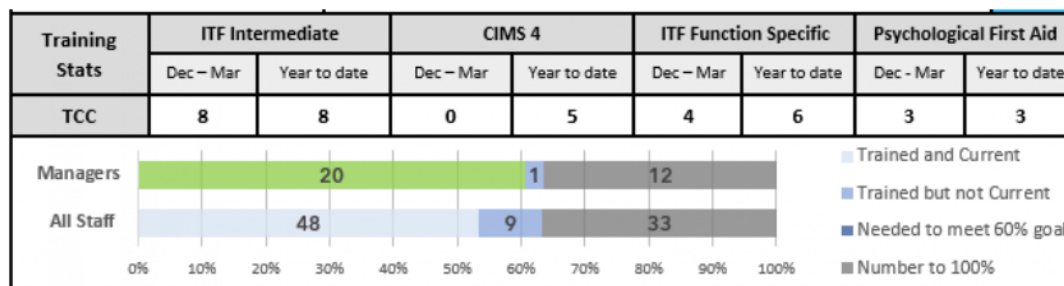
| KPI Goals  | 2021-2024 - 60% |       | 2024-2031 – 80% |       | 100% |       |
|--|-----------------|-------|-----------------|-------|------|-------|
| Staff Type                                       | IMT             | Total | IMT             | Total | IMT  | Total |
| BOPRC, RLC, TCC, WBOPDC, WDC<br>(3 shifts of 30) | 20              | 54    | 26              | 72    | 33   | 90    |
| KDC, ODC<br>(2 shifts of 30)                     | 13              | 36    | 18              | 48    | 22   | 60    |

These stats are displayed via the below graph under each of the councils dashboards. This graph outlines how each of the councils are tracking with respect to the 60% training goal for both IMT (Managers) and total staff, relative to the table above. Further to the training requirement, all staff are required to engage with CDEM annually and complete a minimum of 8 hours ongoing professional development. The graph displays staff that are:

**Trained and current, Trained but not current, Needed to reach 60% goal, Number to 100%.**

In order to be trained and current they must meet both the training and engagement criteria. The needed to reach 60% number reflects the quantity of staff that need training and engagement to reach the KPI.

When a council hits this target this will be displayed in green, as shown below, otherwise it will remain blue/grey.

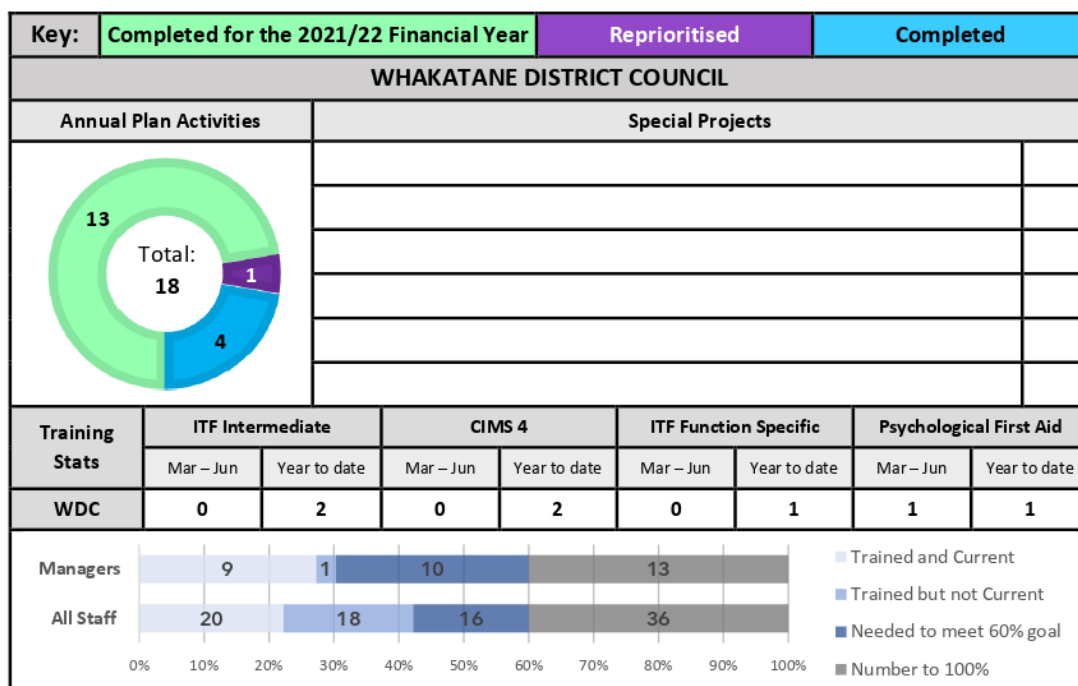
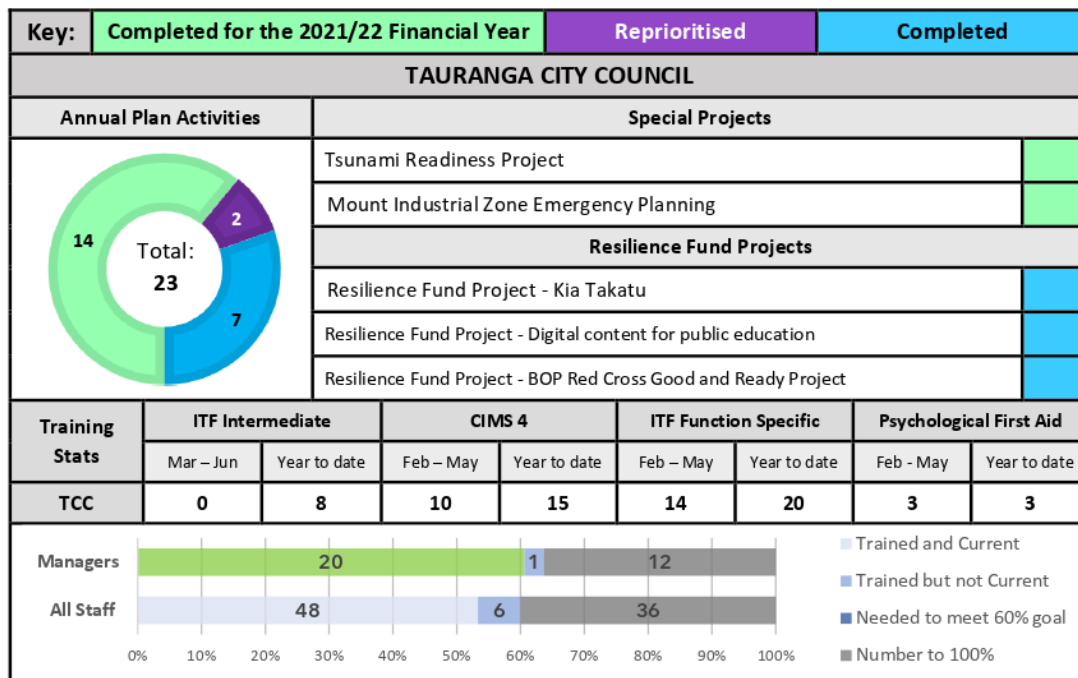


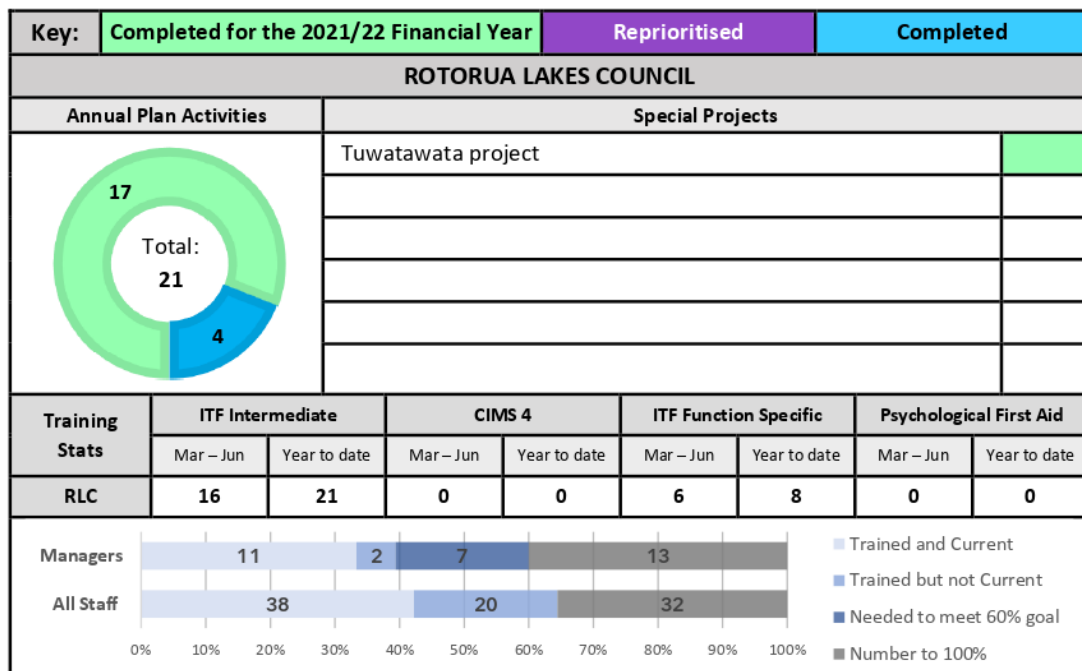
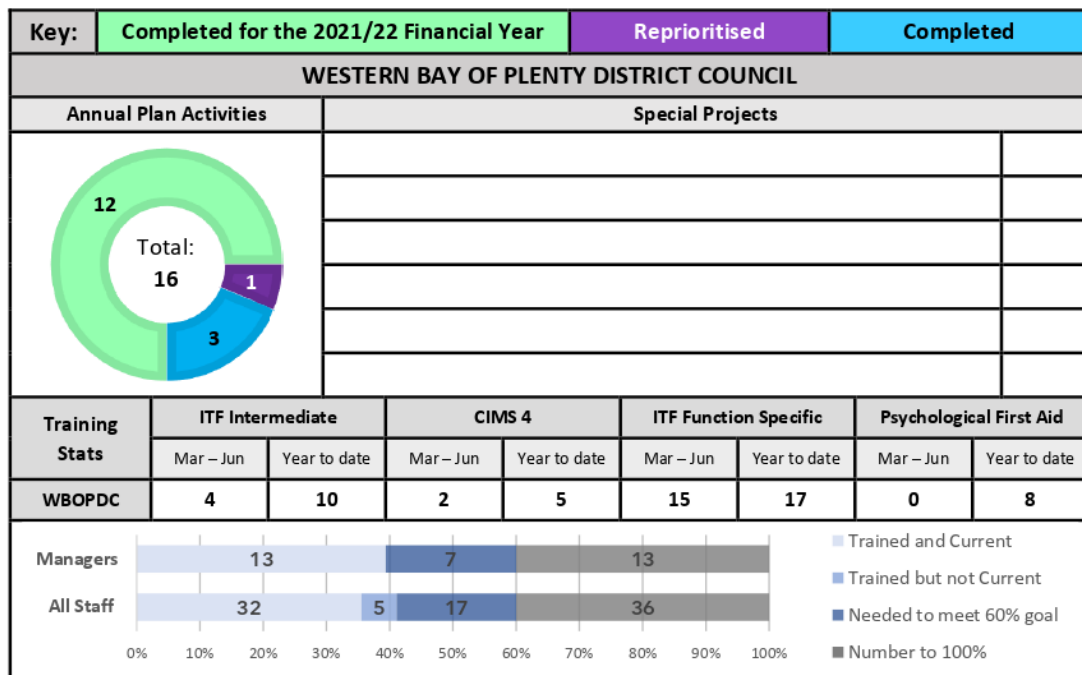
## 2021/22 Annual Plan Dashboard

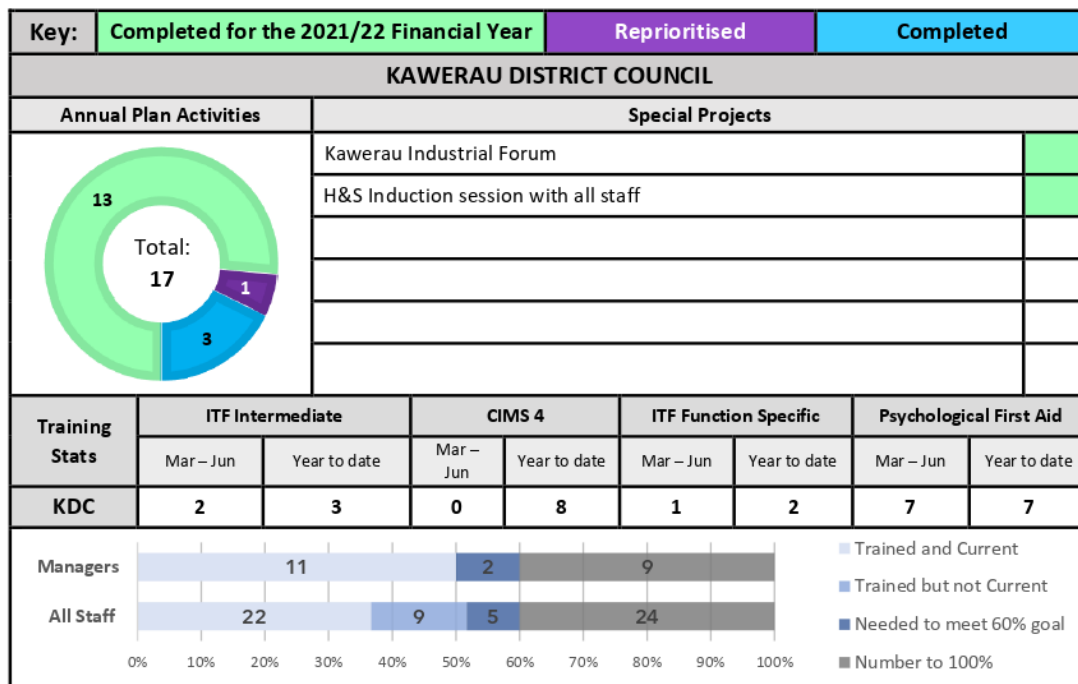
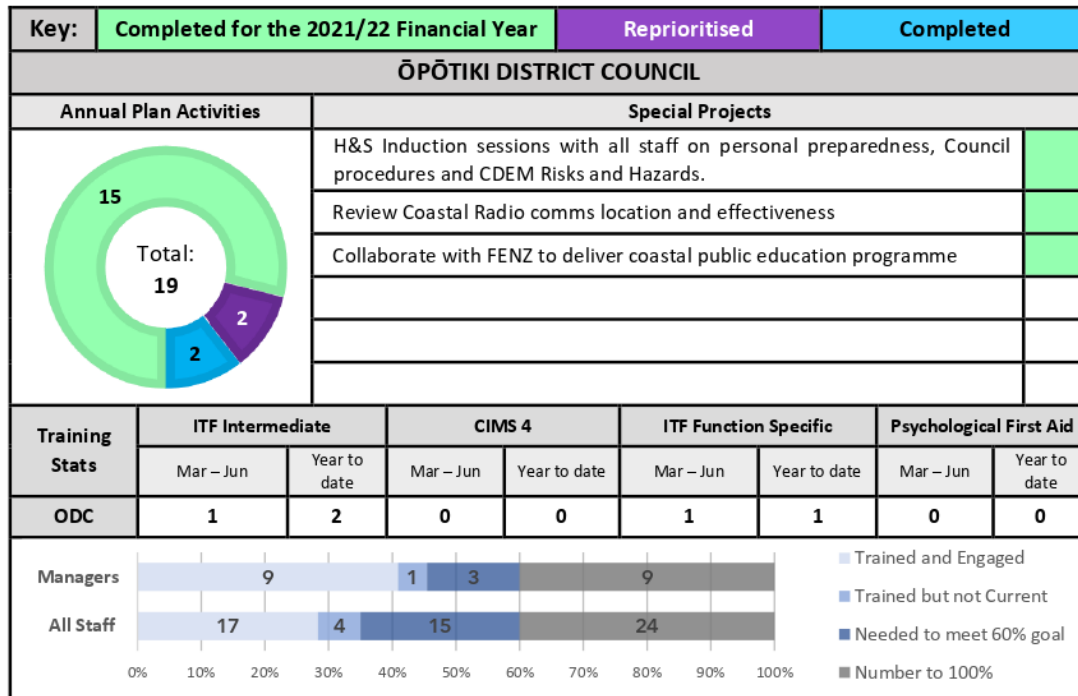


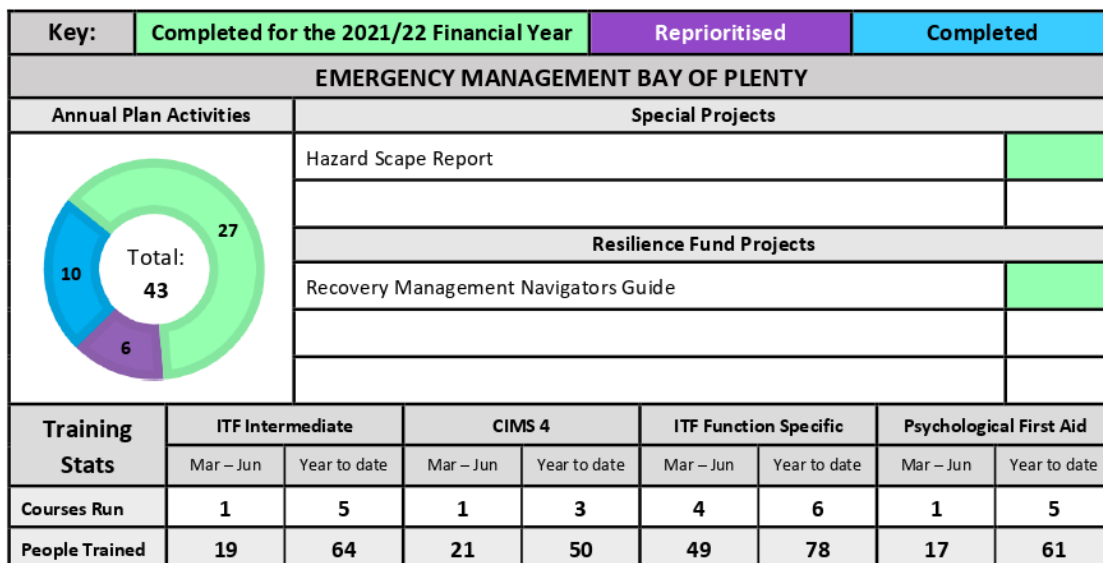
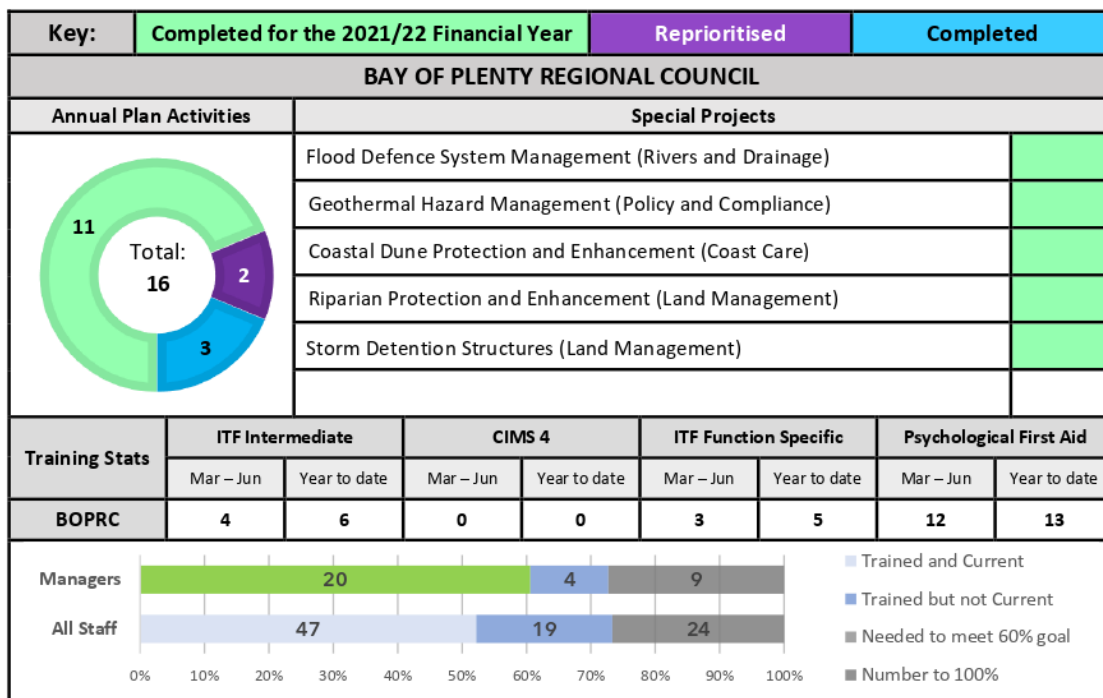
This dashboard is current as at: **24<sup>th</sup> June 2022**

This will be the **last dashboard** for the 2021/22 Financial year.











|                           |   |
|---------------------------|---|
| <b>Report To:</b>         | Bay of Plenty Civil Defence Emergency Management Group Joint Committee  |
| <b>Meeting Date:</b>      | 8 July 2022   |
| <b>Report Writer:</b>     | Andrea Thompson, Executive Assistant  |
| <b>Report Authoriser:</b> | Clinton Naude, Director, Emergency Management Bay of Plenty   |
| <b>Purpose:</b>           | To appointment Civil Defence Emergency Management (CDEM) Group/Local Controllers and Recovery Managers for the Bay of Plenty Civil CDEM Group |

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

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### Executive Summary

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

The Joint Committee is requested to appointment and rescind the appointments of Group/Local Controllers and Recovery Managers.

### 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 Appoints Cara Gordon as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s 26(2) of the CDEM Act 2002;**
- 3 Appoints Paula Naude as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s 30(1) of the CDEM Act 2002;**
- 4 Rescinds the appointment of Lee Hazlewood as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s 26(2) of the CDEM Act 2002;**



- 5 **Rescinds the appointments of Eric Newman as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s 27(1), of the CDEM Act 2002 and Blaise Williams as Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s 30(1) of the CDEM Act 2002;**
- 6 **Rescinds the appointment of Aileen Lawrie as Local Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s 27(1) of the CDEM Act 2002, effective from 26 July 2022; and**
- 7 **Rescinds the appointment of Sarah Omundsen as Alternative Group Controller for the Bay of Plenty Civil Defence Emergency Management Group as defined under s 26(2) of the CDEM Act 2002, effective from 31 August 2022.**

## 1. Background

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

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

Bay of Plenty CDEM Coordinating Executive Group have met on the 20 May 2022 and endorsed the appointments of Cara Gordon and Paula Naude.

## 2. Statutory Appointments

### 2.1 Emergency Management Bay of Plenty

Clinton Naude, Director of Emergency Management Bay of Plenty is seeking the appointment of Cara Gordon, Principal Advisor, Emergency Management, Emergency Management Bay of Plenty as Alternative Group Controller for the Bay of Plenty CDEM Group under Section 26(2) of the CDEM Act 2002.

Cara Gordon is a professional emergency manager with 12 years of experience within New Zealand's emergency management sector. She has worked at the national and regional level holding emergency management roles at the National Emergency Management Agency and the Ministry of Health, prior to moving to Emergency Management Bay of Plenty in 2020.

Cara brings extensive operational experience to the Alternate Controller role, having worked in major New Zealand responses in the past 12 years including COVID-19, 15<sup>th</sup> March Terrorist Attack, 2019 Whakaari/White Island Eruption, 2016 Kaikoura Earthquake, 2010 and 2011 Christchurch Earthquakes.

Cara holds a Post Graduate Diploma in Emergency Management and is currently completing the Response and Recovery Aotearoa New Zealand (RRANZ) Response & Recovery leadership Development Programme.

Clinton Naude, Director of Emergency Management Bay of Plenty is seeking to rescind the appointment of Lee Hazlewood as Alternate Group Controller due to the resignation of Lee Hazlewood as Principal Advisor, Emergency Management Bay of Plenty.

## 2.2 Tauranga City Council

Barbara Dempsey, Acting Chief Executive, has advised on the 11 April 2022, that Tauranga City Council passed a resolution endorsing the nomination of Paula Naude as Local Recovery Manager for the Bay of Plenty CDEM Group under section 30(1) of the CDEM Act 2002.

Paula was a member of the South African Police Service for 16 years, having attained the commissioned rank of Detective Captain, and having been part of the police management structure from 2003. By virtue of her deed of commission, Paula was authorised to lead the police Joint Operations Centre (JOC), a role that has many similarities to the role and responsibility of our Emergency Operations Centre (EOC) controllers. Paula has subsequently held management roles in the social sector, her last position prior to joining Tauranga City Council being the CEO of a local, not-for-profit organisation.

Paula has qualifications in Police Management, a Bachelor's degree with double majors in Psychology and Criminology, and post-graduate qualifications in Psychology. Paula has served on a number of local community boards, as well as holding the role of tauwi chair of a national board. Paula has a passion for the wellbeing of community and is looking forward to serving the city of Tauranga in this role.

It is noted that Barbara Dempsey will now move to the role of alternative Local Recovery Manager for Tauranga City Council

## 2.3 Western Bay of Plenty District Council

Western Bay of Plenty District Council have advised they are seeking the rescindment of Eric Newman as Local Controller for Western Bay of Plenty District Council as he has retired from the position.

Western Bay of Plenty District Council has advised that due to the resignation of Blaise Williams from his position within the council, they are seeking to rescind his appointment as a Local Recovery Manager.

## 2.4 Ōpōtiki District Council

Ōpōtiki District Council have advised of the resignation of Aileen Lawrie as Chief Executive effective from 26 July 2022. Clinton Naude, Director of Emergency Management Bay of Plenty is seeking to rescind Aileen's appointment as Local Controller effective 26 July 2022.

## 2.5 Bay of Plenty Regional Council

Bay of Plenty Regional Council have advised of the resignation of Sarah Omundsen as General Manager, Regulatory Services effective from 31 August 2022. Clinton Naude, Director of Emergency Management Bay of Plenty is seeking to rescind Sarah's appointment as Alternative Group Controller effective 31 August 2022.

### 3. **Considerations**

#### 3.1 **Risks and Mitigations**

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

#### 3.2 **Climate Change**

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

#### 3.3 **Implications for Māori**

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

#### 3.4 **Community Engagement**

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

#### 3.5 **Alignment with Strategic Framework**

This report addresses the statutory requirements of the Bay of Plenty Civil Defence Emergency Management Group under the 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 Group/Local Controllers and Group/Local Recovery Managers

### 4. **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 Recovery Leadership Programme.

### 5. **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 Recovery Managers 8 July 2022 [↓](#)
- Attachment 2 - Schedule 1 - Bay of Plenty Civil Defence Emergency Management Group  
Appointed Controllers 8 July 2022 [↓](#)



## 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 17 December 2021.

|  |   |  |   |
|--|---|--|---|
| <i>Signature:</i>  |   | Councillor David Love<br>Chair, Bay of Plenty CDEM Group Joint Committee |   |
|  |   | Date: 17 December 2021   |   |
| <b>Group Controller<br/>Section 26 of the<br/>CDEM Act 2002</b>  | <i>Director Emergency<br/>Management Bay of<br/>Plenty</i><br>Clinton Naude | <b>Alternative Group<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Mark Crowe</li> <li>2. Matthew Harrex</li> <li>3. Sarah Omundsen</li> <li>4. Lee Hazlewood</li> </ol> |
| <b>Rotorua Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>  | Stavros Michael   | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Bruce Horne</li> <li>2. Suzanne Craig</li> <li>3. Regan Fraser</li> <li>4. Richard Horne</li> </ol>   |
| <b>Western Bay of<br/>Plenty District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b> | Eric Newman   | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Gary Allis</li> <li>2. Phillip Martelli</li> <li>3. Peter Watson</li> <li>4. Scott Parker</li> </ol>  |
| <b>Tauranga City<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                      | Paul Davidson   | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Mike Naude</li> <li>2. Nigel McGlone</li> <li>3. Sam Fellows</li> </ol>                               |
| <b>Whakatane<br/>District Council<br/>Local Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                 | Nicholas Woodley  | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Mike Avery</li> </ol>   |
| <b>Opotiki District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                   | Gerard McCormack  | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Aileen Lawrie</li> </ol>  |
| <b>Kawerau District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                   | Lee Barton  | <b>Alternative Local<br/>Controllers</b>                                 | <ol style="list-style-type: none"> <li>1. Vacant</li> </ol>   |



## 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 8 July 2022.

|  |   |  |   |
|--|---|--|---|
| <i>Signature:</i>  |   | Councillor David Love<br>Chair, Bay of Plenty CDEM Group Joint Committee |   |
|  |   | Date: 8 July 2022  |   |
| <b>Group Controller<br/>Section 26 of the<br/>CDEM Act 2002</b>  | <i>Director Emergency<br/>Management Bay of<br/>Plenty</i><br>Clinton Naude | <b>Alternative Group<br/>Controllers</b>                                 | 1. Mark Crowe<br>2. Matthew Harrex<br>3. Cara Gordon                      |
| <b>Rotorua Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>  | Stavros Michael   | <b>Alternative Local<br/>Controllers</b>                                 | 1. Bruce Horne<br>2. Suzanne Craig<br>3. Regan Fraser<br>4. Richard Horne |
| <b>Western Bay of<br/>Plenty District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b> | Phillip Martelli  | <b>Alternative Local<br/>Controllers</b>                                 | 1. Gary Allis<br>2. Peter Watson<br>3. Scott Parker                       |
| <b>Tauranga City<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                      | Paul Davidson   | <b>Alternative Local<br/>Controllers</b>                                 | 1. Mike Naude<br>2. Nigel McGlone<br>3. Sam Fellows                       |
| <b>Whakatane<br/>District Council<br/>Local Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                 | Nicholas Woodley  | <b>Alternative Local<br/>Controllers</b>                                 | 1. Mike Avery   |
| <b>Opotiki District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                   | Gerard McCormack  | <b>Alternative Local<br/>Controllers</b>                                 | 1. Vacant   |
| <b>Kawerau District<br/>Council Local<br/>Controller<br/>Section 27 of the<br/>CDEM Act 2002</b>                   | Lee Barton  | <b>Alternative Local<br/>Controllers</b>                                 | 1. Vacant   |



|                           |   |
|---------------------------|---|
| <b>Report To:</b>         | Bay of Plenty Civil Defence Emergency Management Group Joint Committee      |
| <b>Meeting Date:</b>      | 8 July 2022   |
| <b>Report Writer:</b>     | Janelle Coradine, Manager, Planning   |
| <b>Report Authoriser:</b> | Clinton Naude, Director, Emergency Management Bay of Plenty                 |
| <b>Purpose:</b>           | Present the Bay of Plenty CDEM Group Annual Plan 2022-2023 for endorsement. |

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## Bay of Plenty CDEM Group Annual Plan 2022/2023

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### Executive Summary

The Bay of Plenty CDEM Group Annual Plan 2022-2023 (the Annual Plan) sets out the Bay of Plenty CDEM Groups key operational work-streams, projects and initiatives. The activities are linked to the delivery of the Bay of Plenty CDEM groups strategic objectives as set out in the BOP CDEM Group Plan 2018-2023 (the Group Plan).

### Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group Annual Plan 2022/2023; and**
- 2 Approves the Bay of Plenty CDEM Group Annual Plan 2022/2023.**

### 1. Background

- 1.1 This Annual Plan is designed to serve as a guide for all Bay of Plenty CDEM Group members in the conduct of their annual business to collaboratively achieve specific outcomes on behalf of Bay of Plenty communities.
- 1.2 It details the key deliverables for the 2022-2023 financial year and provides an outline for the 2023-24 period. Usually, the Annual Plan would outline work over a longer timeframe but due to the development of the 2023-2028 Bay of Plenty CDEM Group Plan the timeframe has been reduced.

- 1.3 The measures and deliverables contained in the Annual Plan represent the highest priorities for the Bay of Plenty CDEM Group as day-to-day activities are too extensive to include in this Plan. Further, detailed activities are often already referenced within member council Annual and Long-Term Plans.
- 1.4 Given the unpredictability of the current operating environment, the Bay of Plenty CDEM Group must remain receptive to change, able to review and adapt priorities and efforts to best meet the needs of the Bay of Plenty. As such, the Annual Plan should be seen as a living document; one which may change as new information becomes available or new priorities arise.
- 1.5 Accountability for the tasks and projects within this Annual Plan will be monitored and reported on by Emergency Management Bay of Plenty. Progress updates will be provided to Joint Committee, Coordinating Executive Group and Local Authorities Subcommittee to enable informed decision making and direction setting.

## 2. Focus of the Plan

- 2.1 The intent of the Annual Plan is to articulate the major activities that will achieve the goals and objectives of the Bay of Plenty CDEM Group Plan 2018-2023. This includes activities delivered by Local Authorities and Emergency Management Bay of Plenty. The Annual Plan has been developed with consideration to the Bay of Plenty CDEM Partnership Agreement, which was approved in June 2019.
- 2.2 Whilst the Partnership Agreement details the responsibilities of all the members of the Bay of Plenty CDEM Group individually, what remains at the core of the Bay of Plenty CDEM Group is the value of working together for safer, more resilient communities. Building relationships and collaborating are therefore the key to the successfully delivering on the Plan.
- 2.3 To achieve the goals and objectives of the Group Plan, the Annual Plans have been aligned to four workstreams:
  - Community empowerment
  - Operational excellence, including sub-sections for welfare, recovery, and lifelines
  - Organisational excellence
  - Understanding and managing our natural hazard risks.

The workstream sections within the plan provide further information on individual activities where each activity is assigned to an owner or group of owners.

## 3. Considerations

### 3.1. Risks and Mitigations

Risks and mitigations for individual activities within the Annual Plan will be managed by the activity owner and will be included in the owner's project planning.

### 3.2. Climate Change

While Climate Change has not been specifically mentioned in the Annual Plan, it is recognised as a hazard and as such is encompassed in Bay of Plenty CDEM Groups



workstreams on education and mitigation of hazards. The impacts of Climate Change are recognised in the Bay of Plenty hazard Scape Report 2014, which will be reviewed as part of the development of the 2023-2028 Bay of Plenty CDEM Group Plan.

### **3.3. Implications for Māori**

The Bay of Plenty CDEM Group will continue to build relationships and partnership with Māori. This is a significant priority of the Bay of Plenty CDEM Group, which is highlighted in such activities as the development and implementation of the Te Ao Māori CDEM Framework. This is seen as an important tool in which to build these partnerships. The development of the framework will require an ongoing collaborative approach with our iwi partners.

### **3.4. Community Engagement**

The Annual Plan has been developed in consultation with Local Authority emergency management staff and the Coordinating Executive Group Local Authorities Subcommittee members early 2022. Input and development have resulted in numerous locally delivered initiatives included in the plan. Final feedback and input from the Sub-Committee was provided in April 2022.

### **3.5. Alignment with Strategic Framework**

The Annual Plan has been developed with consideration to the Bay of Plenty CDEM Partnership Agreement as well as linking to delivery of strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023.

### **3.6. Financial Implications**

#### **3.6.1 Current Budget**

Details of Councils current budgets and progress against them are not included in this report.

#### **3.6.2 Future Budget**

2022-2023 budgets are in the process of being confirmed through Councils Annual Planning process. The confirmed budgets will be included in the final report to the Bay of Plenty CDEM Group Joint Committee.

## **4. Next Steps**

Once approved by Joint Committee, the Annual Plan will be made public and shared with partners.

## Attachments

Attachment 1 - 2021-07-29 BOP CDEM Group Annual Plan 2022-23 FINAL [↓](#)

# Annual Plan 2022/2023

Bay of Plenty Civil Defence Emergency  
Management Group



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## HE KŌRERO TIMATANGA - INTRODUCTION

The Bay of Plenty Civil Defence Emergency Management Group (*the CDEM Group*) Annual Plan (*the Annual Plan*) sets out the CDEM Groups key operational work-streams, projects and initiatives linked to delivering of strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023 (*the CDEM Group Plan*). It has been developed as a framework providing a collective direction to attain the shared outcomes of the CDEM Group Plan. This creates an aligned and mutually supportive pathway whilst at the same time supports local operational commitments and obligations.

The 2022-23 Annual Plan focuses on key deliverables for the 2022-2023 financial year and additionally provides an outline of 2023-24 activities signalling future direction. Usually, the Annual Plan would outline work over a longer time frame but due to the ongoing review of the 2023-28 CDEM Group Plan this has been reduced. The measures and deliverables listed represent the highest priorities for the CDEM Group. Due to the broad scope of work that contributes to CDEM across the Bay of Plenty rohe, ongoing operational commitments of the CDEM Group are too extensive to include in this plan, however, these are often already referenced within member council Annual and Long-Term Plans.

Given the unpredictability of the operating environment, the CDEM Group must remain receptive to change, able to review and adapt priorities and efforts to best meet the needs of communities. As such, the Annual Plan should be seen as a living document; one which may change as new information becomes available or new priorities arise. To support this, the Annual Plan will be reviewed annually to ensure that the work that the CDEM Group is doing is contributing to the strategic goals and objectives of the CDEM Group Plan in the most effective and efficient manner.

Accountability for the tasks and projects within this Annual Plan will be monitored and reported upon by Emergency Management Bay of Plenty with Local Authorities contributing towards it. Progress snapshots, in the form of the Bay of Plenty CDEM Annual Plan Dashboard, will be provided to Joint Committee and Coordinating Executive Group (and Local Authorities Subcommittee) to enable informed decision making and direction setting. The process of reviewing this Annual Plan has been done in a collaborative manner. Each Local Authority has had the opportunity to add and revise their activities to best reflect the work they are currently undertaking. New for this year is the inclusion of the Department of Internal Affairs into the Group. They are representing the Minister of Local Government as the Territorial Authority of the four main offshore islands (Whaakari, Tūhū, Moutohora and Motiti) located in the Bay of Plenty.

## HE WAWATA - OUR VISION

A safe, strong Bay of Plenty, together

Toi Moana, kia haumarū, kia kaha, mā tātau katoa

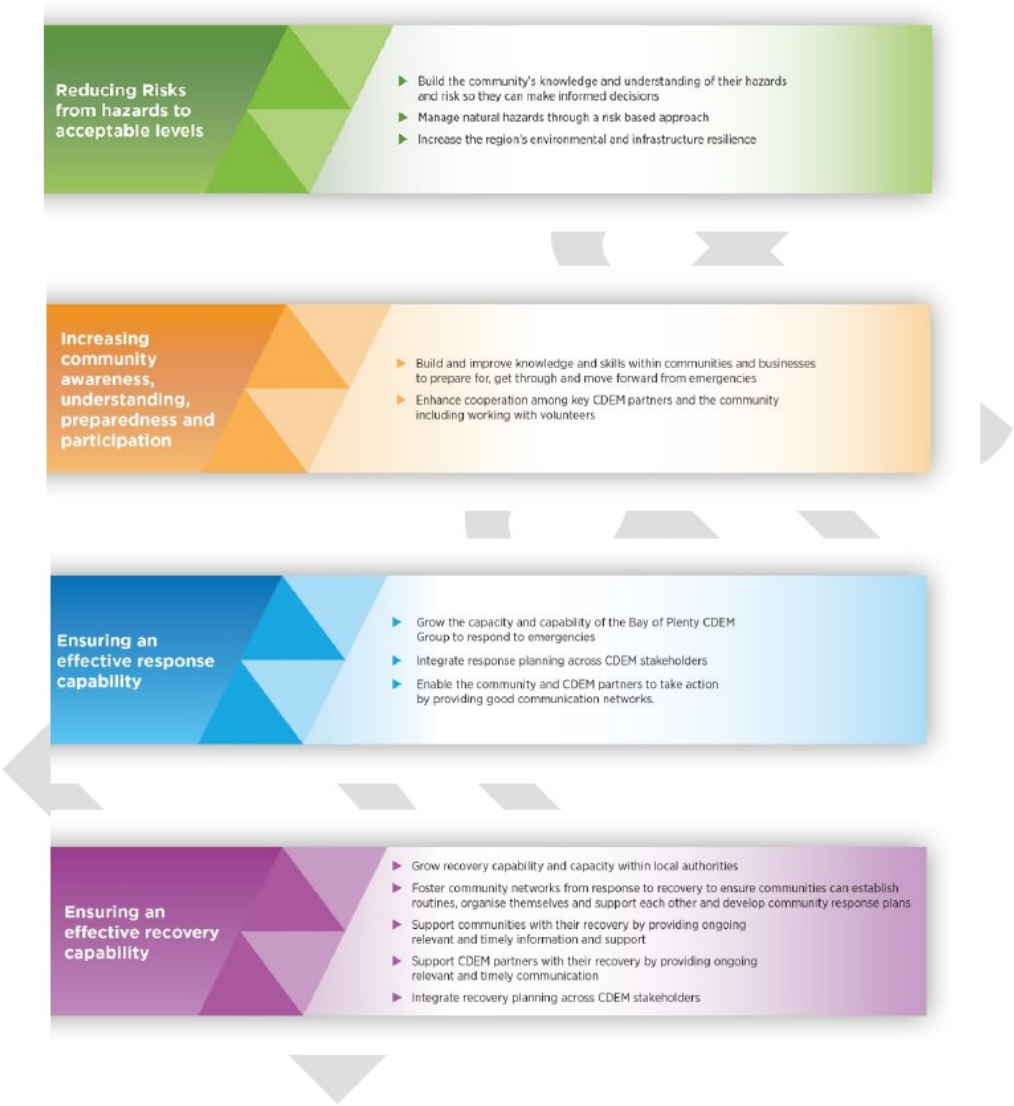
## KOTAHITANGA - TOGETHERNESS

The intent of the Annual Plan is to articulate the major activities that will achieve the goals and objectives of the CDEM Group Plan. This includes activities delivered by Local Authorities and Emergency Management Bay of Plenty. The Annual Plan has been developed with consideration to the Bay of Plenty CDEM Partnership Agreement, which was approved in June 2019, as well as considering the new role of the Department of Internal Affairs representing the Minister of Local Government. Whilst the Partnership Agreement details the responsibilities of all the members of the CDEM Group individually, what remains at the core of the CDEM Group is the value of working together for safer, for more resilient communities. Building relationships and collaborating are therefore the key to the successfully delivering on the Annual Plan.



# HE WHĀINGA - OUR GOALS

The following goals and objectives are set out in the CDEM Group Plan (pages 23-29). Long-term goals are indicated on the left, with the medium-term objectives on the right.



## HE WHAI TIKANGA - OUR PRIORITIES

The CDEM Group will focus on the following priorities over the next two years:

- Priority 1: Empowering our communities to be prepared.
- Priority 2: Strengthening our emergency management capabilities and capacities.
- Priority 3: Implementing the Government's decisions and the Group Review's recommendations to improve our consistency in and delivery of CDEM outcomes.
- Priority 4: Enhancing our governance and management processes.
- Priority 5: Enhancing collective awareness and knowledge of our hazards.

## HE HUANUI - OUR WORKSTREAMS

To achieve the identified priorities above, the Annual Plan's activities have been aligned into four work streams:

- Community empowerment.
- Operational excellence (including sub-sections for welfare, recovery, and lifelines).
- Organisational excellence.
- Understanding and managing our natural hazard risks.

The work stream sections that follow provide the details of the activities the CDEM Group intend to progress. Each activity is assigned to an owner or group of owners.

*Note:* Territorial and Local Authorities - **Territorial Authorities** refers to the city and district councils within the Bay of Plenty, as well as the Minister of Local Government, while **Local Authorities** refers to the city, district and regional council within the Bay of Plenty as well as the Minister of Local Government.



## Community Empowerment – enabling communities to enhance their own resilience

This programme of work focuses on enhancing the resilience of the Bay of Plenty through empowering and engaging individuals, partners, organisations, and communities to make their own decisions on how they will prepare for and cope during an emergency.

The CDEM Groups **Community Response Planning** and **Marae Preparedness Planning** frameworks, backed by the renewed CDEM Group Community Resilience Strategy, will continue to be the cornerstone for empowering communities to increase their resilience, connectedness, and response capacities. Local Authorities will continue to support this through community co-development to enhance resilience.

Together with iwi, the CDEM Group has commenced development of a **Te Ao Māori CDEM Framework** that is more cognisant of the role culture has across the 4 R's. This multi-year project will include building relationships with Māori, iwi, hapū and whānau, capturing the most effective way of working with tangata whenua to develop a framework that can leverage these cultural values.






An assessment of the CDEM Groups approach to coordinating volunteers in emergency management has been conducted and integrated into an updated **Bay of Plenty CDEM Group Volunteer Plan** that will influence **Local Authority Volunteer Plans**.

Success in community empowerment will be measured under two new Key Performance Indicators which focus on community understanding of the hazards in the region as well as actions they have taken to prepare for an emergency. These will be measured through the Bay of Plenty Regional Councils two-yearly Resident Survey, conducted in June 2022.

### Outlying year's activities









Outlying year's activities will be driven by the 2023-2028 CDEM Group Plan. Annual activities will continue, whilst additional focus will be directed towards the implementation of the key strategies and frameworks being developed. This includes those focused on Community Resilience, Te Ao Māori, and Business Resilience.

### Community Empowerment Work Stream Project Table







| CDEM Group Objectives  | Outcomes   | Activities   | Owner                      | Annual | 2022/23   | 2023/24   |
|--|--|--|----------------------------|--------|---|---|
| Build and improve knowledge and skills within communities and businesses to prepare for, get through and recover from emergencies. | Structured pathways for engaging with community/iwi to reduce the socioeconomic impact of disruptive events. | Develop and implement the Bay of Plenty Te Ao Māori CDEM framework.                    | EMBOP                      |        |    |    |
|  |  | Develop and implement marae emergency preparedness.                                    | EMBOP<br>Local Authorities |        |  |   |
|  |  | Develop an enduring component of the Bay of Plenty CDEM Group Tsunami Ready Programme. | EMBOP<br>Local Authorities |        |   |  |
|  |  | Maintain communication and engagement with Coastal Radio Group.                        | ODC                        |        |  |   |





| CDEM Group Objectives   | Outcomes   | Activities  | Owner                     | Annual | 2022/23   | 2023/24   |
|---|--|---|---------------------------|--------|---|---|
| Build and improve knowledge and skills within communities and businesses to prepare for, get through and recover from emergencies.            | Structured pathways for engaging with community/iwi to reduce the socioeconomic impact of disruptive events.   | Develop a strategy and build capacity to engage with and support Iwi.   | ODC & RLC                 |        |    |   |
|   |  | Public education campaign for Rotomahana Natural Dam Break Hazard   | KDC                       |        |    |   |
| Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other. | Individuals, communities, iwi and organisations take responsibility to develop their resilience. This includes understanding the nature of local hazards, having emergency action plans, and responding to emergency messaging and alerts.                   | Develop business resilience within the district.  | ODC & KDC, RLC            |        |    |   |
|   |  | Engage with local Iwi to identify partnership opportunities in CDEM context.  | RLC                       |        |    |  |
|   |  | Collaborate with partners to develop and implement a Major Hazard Facility Emergency Management engagement framework. | TCC                       |        |    |   |
|   |  | Scope and develop a Regional Business Resilience enhancement framework.   | EMBOP                     |        |   |   |
| Enhance cooperation among key CDEM partners and the community including working with volunteers.  | Strategy exists for the recruitment, retention and ongoing training of volunteers, linkages with established volunteer groups, addresses motivation and barriers, manages good Samaritans and spontaneous volunteers, and enhances community social capital. | Implement regional and local Volunteer Plans  | Local Authorities & EMBOP |        |  |   |



| CDEM Group Objectives   | Outcomes   | Activities   | Owner             | Annual  | 2022/23   | 2023/24 |
|---|--|--|-------------------|---|---|---------|
| Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions. | Public education strategy exists for enhancing public disaster awareness and understanding of the hazards that may affect them. Individuals, communities/iwi and organisations understand the role they should play during an emergency. | Deliver on the Bay of Plenty CDEM Group Public Education Plan 2022/23. | EMBOP             |  |   |         |
| Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions. | Public education strategy exists for enhancing public disaster awareness and understanding of the hazards that may affect them. Individuals, communities/iwi and organisations understand the role they should play during an emergency. | Deliver CDEM Group public education campaigns.                         | EMBOP             |  |   |         |
|   |  | Deliver local public education campaigns.                              | Local Authorities |  |   |         |
|   |  | Facilitate a tsunami hikoi for the Ōpōtiki Township.                   | ODC               |  |   |         |
|   |  | Develop community flood response planning for the Whakatāne District.  | WDC               |   |  |         |
|   |  | Facilitate Tsunami Hikoi for Tauranga coastal communities.             | TCC               |  |   |         |



## Operational Excellence – ensuring effective emergency response and recovery

This programme of work focuses on ensuring effective collaborative pre-emergency planning is conducted. It includes training and exercise development, and appropriately tests organisational capability and coordination plans. It also ensures problems are identified and subsequently addressed in partnership with LAs across the emergency management system.

To enable staff within the CDEM Group to respond effectively, complementary **Standard Operating Procedures (SOPs)** will continue to be developed to build on the success of the Checklist Compendium. National direction and the development of the Response Concept of Operations will influence the **Group's Training and Exercise Plan**, which will continue to be reviewed and updated as required.




With technology becoming an increasingly important tool for response, a review of the **technological response support systems** is ongoing to ensure the Group can continue to issue timely public information and warnings. **Live tests of our public alerting capabilities** will also be conducted.

Success will be measured under the Key performance Indicator (KPI) which focuses on being prepared for and able to effectively respond to an emergency. This KPI primarily focuses on the need for Local Authorities to have a trained and tested workforce within their EOC's with an emphasis on training function managers further.













### Outlying year's activities

Outlying years (2023 onwards) activities will be driven by the 2023-2028 CDEM Group Plan. Annual activities will continue, while the Group focuses on staff training and development in line with the new Key Performance Indicators. This will likely mean engaging in NEMAs postponed tier four National exercise (the timing of this is yet to be confirmed by NEMA).












### Operational Excellence Work Stream Project Table

| CDEM Group Objectives   | Outcomes  | Activities  | Owner | Annual  | 2022/23   | 2023/24 |
|---|---|---|-------|---|---|---------|
| Enable the community and CDEM partners to take action by providing good communication networks. | Technological response support systems are kept up to date, used to their full capacity; integrated with other systems where appropriate; enhancing our ability to gather and disseminate information and warnings. | Refine the integrated GIS capability to enable shared situational awareness.                            | EMBOP |   |    |         |
|   |   | Establish a coastal voice over siren network for local alerting/warning in Mount Maunganui to Pāpāmoa.  | TCC   |   |  |         |
|   | Messages to the public and CDEM partners/stakeholders at all stages of emergency management are planned, coordinated, prompt, reliable and actionable. Messages are clear, consistent, and accessible.              | Participate in national Emergency Mobile Alerting tests and conduct testing of regional alerting tools. | EMBOP |  |   |         |



| CDEM Group Objectives                                 | Outcomes   | Activities   | Owner                       | Annual  | 2022/23   | 2023/24 |
|---|--|--|-----------------------------|---|---|---------|
| Integrate response planning across CDEM stakeholders. | Shared, multi-agency, all-hazards framework exists for response and recovery coordination that increases interoperability and understanding of roles and responsibilities. | Develop and maintain functional Standing Operational Procedures for the GECC.  | EMBOP                       |    |   |         |
|   |  | Develop and maintain functional Standing Operational Procedures for EOC.   | Territorial Authorities     |    |   |         |
|   |  | Review and implement changes to CDEM Group Controller's Appointment and Development Model.   | EMBOP                       |   |    |         |
|   |  | Work with communities and partner agencies on flood evacuation planning where trigger levels have been identified.                 | Local Authorities           |    |   |         |
|   |  | Consider, develop, consult and implement a response model across BOP GECC and EOC operations                                       | EMBOP & Local Authorities   |   |    |         |
|   |  | Develop and implement a CDEM Group Planning Framework.   | EMBOP                       |   |    |         |
|   |  | Develop a Bay of Plenty CDEM Group Delegations Manual.   | EMBOP                       |   |    |         |
|   |  | Participate in ECLISPE Caldera Volcano Response Planning including the development and exercising of an interagency response plan. | EMBOP & Local Authorities   |   |    |         |
|   |  | Update the CDEM Group Risk Assessment and use it to develop a BOP specific HazardScape Report                                      | EMBOP and Local authorities |   |   |         |
|   | CDEM Partners and stakeholders have planned for processes and procedures to be effective. They are resourced, have trained staff and established relationships.            | Establish and maintain strategic engagement with Iwi partners.   | EMBOP                       |  |   |         |
|   |  | Update the local evacuation plan for Tauranga City.  | TCC                         |   |  |         |
|   | Maintain a 24/7 duty capability for disseminating information to the public, liaising with CDEM partners, issuing warnings and initiating response coordination.           | Maintain regional 24/7 regional duty arrangements including Duty Controller, Duty Manager and Duty PIM.                            | EMBOP                       |  |   |         |



| CDEM Group Objectives   | Outcomes   | Activities   | Owner                       | Annual  | 2022/23   | 2023/24   |
|---|--|--|-----------------------------|---|---|---|
| Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies. | CDEM Group capability development framework integrates knowledge development through training and exercising, supported by a continuous improvement process. | Deliver the Bay of Plenty CDEM Group's Capability and Development Plan.  | EMBOP                       |  |   |   |
|   |  | Lead the delivery of Controller and Recovery Manager professional development.   | EMBOP                       |  |   |   |
|   |  | Deliver CDEM induction for all elected officials following the 2022 Local Government Elections.  | EMBOP                       |  |   |   |
|   | CDEM Group has appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.                     | Identify and release staff for training and exercises against identified needs.  | Local Authorities           |  |   |   |
|   |  | To scope, design, and develop a Bay wide training program to elevate EOC/GECC performance above the current ITF framework.                 | EMBOP and Local authorities |   |    |  |
|   |  | Develop an Emergency Management Training Plan for Iwi.   | EMBOP                       |   |    |   |
|   | CDEM Group has or can readily access appropriate infrastructure and equipment during an emergency to enable effective and efficient response management.     | Conduct twice yearly audits and activation checks of the GECC and individual EOCs.   | EMBOP                       |  |   |   |
|   |  | Develop and implement plans for coordinating building assessments in response. As per MBIE guidance on managing buildings in an emergency. | Territorial Authorities     |   |    |   |
|   |  | Provide a mobile command unit to support the function of EMBOP and the GECC.   | BOPRC & EMBOP               |   |   |   |
|   |  | Provide a designated facility to support the function of EMBOP and the GECC.   | EMBOP                       |   |  |   |



## Operational Excellence - Welfare

This programme of work focuses on ensuring that responsible agencies and supporting agencies have strong relationships and that clear plans and arrangements are in place to provide appropriate welfare across the region.

**Welfare Sub-Work Stream Project Table**






| CDEM Group Objectives   | Outcomes   | Activities   | Owner                   | Annual  | 2022/23   | 2023/24 |
|---|--|--|-------------------------|---|---|---------|
| Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies. | Capability and capacity of Local Welfare Committees is enhanced, roles and responsibilities clarity increased, and development pathways are available. | Develop position descriptions, induction and training programs for welfare managers, welfare staff, Civil Defence Centre Supervisors and the Welfare Coordination Group.   | EMBOP                   |   |  |         |
|   |  | Scope, develop, implement and maintain local welfare plans to operationalise Local Authority requirements of the CDEM Group Welfare Plan.  | Territorial Authorities |   |  |         |
|   | Shared, multi-agency operational guidelines exist for collaborative delivery of emergency welfare services within the Bay of Plenty.                   | Develop welfare sub-functional plans for registration, needs assessment, emergency shelter and household goods and services.   | EMBOP                   |   |  |         |
|   |  | Support responsible agencies to develop their relevant welfare sub-functional plans, including: <ul style="list-style-type: none"> <li>• Animal welfare</li> <li>• Financial assistance</li> <li>• Care and protection for children and young people</li> <li>• Psychosocial support</li> <li>• Inquiry</li> </ul> | EMBOP                   |  |   |         |



## Operational Excellence - Recovery

This programme of work focuses on ensuring that the CDEM Group has an effective recovery capability to support regional and local disaster recovery management.

**Recovery Sub-Work Stream Project Table**

| CDEM Group Objectives  | Outcomes   | Activities   | Owner | Annual  | 2022/23   | 2023/24   |
|--|--|--|-------|---|---|---|
| <b>Grow recovery capability and capacity within Local Authorities.</b> | Local Authorities have the resources and skills to support impacted communities to recover and achieve the best possible outcomes across the natural, built, social and economic environments. | Review and update the CDEM Group Recovery Plan.  | EMBOP |   |  |  |
|  |  | Build recovery capacity within and between organisations, task groups and Local Authorities. | EMBOP |  |   |   |
|  |  | Undertake a review of the Whakaari / White Island Recovery.                                  | EMBOP |   |  |   |
|  |  | Review and update the Recovery Manager appointment and development model.                    | EMBOP |   |  |   |











## Operational Excellence - Lifelines

This programme of work focuses on maintaining a collaborative partnership with lifeline utility entities within the Bay of Plenty and the promotion of coordinated arrangements for response and recovery.

Lifelines Sub-Work Stream Project Table

| CDEM Group Objectives  | Outcomes   | Activities  | Owner                      | Annual   | 2022/23   | 2023/24 |
|--|--|---|----------------------------|--|---|---------|
| <b>Increase the regions environmental and infrastructure resilience.</b>                           | Understanding of roles and responsibilities for regional emergency fuel management enhancement, and procedures/ requirements are updated to align with the new national CDEM Fuel Plan.              | Finalise, implement and test the Bay of Plenty Regional CDEM Fuel Plan.                                 | EMBOP                      |  |  |         |
|  | Increased understanding of the risks posed by climate change to lifeline utilities that enables more informed resilience building and infrastructure investment decision making.                     | Update the Tauranga City lifelines/essential services/critical infrastructure vulnerability assessment. | TCC                        |   |   |         |
|  | Increased assurance that lifeline utilities can meet their statutory responsibilities under the CDEM Act 2002 to be able to function to their fullest possible extent during and after an emergency. | Maintain, develop and test the capability of the BOPLG.   | BOPLG                      |   |   |         |
|  |  | Engage with Lifeline Utilities to support planning and exercising.                                      | EMBOP                      |   |   |         |
| <b>Grow the capacity and capability of the bay of Plenty CDEM Group to respond to emergencies.</b> | Group and Local Lifeline Utilities Coordinators across the Bay of Plenty CDEM Group as skilled and practiced in their role.  | Identify and train lead and alternate CDEM Group Lifeline Utilities Coordinators.                       | EMBOP<br>BOPRC             |   |   |         |
|  |  | Identify and train lead and alternate Local Lifeline Utilities Coordinators.                            | Territorial<br>Authorities |  |   |         |





## Organisational Excellence – ensuring effective governance and performance

This programme of work is focused on continuous improvement of governance and management processes to ensure their effectiveness, transparency, and consistency.

As part of the CDEM Groups focus on continual improvement, the development of a **Bay of Plenty CDEM Group Assurance Framework** will continue in the next financial year. This aims to enhance monitoring and evaluation processes, and identify opportunities for collaborative improvement. It will also embed a culture of continuous improvement and ensure the delivery of effective CDEM outcomes for communities within the Bay of Plenty rohe.

### Outlying year's activities




Outlying years activities, 2023 onwards, will be driven by the 2023-2028 CDEM Group Plan. Annual activities will continue and there will likely be an additional focus on implementing changes resulting from the National Trifecta work programme.

### Organisational Excellence Work Stream Project Table

| CDEM Group Objectives   | Outcomes   | Activities  | Owner                   | Annual | 2022/23 | 2023/24 |
|---|--|---|-------------------------|--------|---------|---------|
| Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies. | Performance management processes (monitoring, evaluation and reporting) promote excellence and support continuous improvement. | Develop and implement a CDEM Group Assurance/ Continuous Improvement Framework.   | EMBOP Local Authorities |        |         |         |
|   |  | Develop and implement the Bay of Plenty CDEM Group Tsunami Ready Programme.   | EMBOP Local Authorities |        |         |         |
|   | The CDEM Group sets clear strategic direction, develops plans to operationalise the delivery and monitors progress.            | Engage, as appropriate and required, with the National Emergency Management Agency led review of the Civil Defence Emergency Management Act.  | EMBOP Local Authorities |        |         |         |
|   |  | Engage, as appropriate and required, with the National Emergency Management Agency led review of the National CDEM Plan Order.  | EMBOP Local Authorities |        |         |         |
|   |  | Engage, as appropriate and required, with the National Emergency Management Agency led review of the Disaster Resilience Strategy Road Map Development.   | EMBOP Local Authorities |        |         |         |
|   |  | Engage, as appropriate and required, on regulatory reforms and reviews with implications for the CDEM Sector. Local Government Reforms, Health and disability system reforms, Resource Management Act Review. | EMBOP Local Authorities |        |         |         |
|   |  | Review and publish the primary strategic planning tool, the CDEM Group Plan 2023-28.  | EMBOP Local Authorities |        |         |         |



## Item 8.3, Attachment 1

| CDEM Group Objectives | Outcomes   | Activities   | Owner                      | Annual  | 2022/23 | 2023/24 |
|-----------------------|--|--|----------------------------|---|---------|---------|
|                       | Continued<br>The CDEM Group sets clear strategic direction, develops plans to operationalise the delivery and monitors progress. | Review and publish the CDEM Group Annual Plan 2022/23.       | EMBOP<br>Local Authorities |  |         |         |
|                       |  | Coordinate monitoring and reporting on Annual Plan progress. | EMBOP                      |  |         |         |
|                       |  | Provide monitoring and reporting on Annual Plan progress.    | Local Authorities          |  |         |         |



# Understanding and managing our natural hazard risks

## managing our risk exposure and promoting risk awareness and understanding

The activities within this section enhance collective knowledge of natural hazard risks within the Bay of Plenty, the vulnerability and resilience of communities, and implement projects/ programmes to reduce risks from natural hazards.

The **Bay of Plenty Natural Hazards Programme**, led by the Bay of Plenty Regional Council, is the foundational method for developing, collating, assessing, and sharing information on natural hazard risks within the Bay of Plenty Region. The current focus is on understanding the risks and consequences that earthquakes, tsunami, and flooding pose to the Bay of Plenty region. The Bay of Plenty CDEM Group is also supporting the **ECLIPSE caldera research project**; a collaborative hazard-centric research project focused on caldera volcanoes.

Attendance at **Regional Hazard Risk Management Special Interest Group** forums/ workshops and the **Bay of Plenty Natural Hazard Forum** will ensure that the Bay of Plenty CDEM Group is well informed of evolving risk management activities and research.

As understanding about the natural hazards we are exposed to increases, Local Authorities will be more able to effectively **implement programmes to avoid or mitigate natural hazard risks** now and into the immediate future as part of increasing the regions infrastructural and environmental resilience.

**Public education activities** will focus on increasing community risk awareness, highlighting where to go for further information, and how to be better prepared. Engagement with communities will be achieved through regular **social media** posts and **attendance at community events/ activities** to provide local risk information/ resources that enable informed decision making.

The **BayHazards – Bay of Plenty Natural Hazards viewer** is an interactive map-based viewer for provision of natural hazard information that is easy to understand and accessible for the public. Work will continue on increasing awareness of its existence and content amongst the public and manage its content to meet community needs.



Primary public education activities 2022-2023 will be supporting the annual **National ShakeOut Earthquake Drill** and **Tsunami Hikoi**, aiming to increase levels of community participation from the previous year.

Along with other ongoing workstreams, the BOPRC have several key infrastructure projects underway aimed at increasing our resilience and ability to manage our Natural Hazard Risk. These projects range from Dune Enhancement via Coast care to the management of the Bay of Plenty's numerous River Schemes.













### Outlying year's activities

Outlying years (2023 onwards) activities will be driven by the 2023-2028 CDEM Group Plan. Annual activities will continue and the Bay of Plenty Natural Hazards Programme will remain the foundational method for developing, collating, assessing, and sharing information on natural hazard risks within the Bay of Plenty region.

Understanding and managing our natural hazard risks Work Stream Project Table

| CDEM Group Objectives   | Outcomes  | Activities   | Owner                   | Annual  | 2022/23 | 2023/24 |
|---|---|--|-------------------------|---|---------|---------|
| Increase the regions environmental and infrastructure resilience. | Our people, places and resources are resilient, able to withstand and recover quickly from natural hazards. | Implement infrastructure programmes to improve asset resilience and level of service capacity.   | Local Authorities       |  |         |         |
|   |   | Implement earthquake-prone building programmes to ensure buildings are assessed and strengthened to reduce risk to people and property during earthquakes. | Territorial Authorities |  |         |         |



| CDEM Group Objectives  | Outcomes   | Activities   | Owner                   | Annual  | 2022/23   | 2023/24   |
|--|--|--|-------------------------|---|---|---|
| <b>Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions.</b> | Scientific research and knowledge is made available to our communities in readily accessible and understandable ways.  | Integrate natural hazards information and research into the Bay Hazards viewer.                              | BOPRC                   |  |   |   |
|  |  | Support and enhance communication on tsunami evacuation zones across the region.                             | Local Authorities       |   |    |   |
|  |  | Develop a land slide risk reduction strategy.  | WDC                     |   |    |  |
|  |  | Develop a Tauranga City risk profile and risk management action plan.  | TCC                     |   |    |   |
|  |  | Deliver hazard risk management through the Bay of Plenty Safe and Resilient Communities Programme.           | BOPRC                   |  |   |   |
|  |  | Public education campaign on Rotomahana Natural Dam Break hazard.  | KDC                     |   |    |   |
| <b>Manage natural hazards through a risk based approach.</b>   | Integrated research, risk assessment and knowledge sharing about our natural hazards, where they are most likely to occur, and what impacts they may have on people, property and the environment. | Lead collaborative hazard risk management across the Bay of Plenty.  | BOPRC                   |  |   |   |
|  |  | Support territorial authorities by identifying trigger levels for flooding.                                  | BOPRC                   |  |   |   |
|  |  | Review and publish Tsunami Evacuation Zone maps across the Bay of Plenty as part of Tsunami Ready programme. | EMBOP Local Authorities |   |    |   |
|  |  | Explore potential to map overland flow paths and extend mapping of urban flood hazards in Rotorua.           | RLC                     |   |    |   |
|  |  | Explore options to reduce uncertainties in regional liquefaction mapping for Rotorua.                        | RLC                     |   |  |   |



## Ongoing Operational Commitments & Activities

The following table provides details of the key Operational Commitments and standing Activities that support our work programme. These are delivered each year alongside our key projects and initiatives highlighted in the Annual Plan.

| Objective   | Activity   | Measure   | Responsible                             |
|---|--|---|---|
| Advocate for risk reduction through local, regional and national planning frameworks            | Chair natural hazard forum meetings, including administrative support  | Minimum of two per year   | BOPRC                                   |
|   | Caldera Advisory Group   | Monthly   | EMBOP                                   |
| Enhance cooperation among key CDEM partners and the community including working with volunteers | Support Governance Committees with governance and secretariat support  | Quarterly Joint Committee, Coordinating Executive Group, and Coordinating Executive Group Local Authorities Sub-Committee | EMBOP (CEG) and BOPRC (Joint Committee) |
|   | Monitor Annual Plan progress   | Six monthly and Annual Reports  | EMBOP                                   |
|   | Chair/ host Regional Emergency Management Coordination Committee meetings  | Quarterly   | EMBOP                                   |
|   | Host/ coordinate regional PIM forum  | Annual  | EMBOP                                   |
|   | Chair/ host Local Welfare Committee meetings   | Quarterly   | Territorial Authorities                 |
|   | Attend/ participate in Local Emergency Services Committee meetings   | Quarterly   | Territorial Authorities & EMBOP         |
|   | Chair/ host Welfare Coordination Group meetings  | Bi-monthly  | EMBOP                                   |
|   | Chair/ host an annual Welfare responsible agencies forum   | Minimum of one  | EMBOP                                   |
|   | Chair/ host an annual Recovery forum   | Minimum of one  | EMBOP                                   |
|   | 'Beneath the waves' project  | Twice a month   | EMBOP                                   |
|   | Chair/ host Group and Local Recovery Manager meetings  | quarterly   | EMBOP                                   |
| Integrate response planning across CDEM stakeholders  | Maintain a regional Duty capability for:<br>- disseminating information to the public<br>- liaising with CDEM partners<br>- disseminating warnings/ advisories<br>- initiating response coordination | 24/7 Duty coverage of:<br>• Duty Controller<br>• Duty Manager<br>• Duty PIM Manager                                       | EMBOP & BOPRC (PIM)                     |
|   | Local Authorities, research institutions, lifeline utilities and other key stakeholders collaborate in risk research projects.   | As required   | Local Authorities                       |
|   | Maintain operational, technological and communications systems. Review and implement new systems at the CDEM Group/national level.   | As required   | EMBOP                                   |
|   | Testing of established radio and satellite networks  | Regular (weekly/monthly) tests  | EMBOP & Local Authorities               |
| Support the risk reduction activities of the Bay of Plenty Lifelines Group (BOPLG)              | Provide administrative and project management support to the BOPLG   | Four meetings per year  | EMBOP                                   |



## Budget

The CDEM Groups budgets for the 2022-2023 financial period are outlined in Table 1 below.

*Table 1: The Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty budgets for the 2022-2023 Financial Period.*

|                                    | Local Authority                        | 2022-23 Budget |
|------------------------------------|--|----------------|
| Emergency Management Bay of Plenty | Bay of Plenty Regional Council*        | To be provided |
|                                    | Local Authority                        | 2022-23 Budget |
| Local Authority CDEM Budgets       | Bay of Plenty Regional Council         | To be provided |
|                                    | Kawerau District Council               | To be provided |
|                                    | Ōpōtiki District Council               | To be provided |
|                                    | Rotorua Lakes District Council         | To be provided |
|                                    | Tauranga City Council                  | To be provided |
|                                    | Western Bay of Plenty District Council | \$270,000      |
|                                    | Whakatāne District Council             | To be provided |
|                                    | Group                                  |                |
| Bay of Plenty Lifelines Group      | Projected 2022/23 Balance              | To be provided |

\* The Bay of Plenty Regional CDEM Rate is collected by Bay of Plenty Regional Council on behalf of the Bay of Plenty CDEM Group.

*Note:* These figures are not designed to be comparable as Local Authorities calculate their CDEM budgets in different ways, with some focused on direct costs (e.g. CDEM committed staff) and others including projects and other staff time that contribute to CDEM in their areas.





**Report To:** Bay of Plenty Civil Defence Emergency Management Group Joint Committee

**Meeting Date:** 8 July 2022

**Report Writer:** Janelle Coradine, Manager, Planning

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

**Purpose:** Brief on the Tsunami Ready Programme; the current priority of work and associated risks

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## Bay of Plenty CDEM Group Tsunami Ready Programme Update

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## Executive Summary

The Bay of Plenty CDEM Group has prioritised resourcing for the design and implementation of a Tsunami Ready Programme to coordinate work across the Region. This work programme identifies workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery).

A Programme Risk Register identifying hazard and capability risk associated with the programme has also been developed. There are a number of risks which have already been identified and are detailed in this brief.

The current priority of work for the Tsunami Ready Programme includes the requirement for tsunami evacuation zone maps for the Region to be updated using Regional and Local level inundation model outputs. A risk has been identified with this work. There is currently not a comprehensive approach to modelling to support evacuation zone mapping for the Region. Short- and medium-term mitigations to reduce this risk have been recommended.

The Tsunami Ready Programme has also identified the requirement to have a CDEM Group Position Statement on CDEM capability in support of readiness and response to the tsunami hazard. This position statement captures capability requirements for the Bay of Plenty Group including commentary on siren capability.

Emergency Management Bay of Plenty (EMBOP) will lead and coordinate the Tsunami Ready Programme in alignment to the current priority of work outlined in this brief.

EMBOP is seeking approval through this committee for the approach for the Tsunami Ready Programme and prioritised work.

## Recommendations

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

- 1 Receives the report, Bay of Plenty CDEM Group Tsunami Ready Programme Update;**
- 2 Approves the approach for the Bay of Plenty CDEM Group Tsunami Ready Programme including the proposed approach for the Regional Tsunami Evacuation Zone Map work;**
- 3 Accepts the current risks associated with current Bay of Plenty tsunami inundation modelling for the Region; and**
- 4 Approves the Bay of Plenty CDEM Group Position Statement on CDEM capability in support of readiness and response to the tsunami hazard.**

## 1. Background

- 1.1 As a priority hazard under the CDEM Group Plan, tsunami response planning has historically been incorporated into Local Authority (LA) and EMBOP work programmes. Following the 5 March 2021 Hikurangi and Kermadec Islands



Earthquakes, EMBOP identified that a Tsunami Readiness Work Programme was required to prioritise and coordinate work across the Region.

- 1.2 This work programme identifies workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery). Key lessons from the 5 March 2021 event will also be addressed, and that effective community preparedness and multi-agency response is supported, to reduce the impact that significant earthquake and tsunami hazards can have on communities in the Region.

## 2. Tsunami Ready Programme

### 2.1 Programme Aim

The aim is to develop a coordinated Tsunami Ready programme for the Bay of Plenty CDEM Group to ensure Regional consistency; alignment to national projects and standards; and giving effect to current science.

### 2.2 Approach

- 2.2.1 This programme will be led and coordinated by EMBOP; must align to the objectives in the CDEM Group Plan; and will:

- include Local, Regional and National Stakeholders;
- incorporate work across the 4Rs;
- identify hazard and capability risk as part of the ongoing cycle of the programme;
- ensure adherence to key principles as the foundation of programme design and programme outcomes; and
- ensure the programme is enduring beyond the initial two-year scope of the programme.

- 2.2.2 This programme will not include direct engagement with communities by the Project Manager/ Senior Advisor Tsunami Readiness. This work will be conducted by LAs through Community Resilience programmes or other programmes already in place.

### 2.3 Objectives

- 2.3.1 The objectives for this programme are:

- Regional consistency across all programme workstreams
- Risk reduction opportunities are identified and addressed throughout the project lifecycle
- All communities understand their tsunami risk and respond appropriately to natural tsunami warning signs and official tsunami warnings
- Community-led support and plans following a tsunami prioritise community need are supported by Emergency Services and agencies

- Iwi, Hapū and Whānau are engaged through existing work programmes
- Partner agencies (emergency services, agencies with welfare responsibilities, and Lifeline Utilities) and CDEM Group members understand and be prepared to undertake their roles and responsibilities across the 4Rs in a tsunami event.

## 2.4 Programme Outputs

2.4.1 The programme outputs will be within programme workstreams across the 4Rs. Key programme components are:

- **Programme definition** includes the stocktake of current work in the tsunami space at Local, Regional, National levels and science research; the identification of key stakeholders in the programme; and development of 'Bay of Plenty-specific' tsunami indicators to measure programme outcomes
- **Reduction** will have a priority focus on tsunami evacuation zone mapping from current inundation modelling for the Bay of Plenty Coastline. Resources will be developed to support understanding of the tsunami risk, and support land-use planning
- **Readiness** involves the development of a staged Public Education campaign; review and identification of gaps in coverage for tsunami warnings; resources to support community response planning; and tsunami-scenarios developed to support training and exercising
- **Response** focus will be on the development of a Tsunami Response Plan including confirmation of agency and CDEM Group member arrangements at local and regional level
- **Recovery** work will ensure the inclusion of tsunami consequences in broader recovery planning
- **Programme finalisation** will support the enduring nature of this programme and transition the programme to business-as-usual for the CDEM Group.

## 2.5 Risks

2.5.1 A Programme Risk Register has been developed identifying hazard and capability risk associated with the programme. Programme risks that have been identified include:

- Event response and recovery that would re-direct programme resources and priority
- Limitations in Regional-Local resources in business-as-usual (BAU) to support the timely delivery of programme outputs
- Delay and lack of alignment with National projects and update of National standards; will impact on the timely delivery of programme outputs.

2.5.2 Mitigation strategies for these risks, and any other risks identified during the programme, will be documented and regularly reviewed in the Programme Risk Register.

## 2.6 Priority of work

2.6.1 The programme has identified the current priority of work:

- Connection of National-Regional-Local Tsunami programmes and projects to mitigate of the risk highlighted with national standards and alignment to national projects
- Updating regional evacuation zone mapping for immediate consistency
- Development of Tsunami Ready Indicators for the Region to measure programme outcomes
- Development of public education campaigns and resourcing tailored to the Region
- Support to upcoming Regional exercises.

## 2.7 Tsunami Evacuation Zone Mapping

### 2.7.1 Regional Tsunami Evacuation Zone Maps

2.7.2 Tsunami evacuation zone for the Region require updating. The current tsunami evacuation zone maps for the Region detailed in the Bay of Plenty Regional Council BayHazards Viewer<sup>1</sup> are based on 2009 information.

2.7.3 There has been work commissioned at regional and local level which includes tsunami inundation modelling outputs. In summary:

- There is not one report that encompasses tsunami inundation modelling for the entire Bay of Plenty coastline
- There are various models that have been utilised for the tsunami inundation modelling outputs with different Level 3 outputs.<sup>2</sup>

2.7.4 There is the risk that current reports and tsunami inundation modelling outputs do not provide a comprehensive approach to modelling required to support tsunami evacuation zone mapping for the Region.

2.7.5 Short- and medium-term mitigation are recommended to reduce this risk.

- **Short-Term:** All tsunami inundation modelling reports commissioned across the Region be considered for enveloping (overlying) of all the inundation modelling outputs to update tsunami evacuation zone maps now. This work is underway and is being led through EMBOP, with Geographic Information System (GIS) and Local Authority support (from four coastal councils currently: Western Bay, Tauranga, Whakatane and Ōpōtiki) to ensure production of maps which best support communities

<sup>1</sup> BayHazards – Bay of Plenty Natural Hazards Viewer: <https://gis.boprc.govt.nz/story-series/index.html?appid=351747f1ca8347c483371b822198bba8>

<sup>2</sup> Director's Guideline for CDEM Groups Tsunami Evacuation Zones (DGL 08/16)

- **Medium-Term:** Approval of future work and funding allocation to commission work for comprehensive tsunami inundation modelling with the primary purpose of tsunami evacuation zone mapping for the entire Bay of Plenty coastline.

## 2.8 National Tsunami Evacuation Map

- 2.8.1 The National Tsunami Evacuation map project led by the National Emergency Management Agency (NEMA) was launched in conjunction with a 'Own your Zone' public education campaign in late-June 2022. The updated tsunami evacuation zone maps for the Region will support future iterations of the National Tsunami Evacuation Map.
- 2.8.2 Processes to ensure our regional data (local tsunami evacuation maps) is synced with the National Tsunami Evacuation Map are being finalised with EMBOP and NEMA to ensure that our communities have accurate and current information regardless of the platform (national, regional, local). The syncing of data on all platforms will reduce the risk of any public confusion and strengthen public confidence with aligned maps and consistent messages to support tsunami evacuation.

## 2.9 Bay of Plenty CDEM Group Tsunami Position Statement

- 2.9.1 The Tsunami Ready Programme has identified the requirement for a CDEM Group Position on CDEM capability in support of readiness and response to the tsunami hazard. Legislation<sup>3</sup>, national standards and reports<sup>4</sup>; and CDEM Group documents<sup>5</sup> were considered in the development of a CDEM Group Position Statement for Tsunami capability.
- 2.9.2 Once approval of a final CDEM Group Position Statement for Tsunami capability occurs, it is the intent that this Position will be included in the next reiteration of the CDEM Group Plan.
- 2.9.3 The draft CDEM Group Position Statement: CDEM capability in support of readiness and response to the tsunami hazard, is detailed as follows:

*CDEM Group Position Statement: CDEM capability in support of readiness and response to the tsunami hazard*

*The Bay of Plenty CDEM Group and its members are responsible for the planning for, development and maintenance of appropriate public alerting and tsunami response systems to communicate tsunami advisories or warnings received from the national level to local communities; including public education and evacuation zone identification within the Bay of Plenty region. Bay of Plenty region public alerting systems should be accurate, effective, appropriate and within reasonable cost. The arrangements for regional and local level public alerting are to be*

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<sup>3</sup> National CDEM Plan, 2015

<sup>4</sup> Tsunami Warning Sirens Technical Standard (TS 03/14)  
NEMA Hikurangi and Kermadec Islands Earthquakes 5 March 2021 Post-Event Report  
Tsunami Advisory and Warning Plan (SP 01/20)

<sup>5</sup> Bay of Plenty CDEM Group Plan 2018-2023  
Bay of Plenty CDEM Group Joint Committee Minutes – Review over last 10 years (2011-2022)

*contained in the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Plan.*

*The Bay of Plenty CDEM Group supports the national position on fixed sirens for tsunami warning. Sirens are regarded as only one component within a wider warning system. The Bay of Plenty CDEM Group does not regard sirens as an effective or a reliable alerting mechanism in local source tsunami events. This position is due to:*

- Local source tsunami can arrive within minutes to the areas of coastline closest to the shore and there may not be time to issue an official warning before the first wave arrival, or activate the sirens*
- Sirens may also be damaged by the earthquake itself and therefore may not be able to be activated*
- Sirens are known to cause complacency, which subverts the most reliable warning system for local source tsunami - the natural warning itself.*

*The best and most reliable warning system for local source tsunami in New Zealand is the natural warning itself. This is consistent with the official message used for public education in New Zealand and is also internationally accepted as best practice.*

*Any consideration for implementation of local level public alerting mechanisms by Bay of Plenty CDEM Group members, including the installation of sirens, are to adhere to the Bay of Plenty CDEM Group Plan public alerting arrangements detailed in the CDEM Group Plan; be aligned to the current Bay of Plenty CDEM Group warning systems capability; and consider programmes of work related to hazard planning.*

*All Bay of Plenty Group members agree not to install sirens unless there is a collective commitment through the Bay of Plenty CDEM Group; and a regional programme for siren installation along the whole of the Bay of Plenty region coastline. Any installation of sirens by Bay of Plenty CDEM Group members must also to adhere to Tsunami Warning Sirens Technical Standard (TS03/14)] and other national standards if applicable.*

### **3. Considerations**

#### **3.1. Risks and Mitigations**

Please refer to the relevant analysis contained in this paper.

#### **3.2. Climate Change**

Climate change impacts will be considered where appropriate in the Tsunami Ready Programme.

#### **3.3. Implications for Māori**

The objectives for the Tsunami Ready Programme include iwi, Hapū and Whānau engagement through existing work programmes.

### **3.4. Community Engagement**

The Tsunami Ready Programme scope does not include direct community engagement by the Senior Advisor, Tsunami Readiness. This work will be conducted by LAs through Community Resilience programmes already in place. The Tsunami Ready Programme will support these work programmes.

### **3.5. Alignment with Strategic Framework**

The Tsunami Ready Programme will align to the CDEM Group Plan.

### **3.6. Financial Implications**

Endorsement of the medium-term approach for tsunami evacuation zone mapping will have a financial implication for CDEM Group members. The commissioning of work for comprehensive tsunami inundation modelling with the primary purpose of tsunami evacuation zone mapping for the entire Bay of Plenty coastline will require the allocation of funding to support this work.

Scope of this work and approximate costs associated with commissioning this work can be detailed in future updates of the Tsunami Ready Programme.

## **4. Next Steps**

EMBOP will lead and coordinate the implementation of the Tsunami Ready Programme. Priority work over July-September 2022 will be focused on updating tsunami evacuation zone mapping for the Region for immediate consistency; and a stocktake and the development of public education campaigns and resourcing tailored to the Region.

Connection of National-Regional-Local Tsunami programmes and projects to mitigate of the risks highlighted with national standards and alignment to national projects; along with stakeholder engagement in alignment to the programme workstreams; will remain ongoing priorities.

If the recommendations in this report are carried there are no further actions for this Committee.



|                           |   |
|---------------------------|---|
| <b>Report To:</b>         | Bay of Plenty Civil Defence Emergency Management Group Joint Committee  |
| <b>Meeting Date:</b>      | 8 July 2022   |
| <b>Report Writer:</b>     | Janelle Coradine, Manager, Planning   |
| <b>Report Authoriser:</b> | Clinton Naude, Director, Emergency Management Bay of Plenty   |
| <b>Purpose:</b>           | Brief Joint Committee on the project coordination and schedule for the Bay of Plenty CDEM Group Plan 2023/28 Review |

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## Bay of Plenty CDEM Plan 2023-28 Coordination and Schedule

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### Executive Summary

The Bay of Plenty Civil Defence Emergency Management Group Plan (Plan) sets the strategy and direction for the Bay of Plenty CDEM Group (BOP CDEM Group) over a five-year period. The current Plan runs until 2023 and is therefore due for review.

The review process is substantial and made more complex this cycle set against the context of Local Government elections, the National Emergency Management Trifecta Review (Trifecta) occurring simultaneously, and COVID-19 significantly disrupting capacity across Local Government, the emergency management sector, as well as within communities.

Additionally, the CDEM Group is adopting a more in-depth approach to engagement in recognition of the important role Iwi and Māori occupy in emergencies and the criticality of reflecting community voices, such as from culturally and linguistically diverse (CALD), youth, differently abled/ disabled, and rural communities in the Plan and its development.

To reflect this context and the CDEM Groups aspirations, the following information outlines the coordination and engagement pathway of the review, and the schedule.

### Recommendations

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

**1. Receives the report, Bay of Plenty CDEM Plan 2023-28 Coordination and Schedule.**

**1. Background**

- 1.1 The CDEM Act 2002 and Directors Guidelines (09/18) on CDEM Group Planning (DGL) set out what a plan must consider and incorporate.
- 1.2 Section 49 (2) of the CDEM Act 2002 states, that CDEM Group Plans must provide for;
  - Membership of the CDEM Group
  - Hazards and risks to be managed and the measures to manage these
  - Objectives of the Plan and how these link to the National Strategy
  - Cost and resource arrangements.
- 1.2.1 In addition, a plan must outline;
  - Arrangements to declare states of emergency and giving notice of a local transition period
  - Arrangements in place for cooperation and coordination between CDEM Groups
  - Monitoring and evaluation arrangements.
- 1.3 The DGL sets out that Group Plans are vital in enabling effective, efficient, and coordinated CDEM delivery at a Group level.
- 1.3.1 The DGL determines that CDEM Group plans should clearly:
  - Define the vision and goals of the CDEM Group
  - Identify relevant hazards and the risks related to them, how the risks are prioritised, and will be managed
  - Define the principles and objectives of the 4Rs (risk reduction, readiness, response and recovery) along with roles and responsibilities, associated issues and actions, and any agreed arrangements, for example 'response arrangements'
  - Articulate recovery preparedness and recovery management
  - Outline management and governance arrangements.

**2. Coordination and Delivery of the Group Plan**

**2.1 Roles and Responsibilities**

- 2.1.1 The DGL also sets out that the objective of a CDEM Group is to provide leadership in the provision of *co-ordinated* and *collaborative* arrangements for CDEM among Local Authorities and partner agencies within its area.
- 2.1.2 Effective CDEM group planning therefore requires a coordinated effort as the Plan is by nature collectively owned by each Group. As such, each member of the BOP CDEM Group has a role and responsibility in developing the 2023-2028 Group Plan.
- 2.1.3 A coordinated and collaborative approach therefore lies at the centre of the project delivery structure of which there are six key parts. These six parts are; the project steering group, the project management team, working groups, workshops,



engagement hui, and Governance - through the existing CEGLA, CEG, and Joint Committee structure.

## 2.2 Steering Group and Project Team

- 2.2.1 The Steering Group, which has commenced, provides high-level support and oversight for the direction of the project. The Steering Group consists of the project sponsor - the Director of the Group Office, three CEGLA representatives - one Regional and two local (one urban and one rural), and an agency representative.
- 2.2.2 The Project Team help monitor and guide project progress. The Project Team, meeting every other week, consists of the nominated Local Authority (LA) representatives and Group Office staff.

## 2.3 Working Groups

- 2.3.1 Working groups, established and aligned to support each workshop/ engagement hui, assist in coordinating, leading, and supporting the workshops and hui. Working groups consist of subject matter experts, LA representatives, and members of the Project Team.

## 2.4 Workshops

- 2.4.1 Workshops take two forms. The first are the strategic workshops for CEGLA, CEG and Joint Committee which have already commenced. The Strategic workshops have a strategic purpose and primarily focus on vision, governance and funding arrangements.
- 2.4.2 The second set of workshops, currently underway, with some such as lifelines already complete, are those with an operational focus. Operational workshops focus on the deliverables of the Plan and canvas areas such as risks, hazards, the 4Rs (risk reduction, readiness, response and recovery), and monitoring and evaluation. Members include emergency management staff, agencies, and other subject matter experts.
- 2.4.3 The timing and frequency of strategic and operational workshops follows below;

Nb: \* out of sequence meeting. \*\* if required

| Strategic Workshop | Meeting                    | Timeframe    | Status   |
|--------------------|----------------------------|--------------|----------|
| Workshop 1 2022    | CEG LA (combined with CEG) | 24 May 2022* | Complete |
|                    | CEG                        | 24 May 2022* | Complete |
|                    | Joint Committee            | 1 June 2022* | Complete |
| Workshop 2         | CEG LA (combined with CEG) | 26 Aug 2022* | TBC      |
|                    | CEG                        | 26 Aug 2022* | TBC      |
|                    | Joint Committee            | 9 Sept 2022* | TBC      |

| Operational Workshop | Participants                                  | Timeframe         |
|----------------------|---|-------------------|
| Risk Assessment      | LA Representatives, partners, subject experts | June/July 2022    |
| Reduction            | LA Representatives, partners, subject experts | July/Early August |
| Readiness            | LA Representatives, partners, subject experts | June/July 2022    |
| Response             | LA Representatives, partners, subject experts | July 2022         |

|                           |   |                   |
|---------------------------|---|-------------------|
| Recovery                  | LA Representatives, partners, subject experts | July 2022         |
| Monitoring and Evaluation | LA Representatives, partners, subject experts | Early August 2022 |

## 2.5 Engagement Hui

- 2.5.1 Iwi and Māori engagement is of particular importance to the Plan. A one-off workshop approach is not sufficient to harness insights, experiences, knowledge and aspirations. It requires further and ongoing engagement as reflected in an earlier paper proposing the interweaving of a Te Ao Māori approach into Group Plans.
- 2.5.2 The timeframe in which the Plan needs to be delivered means this process has two phases to support both the development of the Plan and the needs of Iwi/Māori partners.
- 2.5.3 The first phase lays the foundation, or the roots, for this Plan through a series of hui taking place at both the Regional and local level in partnership with LAs throughout July and in to August. The second phase, from September onwards, will build off the momentum made in the first phase and utilise ongoing hui to help refine and guide the development of the Plan throughout the review and drafting cycle.
- 2.5.4 A series of engagement hui are also taking place throughout July, with communities of interest such as CALD, youth, the differently abled/ disabled, and rural communities to capture their experiences, insights and needs. A minimum of three engagement hui will be held with one each in the East, West and in the Lakes District.

| Engagements             | Frequency  | Timeframe              |
|-------------------------|--|------------------------|
| Iwi/ Māori              | <i>Phase One</i> - early outreach followed by a minimum of one hui per TA and Regional level hui | July-August            |
|                         | <i>Phase Two</i> - ongoing outreach and hui as required  | Ongoing from September |
| Communities of interest | One hui in the East<br>One hui in the West<br>One hui in the Lakes District                      | July-June              |

## 3. Parallel Workstreams

- 3.1 As the group plan is the principal strategic document which outlines the direction and commitments for the CDEM Group, several parallel workstreams flow from the Plan that are being reviewed in tandem.
- 3.2 The parallel workstreams are:
- Hazardscape Report/ Review of the Regional Risk Profile
  - Group Recovery Plan
  - Delegations Manual
  - Assurance and Continuous Improvement Framework

## 4. Approval/ Sign Off Timeline

- 4.1 There are several points at which Joint Committee is required to approve drafts of the Plan. The signing off occurs at three key milestones in preparation for; public consultation and the NEMA Technical Review, the Ministerial Review, and at the completion of the project. The dates at which this will occur will be out of sequence to better support project deadlines and continuity.
- 4.2 The anticipated timeframes are outlined below.

| Milestone   | Sign Off Date                                 |
|---|---|
| Sign off draft for Public Consultation and NEMA Technical Review. | Special Meeting Sept 2022                     |
| Sign off draft for Ministerial Review                             | Special Meeting end of March/Start April 2023 |
| Final sign off  | Special Meeting mid July 2023                 |

## 5. National Trifecta Programme

- 5.1 When the project timeline is set against the Trifecta Programme timeline, (see timeline in *Appendix One* below), the Trifecta Programme is scheduled for completion at the same time as the CDEM Group Plan in July 2023.
- 5.2 To mitigate any risks of misalignment between these two interlinked pieces of work, or other impacts this may pose to the final plan, the Trifecta work will be monitored throughout, and adjustments made to the project schedule and plan as required.

## 6. Considerations

### 6.1 Risks and Mitigations

Please refer to the relevant information above in section 5. In addition a risk register is being maintained as part of the project which will be monitored and managed through the Project Team and Steering Group. Risks will be reported on as required

### 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 in this paper. The impacts of Climate Change will be addressed in the Group Plan work programme and the Plan itself.

### 6.3 Implications for Māori

Please refer to the relevant information above under section 2.5.

### 6.4 Community Engagement

Please refer to the relevant information above under section 2.5.

## 6.5 **Alignment with Strategic Framework**

This paper supports the obligations of the BOP CDEM Group to review the Bay of Plenty Group Plan every five years.

## 6.6 **Financial Implications**

There are no material unbudgeted financial implications and this fits within the allocated budget at this stage. The primary resource requirement at this point is staff time.

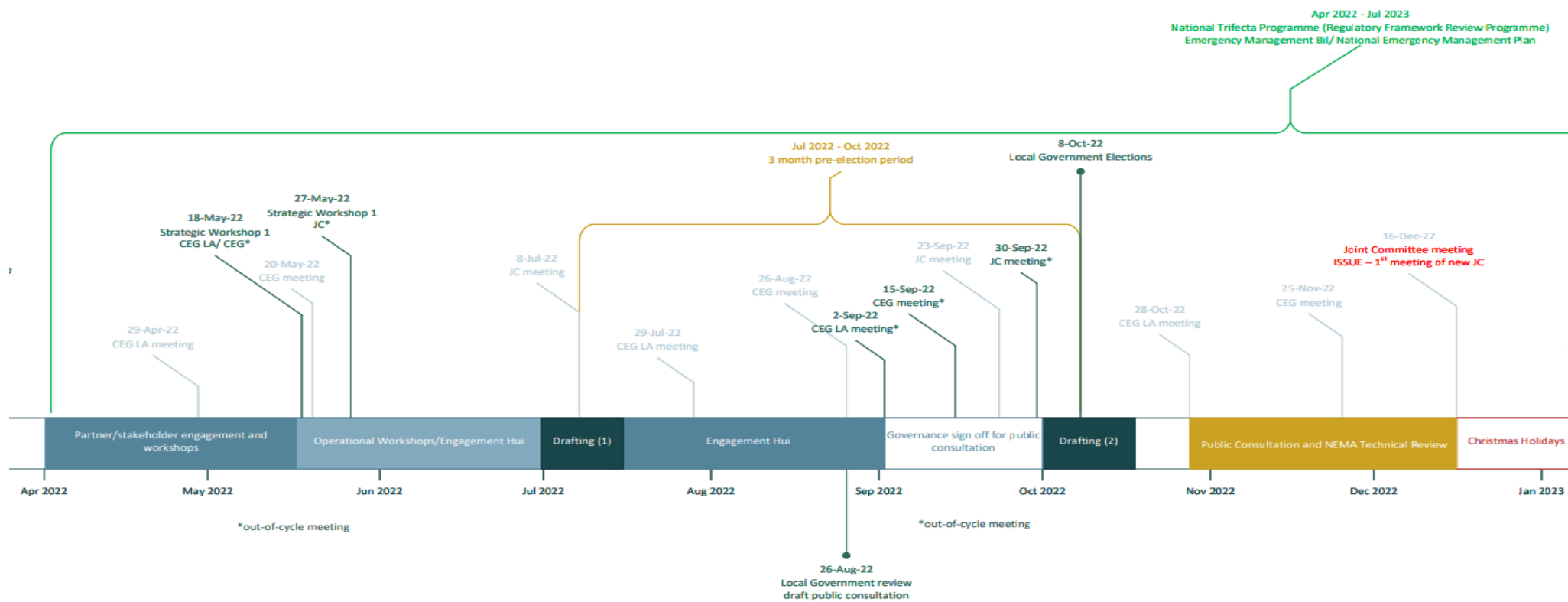
## 7. **Next Steps**

EMBOP have completed the Strategic workshops and some operational workshops such as those with the Primary Sector Group and Lifelines.

The remaining operational workshops are planned to be completed throughout July and the start of August alongside the Community Hui.

The first draft of the Group Plan for public consultation and National review will take place in August. Once the draft is complete this will be presented to Joint Committee for feedback and then sign off.

## Appendix One. Group Plan Timeline





**Report To:** Bay of Plenty Civil Defence Emergency Management Group Joint Committee

**Meeting Date:** 8 July 2022

**Presenter(s):** Jaci Sinko, Regional Emergency Management Advisor - National Emergency Management Agency | Te Rākau Whakamarumaru

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## Update - National Emergency Management Agency (NEMA)

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For a verbal update by Jack Sinko Regional Emergency Management Advisor - National Emergency Management Agency | Te Rākau Whakamarumaru.



**Report To:** Bay of Plenty Civil Defence Emergency Management Group Joint Committee

**Meeting Date:** 8 July 2022

**Presenter(s):** Brad Scott, Volcano Information Specialist - GNS Science

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## **Ruapehu: Unrest update**

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Presentation by Brad Scott, Volcano Information Specialist - GNS Science.