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 Mātaatua Room, Bay of Plenty Regional Council, 5 Quay Street, Whakatāne and Via Zoom (Audio Visual Meeting) on:

FRIDAY 23 SEPTEMBER 2022 COMMENCING AT 10:00 AM

Fiona McTavish
Chief Executive, Bay of Plenty Regional Council Toi Moana
Administering Authority
15 September 2022

Bay of Plenty Civil Defence Emergency Management Group

Membership

Chairperson	Cr David Love (Bay of Plenty Regional Council)
Deputy Chairperson	Mayor Judy Turner (Whakatāne District Council)
Members	
Bay of Plenty Regional Council	Cr Stuart Crosby (Alternate)
Kawerau District Council	Mayor Malcolm Campbell Deputy Mayor Faylene Tunui (Alternate)
Ōpōtiki District Council	Mayor Lyn Riesterer Deputy Mayor Shona Browne (Alternate)
Rotorua Lakes Council	Mayor Steve Chadwick Deputy Mayor Dave Donaldson (Alternate)
Tauranga City Council	Commission Chair Anne Tolley Commissioner Bill Wasley (Alternate)
Western Bay of Plenty District Council	Mayor Garry Webber Deputy Mayor John Scrimgeour (Alternate)
Whakatāne District Council	Deputy Mayor Andrew Iles (Alternate)
Observer	Jaci Sinko - Representative from the National Emergency Management Agency
Quorum	Four members, consisting of the majority of the number of members

Purpose and Role

The Bay of Plenty Civil Defence Emergency Management Group was established in accordance with Section 12 of the Civil Defence Emergency Management Act 2002 as a joint standing committee of the BOP member Councils under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. Membership includes all local authorities in the Bay of Plenty region. The Group operates pursuant to a Constitution approved by the Councils.

Power to Act

The Civil Defence Emergency Management Group has a constitution and this specifies the functions and powers of the group.

By virtue of section 12(2) of the Civil Defence Emergency Management Act 2002, this committee is a permanent committee and is not deemed to be discharged at, and continues in existence following local authority triennial elections.

Under Section 23(1) of the Civil Defence Emergency Management Act 2002, the Bay of Plenty Regional Council is the Administering Authority for the Civil Defence Emergency Management Group.

Bay of Plenty Civil Defence Emergency Management Group reports to the various Councils.

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

Agenda

1. Apologies

2. Public Forum

3. Items not on the Agenda

4. Order of Business

5. Declaration of Conflicts of Interest

6. Public Excluded Business to be Transferred into the Open

7. Minutes

Minutes to be Confirmed

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8. Reports

Decisions Required

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8.3 Draft Bay of Plenty CDEM Group Annual Report 2021 - 2022 22

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9. Public Excluded Section

Resolution to exclude the public

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

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

Item No.	Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution	When the item can be released into the public
9.1	Public Excluded Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 8 July 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 - 8 July 2022

10. Public Excluded Business to be Transferred into the Open

11. Readmit the Public

12. Consideration of Items not on the Agenda

13. Date of next meeting: 16 December 2022 (Inaugural Meeting 2022-2025 Triennium)

Bay of Plenty Civil Defence Emergency Management Group Joint Committee

Open Minutes

Commencing: Friday 8 July 2022, 10:00 am

Venue: Council Chambers, Regional House, 1 Elizabeth Street, Tauranga and via Zoom (Audio Visual Meeting)

Chairperson: Cr David Love (Bay of Plenty Regional Council Toi Moana (BOPRC)

Deputy Chairperson: Mayor Judy Turner (Whakatāne District Council (WDC)) (via Zoom)

Members:

Kawerau District Council (KDC): Mayor Malcolm Campbell; Deputy Mayor Faylene Tunui (Alternate)
Ōpōtiki District Council (ODC): Mayor Lyn Riesterer
Rotorua Lakes Council (RLC): Mayor Steve Chadwick (via Zoom)
Tauranga City Council (TCC): Commissioner Bill Wasley (Alternate)
Observer: National Emergency Management Agency (NEMA) Jaci Sinko - Regional Emergency Management Advisor (via Zoom)

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; Janelle Coradine – Manager, Planning; Malinda Meads – Senior Advisor, Tsunami Readiness; Lisa Glass – Senior Advisor, Communications; Benjamyn Neave – Advisor, Planning; Andrea Thompson – Executive Assistant
Tauranga City Council (TCC): Isaac Orchard - Community Resilience Advisor
BOPRC: Reuben Fraser – Acting General Manager Regulatory Services; Merinda Pansegrouw – Committee Advisor
Other: Brad Scott – GNS Science; Captain Robert Mclean – New Zealand Defence Force

Apologies: Deputy Mayor Andrew Iles (Alternate); TCC Commission Chair Anne Tolley

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 BOPRC website and archived for a period of three years:

Recording of Meeting: Civil Defence Emergency Management Group Zoom Recording - 8 July 2022 - YouTube

1. Apologies

Resolved

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

1 Accepts the apologies from Deputy Mayor Andrew Iles and Commission Chair Anne Tolley tendered at the meeting.

Campbell/Wasley
CARRIED

2. Declaration of Conflicts of Interest

None advised.

3. Minutes

Minutes to be Confirmed

3.1 Bay of Plenty Civil Defence Emergency Management Group Joint Committee Minutes - 18 March 2022

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 - 18 March 2022 as a true and correct record.

Love/Riesterer
CARRIED

4. Reports

Decisions Required

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

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

Key Points:

- Dashboard dated 24 June 2022 was the last report for the 2021/2022 financial year; consequently the format differed from previous dashboards as it summarised tasks that had been completed over the past year
- The final 2021/2022 Annual Report would be presented to the 23 September 2022 meeting.

Resolved

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.

Wasley/Campbell
CARRIED

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

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

Resolved

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

1 Receives the report, Bay of Plenty Civil Defence Emergency Management Group - 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), as 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) as 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

Campbell/Wasley
CARRIED

4.3 Bay of Plenty CDEM Group Annual Plan 2022/2023

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

Key Points:

- Intent of the Annual Plan was to articulate the major activities that would achieve the goals and objectives of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Plan 2018-2023
- Plan included activities to be delivered by all Local Authorities and Emergency Management Bay of Plenty (EMBOP)
- The Annual Plan had been developed in consultation with Local Authority emergency management staff and the Coordinating Executive Group (CEG) Local Authorities Subcommittee members
- Acknowledged the unpredictability of the operating environment and the importance to stay receptive to change/adapt priorities.

Key Points - Members:

- With reference to Page 19 of the Plan "Ongoing Operational Commitment & Activities", pointed out that under "volunteers", reference be included to Regional Māori Health Committee, as a link to locality networks, as a partner in the development of operational response
- Acknowledged forthcoming changes/developing of new relationships required following the Health System Reform 2022 effective 1 July 2022
- For effective strategic engagement with iwi partners on processes it was imperative to have clear measures in place
- Cognisant of the challenges iwi partners potentially could experience when participating in consultation processes due to limited resourcing.

Item for Staff Follow Up:

- Updated report on the Bay of Plenty CDEM Group Annual Plan 2022/2023 to be presented to the 23 September 2022 meeting to include final budgets for CDEM Groups for the 2022-2023 financial period.

Resolved

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;

2 Approves the Bay of Plenty CDEM Group Annual Plan 2022/2023.

Riesterer/Wasley
CARRIED

4.4 Bay of Plenty CDEM Group Tsunami Ready Programme Update

Director, Emergency Management Bay of Plenty Clinton Naude presented the report, supported by Malinda Meads Senior Advisor, Tsunami Readiness.

Key Points:

- Bay of Plenty CDEM Group had prioritised resourcing for the design and implementation of a Tsunami Ready Programme to coordinate work across the Region
- The work programme identified workstreams to support work across the 4Rs: Reduction, Readiness, Response and Recovery
- Key lessons from the 5 March 2021 Tsunami Events would also be addressed; effective community preparedness and multi-agency response to be supported to reduce the impact that significant earthquake and Tsunami hazards could have on communities in the Region.

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
4.4	Tsunami Ready Programme Update: PowerPoint Presentation	Withholding the information is necessary to not unreasonably prejudice the commercial position of the person who supplied or is the subject of the information. Withholding the information is necessary to protect information which is the subject to an obligation of confidence, where disclosed would otherwise damage the public interest.	48(1)(a)(i) Section 7 (2)(b)(ii) 48(1)(a)(i) Section 7 (2)(c)(ii)	To remain in public excluded

Campbell/Wasley
CARRIED

Readmit the Public

Resolved

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

1 Readmits the public.

Love/Riesterer
CARRIED

4.4 Bay of Plenty CDEM Group Tsunami Ready Programme Update (continued)

Resolved

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.

Love/Riesterer
CARRIED

Information Only

4.5 Bay of Plenty CDEM Group Plan 2023-28 Coordination and Schedule

Presented by: Clinton Naude, Director, Emergency Management Bay of Plenty and Janelle Coradine, Manager - Planning.

Key Points:

- Outlined the coordination and engagement pathway for the review of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group Plan 2023 – 2028; the planned schedule and the engagement processes to follow
- Highlighted several parallel workstreams flow from the Plan that were being reviewed in tandem
- Approval/sign off timelines, with final sign-off planned for mid-July 2023.

Key Points - Members:

- Since iwi/Māori engagement was of particular importance to the CDEM Plan 2023- 2028, timelines needed to be realistic/practical

- Members of the Joint Committee, as leaders in their respective communities, offered to assist with encouraging participation when/where required to ensure maximum involvement by communities

- In addition to the conventional partners known to individual territorial authorities, encouraged engagement with local Covid Response Teams as they offered excellent networking opportunities.

Resolved

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

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

Wasley/Campbell
CARRIED

4.6 Update - National Emergency Management Agency (NEMA)

Presentation National Emergency Management Agency Update - July 2022: Objective ID A4139836

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

Key Points Presentation:

- Trifecta Programme Update

  - Emergency Management Bill: proposals were being refined based on sector feedback/submissions on the Bill to be called for in November 2022 and heard in early 2023

  - Emergency Management plan: was currently under development/engagement with emergency management staff ongoing

- New Minister for Emergency Management - Hon Kieran McAnulty, MP for Wairarapa

- Monitoring, Alerting and Reporting Centre officially opened 28 June 2022

- Aotearoa Tsunami Evacuation Maps displaying evacuation data for CDEM Groups were live on the NEMA website; however, currently working with EMBOP to develop solutions to known issues.

Key Points - Members:

- Since the new Minister for Emergency Management was currently planning visits to individual councils in the region, suggested that a co-ordinated visit to Bay of Plenty councils be considered to enable raising CDEM matters with the Minister as a group.

Item for Staff Follow Up:

- Consideration be given to inviting the newly appointed Minister for Emergency Management, Hon Kieran McAnulty to a future meeting of the Civil Defence Emergency Management Group Joint Committee.

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.**

Riesterer/Wasley
CARRIED

4.7 GNS Science Update – Mt Ruapehu: Volcano Unrest

Presentation GNS Science Ruapehu Volcano Unrest Update 8 July 2022: Objective ID A4139832

Presented by: GNS Science Volcano Information Specialist Brad Scott.

Key Points:

- Provided an update on Mt Ruapehu and what future activity at the volcano might look like
- Overview of the New Zealand Volcanic Alert Level System used for volcanic activity
- Regional earthquake activity in the Mt Ruapehu area over the past 12 months
- Overview of indicators
- Mt Ruapehu Model - combination of deep magma storage with shallower smaller magma intrusions, topped by a hydrothermal system and crater lake
- Ruapehu activity scenarios for the 13 weeks from 5/7/22 to 3/10/22
- Probability for any of the scenarios
- Public facing posters to educate communities
- Chemistry data, low volcanic tremor levels and a stable warm lake temperature had indicated a decline in the level of volcanic unrest at Mt Ruapehu. Current Volcanic Alert for Mt Ruapehu - Level 1.

Resolved

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

1 Receives the verbal update, GNS Science Update – Mt Ruapehu: Volcano Unrest, provided by GNS Science.

Love/Campbell
CARRIED

5. Public Excluded Section

Resolved

Resolution to exclude the public

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

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

Love/Wasley
CARRIED

11:50am – the meeting closed.

CONFIRMED

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

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Merinda Pansegrouw, Committee Advisor
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Receive the Bay of Plenty CDEM Group Annual Plan Reporting Dashboard as at 5 September 2022

Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 5 September 2022

Executive Summary

The Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard as at 5 September 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 2022/23 Annual Plan Dashboard as at 5 September 2022.

Attachments

Attachment 1 - Bay of Plenty CDEM Group 2022/23 Annual Plan Dashboard - September 2022 ⇩

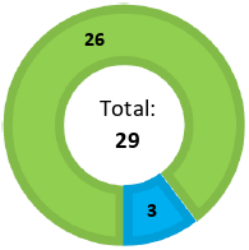
2022/23 Annual Plan Dashboard

BAY OF PLENTY EMERGENCY MANAGEMENT GROUP

This dashboard is current as at: **5th September 2022**

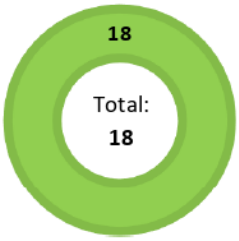
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

TAURANGA CITY COUNCIL

Annual Plan Activities	Special Projects	
	Tsunami Readiness Project	
	Mount industrial Zone Readiness Project	

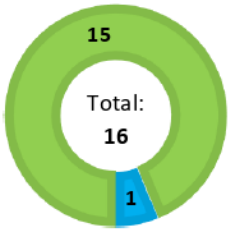
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

WHAKATANE DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
		

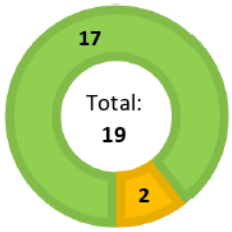
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

WESTERN BAY OF PLENTY DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
		

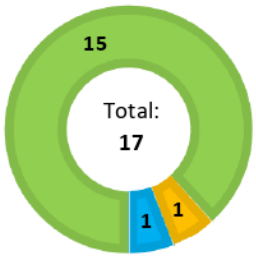
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

ŌPŌTIKI DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
		

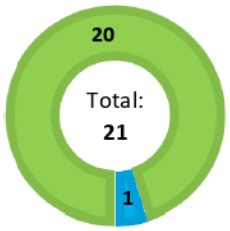
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

KAWERAU DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
		

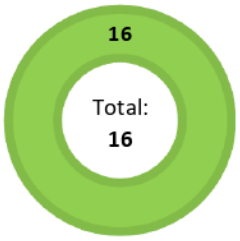
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

ROTORUA LAKES COUNCIL

Annual Plan Activities	Special Projects	
		

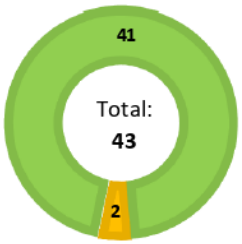
Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

BAY OF PLENTY REGIONAL COUNCIL

Annual Plan Activities	Special Projects	
		

Key:	On Track	Tracking with Minor Issues	Off Track	Reprioritised	Completed

EMERGENCY MANAGEMENT BAY OF PLENTY

Annual Plan Activities	Special Projects	
	Bay of Plenty Recovery Webinar	
	CDEM Resilience Fund Project - Recovery Navigator's Guide	

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Stace Tahere, Acting Planning Manager
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Present the Bay of Plenty CDEM Group Annual Plan 2022-2023 budget updates for endorsement.

Bay of Plenty CDEM Group Annual Plan 2022/2023 Budget Update

Executive Summary

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

On the 8th of July, the Joint Committee approved the annual plan 2022/23, subject to the budget allocation table being updated and brought back to the next meeting.

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 Budget Update.

2 Approves the Bay of Plenty CDEM Group Annual Plan budget allocation

1. Background

The Bay of Plenty CDEM Group Annual Plan 2022-2023 is designed to serve as a guide for all Bay of Plenty CDEM Group members in the conduct of their business to collaboratively achieve specific outcomes on behalf of Bay of Plenty communities.

The Coordinating executive Group endorsed the Annual Plan at the meeting on 20

May 2022.

The Bay of Plenty CDEM Group Joint Committee was presented the Annual Plan for adoption at the meeting on 8 July 2022. It was noted that the annual budget allocation table had not been finalised given confirmation of individual Local Authority member budgets was pending, subject to adoption of respective Local Authority Annual Plans. The Joint Committee adopted the Bay of Plenty CDEM Group Annual Plan subject to the annual budget allocation table being updated and brought back to the next meeting of the committee. Table below reflects the current CDEM annual budget allocations for Emergency Management Bay of Plenty and respective Local Authority members.

	Local Authority	**2022-23 Budget**
Emergency Management Bay of Plenty	Bay of Plenty Regional Council*	$3,690,000
Local Authority CDEM Budget	Bay of Plenty Regional Council	$116,000
	Kawerau District Council	$94.017
	Ōpōtiki District Council	$77,000
	Rotorua Lakes District Council	$348.708
	Tauranga City Council	$1,975.639
	Western Bay of Plenty District Council	$270,000
	Whakatāne District Council	$344,318

* 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 Authorises 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.

2. Considerations

2.1 Risks and Mitigations

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

2.2 Climate Change

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

2.3 Implications for Māori

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

2.4 Community Engagement

Engagement with the community is not required

2.5 Alignment with Strategic Framework

This is in alignment with the Bay of Plenty CDEM Group Plan 2018-2023.

2.6 Financial Implications

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

3. Next Steps

Following endorsement from the Coordinating Executive Group the Annual Plan updated budget allocations will be presented to the Joint Committee for approval.

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Stace Tahere, Acting Planning Manager
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To present the draft Bay of Plenty CDEM Group Annual Report 2021-2022 for approval by the Joint Committee

Draft Bay of Plenty CDEM Group Annual Report 2021 - 2022

Executive Summary

This draft Annual Report summarises the activities of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group over the 2021-2022 financial year against the outcomes of the Bay of Plenty CDEM Group Plan and Annual Plan. It includes activities across four work streams, highlights across local authorities and financial performance.

Recommendations

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

1 Receives the report, Draft Bay of Plenty CDEM Group Annual Report 2021 – 2022;

2 Approves the Draft Bay of Plenty CDEM Group Annual Report 2021-2022.

1. Background

The draft Annual Report summarises the activities of the Bay of Plenty Civil Defence Emergency Management (CDEM) Group over the 2021-2022 financial year against the outcomes of the Bay of Plenty CDEM Group Plan and Annual Plan. It includes a breakdown of the group's performance against activities within the Annual Plan across the four work streams. The report also gives a snapshot of some of the

highlights across local authorities and financial performance of the group over the financial year.

2. Consultation

The draft Annual Report has been developed in consultation with the Coordinating Executive Group Local Authorities Sub-Committee members or their representatives. Input and development have resulted in a collaborative report that highlights activities and Key Performance Indicators across local authorities

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

During the financial year there have been a number of activities which have been conducted in partnership with Iwi, which are highlighted within the draft Annual Report. There are no significant implications for Māori related to the draft Annual Report.

3.4 Community Engagement

During the financial year there have been numerous activities involving the Bay of Plenty community, some of which are highlighted within the draft Annual Report.

This report relates to matters of a procedural nature and has no requirement for community engagement.

3.5 Alignment with Strategic Framework

The draft Bay of Plenty CDEM Group Annual Report 2021-2022 is the primary reporting tool used for reporting on the progress made against the Bay of Plenty CDEM Group Plan. The Bay of Plenty CDEM Group Plan sets out the five-year outcomes that the Bay of Plenty CDEM Group want to achieve and the action we will take to achieve these outcomes

3.6 Financial Implications

The financials for the year 2021-2022 can be found in the report.

4. Next Steps

Following approval by the Joint Committee this report will be shared with stakeholders to highlight the groups performance over the 2021/22 financial year.

Attachments

Attachment 1 - 2022-09-09 BOP CDEM Group Annual Report 2021-22 - JC final ⇩

BAY OF PLENTY EMERGENCY MANAGEMENT GROUP

Bay of Plenty Civil Defence Emergency Management Group

Annual Report 2021/22

Bay of Plenty Civil Defence Emergency Management Group Annual Report 2021/22

Civil Defence Publication
July 20 2022
Bay of Plenty Civil Defence Emergency Management Group
C/O Emergency Management Bay of Plenty
Regional House
1 Elizabeth Street Tauranga
3110
New Zealand

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Foreword

This Annual Report summarises the activities of the Bay of Plenty Civil Defence Emergency Management (BOP CDEM) Group over the 2021/2022 financial year against the outcomes of the BOP CDEM Group Plan and Annual Plan. It includes a breakdown of progress against Annual Plan activities, highlights from each of the local authorities, and financial performance of the Group

At a national level, the New Zealand Government continues the Emergency Management System Reform programme that will improve the country's ability to respond to natural disasters and other emergencies. Key national activities include the "Trifecta Programme" which encompasses a review and update of the Civil Defence Emergency Management Act 2002, a review of the National Civil Defence Emergency Management Plan Order 2015 and accompanying Guide, and the development of the National Disaster Resilience Strategy Roadmap.

At the regional level, there has been a wide array of projects across the social, built, natural and economic environments aimed at enhancing the Bay of Plenty's resilience when a disaster strikes. Operationally, the BOP CDEM Group is currently undergoing a review of the Group Plan. This will inform the strategic direction of the Group and provide a framework to strengthen our communities across the 4Rs of emergency management.

There has been a significant push to incorporate a Te Ao Māori worldview within CDEM. While the exact nature of this has yet to be decided it is essential that Māori are not just given a voice but have access to all relevant information to meaningfully contribute into the CDEM sector.

2021-22 Highlights

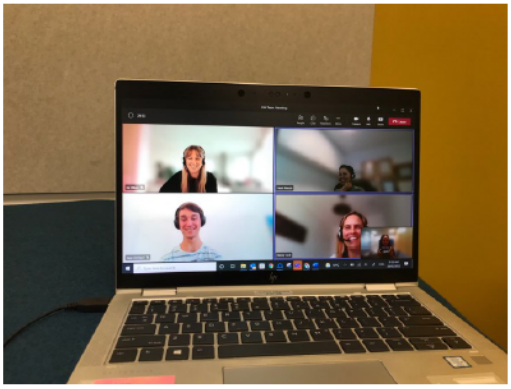
Working with Omicron

One of the most challenging parts of the preceding year has been the ongoing impact the COVID-19 pandemic has had on, not only the Bay of Plenty but the entire country. While the lockdowns have ceased, the BOP CDEM Group has had to remain agile in the face of COVID-19 with multiple waves of the Omicron variant sweeping the nation.

Amid evolving Government rules regarding the pandemic, all Local Authorities and partner agencies have developed and adapted their own guidelines for ensuring their workforces are protected. The safety-critical role of many teams means these guidelines may be different from other organisations according to their own risk assessments.

Safety measures have included increased use of online meetings (as with TCC Emergency Management staff, pictured), negative RAT requirements for use of shared spaces and split teams.

In terms of EOC activation, different council guidelines mean additional complexity for a coordinated response. The move to the Orange setting may prompt further adaptations but the Group and its partners will continue to work together to ensure any differences are navigated effectively.



Rotorua Omicron Support

Omicron however, has not all been bad news. There have been a number of initiatives that have arisen as a result. Throughout the Covid response, Rotorua Lakes Council staff have been supporting both MSD and Lakes DHB. They have been providing RAT storage and distribution to critical services.

Working with Lakes DHB in the Community Welfare Hub, staff provided hundreds of emergency food parcels. They had a special focus on emergency housing facilities with hygiene items, hot kai and emergency food parcels.

Rotorua Lakes Council CDEM coordinator Linda Johnson says staff worked alongside local businesses including food services, tourism operators, local taxi services and local security firms.

Linda says food was sourced from local supermarkets, businesses and catering companies. Kids activity packs were prepared and supplied by council library staff. St Johns health shuttles assisted with delivery of foods to Taupo and Turangi areas.

Western Bay of Plenty's busy year

Western Bay of Plenty CDEM staff have had a busy year addressing the needs of their community on a range of projects.

During Tropical Cyclone Dovi, the Western Bay of Plenty Emergency Management team supported their community with access to water when outages took down power in the Western Bay of Plenty District. The District has a number of properties which are not on town supply so power cuts can mean water pumps stop working.

The team has also been working on making emergency preparedness more accessible including popular drop-in sessions at Katikati and Te Puke libraries. Community Resilience Advisor Jo Lynskey says they are a great way to hear community concerns, answer questions and help build capacity and capability within the Western Bay of Plenty.

Meanwhile Western Bay of Plenty's Manager of Emergency Management, Kerrie Little, has successfully completed her RRANZ Response and Recovery Leadership Course.

Caldera Advisory Group and ECLIPSE

The BAY OF PLENTY CDEM Group has continued to support the Caldera Advisory Group to identify the risks and potential consequences of caldera unrest and eruption. This also involves coordinating impact management and mitigation on behalf of at risk communities as well as at the national level.

The CDEM Group has concurrently supported the ECLIPSE Programme. Eclipse is a unique collaborative research project that brings together scientific and emergency management communities alongside local Iwi to better understand and manage risks of living on the most active super volcano system on earth – the Taupō/ Rotorua caldera complex. The ECLIPSE Programme has also facilitated scenario based desktop exercising with Bay Of Plenty Lifelines Group. Emergency Management Bay of Plenty (EMBOP) supports the ECLIPSE education, outreach and engagement cluster meeting. Recently a CDEM subgroup has been formed from ECLIPSE members, predominantly focused on coordinating the development of an interagency response plan.

Bay of Plenty CDEM Group Meetings

As part of an effort by the Group to work together in a more collaborative fashion, quarterly meetings have been setup to bring together all Emergency Management professionals. This enables Emergency Management staff to share, network and workshop key workstreams for the collective good of the region.

Recently, this saw all the Local Council Emergency Management Officers come to the Emergency Management Centre to workshop sections of the Bay of Plenty CDEM Group Plan 2023-28 which is currently in review. These meetings are essential as bringing together all the Group's members allows us to maintain a shared understanding of the Groups role across the Region to deliver consistent approaches to collective problems and best serve Bay of Plenty communities.

Understanding our volcanic hazards

While the Bay of Plenty has numerous hazards that could affect communities around the rohe, there are also numerous hazards located outside of the BOP Region that can have a significant impact. As part of the ongoing situational awareness for the BOP CDEM Group, Brad Scott from GNS delivered a presentation on Mt Ruapehu and the ongoing volcanic unrest that has been seen over the last few months. This was an extremely informative session that outlined the key parameters that result in a change to the Volcanic Alert Level system as well as other ongoing monitoring that GNS does on active volcanoes across the country.

Training

The COVID-19 pandemic has presented difficulties for our capability team, with numerous training sessions having to be delayed or cancelled. Despite this, face to face CDEM training has continued strongly across the region, including new training initiatives for the Logistics and Welfare functions and Welfare Needs assessment.

Many full time Emergency Management team members from Councils and Emergency Management Bay of Plenty have been working to achieve training across all the CIMS functions. Training calendars for 2022/23 are available with more to come.

BOP CDEM Group Training Stats				
	ITF Intermediate	ITF Function	CIMS 4	Psych First Aid
Courses Run	6	7	4	5
Council Staff	64	79	31	35
Partner Agencies	12	5	19	10
NZRTs	0	0	0	16

Tsunami Readiness Campaign

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 Ready Work Programme was required to prioritise and coordinate work across the Region. The Tsunami Ready programme aim is for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group to ensure regional consistency; alignment to national projects and standards; and giving effect to current science. This work programme details workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery).

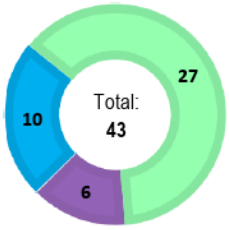
This programme will be led and coordinated by EMBOP; must align to the objectives in the CDEM Group Plan; and will include local, regional and national engagement; incorporate work across the 4Rs and support current CDEM work prgrammes in place; identify hazard and capability risk; and ensure the programme is enduring beyond the initial two-year scope of the programme. Current programme work priority is the update of tsunami evacuation zone maps consistently across the region; development of tsunami and Bay of Plenty-specific public education; support for community engagement activities; and the tsunami response planning.

Highlights across the rohe

Emergency Management Bay of Plenty

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

EMERGENCY MANAGEMENT BAY OF PLENTY

Annual Plan Activities	Special Projects	
	Hazard Scape Report	
	Resilience Fund Projects	
	Recovery Management Navigators Guide	

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
Courses Run	1	5	1	3	4	6	1	5
People Trained	19	64	21	50	49	78	17	61

BOP Emergency Management Centre

Despite supply chain issues and the pandemic, the new Bay of Plenty Emergency Management Centre is nearing completion. Emergency Management Bay of Plenty's Tauranga team has formally moved their business-as-usual workspace into the Centre while the final touches are put on the IT and furniture within the supplementary training rooms.

Once finished, the Centre will take up one half of the third floor of Regional House in Elizabeth Street, Tauranga. It will serve as the Group Emergency Co-ordination Centre (GECC) in emergency responses and will be a flexible information, technology, and co-ordination hub for Civil Defence Emergency Management in the Bay of Plenty. The design and layout will allow teams and partner agencies to tailor the space for a range of responses and events.

The Centre will be EMBOP's home base when not in activation. It will also be used for training, exercises and other collaborative work with Group Councils and CDEM partners including FENZ and NZ Police.

EMBOP staff facilitating training in the new emergency management centre.

NEMA Deputy Chief Executive Visit

On Friday 10 June, Gary Knowles, the Deputy Chief Executive of the National Emergency Management Agency, travelled to the Bay of Plenty to visit the nearing completion Emergency Management Centre.

EMBOP Director Clinton Naude (centre) with NEMA Deputy Chief Executive Gary Knowles (Right) and Dr Sally Potter GNS (Left).

The wider Group staff were in attendance for a morning tea and meet and greet. The Deputy Chief Executive briefed staff on work occuring at the national level, mainly around the establishment of the Monitoring and Reporting Centre (MAR) which will allow 24/7 realtime monitoring of New Zealand to feed into the regions 24/7 duty system.

BOP CDEM Group Plan Review

The BOP CDEM Group has begun the Group Plan review for the 2023-28 Group Plan. There is a focus on reviewing the regional risk profile in line with new guidance form the National Emergency Management Agency. It is hoped this review will highlight key areas of the rohe that are suceptible to the various natural hazards within the Bay of Plenty. This will then inform the key sections of the Group plan and allow targeted strategic direction to be developed to address the potential gaps.

This process is being led by EMBOP with extensive engagement with our wider stakeholders, it is hoped that the new Group Plan will be published in October/ November 2023.

Recovery Navigator Guide

Last year NEMA funded, through the Resilience fund, the BOP CDEM Group to develop a Recovery Navigators guide. The purpose of the Guide is to give users the relevant background and practical guidance to set up and run an Emergency Management Recovery Navigator Service after an emergency.

Recovery Navigators are like case managers; they offer broad support for whānau and individuals, while linking people to wider community support programmes. Navigators work directly with their clients to develop comprehensive, holistic, targeted, wrap around recovery plans that facilitate access to critical services and help people make informed decisions about their future.A navigator service also needs to reconnect people at a deeper psychosocial level by increasing independence and self-reliance

The Navigator Guide has been designed for use by Civil Defence Emergency Management Groups and other local agencies and draws upon the experience of recovery practitioners and learnings from previous and current events including Whakatāne Floods 2017, Canterbury earthquake sequence 2010-2011, and Buller District flooding event 2021 onwards.

In recent years there have been several examples of effective navigator support for disaster-stricken communities and individuals, however there has been no consistent approach to managing community needs and a low awareness of navigators and the vital role they can play.

This document is intended to expand and adapt as the role of recovery navigators continues to mature. This document has received widespread intrest from the wider CDEM sector and is another example of how the BOP CDEM Group is operating at forefront of emergency management within New Zealand.

IAEM Certification

As part of the ongoing professional development within EMBOP, a number of staff are working towards their IAEM qualification. The IAEM qualifications are international standards for Emergency Mangers and are increasingly being recognised as a mark of professionalism within the CDEM sector.

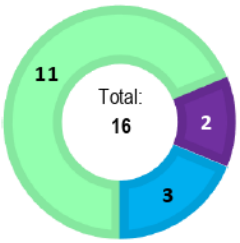
This financial year two members of the EMBOP team achieved their Associate Emergency Manager (AEM) certification from IAEM. The wider group would like to congratulate both Lisa Glass and Meagan Edhouse for this well-deserved achievement.

Meagan Edhouse (left) and Lisa Glass (right) both achieved their AEM in the 2021/22 Financial Year.

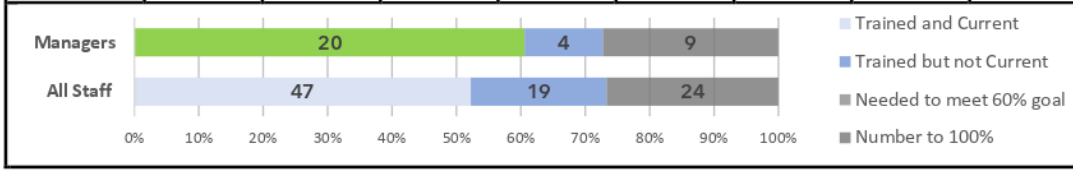
Bay of Plenty Regional Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

BAY OF PLENTY REGIONAL COUNCIL

Annual Plan Activities	Special Projects
	Flood Defence System Management (Rivers and Drainage)
	Geothermal Hazard Management (Policy and Compliance)
	Coastal Dune Protection and Enhancement (Coast Care)
	Riparian Protection and Enhancement (Land Management)
	Storm Detention Structures (Land Management)

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
BOPRC	4	6	0	0	3	5	12	13



Community empowerment

Bay of Plenty Regional Council supported the national communications campaign for ShakeOut, New Zealand's national earthquake drill. This included sharing content on social media platforms as well as placing a full-page advert in some keystone media outlets (Sunlive, Whakatāne Beacon and Rotorua Weekender), which have a combined readership of over 80,000 Bay of Plenty residents.

Coast Care, Bay of Plenty received great support from the community this financial year. Many volunteers had taken the opportunity during lock down to enjoy the outdoors and their local neighbourhood environment, so connection to the beach environment was high. Coast Care has harnessed this enthusiasm to deliver another outstanding planting season. 4,300 volunteers and another 2,700 school students spent 7,900 hours to get 70,000 plants into the ground between June and September.

This has helped build resilience by increasing the performance of the dune system and creating a natural buffer to storm surges, tsunami, and the effects of climate change.

Organisational excellence

Bay of Plenty Regional Council completed assessing how they will deliver their roles and responsibilities both as an administering and local authority as set out in the Partnership Agreement. Connections can be made across the organisation in order to increase resilience through the Safe and Resilient Communities Steering Group, an approach that was adopted at the start to 2020/21.

Operational excellence

Bay of Plenty Regional Council supported the Bay of Plenty Regional Council CDEM Group by seconding staff to support operational activities following the response to the Whakaari eruption and COVID-19.

It has also included all administration required to support the completion of Local Government Official Information Meetings Act requests, which have been filed following the eruption of Whakaari.

Bay of Plenty Regional Council conducted a number of exercises with the maritime team in order to prepare for potential

marine disasters. A full day Maritime Oil Spill Response exercise was held, and included staff from the wider council as well as CDEM professionals. Bar Crossing Training was also

BOPRC Staff Conducting the Marine Oil spill Response Exercise

conducted for all necessary Maritime staff.

Understanding and managing our natural hazard risk

The Bay of Plenty Regional Council Rivers and Drainage Asset team continue to work on maintaining our stop banks across the region. They have completed some major pieces of work to help support the integrity of community flood protections assets. This includes the development and adoption of the Flood Protection and Drainage Bylaws 2020, a performance review of Rivers and Drainage critical assets identified in the Rivers and Drainage Asset Management Plan and condition assessments of non-critical assets across the River Schemes.

Bay of Plenty Regional Council co-hosted the Bay of Plenty Natural Hazard Forum with Whakatāne District Council. The regional liquefaction study, changes to national building code, and a review of the national earthquake induced and rainfall induced landslide model where some of the topics.

Bay of Plenty Regional Council has received the final draft of the following natural hazard mapping, which will be reviewed, and associated reporting expected to be completed by December 2021:

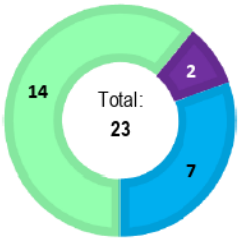
- Ōpōtiki coastal erosion;
- Eastern Bay of Plenty tsunami inundation model;
- Regional liquefaction: stage 1 geomorphic map.

The Bay of Plenty Regional Council has been in discussions with Emergency Management staff in Rotorua Lakes, Kawerau and the Whakatāne District Councils to inform of the risk of a (natural) dam failure at Lake Rotomahana. The Bay of Plenty Regional Council Flood Team socialised their Rotomahana Flood Response Plan, indicating areas of likely inundation, and with the support of Emergency Management Bay of Plenty will facilitate council feedback to confirm roles and responsibilities during a dam failure.

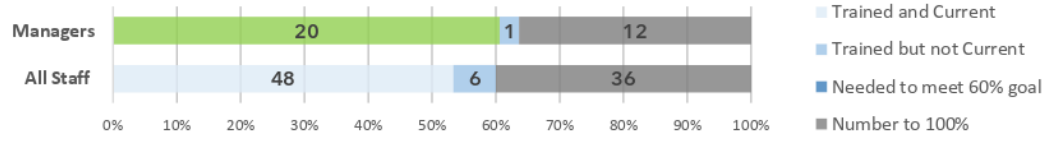
Tauranga City Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

TAURANGA CITY COUNCIL

Annual Plan Activities	Special Projects	
	Tsunami Readiness Project	
	Mount Industrial Zone Emergency Planning	
	Resilience Fund Projects	
	Resilience Fund Project - Kia Takatu	
	Resilience Fund Project - Digital content for public education	
	Resilience Fund Project - BOP Red Cross Good and Ready Project	

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Feb – May	Year to date	Feb – May	Year to date	Feb - May	Year to date
TCC	0	8	10	15	14	20	3	3



Community Empowerment

Tauranga City Council's (TCC) Emergency Management team ran a successful tsunami awareness and preparedness campaign over summer.

The project was part of ongoing community engagement about broader tsunami issues including sirens and evacuation.

It employed university students as Tsunami Ambassadors and the Emergency Management team gave a few well-attended presentations to community groups.

The campaign reached 536,871 people across the three-month period. A tsunami awareness working group was created to support the project and has since been adapted to work on all hazards affecting the Tauranga community.

Overall community sentiment was positive, but the project showed there were several deep-rooted opinions with room for improvement in the level of understanding and preparedness for coastal communities. The relaxed face to face approach worked well with residents, especially families.

The Emergency Management team is continuing to deliver a work programme around community education, resilience and awareness raising programmes.The team were involved in successful collaborations with key stakeholders, such as Red Cross. The team supported their Good and Ready program roll out in Gate Pa, Greerton and Papamoa.

As part of this wider work programme, during readiness the team presented to community groups to ensure key messaging regarding the importance of residents being prepared. This was consistent with regional and national public education projects.

Presentations that took place during Q4 were:

- U3A Tauranga, Beachside (Arataki), and Papamoa.
- Citizens Advice Bureau volunteers.
- Retirement Village association.
- Schools and ECEs on the Papamoa and Mount coastline.
- Otumoetai Community Response Teams.

Operational Excellence

TCC staff were part of the Bay of Plenty contingent deployed to Westport to support the West Coast floods, working within the Buller ECC in the operations and welfare functions.

Organisational Excellence

TCC's Local Welfare Manager will represent the Group as a welfare subject matter expert in the review of NEMA's, National Emergency Management Plan and Regulatory Framework (aka Trifecta Review).

TCC Emergency Operations Centre staff participated in Exercise Parawhenua Mea, run by Emergency Management Bay of Plenty. This was a great opportunity to put training into action and experience a response to an emergency in a controlled environment. 73% of TCC's Emergency Operations Centre took part.

Understanding and Managing our Natural Hazard Risks

Significant growth along the Pāpāmoa coastline, particularly in Pāpāmoa East, has created consequential impacts to previously designated evacuation route and safe area planning. A regional review is underway of inundation mapping. Tauranga City Council is one of the stakeholders in the review.

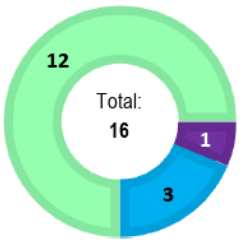
The Mount Industrial Zone comprises over 460 hectares of land in central Tauranga. The area includes the Port of Tauranga, 10 Major Hazard Facilities and other major industrial sites. These sites potentially pose a risk to Tauranga's broader environment and community in the event of an emergency. While each facility has their own response planning to mitigate their risks, it has been identified that a coordinated approach to readiness is required to further mitigate this risk. Currently a review of the existing hazards is underway to enable situational awareness of potential cascading and compounding hazards.

Western Bay of Plenty District Council

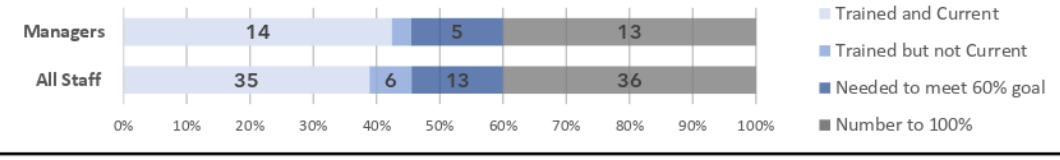
Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

WESTERN BAY OF PLENTY DISTRICT COUNCIL

Annual Plan Activities	Special Projects



Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
WBOPDC	4	10	2	5	15	17	0	8



Community Empowerment

The Western Bay of Plenty District Council (WBOPDC) Community Team have strengthened relationships in both Katikati and Te Puke. The Team have supported these community response teams with their Covid Resurgence response by attending regular meetings and ensuring accurate and timely information is available. WBOPDC have supported Community Response Teams in Pukehina, Waihi Beach North, Bowentown, Athenree and Kauri Point with the review and update of their Community Response Plans. Support was also provided to update and print their Community Guide to Emergencies.

Waihi Beach, Athenree, Bowentown, Te Puke, and Pukehina Beach community response teams are currently active and response ready. These CRT's have each been provided with a Duty phone, to enhance communication between CRT's, and WBOPDC Emergency Management.

WBOPDC has also assisted the foodbank in Katikati by providing a van and driver to deliver food when resources were stretched. Ongoing support was provided to the District through the Covid Response resurgence in late 2021 and early 2022 with information and resources shared within the community.

To support iwi within out district, contact was made with 17 runanga and hauora to check in and see what resources were required or were in place for response to Covid19 in Western Bay of Plenty in November 2021.

Marae preparedness planning has commenced and further work in this area will continue over the coming year. A pathway for training and funding opportunities has been created and will start in 2022-2023. In addition, a Public Education and Awareness Plan was created and implemented.

Activities included regular library education sessions in Te Puke and Katikati to raise awareness of emergency management and the tools available for self-preparedness. An annual preparedness calendar has also been created to promote a different preparedness message each month and to help support national campaigns.

The Western Bay of Plenty Emergency Management team have enhanced their internet presence by updating the information available to the community on the Western Bay of Plenty District Council web site. There is a wide range of available information including local hazards and risks, preparedness information, and key links to agencies and organisations for situational awareness during emergency events. This will help to further

build the community's knowledge and understanding of their hazards and risks.

Local Welfare

The Western Bay of Plenty District Local Welfare plan has been developed. WBOPDC Local Welfare Manager is co-chairing the Local Welfare Committee and strengthening relationships with support agencies in readiness.

Organisation and Operational Capability and Capacity

With the Partnership Agreement coming into effect in July 2021, work has continued growing WBOPDC emergency Operations Centre (EOC). A designated area for EOC operations and a training pathway has been developed and implemented and the EOC roster is continuing to grow with new staff being trained on a regular basis. A successful exercise was held in May where WBOPDC successfully utilised newly updated Standard Operating Procedures from activation through to the establishment of a fully functional EOC.

Understanding Hazards and Risks

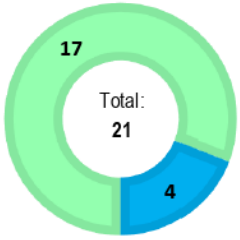
Work is continuing in the tsunami readiness space with WBOPDC staff contributing to project teams working on consistency of information and education tools to be used across the wider Bay of Plenty.

Updated flood mapping for Omokoroa, Katikati, and other small settlements and rural areas has been completed and communicated to affected communities.

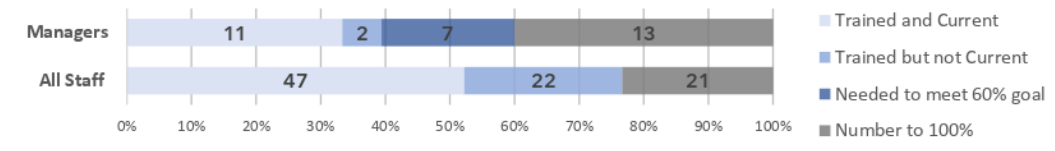
Rotorua Lakes Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

ROTORUA LAKES COUNCIL

Annual Plan Activities	Special Projects	
	Tuwatawata project	

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
RLC	16	21	0	0	6	8	0	0



Community empowerment

Over the past year, Rotorua Lakes Council CDEM staff have worked to further strengthen partnerships, particularly with Iwi, that were established during the COVID-19 national emergency. That work has primarily been focused in two areas:

- Continuing to provide direct support, particularly welfare, to Iwi and community agencies engaged in supporting local whanau through the recovery phase of COVID-19.
- Working with local Iwi to improve the understanding of local Māori about building resilience to natural hazards.

Over the past 18 months, CDEM staff worked in collaboration with two local people who chose "The Resilience of Local Marae to Natural Hazards" as a tertiary research topic. Their reports were published in October 2021 and provided insights into barriers to engagement with local Māori on CDEM related issues.

In late 2021, Rotorua Lakes Council (RLC) Hēmi Waerea (M.Ed, B.Ed, Dip.T) came on board as a contractor to:

- strengthen CDEM's relationship with local Iwi,
- build a better understanding among Māori of the operational aspects of the CDEM sector, and
- identify opportunities for local Iwi and the CDEM sector to work more effectively in partnership to build community resilience.

Hēmi has made good progress on this kauapapa since commencing work with RLC through using a holistic, te ao Māori approach. Hēmi contacted all marae in the Rotorua rohe as part of the scoping phase for this project. As a result, new CDEM operational plans for several local marae have been incorporated into new Marae Development Plans. Hēmi led the work for both plans with CDEM support. The templates for those plans are now being shared with other marae to encourage adopting a similar approach.

Operational excellence

Rotorua CDEM staff have addressed opportunities for improvement to the local Emergency Operations Centre (EOC). This followed the de-brief process from the COVID-19 national emergency. The three most significant improvements were:

i. Enhancing the de-brief process, including using a tool called 'Bridgespan's Organisational Wheel'.
ii. Using large posters in the EOC space (known as 'peripherals') to provide a one page checklist of key responsibilities for each functional group.
ii. Organising all EOC equipment onto mobile trolleys for ease of activation and/or transfer to an alternative EOC site.

Revised de-brief process

The de-brief structure and protocols outlined in both the CDEM National Guideline and the Bay of Plenty 'Checklist Compendium' were enhanced by using two additional tools. Those tools were used to supplement existing protocols.

The first innovation was to conduct the first phase of the de-brief in small groups. Those attending the de-brief were organised into groups of about 5-6 people, with each group comprising a mix of people from the different functions in the EOC structure.

The revised de-brief process also involved using 'Bridgespan's Organisational Wheel' for guiding the group discussions reducing the risk of people adopting a narrow focus.

The Bridgespan Organisational Wheel;

EOC Wall charts

The second initiative was the use of large wall charts to provide a quick reference of the key role and responsibilities of each functions. These charts were used to supplement the Checklist Compendium. They have less detail than the compendium, but do provide an easy and quick reference for staff.

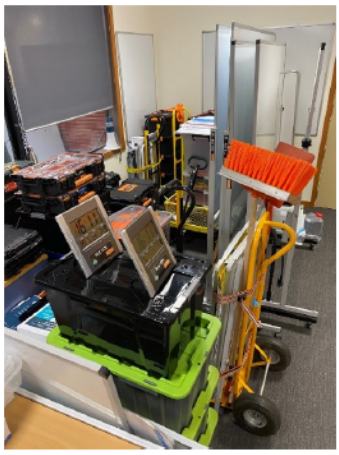
Māori Advisor

Role & Responsibilities:

1. Provide cultural advice to Controller
2. Ensure the interests of local Iwi and Māori in general are represented
3. Establish communciation with Iwi leaders; and keep them briefed on the situation
4. Use networks to support the IMT and EOC functional groups
5. Support PIM in working with Māori media organisations
6. Ensure welfare needs of Māori are included in response planning

Re-organisation of EOC equipment

The third initiative was the re-organisation of all EOC equipment into pre-packed, mobile container systems. This allows EOC equipment to be stored in one place which can easily be moved to an alternative EOC site if required.



Exercises conducted since those changes were made, have shown that the set-up time for the EOC has reduced as a result of the improvements.

Work is also being done to improve the capability of the Intelligence function. Although NEMA recently rolled out a new (introductory) Intelligence course, further work is required in this area.

Like many organisations throughout New Zealand, Rotorua Lakes Council has been impacted by a much higher rate of staff turnover over the past 12 months. Unfortunately, a high proportion of the staff that left RLC were on the EOC team.

The EOC has lost 25% of its staff in just over 12 months. However, the CDEM team has been actively recruiting and filled all the vacant positions on the EOC team. Most of the new staff have been trained to CDEM Intermediate standard.

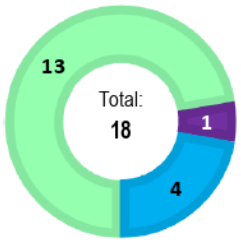
Understanding and managing our natural hazard risks

Rotorua CDEM staff are regularly invited to a wide range of community groups to provide advice on emergency preparedness. Feedback from attending and presenting to community groups has been positive. The locally produced "Recipes for Disaster" booklet has had the greatest reach for raising community awareness. This one-stop and comprehensive guide to preparing for an emergency has proved to be popular since the first edition was produced in 2019.

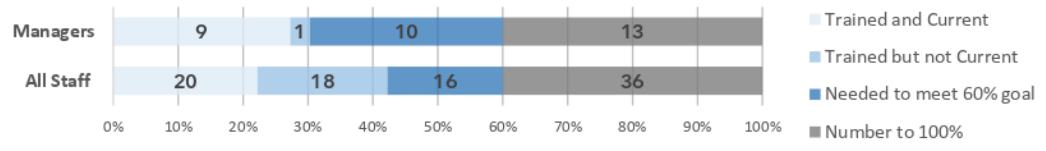
Kia Whakatāne Au i Ahau
Whakatāne District Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

WHAKATANE DISTRICT COUNCIL

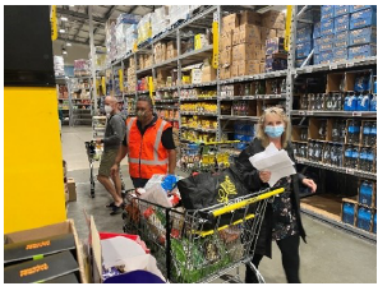
Annual Plan Activities	Special Projects
	

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
WDC	0	2	0	2	0	1	1	1



Putting Community At The Heart of Everything We Do

Toitu te Kotahitanga/Better Together is our Vision, and Whakatāne District Council (WDC) emergency management (Council EM) activities have truly shown to be better together through the many relationships formed and strengthened locally, regionally and nationally during this challenging year.



Council EM has worked alongside Whakatāne based Social Service Providers, Volunteer organisations and community leaders to build stronger and trusted relationships through a coordinated effort and leading under pressure.

WDC have worked alongside community providers in sharing ideas and planning for emergency preparedness and response, especially around tsunami readiness. Council EM provided interactive learning opportunities with Ngā Kaumatua o te Waka o Mataatua, Pohutukawa Probus, Senior Net and Grey Power, recognising the value that our elderly population can provide key leadership and direction in how to prepare appropriately for the unknown.

WDC have also engaged with key education institutes working alongside partners such as GNS Science, Massey University, Te Wānanga o Awanuiarangi and Toi Ohomai to name a few - Toitu te Mauri Ora / We are Passionate.

Support was also provided for a local High School, partnering with GNS Science and Massey University to deliver workshops toward unit standards.

Operational Excellence

Each year, key organisations attend the Whakaari Hayden Marshall-Inman Memorial Golf tournament. This year, the Council was represented by a team from our Planning, PIM, Lifeline Utilities functions and the EM Officer. It was a great exercise in working together under pressure resulting in a score of -4 over 18 holes - Toitu te Mahitahi / We Work Well Together.

A lot of work has been put into developing WDC's people, resources and facilities through exercises, training and wet weather events. EOC resources and backup buildings have been secured due to being out of our Civic Centre while it is

refurbished. With various wet weather activations, EOC staff continue to develop a physical and virtual mix EOC. All critical EOC resources have been replicated and are stored in safe spaces, particularly outside of tsunami inundation zones. This included the refurbishment of a trailer for mobility.

Capability development has been a key focus due to staff attrition over the Christmas period with new staff entering the council. Processes have been reviewed to support new staff coming into the EOC and existing staff as refreshers. These include improved processes around EOC induction, monthly MS Teams Foundation Course-online workshop, ITF assessment support and EOC Orientation exercises that build individual and collective capability. Exercises by function teams are proving valuable and the many wet weather events this year have provided opportunities to test systems - Toitu te Taumata / We are Always Learning and Improving.

Community and Marae Emergency Response Preparedness

Partnering with organisations such as Neighbourhood Support, Council EM has undertaken crucial work to raise community awareness of natural hazards across 17 communities and assist in preparing Community Emergency Response Plans. The community emergency response teams (CERTeams) have been meeting online monthly building wider relationships and supporting each other, whilst developing plans, emergency guides, resources and facilities. Council EM provides facilitation, administrative support and ongoing engagements to enable continued development.

In partnership Māori staff from Social and Health Services, FENZ, Medical and Whakatāne EM have delivered marae

emergency preparedness wananga to reps from over 10 local marae and as a result marae leaders are considering the incorporation of emergency planning into marae and hapu development plans. Through this WDC continue to strengthen relationships with key partner agencies with alongside our communities. These engagements are now ongoing with first aid and defibrillator training, fire compliance assessments and equipment installations - Toitu te Tangata / We out People at the Heart of Everything we do.

Understanding and Managing our Natural Hazard Risks

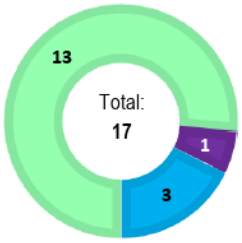
The Council completed the managed retreat of 16 homeowners and acquired 34 properties in total from the Awatarariki fanhead in Matatā, which is assessed as being at high risk from further debris flows. This was a project led by the Whakatāne District Council but supported by the Bay of Plenty Regional Council and the Central Government. Its cost was ultimately $16.7M and provided many lessons and hard truths about the difficulty of implementing such a policy. These learnings have been helping with the development of the Climate Change Adaptation Act, which is likely to be released in mid-2023.

There are a number of research workstreams underway to better inform the level of understanding of natural hazard risk within the Whakatāne District. The workstreams include collaborative coastal inundation, coastal erosion, tsunami, liquefaction and climate change risk assessment partnership programmes with BOPRC and Ōpōtiki District Council, and a Whakatāne flood risk assessment with NIWA that will help inform a national flood risk assessment framework. Other Whakatāne District specific workstreams include refreshing the 2013 Quantitative Landslide Risk Assessments of the Ōhope, Whakatāne, and Matatā escarpments to incorporate any impact of climate change and change in rainfall magnitude-frequency distribution on future landslide likelihood. A Whakatāne district climate change risk assessment is scheduled to commence in 2022/2023. All of the research will provide the technical evidence base to support future plan changes to the natural hazard provisions of the District Plan (or a Natural and Built Environment Plan) and the development of the Whakatāne Kawerau Spatial Plan - Toitu te Taiao / We Care for our Environment.

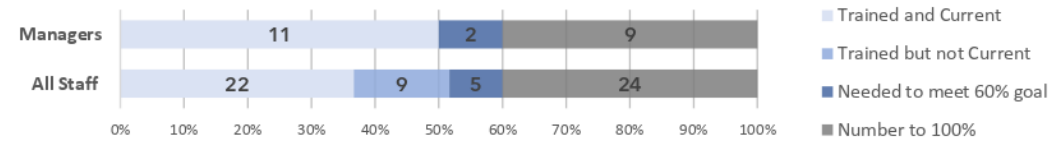
Kawerau District Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

KAWERAU DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
	Kawerau Industrial Forum	
	H&S Induction session with all staff	

Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
KDC	2	3	0	8	1	2	7	7



Iwi Engagement

Engagement and relationship building with Tūwharetoa ki Kawerau continues with two Iwi Liaison Officers appointed to the EOC. A number of meetings have been held including a session with Kaiārahi Māori from EMBOP outlining the proposed principles for Iwi response. EOC staff worked closely with the Hauora to understand the support provided to the community during the different levels of the covid response.

Rotomahana Dam Break Flood Planning

Kawerau District Council have been working closely with the BOPRC Flood Management Team, Whakatāne District Council, Rotorua District Council and Emergency services to understand the impacts from flooding that may occur in areas close to Tarawera River should there be a breach or failure of the natural dam between Lake Rotomahana and Lake Tarawera.

A field trip was undertaken to the natural dam to understand what measures are in place to monitor the risk and what would trigger alerts and warnings. Kawerau District Council hosted a planning session where the Flood Management Team provided modelling for a potential flood and areas that could be affected. A draft response plan is in progress and will be finalised in 2022-23.

KDC EOC Induction sessions

A Civil Defence and Emergency Management Induction was undertaken for all staff at Kawerau District Council. This session outlines the risks and hazard in the district and what to do before during and after an emergency event. It also informs what local arrangements are in place and the training pathway for Emergency Operations Centre Staff.

Attendees are required to complete a household emergency plan and are encouraged to provide a copy to the Health and Safety Manager. Monthly sessions will be ongoing for all new staff employed by the Council.

Isite CDEM Drop In Sessions

Emergency Management Staff are in place at the Kawerau Isite on the first Friday of every month to raise the profile of Emergency Management Services and be more accessible to the public to assist with preparing for emergencies. The drop in sessions provide the opportunity for people to get help with setting up their phones to receive EMAs and Red Cross Hazard App alerts. Assistance is also provided for household planning and any general questions on how to prepare for emergencies that may affect the District.

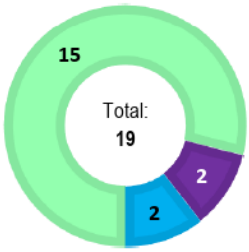
Kawerau Neighbourhood support

Emergency Management staff have continued to work with Kawerau Neighbourhood Support to provide regular information and updates through the Get Ready Database communications system and promoting household emergency planning. This includes making members aware of alerts and warnings that are in place, like severe weather or changes in covid alert settings.

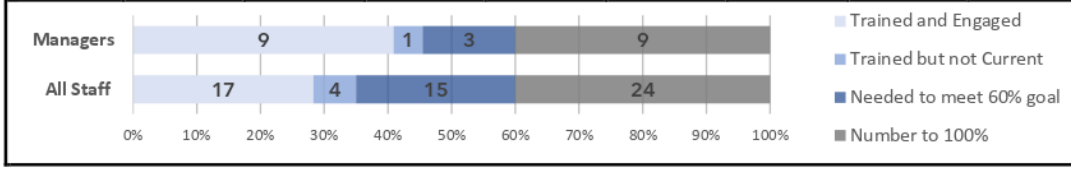
Ōpōtiki District Council

Key:	Completed for the 2021/22 Financial Year	Reprioritised	Completed

ŌPŌTIKI DISTRICT COUNCIL

Annual Plan Activities	Special Projects	
	H&S Induction sessions with all staff on personal preparedness, Council procedures and CDEM Risks and Hazards.	
	Review Coastal Radio comms location and effectiveness	
	Collaborate with FENZ to deliver coastal public education programme	

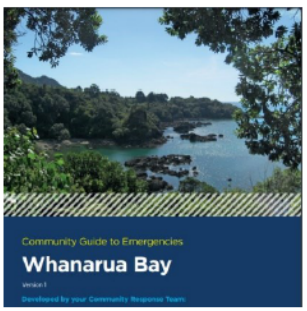
Training Stats	ITF Intermediate		CIMS 4		ITF Function Specific		Psychological First Aid	
	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date	Mar – Jun	Year to date
ODC	1	2	0	0	1	1	0	0



Operational Excellence

EOC staff attended a number of training sessions to improve skills in IT systems used in emergency response. The use of Microsoft Teams has been implemented as the information platform both physically in the EOC, and virtually. This was tested during the recent exercise Parawhenua Mea along with the new activation standard operating procedure. A training programme is now in place to continue to improve the capability of staff in all areas of IT used in emergency response.

Whanarua Bay Community Response Plan



Emergency Management have worked closely with representatives from the Whanarua Bay area to develop a community response plan. This remote East Coast community overcame many challenges during Covid restrictions and were motivated to plan for a concurrent emergency event to ensure they could coordinate an effective response. Meeting discussions included identifying risks to the area and what action they would take, including understanding evacuation points, resources and how they would support their vulnerable community members.

Flood Management Training – Waioeka and Otara Rivers

EOC Staff from Ōpōtiki District Council attended a Field Trip for the Otara and Waioeka Rivers hosted by the Bay of Plenty Regional Council Flood Management Team. It was an opportunity to understand the flood protection measures in place for the rivers, points of information collection on river levels and flows, and how this information is used in flood response to predict potential flooding.

Radio Network

Ōpōtiki District Council has a Civil Defence Radio network with 20 radio contact points from Ōhiwa to Waihau Bay. The system is tested weekly on a Wednesday, with the Council calling in to each operator that represents their community. A review of the system was undertaken which identified that there were a number of contact points located in evacuation zones. An engagement programme with the operators was undertaken to find solutions to relocate radio communications to a safe location in the event of an evacuation and discuss communications in an emergency event.

Iwi Partnership - Tsunami Education and Engagement Programme

Ōpōtiki District Council, Whakatōhea Trust Board, Te Runanga o Te Whānau and Ngāi Tai Iwi have formed a partnership to review and update the tsunami signage in Ōpōtiki coastal areas and provide a public education and engagement programme. With 63% of the population in the Ōpōtiki District identifying as Māori, there is a need that Mātauranga Māori is incorporated into signage and public education. Updates should reflect Tikanga practices to ensure it is meaningful to Tangata Whenua and that it reflects the cultural aspects of the Ōpōtiki District. This project will continue into the next year and will include tsunami hikoi events when signage has been erected.

ODC EOC Induction sessions

A Civil Defence and Emergency Management Induction was undertaken for all staff at Ōpōtiki District Council. This session outlined the risks and hazards in the district and what to do before, during and after an emergency event. It also outlines what local arrangements are in place and the training pathway for Emergency Operations Centre Staff. Attendees are required to complete a household emergency plan and are encouraged to provide a copy to the Health and Safety Manager. Monthly sessions will be ongoing for all new staff employed by the Council.

Financials

Bay of Plenty CDEM Group	Year ended 30 June 2022	
	Budget ($)	Actual ($)
Targeted Rates	3,384,152	3,384,152
Other Revenue	0	120,347
Total Operating Revenue	**3,384,152**	**3,504,499**
Total Operating Expenditure	**3,384,151**	**3,345,862**
Net Surplus (deficit)	**1**	**158,637**

Bay of Plenty CDEM Group Reserve Account		
Opening Balance	1,626,639	1,626,639
Surplus transferred	1	158,637
Closing Balance	**1,626,640**	**1,785,276**

Bay of Plenty Lifelines Group	Year ended 30 June 2022	
	Budget ($)	Actual ($)
Member Contributions	40,641	33,550
Total Operating Revenue	**40,641**	**33,550**
Total Operating Expenditure	**40,642**	**42,732**
Net Surplus (deficit)	**(1)**	**(9,182)**

Bay of Plenty Lifelines Group Reserve Account		
Opening Balance	80,379	80,379
Surplus transferred	(1)	(9,182)
Closing Balance	**80,378**	**71,197**
Debtor write off		(11,000)
Final invoice – (catering)		(337)
Updated Closing Balance		**59,860**

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Stace Tahere, Acting Planning Manager
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	To provide a progress update on the Bay of Plenty CDEM Group Plan 2023-28 review.

Bay of Plenty Civil Defence Emergency Management Group Plan Development 2023/2028 Update

Executive Summary

The Bay of Plenty Civil Defence Emergency Management Group Plan 2018-23 (Group Plan) sets the strategy and direction for the Bay of Plenty CDEM Group (CDEM Group) over a five-year period. Emergency Management Bay of Plenty are currently undertaking a review of the Group Plan in line with the requirements under the Civil Defence Emergency Management Act 2002.

The Project Steering Group has proposed a project timeline extension to ensure the Group Plan review process includes meaningful engagement with stakeholders, community groups and iwi. This extension has been discussed and endorsed by the Coordinating Executive Group Local Authorities Sub Committee and Coordinating Executive Group.

Recommendations

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

1 **Receives the report, Bay of Plenty Civil Defence Emergency Management Group Plan Development 2023/2028 Update;**

2 **Endorses the revised timeline for the Group plan review.**

1. Background

Emergency Management Bay of Plenty have initiated, and are progressing, a review of the CDEM Group Plan with the intention to publish an updated CDEM Plan in June 2023. This timeline allowed a draft Group Plan to be developed in advance of Local Government elections, however, it was identified in the project risk register that this timeline may not allow the level of agency and community consultation required. The risk mitigation was to review progress and adjust timeframes as necessary.

2. Group Plan review timeline extension

The Project Steering Group has proposed a project timeline extension to ensure the Group Plan review process includes meaningful engagement with stakeholders, community groups and iwi.

This will support the Group Plan to recognise the important role Iwi and Māori occupy in emergencies. It will also allow more time to include community voices, such as from culturally and linguistically diverse (CALD), youth, differently abled/ disabled, and rural communities in the Group Plan and its development.

This revised timeline would result in the 2023-2028 Bay of Plenty CDEM Group Plan being ready for adoption at the end of 2023, with the current Group Plan remaining active until this time. This is enabled by Section(55)(b) of the Civil Defence Emergency Management Act 2002 “A civil defence emergency management Group plan remains operative for the period specified in the plan, but if the plan is not replaced before the close of that period it continues in force until replaced.”

This extension has been endorsed by the Coordinating Executive Group Local Authorities Sub-Committee and Coordinating Executive Group.

2.1 Community Engagement

Group Plan community engagement will consist of two phases. The phase one will involve canvassing our communities on what is important to them before, during and after events. This will occur through both targeted local engagement and an online survey. Feedback during this phase will assist in developing the Group Plan goals and objectives.

Phase two will include the formal submissions and hearing process and will occur in 2023 once the revised Group Plan has been drafted.

2.2 Iwi/Māori Engagement

The Emergency Management Bay of Plenty Kaiārahi Māori has been working with Emergency Management staff at Councils on Iwi engagement for the Group Plan review. Through this process, a message was received that the vast majority of Iwi do not want to engage specifically on the Group Plan Review. While some Iwi may want to engage, they were unable to do so within the previous Group Plan Review timeframes.

It has therefore been agreed that the preferred approach is to leverage the knowledge accumulated from the previous engagement with Iwi, Hapū, Marae and Whānau regarding gaps and focus areas.

This approach provides the CDEM Group with the time to develop a plan to deliver on existing discussions and expectations prior to having further conversations. It will also provide the opportunity to use the Group Plan review process to develop the pathway for better engagement with Iwi over the next five years with a focus on Māori Responsiveness.

This foundational approach is enabled by the work CDEM Group staff have been doing to engage Iwi, Hapū, Marae and Whānau in the Bay of Plenty over the current Group Plan period. Through this engagement we have a strong understanding of the gaps and focus areas while the extended time frame will allow the gaps and focus areas to be tested with iwi who are currently active in this space and have the capacity to engage.

This revised approach to Iwi/Māori engagement has been endorsed by both the Coordinating Executive Group Local Authorities Subcommittee and the Coordinating Executive Group.

3. Group Plan Workshops

In support of the Group plan development a number of workshop have been held with key stakeholders at both the strategic and operations levels including the June work shop with this Committee. The main themes that arose from the Joint Committee work were:

- If it is not broken, do not fix it. The plan should be reviewed/updated not replaced.
- Making sure the Group supports Culturally and Linguistically Diverse communities across the 4Rs.
- Having Iwi/ Māori partners at the table, and better inclusion and outcomes for Iwi/Māori throughout is important.
- Increasing community resilience across the 4Rs is central.
- Public needs to have confidence in the (Civil Defence Emergency Management) system.
- All agencies and councils should support and report on their progress to achieve the Groups' objectives.
- Funding: clarity of available funds - who is responsible for what costs, Funding should not be based on the population number, Central Government should increase funding for the reduction phase, which will decrease the costs in the response/recovery phase.

A summary of the key workshops facilitated in support of the Group Plan review is below:

- **Coordinating Executive Group and Coordinating Executive Group Local Authorities Subcommittee** - key themes identified included, the vital role Iwi/Māori have in Emergency Management and the value of quality communication in building trust with communities and between agencies.
- **Bay of Plenty Lifelines Group** – a key theme was the value of work undertaken by the Lifelines Group over the past five years and its relevance to the Group

Plan review. This includes the Bay of Plenty Lifeline Group Climate Change Risk Assessment 2019.

- **Welfare Coordination Group** - key themes identified included clarification and improved understanding of roles and responsibilities; improved community resilience across the 4Rs and the need to engage with community to inform and develop community plans. This workshop also had a consist focus on ensuring the inclusion of Culturally and Linguistically Diverse communities and Iwi.

- **CDEM Group Emergency Management Staff** - key themes identified included extra funding for hazard risk reduction to reduce costs of a response/recovery; and ensuring the community has access to regional hazards information so they understand their hazards/risks and what to do in an emergency.

- **Primary Sector Coordination Group** - key themes identified included the need to consider the evacuation of, and support to, both people and animals; an improved understanding of rural communities including differing communication requirements and seasonal variations; and the need to increase business (farmer) resilience including power, transport, animal welfare.

- **Recovery Managers** key themes identified included the need for consistent ways of working within and across the Bay of Plenty; the value of drawing on existing councils' networks to support effective recovery and the need for additional resources to support recovery focussed workstreams.

- **Regional Emergency Management Coordinating Committee** - key themes identified included ensuring the community has access to regional hazards information and that they understand their hazards/risks and what to do in an emergency, communities, emergency services and supporting agencies are working effectively together before during and after an emergency, and Coordination Centre staff are well trained, can respond quickly and are able to communicate effectively.

- **Hazard scape workshops** – two multi-agency workshops have been held in support of the review of the Regional Risk Assessment.

3.1 Future workshops

While the focus of the Group Plan development has transitioned to community and Iwi engagement (from the previous focus on partner agency and internal CDEM Group workshops) a number of workshops are being planned. This includes, a third hazard scape workshop, a monitoring an evaluation workshop, a proposed session at the Bay of Plenty Chief Executives Forum, along with engagement with the incoming Joint Committee following the Local Government Elections

4. Considerations

4.1 Risks and Mitigations

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.

4.2 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.

4.3 Implications for Māori

An update on Iwi/Māori engagement is provided in section 2.2

4.4 Community Engagement

An update on community engagement is provided in section 2.2

4.5 Alignment with Strategic Framework

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

4.6 Financial Implications

There are no material unbudgeted financial implications of this paper.

5. Next Steps

The incoming Joint Committee will be briefed on the Group Plan development following the October Local Government Elections. They will be provided with the opportunity to contribute to the Group Plans development.

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Stace Tahere, Acting Planning Manager
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

Bay of Plenty CDEM Group Tsunami Ready Programme Update

Executive Summary

The programme aim is to develop a coordinated Tsunami Ready programme for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group to ensure regional consistency; alignment to national projects and standards; and giving effect to current science.

This work programme details workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery).

The brief provides an update on progress on the Tsunami Ready Programme and covers:

- Recent risks identified with the programme.
- Tsunami Evacuation Zone Map projects (current and future work) and alignment to the National Tsunami Evacuation Map.
- Public Education and community engagement resources.
- Tsunami response planning

All work detailed in this brief is the current priority of work for the Tsunami Ready Programme. However, the Tsunami Evacuation Zone Map project remains the highest priority piece of work in the programme.

Emergency Management Bay of Plenty (EMBOP) will continue to 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 current priority of work for the Tsunami Ready Programme and acceptance of the current risks highlighted with the programme.

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 current priority of work for the Bay of Plenty CDEM Group Tsunami Ready Programme; and

3 Accepts the current risks highlighted with the Tsunami Ready Programme.

1. Background

The programme aim is to develop a coordinated Tsunami Ready programme for the Bay of Plenty Civil Defence Emergency Management (CDEM) Group to ensure regional consistency; alignment to national projects and standards; and giving effect to current science.

This work programme details workstreams to support work across the 4Rs (Reduction, Readiness, Response and Recovery).

2. Tsunami Ready Programme

2.1 Priority of work

The programme current priority of work is:

- Current update of the tsunami evacuation zone maps for the Region.
- Development of Bay of Plenty tsunami-specific Public Education resources.
- Support to community engagement programmes.
- Development of a framework for a Regional Tsunami Response Plan.

2.1.1 Risks

2.1.2 A Programme Risk Register identifying hazard and capability risk associated with the programme has been developed. The Programme Risk Register as requested by this committee is included (Attachment 1). Recent programme risks that have been identified and included on the Risk Register are summarised as follows:

- National Tsunami Evacuation Map and un-synced regional data causing inaccuracy in online maps.
- Move to a 'one zone' approach for tsunami evacuation zone maps for the Region is not aligned with national guidelines for public-facing maps; and is a different approach for community maps and planning.
- Timely completion of the tsunami evacuation zone map project with accurate science explanation of regional tsunami inundation modelling

reports to ensure communities have the correct information on the tsunami hazard.

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

3. Current Tsunami Evacuation Zone Map Project

3.1 The current update of the tsunami evacuation zone maps for the Region remains the highest priority. This work is being led through EMBOP with GIS and Local Authority support. Initial 'ground truthing' workshops with coastal Local Authorities were conducted in May 2022. The outcomes of each of these workshops confirmed that:

- 'Ground truthing' each section of coastline is critical to ensure maps that are appropriate for Bay of Plenty communities.
- Specific-Bay of Plenty rules for the practical application of national guidelines are required.
- Further understanding of all tsunami inundation modelling outputs is required with reference to currency; and to clarify what tsunami inundation modelling outputs mean practically when defining tsunami evacuation zones.

3.2 Further work to clarify tsunami inundation modelling outputs for the region is being conducted.

3.2.1 **GNS Science**: Work has been commissioned through Bay of Plenty Regional Council to understand the suitability of previous GNS tsunami modelling (2011) for reviewing the current Bay of Plenty Tsunami Evacuation Zone Maps in accordance with best practice and the Tsunami Evacuation Zones Director's Guideline.

3.2.2 **eCoas**t: Work has been commissioned through Bay of Plenty Regional Council to improve the tsunami modelling outputs to more accurately define the inundation extents for areas where the land is below Mean High-Water Spring (MHWS).

3.2.3 **Tonkin & Taylor**: Work with Tauranga City Council to understand tsunami modelling outputs from Tonkin & Taylor when further clarification from GNS Science is received.

3.2.4 All the current inundation modelling reports commissioned across the Region and enveloping (overlaying) of all the tsunami inundation modelling outputs are still being considered. Inclusion of all tsunami inundation modelling outputs in final tsunami evacuation zone maps for the Region will be dependent on the outcomes received in clarification of all tsunami modelling outputs.

3.2.5 Timeframes for completion of the current tsunami evacuation zone map project will extend into October 2022 due to additional work required to clarify tsunami inundation modelling outputs.

3.2.6 Work is progressing on a consistent map design for all tsunami evacuation zone maps across the Region. Final testing of the design for the new maps is currently in progress with Local Authorities. The maps will include future proofing mechanisms for map updates (ie. bar codes linking to online maps); and include both the Bay of Plenty CDEM Group and respective local authority logos.

4. Approach for public-facing Tsunami Evacuation Zone Maps

4.1 The current work to update tsunami evacuation zone maps for the Region is based on the three zones (red, orange and yellow) detailed in national guidelines. There are some CDEM Groups that are moving towards or have implemented a 'one-zone' (wet and dry areas) approach for public-facing tsunami evacuation zone maps and tsunami information boards. The move to 'one zone' for public facing maps keeps messaging simple; and reduces public confusion on what each coloured zone (red, orange, yellow) means and requirements to evacuate based on different coloured zones.

4.2 In review of current national guidelines:

- Technical Standard for National Tsunami Signage, details that signage only needs to 'show zones of likely inundation and evacuation routes'.

- Director's Guideline for CDEM Groups Tsunami Evacuation Zones recommend inclusion of red, orange and yellow zones on a public map.

4.3 Coordinating Executive Group Local Authority (CEG LA) Sub-Committee agreed to a 'one zone' approach for public-facing tsunami evacuation zone maps and tsunami information boards. CEG LA Sub-Committee endorsed and approved the following approach for tsunami evacuation zone maps for the Region:

- Continue to conduct current Tsunami Evacuation Map update with three zones in alignment to national standards, but use the information for internal CDEM planning only.

- Adopt a 'one zone' approach for public-facing tsunami evacuation zone maps and signage for the Region. Adopting 'one zone' approach would not be in alignment with the Director's Guideline for CDEM Groups Tsunami Evacuation Zones with reference to public facing maps.

5. Future work on Tsunami Inundation Modelling for the Region

5.1 Work is underway to scope the project to commission work for comprehensive tsunami inundation modelling, with the primary purpose of evacuation zone mapping, for the entire Bay of Plenty coastline. Timeframes and indicative costs for the project are to be confirmed in the project scope.

6. National Tsunami Evacuation Map

6.1 The National Tsunami Evacuation Map project, led by the National Emergency Management Agency (NEMA), has been launched in conjunction with a 'Own your Zone' public education campaign.

6.2 The updated tsunami evacuation zone maps for the Region will support future iterations of the National Tsunami Evacuation Map. Processes to ensure our regional data is synced with the National Tsunami Evacuation Map will be conducted 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.

7. Public Education and Community Engagement

7.1 **Region-specific Tsunami Public Education**. A stocktake of Tsunami-related public education resources (local-regional-national-international) has been conducted. The next steps are to prioritise public education messaging for Bay of Plenty communities. An initial workshop to prioritise tsunami-specific public education was conducted with the Tsunami Ready Programme Project Team on 30 June 2022. Alongside Region-specific work, tsunami-related messaging through current public education and communications programmes is still being conducted in parallel.

7.2 **Resources to support School Tsunami Evacuation planning**. A draft resource package has been developed to support School Tsunami Evacuation planning and to increase trust within school communities that schools have effective and practised Tsunami Evacuation Plans. The package considers Ministry of Education guidelines and is designed to complement (not replace) a School Emergency Management Plan. The package includes a template for a School Tsunami Evacuation Plan; checklists; and communications collateral to promote a School Tsunami Evacuation Plan. The draft package is being piloted in schools through current Local Authority community engagement programmes.

7.3 **Tsunami Hikoi**. Tsunami Hikoi activities in the Region to coincide with the national Exercise Shakeout on 27 October 2022 are being planned. Each coastal Local Authority will conduct Tsunami Hikoi activities with support from the Tsunami Ready Programme Project Team with communications collateral and planning guidelines to ensure consistency in process and implementation. The conduct of Tsunami Hikoi activities on an annual basis has been agreed through the development of Tsunami Ready Indicators for the Region.

8. Tsunami Response Plan

8.1 The development of a framework for the Regional Tsunami Response Plan is being conducted in conjunction with the following considerations and programmes:

- The National Planning Framework through NEMA.
- The Regional Planning Framework (in development) through EMBOP.
- Regional planning with other CDEM Groups including Hikurangi Response planning through East Coast 'Life at the Boundary' (LAB).
- Other partner agency tsunami and evacuation plans in the Region.
- Current local tsunami and evacuation plans.

8.2 The regional Tsunami Response Plan framework will be developed through the Tsunami Ready Programme Project Team. Post framework development, the Region Tsunami Response Plan will be drafted in collaboration with all Local Authorities and partner agencies.

9. Considerations

9.1 Risks and Mitigations

Please refer to the relevant analysis contained in this paper

9.2 Climate Change

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

9.3 Implications for Māori

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

9.4 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 Local Authorities through community resilience and engagement programmes already in place. The Tsunami Ready Programme will support these work programmes

9.5 Alignment with Strategic Framework

Please refer to the relevant analysis contained in this paper.
The Tsunami Ready Programme will align to the CDEM Group Plan.

9.6 Financial Implications

The commissioning of work for comprehensive inundation modelling with the primary purpose of evacuation zone mapping for the entire Bay of Plenty coastline will require the allocation of funding to support this work.

Scoping of this work, including the identification of approx. costs associated with this work, is underway and will be detailed in future updates of the Tsunami Ready Programme.

10. Next Steps

EMBOP remains the lead for the implementation of the Tsunami Ready Programme. All priority work is being conducted in consultation with the Tsunami Ready Programme Project Team and Local Authorities.

In addition to the current priority work, ensuring connection of National-Regional-Local Tsunami programmes and projects remains ongoing.

Regular reporting on the progress of the Tsunami Ready programme will be provided to this committee.

Attachments

Attachment 1 - Bay of Plenty CDEM Group - Tsunami Ready Programme Risk Register - Joint Commitee - 23 September 2022 ⇩

Bay of Plenty CDEM Group - Tsunami Ready Programme Risk Register

#	Date	Risk		Mitigation Actions	Likelihood	Consequence/ Impact	Total *(Score after mitigation)*
Risk #	*Date logged*	*Description of risk*	*Description of consequence(s)*	*Actions to be taken*			
1	16/03/2022	Regional event response and recovery that would re-direct project resources and project priority.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	• Dedicated Project Manager resource. • Limited requirement for regular resource commitment from other stakeholders outside of Project Team meetings. • Consideration of event response in identification of project output timeframes.	Likely (3)	Minor (2)	Moderate Risk (6)
2	16/03/2022	Limitations in regional-local resources in business-as-usual (BAU) to support the timely delivery of programme outputs.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	• Dedicated Project Manager resource. • Dedicated local authority/agency programme point of contact, with ability to make decisions on behalf of the local authority/agency as part of the Project Team. • Targeted engagement with local authorities/agencies only as required.	Possible (2)	Minor (2)	Moderate Risk (4)
3	16/03/2022	Lack of national consistency of standards; or delay in review of standards causing project delay for timely delivery of project outputs and milestones; and inconsistency in tsunami standards at local and regional level.	• Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation. • Inter-region inconsistency in tsunami standards. • Inconsistency in tsunami standards and implementation of dedicated local work programmes (including Resilience Fund projects).	• CDEM Group highlight and share to NEMA including risk with Resilience Fund projects. • Project Manager connection to national tsunami projects through NEMA; and science research projects. • Project Manager/ EMBOP representation in National Groups (National Tsunami Working Group and National Tsunami Reference Group). • Planning for regional and local programme re-design (short-medium-long term).	Likely (3)	Moderate (3)	Significant Risk (9)
4	16/03/2022	Lack of alignment; or delay in delivery of national projects causing project delay for timely delivery of project outputs and milestones; and inconsistency in tsunami standards at local and regional level.	Tsunami Ready Programme outputs will not be achieved in initial two-year programme timeframe. Programme outputs will require reprioritisation.	• CDEM Group highlight and share to NEMA. • Project Manager connection to national tsunami projects through NEMA; and science research projects. • Project Manager/ EMBOP representation in National Groups (National Tsunami Working Group and National Tsunami Reference Group). • Planning for regional and local programme re-design (short-medium-long term).	Likely (3)	Moderate (3)	Significant Risk (9)
5	1/04/2022	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.	There is no one tsunami Inundation modelling output for the entire Bay of Plenty coastline to inform accurate tsunami evacuation maps for the Bay of Plenty.	• Enveloping of all current tsunami inundation modelling outputs per zone (Red, Orange. Yellow) in alignment to Tsunami Evacuation Zone DGL. • Local 'ground truthing' workshops and engagement with local authorities. • GIS specialist support to update all Tsunami Evacuation Maps. • 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 (Approval through CDEM governance: CEG LA, CEG and Joint Committee).	Likely (3)	Moderate (3)	Significant Risk (9)
6	14/06/2022	• The National Tsunami Evacuation Map highlights some areas of coastline, rivers and estuaries/ and also inland areas in the Bay of Plenty that are not in a Tsunami Evacuation Zone, when in fact they are. This then portrays to the public that there are areas safe when they aren't. • The National Tsunami Evacuation Map, will direct the public to un-synced maps (national and regional) which then conflict with community planning and Community Tsunami Evacuation Zone Maps where information on the zones and coastline are synced. This will cause public confusion. • At present there is a heightened awareness in Bay of Plenty communities on tsunami preparedness. There will be a lack of trust in information to support tsunami preparedness for the Bay of Plenty if the current un-synced maps go live as part of the National Tsunami Map Project.	Inaccurate information in the National Tsunami Evacuation Map will promote public confusion; public safety issues with stating that areas are safe (not in a Tsunami Evacuation Zone) when they are not with the potential for there to be a lack of trust in map information to support tsunami preparedness.	• Temporarily withdraw permission for NEMA to use the Bay of Plenty GIS data for the National Tsunami Evacuation Map, but refer National Tsunami Evacuation Map to current Bay of Plenty Community Tsunami Evacuation Zone Maps. • Withdraw public access to Bay of Plenty Regional Council BayHazards tsunami page. • GIS specialist support to update all Tsunami Evacuation Maps for Bay of Plenty immediate priority. • Communications with CDEM professionals and CDEM Governance (CEG LA, CEG and Joint Committee) on risks and reasons for temporarily withdraw permission for NEMA to use the Bay of Plenty GIS data for the National Tsunami Evacuation Map. • Include Bay of Plenty GIS data on National Tsunami Evacuation Map when data is updated.	Possible (2)	Minor (2)	Moderate Risk (4)
7	25/08/2022	'One zone' approach for public-facing tsunami evacuation zone maps and tsunami information boards is not in alignment with current national guidelines.	Adopting 'one zone' approach would not be in alignment with the Director's Guideline for CDEM Groups Tsunami Evacuation Zones with reference to public facing maps.	• Continue to conduct current Tsunami Evacuation Map update with three zones in alignment to national standards, but use the information for internal CDEM planning only. • Notification to NEMA of adoption of 'one zone' approach for public-facing tsunami evacuation zone maps and signage for the region.	Frequent (5)	Minor (2)	Significant Risk (10)
8	25/08/2022	'One zone' approach for public-facing tsunami evacuation zone maps and tsunami information boards will be different maps for communities.	Adopting 'one zone' approach for the region will mean the development and implementation of Tsunami Evacuation Zone Maps for the region which are different to the maps currently in place with three Tsunami Evacuation Zones (red, orange, yellow). This will change the Community Tsunami Evacuation Zone maps and potentially require amendment to Community Response Planning.	• Continue to conduct current Tsunami Evacuation Map update with three zones in alignment to national standards, but use the information for internal CDEM planning only. • Development and implementation of a comprehensive Communications Plan and campaign to promote the 'one zone' approach on launch of the new Tsunami Evacuation Zone Maps for the region. • Local authorities to promote new 'one zone' approach and new Tsunami Evacuation Zone maps with communities. • Local authorities to review and support amendment of Community Response Plans as appropriate.	Likely (3)	Minor (2)	Moderate Risk (6)
9	25/08/2022	Timely completion of current Tsunami Evacuation Zone Map Project with accurate science explanation of regionally commissioned tsunami inundation modelling to ensure updated maps for the Region.	If Tsunami Evacuation Zone Maps are not updated in a timely fashion and with explanation on current science; then communities will be referring to outdated information for Community and Individual preparedness in the event of a tsunami.	Further work to clarify tsunami inundation modelling outputs is being conducted. • GNS Science: Work has been commissioned through Bay of Plenty Regional Council to understand the suitability of previous GNS tsunami modelling (2011) for reviewing the current Bay of Plenty Tsunami Evacuation Zone Maps in accordance with best practice and the Tsunami Evacuation Zones Director's Guideline. • eCoast: Work has been commissioned through Bay of Plenty Regional Council to improve the tsunami modelling outputs to more accurately define the inundation extents for areas where the land is below Mean High-Water Spring (MHWS). • Tonkin & Taylor: Work with Tauranga City Council to understand tsunami modelling outputs from Tonkin & Taylor when further clarification on GNS Science is received. Workshops to finalise Tsunami Evacuation Maps with each District/City.	Possible (2)	Minor (2)	Moderate Risk (4)

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Report Writer:	Clinton Naude, Director, Emergency Management Bay of Plenty
Report Authoriser:	Clinton Naude, Director, Emergency Management Bay of Plenty
Purpose:	Brief the Bay of Plenty CDEM Group Joint Committee on the requirements for declaring a state of local emergency during Local Government elections.

Declaring States of Local Emergency during Local Government Elections

Executive Summary

The Civil Defence Emergency Management (CDEM) Act 2002 provides for a state of local emergency to be declared and provides for certain people to be authorised to declare a state of local emergency.

The Bay of Plenty CDEM Group Plan 2018-2023 authorises members of the Bay of Plenty CDEM Group Joint Committee to declare a state of local emergency for the region, or for one or more districts or wards within the region, including Whakaari/White Island.
The mayor of a territorial authority, or an elected member designated to act on behalf of the mayor if the mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.

During Local Government elections there is a period from the official announcement of the election results to the date of the first meeting of the local authority when elected members are sworn in, that there are no authorised members to declare a state of local emergency.

The Minister for Emergency Management can also declare a state of local emergency if it appears to the Minister that it is required.

The Commissioners appointed for Tauranga City Council can also declare a state of local emergency as authorised through the Bay of Plenty CDEM Group Plan 2018-2023.

Recommendations

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

1 Receives the report, Declaring States of Local Emergency during Local Government Elections.

1. Background

1.1 The Civil Defence Emergency Management (CDEM) Act 2002

The CDEM Act 2002:

- Provides for a state of local emergency to be declared.
- Provides for certain people to be authorised to declare a state of local emergency.
- Provides powers to the CDEM Group when a state of emergency is in force.

2. The Bay of Plenty CDEM Group Plan 2018-2023

In accordance with Section 25 (1)(a) of The CDEM Act 2002, The Bay of Plenty CDEM Group authorises the Chairperson of the Bay of Plenty CDEM Group Joint Committee to declare a state of local emergency for the region, or for one or more districts or wards within the region, including Whakaari/White Island.

In the absence of the Chairperson, the authority to declare passes to the Deputy Chairperson of the Bay of Plenty CDEM Group Joint Committee.

In accordance with Section 25(4) of The CDEM Act 2002, if the Chairperson or Deputy Chairperson are unable to exercise the authority to declare, then any representative member of the Bay of Plenty CDEM Group may exercise the power to declare a state of local emergency.

In accordance with Section 25(5) of The CDEM Act 2002, the mayor of a territorial authority, or an elected member designated to act on behalf of the mayor if the mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.

3. Local Government Elections

Only elected representatives of the members of the CDEM Group are able to declare a state of local emergency (s25). Following a local election there may be no-one available to declare as members cannot act as an elected representative until they are sworn in (clause 14, Schedule 7 of the Local Government Act 2002). Therefore, if an emergency arises following a local election but before members are sworn in and emergency powers are needed, a state of local emergency can be declared:

- The Minister for Emergency Management can declare a state of local emergency

for a CDEM Group area or any district or ward within that area (s69); or

- In circumstances that provide a period of warning, such as an impending adverse weather event, a council meeting may be called as soon as practicable to have the new council sworn in (clause 21(3), Schedule 7, Local Government Act 2002), allowing the Mayor to declare a state of local emergency under s25(5) of the CDEM Act 2002; or

- The Commissioners appointed to Tauranga City Council and member representatives on the Bay of Plenty CDEM Group Joint Committee can declare as authorised by the Bay of Plenty CDEM Group Plan 2018-202

National Emergency Management Agency (NEMA) Factsheet: Declaring states of local emergency is attached as an appendix.

4. Considerations

4.1 Risks and Mitigations

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

4.2 Climate Change

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

4.3 Implications for Māori

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

4.4 Community Engagement

The matters addressed in this report are of a procedural nature and there is no need for community engagement.

4.5 Alignment with Strategic Framework

This paper is in alignment with the CDEM Act 2002 and the Bay of Plenty CDEM Group Plan 2018/2023.

4.6 Financial Implications

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

5. Next Steps

Local Government Elections 2022

Attachments

Attachment 1 - Fact Sheet - Local government election governance arrangements ⇩

National Emergency Management Agency
Te Rākau Whakamarumaru

Local government election governance arrangements: Guidance for Civil Defence Emergency Management Groups

During the period from the official announcement of the election results to the date of the first meeting of the local authority, a state of local emergency and a notice of a local transition period will only be able to be declared/given by the Minister for Emergency Management

Introduction

1. The purpose of this report is to clarify the governance arrangements for Civil Defence Emergency Management Groups (CDEM Group), as they relate to Mayors and Chairpersons, over the period of local government elections.
2. Section 13 of the Civil Defence Emergency Management Act 2002 (CDEM Act) provides that each local authority that is a member of a CDEM Group must be represented on the Group by one, and only one, person, being the Mayor or Chairperson of that local authority (or an elected person from the local authority, if the local authority has taken the step of delegating the authority to act for the mayor or chairperson to another elected member).
3. Section 25 of the CDEM Act provides that a CDEM Group must appoint at least 1 representative from the CDEM Group to declare a state of local emergency/local transition period for its area. In addition, the Mayor[1] of a territorial authority also has the ability to declare a state of local emergency/give notice of a local transition period that covers the district of that territorial authority. [2]

Continuity of representation

4. Where an elected member stands unopposed or the number of candidates does not exceed the number of vacancies, then the electoral officer can declare the persons elected at the period of close of nominations. [3] However, that person does not have authority to act in that official capacity until they have

[1] Or an elected member of the territorial authority designated to act on behalf of the Mayor, if the Mayor is absent
[2] If the Mayor or the person(s) appointed under s25(1) are all absent, then any other member of the CDEM Group may exercise the power to declare a state of emergency/local transition period.
[3]Section 63 of the Local Electoral Act

given their oral declaration (see Power to act below).

5. **Mayor of Territorial Authority / Unitary Authority:** Where the Mayor[4] is not standing for re-election, they are still in office and have the authority to declare a state of local emergency/give notice of a local transition period up to and including the day on which the electoral officer declares the result of the election. [5]
6. The new elected Mayor (even if it is the same person as the previous Mayor) comes into office the next day. [6] In other words, there is no period between the two terms where there is no Mayor. However, incoming Mayors (even if re-elected) are not able to make decisions in their official capacity until they have sworn an oath of office (see *Power to Act* below).
7. **Chairperson of Regional Council:** Similar to Mayors, the previous term's Chairperson's term ends at the end of the day of the official declaration of results, even if they are re-elected to the Council. For a Chairperson re-elected, although their membership of the local authority continues, their Chairpersonship does not continue. The Chairpersonship for the new term starts when the new elected members meet and vote the Chairperson for the next term.
8. A Chairperson also can't act in their official capacity until they have completed their oral declaration, discussed in *Power to Act* below.

Power to Act: When does a newly elected official obtain the power to act and make decisions?

9. Although the elected members take office on the day after the election results are declared they do not immediately have the power to act in that official capacity, until they have sworn an oath of office.
10. It is the Chief Executive of the local authority's responsibility to call and chair the first meeting of the local authority following a triennial general election, and to instigate the process of swearing in the new members. [7] This usually occurs within two weeks of the declaration of official results.
11. An exception exists to allow the first meeting following an election to occur sooner than usual, if an emergency exists.[8] In this situation, the Chief Executive may give notice of the meeting as soon as practicable. There are specific requirements for the business to be conducted at that meeting (including the making and attesting of the declarations required by the mayor or chairperson). [9]

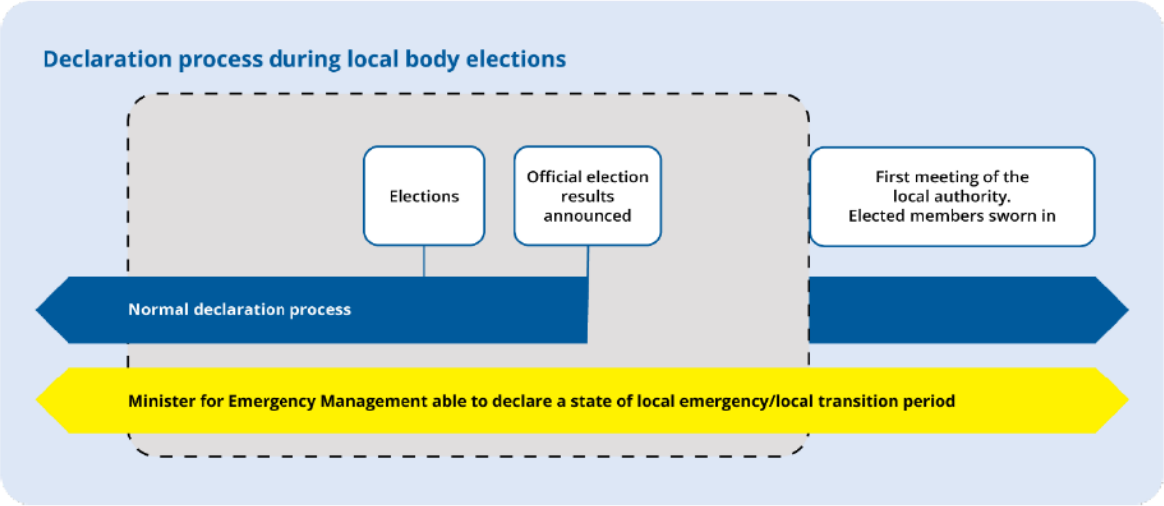
[4] or the elected member delegated authority to act for the Mayor or Chairperson
[5] Sections 115 & 116 of the Local Electoral Act 2001
[6] Section 115(1) and 116(1) of the Local Government Act 2002
[7] Clause 21, Schedule 7, Local Government Act 2002
[8] Clause 21(3), Schedule 7, Local Government Act 2002
[9] See Clause 21(5), Schedule 7, Local Government Act 2002

Who can declare a state of local emergency / give notice of a local transition period during this period?

12. During the period from the official announcement of the election results to the date of the first meeting of the local authority, a state of local emergency/notice of local transition period will only be able to be declared/given by the Minister for Emergency Management.

13. This could be a short period if the Chief Executive of the local authority uses his or her powers[10] to call a meeting in emergency circumstances with less than the usual 7 days' notice.

14. NEMA advises that the process for getting in touch with the Minister for Emergency Management is via the CDEM Group's Regional Emergency Management Advisor (REMA), who will link the local authority with the Director of Civil Defence Emergency Management and the Minister's office.



[10] Clause 21(3) of schedule 7 of the Local Government Act 2002

National Emergency Management Agency
Te Rākau Whakamarumaru

National Emergency Management Agency Update

Written update from the National Emergency Management Agency to the Bay of Plenty Joint Committee meeting on Friday 23 September

Trifecta programme

1. The Trifecta Programme suite of work is a key priority for the Minister for Emergency Management and the National Emergency Management Agency (NEMA). The work is not a fundamental transformation of the emergency management system but will instead address identified shortcomings to ensure that the system can meet current and future needs.

2. Drafting of the Emergency Management Bill is underway with the intention to introduce it to the House of Representatives after the local government elections. There will be an opportunity to provide feedback via the Select Committee process.

3. The review of the National Civil Defence and Emergency Management Plan and accompanying Guide is happening alongside the development of the new Emergency Management Bill to ensure alignment. As a result of feedback from stakeholders and the rapidly changing emergency management environment, the intention is that the new Plan is more accessible, user-friendly, and responsive as things change.

Foot and Mouth Disease

4. Foot and Mouth Disease has been found in Indonesia and other Southeast Asian countries. Given the importance of the Agricultural sector for New Zealand's economy and communities, Foot and Mouth disease is considered a major risk. If an outbreak were to occur in New Zealand it would halt trade in animal products, and it would severely impact exports of dairy, red meat and pork products as we would no longer be regarded as Foot and Mouth Disease-free by trading countries. [1]

5. The Ministry for Primary Industries is the lead agency for biosecurity, and holds the responsibility to plan for and respond to the risks and impacts of Foot and Mouth Disease. NEMA is participating in All of Government planning, and further activity is programmed in coming weeks. We will keep you briefed as details emerge of national planning and what expectations there might be NEMA and the CDEM sector.

Severe weather events

6. This winter there has been several severe weather events across the country. We would like to acknowledge the hard work that has occurred at the local and regional level to respond to these events and keep our communities safe. Thank you to those of you who have provided surge staff or EMAT members to support these responses. As always, we have appreciated the opportunity to work hand in hand with the sector to support emergency responses.

[1] About foot-and-mouth disease | Biosecurity | NZ Government (mpi.govt.nz)

National Emergency Management Agency
Te Rākau Whakamarumaru

Strengthening emergency management cooperation between New Zealand and the United States

7. The NEMA has signed a Memorandum of Cooperation with the United States' Federal Emergency Management Agency (FEMA). The agreement will allow the sharing of best practices and lessons learned from past emergencies which will contribute towards building a more disaster resilient global community. The Memorandum of Cooperation will formalise information and data sharing between our two countries, and boost opportunities to engage in joint research, as well as conferences, workshops, and exercises.

Report To:	Bay of Plenty Civil Defence Emergency Management Group Joint Committee
Meeting Date:	23 September 2022
Presenter(s):	Clinton Naude, Director - Emergency Management Bay of Plenty

Update - Director, Emergency Management Bay of Plenty