

# **Minutes of the Civil Defence Emergency Management Group Joint Committee Meeting held in Council Chamber, Tauranga City Council, Administration Building, 91 Willow Street, Tauranga on Friday, 22 March 2019 commencing at 10.00 a.m.**

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## **Present:**

**Deputy Chairman:** Councillor D Love (Bay of Plenty Regional Council - BOPRC)

**Appointees:** Mayor J Forbes (Ōpotiki District Council - ODC), Mayor M Campbell (Kawerau District Council - KDC), Mayor A Bonne (Whakatāne District Council - WDC), Deputy Mayor J Turner (Alternate, WDC), Deputy Mayor K Clout (Alternate, Tauranga City Council - TCC), Mayor G Webber (Western Bay of Plenty District Council - WBOPDC)

**In Attendance:** Clinton Naude - Director, Emergency Management Bay of Plenty (EMBOP); Russell George - Chair of Coordinating Executive Group (CEG) & Chief Executive Officer, KDC; Miriam Taris - Chief Executive, WBOPDC; Fiona McTavish - Chief Executive, BOPRC; Marty Grenfell - Chief Executive, TCC; Sarah Omundsen - CEG Operations Sub Committee & General Manager, Regulatory Services, BOPRC; Dr Sharon Kletchko - CEG Member, Lakes District Health Board; Bridget Vercoe - Ministry of Civil Defence and Emergency Management; Rachel Hyde - Principal Policy Advisor - National Security Group, Department of the Prime Minister and Cabinet; Angela Reade - CEG Member, Group Welfare Manager EMBOP; Andrea Thompson - Personal Assistant to Director EMBOP and Merinda Pansegrouw - Committee Advisor, BOPRC

**Apologies:** Mayor G Brownless (TCC) and Mayor S Chadwick (Rotorua Lakes Council)

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The meeting was chaired by Deputy Chairperson, Councillor D Love.

## **Opening**

Two-minute silence was observed to pay respect to the victims of the Christchurch mosque shootings of Friday, 15 March 2019 and to mark one week since the attack.

1 **Apologies**

**Resolved**

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Accepts the apology from Mayor Brownless tendered at the meeting.

Campbell/Bonne  
CARRIED

Minute Note:

Mayor Chadwick had tendered her apology via email message at 08:45am on 22 March 2019, which was received after the conclusion of the meeting.

2 **Public Forum**

Nil

3 **Acceptance of Late Items**

Nil

4 **General Business**

- Bay of Plenty Regional Council Annual Plan Consultation Process for 2019/20

5 **Confidential Business to be Transferred into the Open**

Nil

6 **Declaration of Conflicts of Interest**

Nil

7 **Previous Minutes**

7.1 **Civil Defence Emergency Management Group Joint Committee Minutes - 07 December 2018**

**Resolved**

That the Civil Defence Emergency Management Group Joint Committee:

- 1 Confirms the Civil Defence Emergency Management Group Joint Committee Minutes of 7 December 2018 as a true and correct record.

Bonne/Forbes  
CARRIED

## 8 Presentations

### 8.1 Updated from the Ministry of Civil Defence & Emergency Management – Bridget Vercoe

Members noted an apology from the Director of the Ministry of Civil Defence & Emergency Management, Sarah Stuart-Black who was unable to attend the meeting due to her current commitments in Christchurch following the 15 March 2019 Christchurch mosque shootings.

Bridget Vercoe, representative from the Ministry of Civil Defence & Emergency Management (MCDEM), provided a brief update on the recent Christchurch event from a civil defence emergency management perspective:

Key Points:

- Since a central government response was required, the National Security System / National Crisis Management Centre had been activated after the incident
- The Officials Committee for Domestic and External Security Coordination (ODESC), a committee of chief executives, chaired by the Chief Executive of the Department of the Prime Minister of the Cabinet, which managed national security in New Zealand, had also been initiated
- Acknowledged that with the majority of MCDEM senior leadership currently focussing on supporting the Christchurch process, there might be a delay in the delivery of key projects
- A two-minute silence would be held at 1.32pm today, at Christchurch's Hagley Park to commemorate the 50 people who were killed in the terrorist attack.

Item for staff follow-up:

- Extend an invitation to the Director of the Ministry of Civil Defence & Emergency Management, Sarah Stuart-Black to attend a future meeting of the Civil Defence Emergency Management Group Joint Committee.

### Resolved

**That the Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the verbal update by Ministry of Civil Defence & Emergency Management Representative Bridget Vercoe.**

Love/Forbes  
CARRIED

### 8.2 Principal Policy Advisor - National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde

*Refer Power Point Presentation Objective ID A3165878*

Principal Policy Advisor National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde provided an overview of the legislation programme and proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002:

Key Points of Presentation:

- Following the Government's response to the Technical Advisory Group (TAG) Report "Better Responses to Natural Disasters and Other Emergencies", the Department of the Prime Minister and Cabinet (DPMC) was leading a multi-year work programme that would deliver extensive change to New Zealand's emergency response system
- In line with TAG's recommendations, the programme included a package of changes to the Civil Defence Emergency Management Act 2002 which would focus on clarifying, strengthening, modernising and professionalising the emergency management system
- Key proposals were:
  - Making it clear who was responsible for what, e.g. clarifying that Mayors declared states of local emergency and required that they consider the advice of a Controller
  - Strengthening Joint Committee governance
  - Speeding up tsunami warnings
  - Enabling iwi to participate in planning for and responding to CDEM emergencies
  - Supporting implementation of Fly-in Teams
  - Protecting volunteers from liability
  - Developing regulations to support professionalisation of the workforce and setting national standards
- Next steps involved:
  - Government's legislative programme for 2019
  - Attending local government, CDEM Group and other stakeholder meetings/workshops
  - Final policy decisions from Cabinet to enable a Bill to be drafted
  - Invited comments/input from Joint Committee members
  - Confirmed that comprehensive workshops within the Bay of Plenty would follow.

#### Comments Raised by Members:

- In considering improving volunteers' protection from liability, it would be helpful to consult with fire and emergency services staff to ascertain their level of liability protection
- Noted with concern the number of rescindments listed in the report "Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments" under item 9.2 of the agenda, which had resulted in seven vacant Recovery Manager appointments across the Bay of Plenty Civil Defence Emergency Management Group. With only 53% of appointments in place, the Group would lack capacity in the instance of a significant event. Some of the causes were: (1) the challenges associated with the responsibility/capacity of being a Recovery Manager, especially after an event; being a volunteer all tasks would be additional to business as usual and (2) recovery could potentially take up to three years
- Emphasised the importance of role-clarification. Stressed the need for Mayors to be trained sufficiently at the commencement of a triennium and to have continuous access to resources to provide guidance where required
- In enabling iwi to participate in planning for and responding to CDEM emergencies, it would be worth noting/acknowledging the capacity/ability of Māori infrastructure to deliver in times of emergency
- Strategic communications/controls were crucial.

#### Items for Staff Follow-up

- Preparation of a report on the current level of vacant Recovery Manager appointments across the Bay of Plenty Civil Defence Emergency Management Group for submission to the Joint Committee at a future meeting

- Distribution of the presentation (*Objective ID A3165878*) to members of the Civil Defence Emergency Management Group Joint Committee
- Convene a workshop for members of the Civil Defence Emergency Management Group Joint Committee, to be facilitated by Rachel Hyde, enabling consultation/feedback on the key proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002, supported by a workshop paper circulated well in advance to enable Mayors to consult staff.

## Resolved

**That the Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the PowerPoint Presentation by Principal Policy Advisor National Security Group, Department of the Prime Minister and Cabinet, Rachel Hyde providing an overview of the legislation programme and proposals relevant to the Emergency Management System Reform and amending the Civil Defence Emergency Management Act 2002.**

Love/Turner  
CARRIED

## 9 Reports

### 9.1 Bay of Plenty Civil Defence Emergency Management (CDEM) Group Update, Director Clinton Naude

*Refer Power Point Presentation Objective ID A3165875*

Director, Emergency Management Bay of Plenty Clinton Naude presented the verbal report supported by a PowerPoint Presentation, outlining the following:

#### Key Points of Presentation:

- Bay of Plenty CDEM Group Service Delivery Review 2018
- Following the review of the Bay of Plenty CDEM Group Shared Service Agreement 2015, key recommendation would be submitted to the Joint Committee at its meeting scheduled for 21 June 2019
- Update on the Review of the Coordinated Incident Management Systems:
  - Was led by the Ministry of Civil Defence & Emergency Management
  - Formed the foundation framework of the national response for the entire New Zealand
  - Emergency Management Bay of Plenty staff engaged in this review on a national level: Rowan Wallace – Senior Emergency Management Advisor and Angela Reade – Manager Community Resilience/Group Welfare Manager
- Overview of New Zealand Fly In Teams:
  - The Ministry of Civil Defence & Emergency Management was in the process of establishing teams
  - In response to applications to serve in the teams – six staff members from the Bay of Plenty had applied (One from BOPRC and five from EMBOP)
- Nelson Fires Response
  - 15 offers of assistance from across councils
  - Multi-agency exercise
  - Offered excellent exposure and practical exercise/experience to staff
  - Supported by seven staff members from Bay of Plenty
- Exercise Ngatahi

- Planned Tier 2 exercise scheduled for Monday, 8 April 2019 - Group Emergency Coordination Centre and 5 Local Emergency Operations Centres would be involved – to simulate an earthquake event
- Suggested that this would be excellent exposure for Mayors to join staff
- CDEM Youth Ambassador Programme 2019
  - Held at Keswick Christian Camp, Rotorua 19 - 20 March 2019; involved 49 Year 10-12 students from 17 schools across the Bay of Plenty
  - Focused on building an increased understanding of natural hazards affecting the Bay of Plenty, including Emergency Management practices and developing a toolkit of practical actions by youth to be used to increase school and community resilience
  - Equipping youth to promote CDEM in communities.

## **Resolved**

**That the Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the Bay of Plenty Civil Defence Emergency Management Group verbal update presented by Director, Emergency Management Bay of Plenty Clinton Naude.**

**Love/Forbes  
CARRIED**

## **9.2 Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments**

Director, Emergency Management Bay of Plenty Clinton Naude presented the report and responded to questions.

## **Resolved**

**That the Civil Defence Emergency Management Group Joint Committee:**

- 1. Receives the report, Bay of Plenty Civil Defence Emergency Management Group Recovery Manager Amendments;**
- 2. Approves the rescindment of Philip King as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Tauranga City Council, as defined under s30 of the Civil Defence Emergency Management Act 2002;**
- 3. Approves the rescindment of Andy Bell as a Local Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, Rotorua Lakes Council, as defined under s30 of the Civil Defence Emergency Management Act 2002; and**
- 4. Approves the rescindment of Garry Maloney as an Alternate Group Recovery Manager for the Bay of Plenty Civil Defence Emergency Management Group, as defined under s29 of the Civil Defence Emergency Management Act 2002.**

**Webber/BONNE  
CARRIED**

### 9.3 **Bay of Plenty CDEM Group Welfare Plan 2019/2024**

Director, Emergency Management Bay of Plenty Clinton Naude presented the report and responded to questions.

Key Points:

- The Bay of Plenty Civil Defence Emergency Management (CDEM) Group was accountable for ensuring arrangements were in place to meet the welfare requirements of people affected by an emergency within their CDEM Group area
- The draft Bay of Plenty CDEM Group Welfare Plan 2019/2024 had been endorsed by the Bay of Plenty Coordinating Executive Group on 22 February 2019.

### **Resolved**

**That the Civil Defence Emergency Management Group Joint Committee:**

- 1 Receives the report, Bay of Plenty CDEM Group Welfare Plan 2019/2024;**
- 2 Adopts the Bay of Plenty CDEM Group Welfare Plan 2019/2024.**

**Webber/Forbes  
CARRIED**

## 10 **Consideration of General Business**

### 11 **General Business**

The following matter was raised for information under General Business:

- 1 Bay of Plenty Regional Council Annual Plan Consultation Process for 2019/20**

*Refer tabled item Objective ID A2854717*

**The meeting closed at 11:15 am.**

Confirmed

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Chairperson CDEMG, Mayor Greg Brownless

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Date