

The Chairman and Members  
**Civil Defence Emergency Management Group Joint  
Committee**

**NOTICE IS GIVEN** that the next meeting of the **Civil Defence  
Emergency Management Group Joint Committee** will be held in  
**CR2, Rotorua District Council Civic Administration Building,  
1061 Haupapa Street, Rotorua** on:

**EMBARGOED**

Until 2 working days before meeting on:

**Friday, 7 May 2010**

**commencing at 12.00 p.m.**

Bill Bayfield  
Chief Executive  
Environment Bay of Plenty  
Administering Authority

30 April 2010



**BAY OF PLENTY  
EMERGENCY MANAGEMENT**

**GROUP**



## Civil Defence Emergency Management Group

This Joint Committee, required under section 12(1) of the Civil Defence Emergency Management Act 2002, is governed by the Group's Constitution (dated August 2003 and amended November 2003).



## **Committee Membership**

**Chairman:** Mayor J Forbes (Opotiki District Council)

**Deputy Chairman:** Chairman J Cronin (Environment Bay of Plenty)

**Appointees:** Mayor M Campbell (Kawerau District Council), Mayor S Crosby (Tauranga City Council), Mayor C Holmes (Whakatane District Council), Mayor R Paterson (Western Bay of Plenty District Council), Mayor K Winters (Rotorua District Council)

**Secretary:** S Cubbon

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

## **Agenda**

1 **Apologies**

2 **General Business and Tabled Items**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be delayed until a subsequent meeting.

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# Minutes



# **Minutes of the CDEMG Coordinating Executive Group Meeting held in Council Meeting Room One, Environment Bay of Plenty, 5 Quay Street, Whakatane on Friday, 26 February 2010 commencing at 1.05 p.m.**

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## **Present:**

**Chairman:** D Turner (Chief Executive, Whakatane District Council)

**Appointees:** G Allis (Group Manager Engineering, Western Bay of Plenty District Council), B Bayfield (Chief Executive, Environment Bay of Plenty), G Bingham (General Manager Governance & Compliance, Bay of Plenty District Health Board), R Devlin (Fire Region Commander, NZ Fire Service), J Finlay (Engineering & Services Manager, Opotiki District Council), S Fraser (NZ Police, Bay of Plenty Headquarters), C Jensen (Manager Regulatory & Planning, Kawerau District Council), J Miller (Medical Officer of Health, Bay of Plenty District Health Board), W Murray (Group Manager Land Resources, Environment Bay of Plenty), C Roberts (Rotorua District Council), H Roux (City Transportation, Tauranga City), R Sutton (Emergency Planner, Lakes District Health Board), S Wisneski (Ministry of Social Development), T Wynyard (Group Recovery Manager, Tauranga City Council)

**In Attendance:** G Wilson (CDEMG Manager), D Chapman (Emergency Management Officer), J Röllin (Ministry of Civil Defence & Emergency Management), Adam Munro (Environment Waikato), P Sisam (Senior Communications Advisor), S Cubbon (Committee Administration)

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## **1 Minutes**

### **1.1 CDEMG Coordinating Executive Group Meeting - 4 December 2009**

**Resolved**

**That the CDEMG Coordinating Executive Group:**

**1 Confirms the minutes of the CDEMG Coordinating Executive Group meeting held on 4 December 2009.**

**2 Notes the resolutions made therein under delegated authority.**

**Turner/Wynyard  
CARRIED**

## 2 Reports

### 2.1 Management and Governance Report: Lead - Warwick Murray

Members were advised of a title change to the position, currently held by Greg Wilson, from CDEM Coordinator to CDEM Manager.

The Group were requested to consider the draft Terms of Reference of the Management and Governance sub-group and provide feedback by 22 March 2010. Comment was also invited on the draft chapters of the second generation group plan. The draft format for a Group work programme and timeline was outlined by Greg Wilson who noted the priority order had been arranged in accordance with feedback received from members.

The nomination of Andrew Morrison as a local controller for the Kawerau jurisdictional area was endorsed by the Coordinating Executive Group.

The recommended composition of the five Coordinating Executive Group sub-groups as set out in the report was agreed, however members considered it appropriate to include J Röllin from the Ministry of Civil Defence & Emergency Management and Warwick Murray in the Readiness and Response sub-group.

The Chairperson requested that members reflect on possible nominees within their areas for long service awards and the CDEM Gold and Silver awards, these names to be forwarded by 30 March 2010.

### Resolved

That the CDEMG Coordinating Executive Group under its delegated authority:

- 1 **Receives the report, Management and Governance Report: Lead - Warwick Murray.**
- 2 **Request that the Management and Governance sub-group review the terms of reference for their sub-group and provide recommendations for amendments to the GEMO by 22 March 2010.**
- 3 **Request that CEG members review the draft chapters of the second generation group plan and provide recommendations for amendments to the GEMO by 22 March 2010.**
- 4 **Approve the composition of the five CEG sub-groups.**
- 5 **Request that CEG member provide comment on the attached draft reporting relationship diagrams to the GEMO by 22 March 2010.**
- 6 **Agree to priorities set out in Appendix 13 from the MCDEM Capability Assessment report.**
- 7 **Request that CEG members review the draft work programme structure and provide recommendations for amendments to the GEMO by 22 March 2010.**
- 8 **Recommend to the CDEM Joint Committee the appointment of Andrew Morrison as a local controller.**

- 9 Request that CEG members consider and where appropriate suggest nominations for a CDEM award for long service.**

**Turner/Wynyard  
CARRIED**

**2.2 Reduction Report - Lead: Chris Jensen, Kawerau District Council**

Greg Wilson referred to the report, attached to which were the draft Terms of Reference of the Reduction sub Group for consideration by members.

Chris Jensen reported on the Natural Hazards Forum, noting meetings were well attended and functioning well. Discussion took place clarifying the links with the Chief Executive's Group and that of the Coordinating Executive Group and it was agreed good communication and connections existed.

Members were invited to attend natural hazards tours of the region aimed at educating and updating on the natural hazard environment, the potential impacts of events, and how they might best be managed. The first of these tours was scheduled to take place on 9 March 2010, covering the Rotorua District.

**Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Reduction Report - Lead: Chris Jensen, Kawerau District Council.**
- 2 Request that the Reduction sub-group review the terms of reference for their sub-group and provide recommendations for amendments to the GEMO by 22 March 2010.**

**Jensen/Roberts  
CARRIED**

**2.3 Readiness and Response Report: Lead - Ron Devlin, NZ Fire Service**

Draft Terms of Reference were attached to the report for consideration by members.

The CDEM Manager provided an update on the training being undertaken, noting focus was gradually moving from individual to collective training exercises.

Recommendations from the Communications Project report to purchase satellite 'phones, four Broadband Global Area Network system and upgrade the VHF Radio network were seen as important to increase the resilience of communications. Greg Wilson was requested to see if there was the capacity to reprioritise within the existing budget and capitalise the funding.

**Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Readiness and Response Report: Lead - Ron Devlin, NZ Fire Service.**

- 2 **Request that the Readiness and Response sub-group review the terms of reference for their sub-group and provide recommendations for amendments to the GEMO by 22 March 2010.**
- 3 **Approve the recommendations in the Bay of Plenty CDEM Group Communications report.**

Turner/Roux  
CARRIED

## 2.4 **Recovery Report: Lead - Jim Finlay, Opotiki District Council**

Greg Wilson noted the draft Terms of Reference for the Recovery sub-Group were subject to further contributions from members.

A Recovery Managers' seminar had been held on 17 February 2010, the focus had been to consider the CDEM Group Recovery Plan and content for the recovery chapter of the second generation Group Plan. Their comments had been included.

### **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 **Receives the report, Recovery Report: Lead - Jim Finlay, Opotiki District Council.**
- 2 **Request that Recovery Sub-Group review the terms of reference for their sub-group and provide recommendations for amendments to the GEMO by 22 March 2010.**

Wynyard/Findlay  
CARRIED

## 2.5 **Monitoring and Evaluation Report: Lead - Charles Roberts, Rotorua District Council**

The draft Terms of Reference for the Monitoring and Evaluation sub-Group were available for consideration by members, and the Chairperson requested recommendations for amendments be directed to the Group Emergency Management Office by 22 March 2010.

### **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 **Receives the report, Monitoring and Evaluation Report: Lead - Charles Roberts, Rotorua District Council.**
- 2 **Request that the Evaluation Sub-Group consider the terms of reference and provide recommendations for amendments to the Group Emergency Management Office by 22 March 2010.**

Roberts/Roux  
CARRIED

## 2.6 **Verbal Update from MCDEM**

Jane Röllin advised that the MCDEM national roadshow for the sector would begin in April 2010, starting in Tauranga on 14 April.

**The meeting closed at 2.05 p.m.**



# **Minutes of the CDEMG Coordinating Executive Group Meeting held in Council Meeting Room One, Environment Bay of Plenty, 5 Quay Street, Whakatane on Thursday, 1 April 2010 commencing at 1.09 p.m.**

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## **Present:**

**Chair:** D Turner (Chief Executive, Whakatane District Council)

**Appointees:** G Bingham (General Manager Governance & Compliance, Bay of Plenty District Health Board), R Devlin (Fire Region Commander, NZ Fire Service), J Finlay (Engineering & Services Manager, Opotiki District Council), S Fraser (NZ Police, Bay of Plenty Headquarters), J Miller (Medical Officer of Health, Bay of Plenty District Health Board), W Murray (Group Manager Land Resources, Environment Bay of Plenty), H Roux (Tauranga City)

**In Attendance:** M Butler (Regional Planner), B Campbell (Community Relations Manager), D Chapman (Emergency Management Officer), P Clarke (Western Bay of Plenty District Council), P Hitchcock (Rotorua District Council), S Vowles (Regional Emergency Management Advisor Waikato CDEMG), J Prior (Eastern Bay of Plenty Emergency Management Coordinator), C Naude (Group Training Officer), M Rogers (Bay of Plenty Rugby Union), J Röllin (Emergency Management Advisor, Minister of Civil Defence & Emergency Management), P Sisam (Senior Communications Advisor), G Wilson (CDEMG Manager), S Cubbon (Committee Administrator)

**Apologies:** G Allis (Group Manager Engineering, Western Bay of Plenty District Council), B Bayfield (Chief Executive, Environment Bay of Plenty), C Jensen (Manager Regulatory & Planning, Kawerau District Council), C Roberts (Rotorua District Council), S Wisneski (Ministry of Social Development), T Wynyard (Group Recovery Manager, Tauranga City Council)

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## **3 Minutes**

### **3.1 CDEMG Coordinating Executive Group Meeting - 26 February 2010**

**Resolved**

**That the CDEMG Coordinating Executive Group:**

- 1 Confirms the minutes of the CDEMG Coordinating Executive Group meeting held on 26 February 2010.**

**Murray/Devlin  
CARRIED**

## 4 Reports

### 4.1 Reduction Report - Lead: Chris Jensen, Kawerau District Council

The report included access details to the presentation made to the Bay of Plenty Natural Hazards Forum by Brad Scott, GNS Science and the Chairperson noted this had also been received at the Bay of Plenty Chief Executives' Group meeting on 25 March 2010.

Members were advised the Reduction subgroup had met twice to consider its terms of reference and the reduction section of the second generation Group Plan, and these issues were reported under Management and Governance in the agenda.

#### Resolved

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 **Receives the report, Reduction Report - Lead: Chris Jensen, Kawerau District Council.**

**Bingham/Dixon  
CARRIED**

### 4.2 Readiness and Response Report - Lead: Ron Devlin, New Zealand Fire Service

Mr Mike Rogers, Operations Manager for the Bay of Plenty Rugby Union responsible for working on the planning for two games to be held in Rotorua for Rugby World Cup 2011, provided a PowerPoint presentation previewing some of the opportunities that will arise for the region before, during and after World Cup games. Members realised it was important to be aware there would be a significant number of tourists attracted to the region, many in campervans, who would be unlikely to have any experience of the natural hazards experienced locally. Mr Rogers was invited to come back to the Committee prior to Christmas to share the Rugby Union's risk assessment.

Greg Wilson set out the sequence of events and response to the national tsunami warning on 28 February 2010. He noted feedback that the response had been well coordinated, and public information was clear and consistent. This represented a significant improvement on responses to previous alerts, however there would always be room for improvement.

Members were advised of a national tsunami response exercise, 'Tangaroa', to be held 20 October 2010, and asked to confirm that their organisations would be taking part.

A draft tsunami inundation map was available to view and members endorsed this, along with the communications plan included in the agenda. It was expected the publication of both would prompt public interest.

Consideration was given by the Group to approving an audit of the current status of Response Teams in the region with a view to formally incorporating them as a Group resource, responsible to their TAs, but having training activities and standards coordinated through the Group Training Officer.

The Group were advised of the purchase by MCDEM of a web-based Emergency Management Information System which was being made available to all Groups free of

charge. This was an opportunity to have the GECC and LEOCs all using the same software, and would replace all existing systems currently employed. The Chairperson had attended a presentation of the system and recommended the offer from MCDEM be accepted. Members agreed the adoption of the Emergency Management Information System would require an audit of the GECC, LEOCs and Local Coordination Centres.

## **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Readiness and Response Report - Lead: Ron Devlin, New Zealand Fire Service.**
- 2 Confirm CDEM Group-wide participation in the National Tsunami response exercise on 20 October 2010.**
- 3 Endorse the tsunami inundation map and accompanying communications plan.**
- 4 Approve an audit of the CDEM Group Response Teams.**
- 5 Adopt the MCDEM Emergency Management Information System.**
- 6 Approve an audit of the Group Emergency Coordination Centre and Local Emergency Operations Centres, including Local Coordination Centres at Opotiki and Kawerau.**

**Devlin/Finlay  
CARRIED**

### **4.3 Recovery Report - Lead: Jim Finlay, Opotiki District Council**

The Terms of Reference and Recovery section of the Group Plan were to be dealt with in the Management and Governance Report.

The Chairperson noted there were some changes necessary in the Group Recovery Plan and members therefore agreed to approve in principle, and receive the revised Plan at the next meeting.

## **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Recovery Report - Lead: Jim Finlay, Opotiki District Council.**
- 2 Approve the Group Recovery Plan as a draft Plan for consultation with members of the Coordinating Executive Group.**

**Turner/Finlay  
CARRIED**

#### 4.4 **Management and Governance Report - Lead: Warwick Murray, Environment Bay of Plenty**

Warwick Murray's report brought members up to date with management and governance issues for the Bay of Plenty CDEM Group. He presented the Terms of Reference for the newly formed subgroups, and provided clarification for members regarding some of the wording used. Members were asked to consider the recommendation that additional members be appointed to subgroups.

The second generation Group Plan draft was presented for consideration and members were asked to provide feedback to the Group Controller by 1 May 2010 prior to submission to the CDEMG.

The resignation of Vaughan Payne, Chief Executive, led to Opotiki District Council recommending Jim Finlay's appointment to the role of Local Controller for the Eastern Bay of Plenty Emergency Operations Centre, and members welcomed this suggestion.

#### **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Management and Governance Report - Lead: Warwick Murray, Environment Bay of Plenty.**
- 2 Approve the Terms of Reference for Subgroups.**
- 3 Approve membership of Gail Bingham on the Management and Governance subgroup, and the Medical Officer of Health on the Reduction and Recovery Subgroups.**
- 4 Request feedback on the draft second generation Group Plan.**
- 5 Endorse the recommendation to appoint Jim Finlay, Opotiki District Council as a Local Controller for the Eastern Bay of Plenty Emergency Operations Centre.**

**Murray/Bingham  
CARRIED**

#### 4.5 **Monitoring and Evaluation Report - Lead: Charles Roberts, Rotorua District Council**

The purpose of this report is to bring members up to date on monitoring and evaluation matters for the CDEM Group.

#### **Resolved**

**That the CDEMG Coordinating Executive Group under its delegated authority:**

- 1 Receives the report, Monitoring and Evaluation Report - Lead: Charles Roberts, Rotorua District Council.**

**Murray/Finlay  
CARRIED**

## 5 **Update from MCDEM**

Jane Röllins advised of upcoming events, the Tsunami Roadshow to be held in Tauranga on 13 April and the next MCDEM courses to be in Wellington. A workshop for Response Team Leaders was coming up in May 2010, and MCDEM had almost completed its Monitoring and Evaluation reports.

**The meeting closed at 2.35 p.m.**



# Reports



**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Warwick Murray, Group Manager Land Management

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## Management and Governance Report

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### Executive Summary

The Coordinating Executive Group (CEG) has established subgroups based on the 4Rs together with Management & Governance, and Monitoring & Evaluation in order to achieve better engagement with CDEM matters across the region.

The second generation group plan was presented in draft form to CEG at its meeting on 1 April 2010. Further work is required before it is presented at the next CEG meeting on 23 July 2010 and thereafter to the CDEM Group Joint Committee on 13 August 2010.

Vaughan Payne has resigned as a Controller for the Eastern Bay of Plenty EOC. Ōpōtiki District Council has nominated Jim Finlay as his replacement. CEG has endorsed this nomination.

### 1 Recommendations

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

- 1 Receives the report, Management and Governance Report.**
- 2 Approves the appointment of Jim Finlay, Ōpōtiki District Council, as a Controller for the Eastern Bay of Plenty Emergency Operations Centre.**

### 2 Formation of Coordinating Executive Group Subgroups

At the Coordinating Executive Group (CEG) meetings of 26 February 2010 and 1 April 2010, the formation of subgroups was agreed. The intent is to provide a mechanism for CEG members to be better able to engage with all aspects of Civil Defence Emergency Management (CDEM) across the region. Subgroups identified are:

- Management and Governance – Lead: Warwick Murray, Environment Bay of Plenty
- Reduction – Lead: Chris Jensen, Kawerau District Council
- Readiness and Response – Lead: Ron Devlin, New Zealand Fire Service
- Recovery – Lead: Jim Finlay, Ōpōtiki District Council

- Monitoring and Evaluation – Lead: Charles Roberts, Rotorua District Council

Terms of reference for each subgroup have been established to ensure a consistent approach to the development of CDEM in the Bay of Plenty. All subgroups are actively engaged in the writing of the second generation CDEM Group Plan.

### 3 **CDEM Group Second Generation Group Plan**

The second generation CDEM Group Plan was tabled at the last CEG meeting of 1 April 2010 in a first draft format for members to consider. Further development is required before the plan is presented at the next CEG meeting on 23 July 2010. The CEG endorsed draft will be tabled for CDEMG Joint Committee at its next meeting on 13 August 2010, followed by a public consultation process.

### 4 **Local Controller for the Eastern Bay of Plenty Emergency Operations Centre**

Vaughan Payne has resigned as a Local Controller for the Eastern Bay of Plenty Emergency Operations Centre (EOC) as a result of new employment. Ōpōtiki District Council has recommended Jim Finlay, Ōpōtiki District Council as a Controller for the Eastern Bay of Plenty EOC (letter at Appendix 1). This has been endorsed by CEG and requires approval by members to become effective.

### 5 **Financial Implications**

#### **Current Budget**

There are no implications for the current budget.

#### **Future Implications**

There are no future financial implications at this point.

#### **Ten Year / Annual Plan Implications**

There are no changes required to the Ten Year / Annual Plan.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**  
**for Group Manager Land Management**

**28 April 2010**

# Appendix



Our Ref: A8373

Greg Wilson  
CDEM Manager  
Environment Bay of Plenty  
P.O. Box 364  
WHAKATANE 3158

Received	
08 MAR 2010	
ENVIRONMENT BAY OF PLENTY	
ID:	
Name	Signed

05 March 2010

Dear Greg,

**RE: Resignation of Vaughan Payne**

I write to inform you that I have tendered my resignation as Chief Executive Officer of Opotiki District Council, effective as of today. In light of this the Opotiki District Council, at its meeting of 1 March 2010, resolved:

**That Council recommend to the Bay of Plenty Emergency Management Group that the Engineering and Services Manager, J Finlay, be appointed to the role of Controller for the Opotiki Emergency Operations Centre, as an alternate Controller for the Eastern Bay of Plenty Emergency Operations Centre.**

Mr Finlay has been considered for this role because he meets all the person specification outlined in the Draft Bay of Plenty Civil Defence Emergency Management Plan 2010.

Could you please raise this matter at the next meeting of the group.

I have enjoyed working with the group over the past few years and believe good progress has been made. I wish you all the best for future.

Yours sincerely



Vaughan Payne  
Chief Executive Opotiki District Council



**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Charles Roberts, Rotorua District Council

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## Monitoring and Evaluation Report

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### Executive Summary

The Monitoring and Evaluation Subgroup has met to consider its terms of reference and the monitoring and evaluation section of the second generation group plan. They are also considering mechanisms and ways of measuring progress of the CDEM Group

Good progress is being made on recommendations contained in the 2009 MCDEM Capability Assessment report.

### 1 Recommendations

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

- 1 Receives the report, **Monitoring and Evaluation Report**.

### 2 Monitoring and Evaluation Subgroup

The CEG Monitoring and Evaluation Subgroup has met to consider its terms of reference and the monitoring and evaluation section of the second generation group plan. They are also considering mechanisms and ways of measuring progress of the CDEM Group.

### 3 Progress Against Capability Assessment Recommendations

CEG has agreed priorities for recommendations in each of the CDEM Group goals. From a total of 51 recommendations:

- 11 have been completed,
- 15 have been commenced and are at various stages of progress, and
- 25 are yet to be commenced.

Recommendations will be included in the Group and Local Work Programmes with clear progress reporting timelines and forecast completion dates. It is important to note

that not all recommendations can be initiated at the same time, and some recommendations will require ongoing effort on an annual basis (eg public education).

#### 4 **Financial Implications**

##### **Current Budget**

There are no implications for the current budget.

##### **Future Implications**

Some aspects of the recommendations may attract additional funding requirements, however a number may be able to be prioritised to fit within current budgetary limits.

##### **Ten Year / Annual Plan Implications**

There are no Ten Year / Annual Plan implications at this point in time.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**

**for Group Manager Land Management**

**29 April 2010**

**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Chris Jensen, Kawerau District Council

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## Reduction Report

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### Executive Summary

The Bay of Plenty Natural Hazards Forum continues to meet and progress natural hazard planning policy in a collaborative manner. The forum is well linked nationally and to the CDEM Group.

The CEG reduction subgroup has met twice to consider its terms of reference and progress the reduction section of the second generation group plan as well as the natural hazards section of the Regional Policy Statement.

### 1 Recommendations

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

**1 Receives the report, Reduction Report.**

### 2 Bay of Plenty Natural Hazards Forum

The Bay of Plenty Natural Hazards Forum last met on 12 February 2010. The forum is progressing well with their main focus being the natural hazards chapter of the Regional Policy Statement and the Reduction Section of the second generation CDEM Group Plan. Of some importance to note is the fact that territorial authority and Regional Council planners with the natural hazard portfolio have adopted a joint approach to natural hazard planning. The likely outcome of this approach is more coherent natural hazard related policy and more clarity for both territorial authorities and the Regional Council on the responsibility for mitigating the various natural hazard impacts. This approach is synonymous with that of the CDEM Group.

The Bay of Plenty Chief Executives Group decided at their meeting of 23 October 2009, that the forum should be lead by the Regional Council and report to the Chief Executives. Further, the forum is linked to the national Regional Hazards and Risks Management Group hosted by the Ministry of Civil Defence Emergency Management. The forum is also firmly linked to the CDEM Group

through the CDEM Manager and CEG Reduction subgroup leader membership on the Forum.

### 3 **Reduction Subgroup**

The reduction subgroup has met twice to consider its terms of reference and the reduction section of the second generation group plan. They have also concerned themselves with the natural hazards section of the Regional Policy Statement.

### 4 **Financial Implications**

#### **Current Budget**

There are no implications for the current budget.

#### **Future Implications**

There are no known future financial implications at this point.

#### **Ten Year / Annual Plan Implications**

There are no Ten Year / Annual plan implications.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**  
**for Group Manager Land Management**

**28 April 2010**

**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Ron Devlin, New Zealand Fire Service

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## Readiness and Response Report

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### Executive Summary

The Bay of Plenty will host three games in Rotorua for Rugby World Cup 2011. The Bay of Plenty Rugby Union presented to CEG on planning activities to date. CEG Members were keen to be kept informed of activities and how the CVDEM Group could help.

The response to the tsunami warning of 27-28 February 2010 represented a significant improvement on both the September and October 2009 events. Public information was clear and consistent, and connectivity between Group and Local levels was good. A national tsunami exercise will be held on 20 October 2010, during which all Group members are expected to play a part.

Members will be able to view a draft tsunami inundation map for the Bay of Plenty at the 7 May 2010 meeting. This, together with a communications plan, needs to put into the public domain to assist community-based evacuation planning.

The MCDEM Emergency Management Information System will be rolled out over the next 4 months. The standard build is available for CDEM Groups to TA level free of charge. CEG has agreed to adopt this system. Some changes to the GECC and/or LEOCs may be required.

Rotorua District Council has approved a resource consent application for the Mamaku site for the weather radar. The radar is expected to be operational in August 2010.

CDEM related training is progressing at a pleasing rate. More local authority staff are engaged in CDEM and the individual skill level is building. Exercising is becoming the predominant activity. Members are asked to consider what CDEM training elected members require following the local body elections in October 2010.

Drought conditions have been declared in the Bay of Plenty. The Group Emergency Management Office is working with affected stakeholders to assist with coordination and communication.

## 1 Recommendations

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

- 1 Receives the report, Readiness and Response Report.**
- 2 Consider what CDEM training elected members require following local body elections in October 2010.**

## 2 Rugby World Cup 2011

Mike Rogers, Bay of Plenty Rugby Union, provided a presentation to CEG on planning for Rugby World Cup 2011 as it affects the Bay of Plenty. Rotorua will be hosting three games, however there are wider CDEM issues for the region. This relates directly to the number of visitors likely to be in the Bay of Plenty over this period and their potential lack of exposure to the range of natural hazards present in the Bay.

Mr Rogers will explain planning activities and what has been achieved to date, together with future activities. He will present again to CEG to provide an update, ensuring the CDEM Group is kept informed and has the opportunity to participate in the planning forums.

## 3 Response to Chile Tsunami Alert 27-28 February 2010

On 28 February 2010, a national tsunami warning was received from MCDEM at 0004 hrs. This was as a result of an 8.8 magnitude earthquake off the coast of Chile at 7.34pm (NZDT) the previous day. Initial assessments from both the Pacific Tsunami Warning Centre (PTWC) and NZ tsunami experts indicated no threat to New Zealand. This was subsequently revised when it was assessed that there was a marine threat to New Zealand with the potential to impact on small boating, swimming and other off-shore activities, together with activities on beaches around the country.

The Group Emergency Coordination Centre (GECC), Eastern Bay of Plenty, and Western Bay of Plenty Local Emergency Operations Centres (LEOCs) were activated and operational by 2.00am (earlier in some cases). Good communication with the public via the media and between Group and Local Controllers was achieved. Good communication with the National Crisis Management Centre and National Controller was also achieved. The CDEM Manager and MCDEM Regional Emergency Management Advisor were in regular contact for the duration of the event. No public alerting mechanisms were initiated by LEOCs as the threat was not to land and property, but to beaches and immediate off-shore activities.

The Group Emergency Management Office staff and local emergency managers have fielded queries and criticism from members of the public regarding why they were not alerted and that they couldn't hear the siren. This highlights the requirement to have a Group-wide suite of tsunami warning systems (not necessarily including sirens), community based evacuation planning, and comprehensive public education both at mass and community levels.

Debriefs conducted by the GECC, LEOCs and CDEM Group indicate that the response was well coordinated, consistent messages were issued, and that appropriate measures were taken. There remain significant opportunities for improvement however the response to this alert represents a significant improvement on previous alerts in September and October 2009.

The Minister for Civil Defence has written to all CDEM Groups to let them know how impressed he is with the level of response to this event. He urges all groups to keep up public education measures to ensure the public are as informed as they possibly can be about the tsunami and other threats. The letter is attached at Appendix 1.

#### **4 National Tsunami Exercise 20 October 2010**

On 20 October 2010, MCDEM will be conducting EXERCISE TANGAROA, a national Tier 4 tsunami response exercise. All 16 CDEM Groups are expected to play a part in this exercise. The scenario is a significant tsunami generating earthquake off the coast of Chile (scenario set well before the events of 27/28 February 2010). CDEM Groups will be expected to follow their alert and response procedures.

Members have confirmed they will take part in this exercise.

#### **5 Tsunami Inundation Map**

A draft tsunami inundation map has now been produced. Members will have the opportunity to view the map on the screen and wall on 7 May 2010. The map has been subjected to an independent check by GNS Science to verify the methodology used to define evacuation zones to MCDEM development level 2. Some modifications are being made which will essentially enlarge each zone. Subsequent development through modelling will result in more confident delineation of the zone boundaries. In effect, modelling should reduce the size of each zone with some degree of confidence.

It is expected publication of this map and communication message will prompt a significant degree of interest from the public. Territorial Authorities need to be prepared to conduct community level evacuation planning. A high resolution map will in time be produced and published on an appropriate website where members of the public can drill down to define the tsunami threat to their property.

#### **6 Tsunami Warning System**

A proposal for a suite of tsunami warning systems will be tabled at CEG in November 2010 for consideration. The proposal will take account of available warning systems. Systems that both alert and inform will be preferred. It is important to note that some relatively low-tech systems will be incorporated into the suite of systems (eg neighbourhood watch/rural support networks). These are seen as potentially very effective low cost options.

Regardless of systems adopted, a clear and ongoing public education campaign will need to be conducted.

#### **7 MCDEM Emergency Management Information System**

On 15 March 2010, the CEG Chair and Environment Bay of Plenty representative, together with GEMO staff, attended the MCDEM brief on the Emergency Management Information System (EMIS) based on E-Sponder.

EMIS is a web-based system that will allow efficient sharing and management of information from National to TA level. The standard build being purchased by MCDEM is being made available to all Groups and to TA level free of charge. This represents a significant improvement in capability both for MCDEM and the National Crisis Management Centre, and CDEM Groups. There is also an alerting function within the system (not specifically for public alerting). The Bay of Plenty CDEM Group has a significant opportunity to have the GECC and LEOCs all on the same management system, enabling standard operating procedures to be uniform across the region.

CEG Members approved the adoption of this system for the CDEM Group.

## 8 **Eastern Bay of Plenty Emergency Operations Centre**

Development of the Eastern Bay of Plenty Emergency Operations Centre continues. A funding model is yet to be agreed, however operational level procedures are being progressed.

## 9 **Bay of Plenty Weather Radar**

Rotorua District Council has approved the Resource Consent for the radar to be constructed at the Mamaku site.

Based on current expectations of construction time and equipment deliveries, MetService expect the radar to be operational in August 2010.

## 10 **Training**

CDEM related training courses and professional development activities continue to be relatively well attended. It remains challenging for local authority staff to devote time for these activities with already high workloads. Notwithstanding, CDEM is a statutory responsibility and Emergency Management Staff require support from all levels of management.

Following the local body elections in October 2010, the CDEM Group will be conducting Elected Members training to ensure they have a full understanding of their roles and responsibilities with respect to CDEM. It is proposed this training is conducted through the Group Emergency Management Office with support from the local emergency management officer to ensure a consistent message is delivered. Feedback is sought from members on what they feel is important to include in the elected members training.

## 11 **Drought Conditions Declared**

The Minister of Agriculture and Forestry declared the Bay of Plenty a medium scale drought area with effect 20 April 2010. The CDEM Group Emergency Management Office lodged the application on behalf of the CDEM Group and Regional Council, and at the request of the Bay of Plenty Rural Support Trust.

A meeting of stakeholders was held on 26 April 2010. The Regional Council and Group Emergency Management Office will be providing communications and coordination support to the drought response effort. Despite some rain in recent days, significantly more rain is required before some areas are able to start recovering. This is the third consecutive year of lower than average rainfall, and rural communities are feeling a range of effects.

## 12 **Financial Implications**

### **Current Budget**

There are no implications for the current budget.

### **Future Implications**

Implementation of EMIS may have financial implications with respect to EOC facilities.

**Ten Year / Annual Plan Implications**

There are no Ten Year / Annual Plan implications at this point.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**  
**for Group Manager Land Management**

**28 April 2010**



# Appendix





# Office of Hon John Carter

MP for Northland

Minister of Civil Defence

Minister for Senior Citizens

Minister for Racing

Associate Minister of Local Government

16 APR 2010

John Forbes  
Bay of Plenty CDEM Group  
PO Box 364  
WHAKATANE

File No. 3-00010	
File Confirmed / Amended	
ENVIRONMENT BAY OF PLENTY	
Received 19 APR 2010	
ID: A446965	
Name	Signed
Greg	[Signature]

Dear John

Overall, I was very pleased with the response effort to the tsunami threat resulting from the Chilean earthquake on the weekend of 27-28 February 2010. I believe the response demonstrated the improvements that were made to our processes following the New Zealand response to the Samoan tsunami threat last year. I was impressed with how the Ministry of Civil Defence & Emergency Management, regional Civil Defence Emergency Management (CDEM) Groups, local authorities, emergency services, and volunteers worked together to manage the situation. We will continue to explore ways to improve how we respond to civil defence emergencies and I expect we will further refine and improve our systems. We can never afford to grow complacent about CDEM.

I was, however, disappointed in the actions of a minority of the public who ignored civil defence advice and remained in at-risk places during the tsunami threat. This shows that further work needs to be done at both the national and local levels to educate the public about the risk tsunami pose to those around our coastal areas.

I therefore encourage you to continue working on initiatives that raise public awareness and understanding of tsunami in your regions. There are many ways that this can be done including:

- running public education programmes;
- creating community preparedness plans;
- holding tsunami evacuation drills; and
- placing tsunami warning signs on beaches.

I know that there is already some great work being done by CDEM Groups and local authorities in this regard. I have seen some of it during visits to communities and councils around New Zealand as Minister of Civil Defence. It's vital that we keep the good work up and always look for ways in which we can improve what we do.

Thank you for your commitment to CDEM in New Zealand.

Yours sincerely

Hon John Carter  
MINISTER OF CIVIL DEFENCE



**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Jim Finlay, Opotiki District Council

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## Recovery Report

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### Executive Summary

At its meeting on 1 April 2010, CEG members approved the Group Recovery Plan as a draft for internal consultation. The Group Recovery Plan has been developed in conjunction with the Recovery Section of the second generation CDEM Group Plan.

The CEG Recovery Subgroup has been active in its consideration and drafting of the recovery section of the second generation Group Plan and the Group Recovery Plan. Drafts have also been work shopped by the regions Recovery Managers.

### 1 Recommendations

**That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:**

**1 Receives the report, Recovery Report.**

### 2 CDEM Group Recovery Plan

At its meeting on 1 April 2010, CEG members approved the Group Recovery Plan as a draft for internal consultation. The Group Recovery Plan has been developed in conjunction with the Recovery Section of the second generation CDEM Group Plan.

### 3 Recovery Subgroup

The CEG Recovery Subgroup has been active in its consideration and drafting of the recovery section of the second generation Group Plan and the Group Recovery Plan. Drafts have also been work shopped by the regions Recovery Managers.

### 4 Financial Implications

#### Current Budget

There are no implications for the current budget.

#### Future Implications

There are no future financial implications at this point.

**Ten Year / Annual Plan Implications**

There are no Ten Year / Annual Plan implications.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**  
**for Group Manager Land Management**

**29 April 2010**

**File Reference:** 2.00007  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** Civil Defence Emergency Management Group Joint Committee  
**Meeting Date:** 7 May 2010  
**Report From:** Jane Rollin, Ministry of Civil Defence Emergency Management Report

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## Ministry of Civil Defence Emergency Management Report

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### Executive Summary

Please find attached a report from the Regional Emergency Management Advisor, Jane Rollin.

### 1 Recommendations

That the Civil Defence Emergency Management Group Joint Committee under its delegated authority:

- 1 Receives the report, Ministry of Civil Defence Emergency Management Report.

### 2 Report

Attached at Appendix 1 is the Ministry of Civil Defence Emergency Management report from Jane Rollin, Regional Emergency Management Advisor.

### 3 Financial Implications

#### Current Budget

Not applicable.

#### Future Implications

Not applicable.

#### Ten Year / Annual Plan Implications

Not applicable.

Greg Wilson  
**CDEM (Civil Defence Emergency Management) Manager**

**for Group Manager Land Management**  
**29 April 2010**



# Appendix



# **Regional Emergency Management Advisor Update**

## **National Projects.**

### **EMIS (Emergency Management Information System)**

MCDEM has established a website to help keep CDEM Groups and their members informed about the ongoing progress of the EMIS project. The website will be used as our primary means of communication and will be updated on a regular basis. The site contains background information on the project, progress updates, relevant documents as well as an approximate timeline of key project deliverables. There is also a Q&A section that provides a link to an email address for questions about the project and a common space to post answers.

<http://emis.projects.intergen.net.nz/default.aspx>

### **National Monitoring and Evaluation.**

At least 6 regional monitoring and evaluation projects have now been completed with several more planned in the coming months. National themes are beginning to be identified, and the assessment tool has been refined based on lessons learned during the process. Further national evaluation planning will be undertaken in May, after which, the joint committee may like to receive an update from MCDEM on some of the key findings.

### **CIMS Local and Regional Guideline.**

A draft of the CIMS 'yellow' book will be presented to the CIMS Steering Committee in early May. The intention is for a 3 month sector consultation period to follow. Although there are likely to be discrepancies between the draft CIMS document, EMIS and the forthcoming Logistics Directors Guideline, it is the intention that all documents will in their final version be aligned with common terminology.

### **Response Team Guideline.**

A draft Response Team guideline is in the final stages of project review. The guideline provides advice to teams in terms of competency standards and outlines the audit process for teams seeking registration. Wider consultation is planned with a workshop in late May to finalise the contents. The Bay of Plenty is currently earmarked for a pilot project using the guideline to assess the three response teams in the region.

### **Welfare guideline documents**

- Pandemic welfare arrangements. *Administrative Arrangements for Welfare Support during an Influenza Pandemic* has been finalised and will be available on the MCDEM website. (see publications section)
- Welfare in an emergency. *Welfare in an emergency – Director's Guideline* is being finalised and will be available electronically on the MCDEM website at the end of April 2010.

## **Bay of Plenty Projects**

### **Exercise Training workshops - First National Pilot**

MCDEM is currently developing a series of workshops about writing and managing CDEM exercises. These workshops will be held across the country mid-year and will be useful for those involved in planning their agency participation in Exercise Tangaroa as well as other exercises. The first national pilot exercise training will be held in the Bay of Plenty on 21 and 22 June.

### **Eastern Operating Area - detailed capability assessment**

To support in the development of working arrangements for the Eastern Operating Area, Jane Rollin and Suzanne Vowles will be facilitating the completion of the revised MCDEM capability assessment tool specifically for the area of Readiness and Response in Opotiki, Kawerau and Whakatane. The intention is to provide an overview of existing function and to identify any gaps. Areas for improvement will be addressed through the Eastern Operating area work programme.

