

The Chairperson and Members  
**CDEMG Coordinating Executive Group**

**NOTICE IS GIVEN** that the next meeting of the **CDEMG Coordinating Executive Group** will be held in **Council Meeting Room One, Bay of Plenty Regional Council, 5 Quay Street, Whakatane** on:

**EMBARGOED**

Until 2 working days before meeting on:

**Friday, 8 April 2011**

**commencing at 1.00 p.m.**

Lunch will be available at 12.30 p.m.

Diane Turner  
**Chairperson**  
**Bay of Plenty CDEMG Coordinating Executive Group**

1 April 2011





## Public Forum

1. A period of up to 15 minutes shall be set aside near the beginning of the meeting to enable members of the public to make statements about any matter on the agenda of that meeting which is open to the public, but excluding any matter on which comment could prejudice any specified statutory process the council is required to follow.
2. The time allowed for each speaker will normally be up to 5 minutes but will be up to the discretion of the chair. A maximum of 3 public participants will be allowed per meeting.
3. No statements by public participants to the Council shall be allowed unless a written, electronic or oral application has been received by the Chief Executive (Governance Team) by 12.00 noon of the working day prior to the meeting and the Chair's approval has subsequently been obtained. The application shall include the following:
  - name of participant;
  - organisation represented (if any);
  - meeting at which they wish to participate; and matter on the agenda to be addressed.
4. Members of the meeting may put questions to any public participants, relevant to the matter being raised through the chair. Any questions must be asked and answered within the time period given to a public participant. The chair shall determine the number of questions.



## Committee Membership

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

**Appointees:** G Allis (Group Manager Engineering, Western Bay of Plenty District Council), G Bingham (General Manager Governance & Compliance, Bay of Plenty District Health Board), P Carr (Chair , BOP Lifelines Group), 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 Gaston (Group Manager Corporate & Customer Service, Rotorua District Council), C Jensen (Manager Regulatory & Planning, Kawerau District Council), I McDonald (Group Manager: City Services, Tauranga City Council), J Miller (Medical Officer of Health, Bay of Plenty District Health Board), W Murray (Group Controller), K Tarboton (Gropu Manager Environmental Hazards, Bay of Plenty Regional Council), S Wisneski (Ministry of Social Development)

**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.

3	<b>Minutes</b>	
3.1	<b>CDEMG Coordinating Executive Group Meeting - 25 February 2011</b>	<b>9</b>
4	<b>Presentation from GNS Science</b>	
5	<b>Reports</b>	
5.1	<b>Management and Governance Report</b>	<b>15</b>
5.2	<b>Reduction Report</b>	<b>17</b>
5.3	<b>Readiness and Response Report</b>	<b>19</b>
5.4	<b>Recovery Report</b>	<b>23</b>
5.5	<b>Monitoring and Evaluation Report</b>	<b>25</b>
6	<b>Consideration of General Business</b>	

# Minutes



# **Minutes of the CDEMG Coordinating Executive Group Meeting held in Council Meeting Room One, Bay of Plenty Regional Council, 5 Quay Street, Whakatane on Friday, 25 February 2011 commencing at 1.00 a.m.**

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**Present:**

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

**Appointees:** G Allis (Group Manager Engineering, Western Bay of Plenty District Council), P Carr (Chair, BOP Lifelines Group), J Gaston (Group Manager Corporate & Customer Service, Rotorua District Council), C Jensen (Manager Regulatory & Planning, Kawerau District Council), G Main (Tauranga City), J Miller (Medical Officer of Health, Bay of Plenty District Health Board), W Murray (Group Manager Land Resources) and K Tarboton (Group Manager Environmental Hazards) Bay of Plenty Regional Council, S Wisneski (Ministry of Social Development)

**In Attendance:** S Cubbon (Committee Administration)

**Apologies:** 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)

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## **1 Adjournment**

The meeting was opened at 1.00 p.m. and an adjournment called until 1.20 p.m.

**Turner/Jensen  
CARRIED**

## **2 Minutes**

### **2.1 CDEMG Coordinating Executive Group Meeting - 5 November 2010**

**Resolved**

**That the CDEMG Coordinating Executive Group:**

- 1 Confirms the minutes of the CDEMG Coordinating Executive Group meeting held on 5 November 2010.**
- 2 Notes the resolutions made therein under delegated authority.**

**Turner/Jensen  
CARRIED**

### 3 Reports

#### 3.1 Management and Governance Report

Ken Tarboton informed members of the outcomes of the Management and Governance Coordinating Executive Group subgroup meeting held on 7 February 2011. A significant part of the meeting had centred around the relevant chapter of the draft second generation Group Plan (2GP) and the timeline for the remainder of the process, the proposal being that the Plan would become operative on 25 November 2011.

#### Resolved

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

- 1 Receives the report, Management and Governance Report.**
- 2 Endorse the 2GP development timeframe, concluding 25 November 2011.**

**Wisneski/Allis  
CARRIED**

#### 3.2 Reduction Report

The report was presented by Chris Jensen who commented on a Community Risk and Hazards seminar he had recently attended in Wellington at which there were a couple of presentations that may be useful at a meeting such as this.

Members of the Bay of Plenty Natural Hazards Forum had met on 4 February and it was recommended that flood management software waterRIDE be purchased by the CDEM Group to allow flood managers to more effectively manage flood events. Whilst agreeing the package had good potential to assist urban and other planning, members queried whether it was the responsibility of the group to purchase flood management software and they were not clear as to where ownership lay. It was agreed to delegate the decision to purchase to four members.

#### Resolved

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

- 1 Receives the report, Reduction Report.**
- 2 Delegates to D Turner, C Jensen, K Tarboton and G Wilson the decision to purchase the waterRIDE software .**

**Turner/Miller  
CARRIED**

#### 3.3 Readiness and Response Report

Warwick Murray presented the report in the absence of Readiness and Response Lead, Mr Devlin. Peter Carr summarised the significant progress made by the Bay of Plenty Lifelines Group in the past six months. He referred to a meeting of the Group held on 10 February 2011, attendances having included representatives from BP and KiwiRail, and members took note from the report that no fuel was held at any of the region's hospitals, fire or ambulance services.

Nominations were called for attendees at the National Controllers Forum on 12 April 2011 at the Christchurch Town Hall, however it was considered that due to the current state of emergency in Christchurch this Forum may well be moved.

There was comprehensive discussion regarding the options considered for Public/Tsunami Alerting Systems. An agenda report from Greg Wilson advised of uncertainty about unplanned additional costs involved in a previously preferred option. Members debated advantages and disadvantages of other warning system options and took particular interest in emerging text messaging technology, not yet available in New Zealand, that had been used successfully in the recent Australian cyclone emergency. There were many systems already employed and members acknowledged it was important to look at things as a region, and maintain budgets to allow for the rapid advance in technology.

## **Resolved**

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

- 1 Receives the report, Readiness and Response Report.**
- 2 Confirms that the significance of the decision has been assessed as LOW, and under Section 79 of the Local Government Act 2002 (LGA) confirms that in light of the level of significance of the decision it does not require: (a) Further identification and assessment of different options under section 77 LGA; (b) Further investigation or consideration of community views under section 78 LGA; (c) Any further written record of the manner in which section 77 and section 78 matters have been addressed.**
- 3 Nominates the Regional Controller and a representative from each of the sub-regions for the National Controllers Forum on 12 April 2011.**
- 4 Acknowledges consensus around Option 2, keeping budgets the same as they are at the moment.**
- 5 Write to the Minister for Communications and Information Technology asking him to progress with urgency the Public Emergency Mobile Device Broadcasting already implemented in Australia.**

**Turner/Murray  
CARRIED**

### **3.4 Recovery Report**

The Bay of Plenty Coordinating Executive Group members received the proposed structure for Recovery in the draft second generation Group Plan (2GP). Advice was also provided about the pre-event recovery planning project, each of the centres audited would report back on priorities and a final report would be presented at the Group meeting on 15 July 2011.

The resignation of John Thurston as Alternate Recovery Manager was received and it was considered appropriate that a letter of thanks be sent to Mr Thurston.

## **Resolved**

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

- 1 **Receives the report, Recovery Report.**
- 2 **Notes the resignation of John Thurston as the Alternate Group Recovery Manager, and directs the Group Emergency Management Office to find a replacement by 31 December 2011.**
- 3 **Requests that a letter of thanks be forwarded to Mr Thurston.**

**Jensen/Wisneski  
CARRIED**

### 3.5 **Monitoring and Evaluation Report**

Included with the report was the MCDEM ECC/EOC assessment and the major findings were summarised. Members considered this to be a very useful report.

#### **Resolved**

That the CDEMG Coordinating Executive Group under its delegated authority:

- 1 **Receives the report, Monitoring and Evaluation Report.**
- 2 **Recommends members address issues raised in the MCDEM ECC/EOC Assessment Report.**

**Gaston/Allis  
CARRIED**

### 3.6 **MCDEM REPORT**

The purpose of this report is to update members on matters concerning the Ministry of Civil Defence Emergency Management.

#### **Resolved**

That the CDEMG Coordinating Executive Group under its delegated authority:

- 1 **Receives the report, MCDEM Report.**

**Turner/Murray  
CARRIED**

### 4 **Announcement from the Chair**

The Chairperson took the opportunity to acknowledge colleagues in Christchurch and the efforts of police during rescue and recovery operations following a devastating earthquake and continuing aftershocks. As a region, Civil Defence members were contributing, and the response had been very positive to date.

**The meeting closed at 3.00 p.m.**

# Reports



**File Reference:** 7.00210  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** CDEMG Coordinating Executive Group  
**Meeting Date:** 8 April 2011  
**Report From:** Ken Tarboton, Group Manager Environmental Hazards

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## Management and Governance Report

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### Executive Summary

The second generation CDEM Group Plan is currently being externally reviewed. A coherent reviewed and reformatted version will be sent to members prior to the end of April 2011 for comment.

Over the period of February and March 2011, the Chair of the CDEM Group and Chair of the Coordinating Executive Group toured the regions councils to give a presentation on CDEM and their responsibilities as a member of a CDEM Group. The presentations were very well received, and have resulted in a better understanding by elected members of their and their councils' role in civil defence emergency management. .

### 1 Recommendations

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

- 1 Receives the report, Management and Governance Report.**
- 2 Agree to review the 2GP with a view to endorsing it as a draft prior to tabling at the Joint Committee meeting set down for 6 May 2011.**

### 2 Second Generation CDEM Group Plan

The second generation CDEM Group Plan (2GP) is currently being reviewed by external consultants for content (specifically conformity with the MCDEM Guidelines on 2GP development) and formatting. Given Bay of Plenty and other CDEM Group personnel response to the Christchurch Earthquake, it has not been possible to produce a draft for endorsement for this meeting. It is anticipated that a coherent draft will be available prior to the end of April 2011.

Members are requested to review the draft once received, provide comment to the Group Emergency Management Office prior to the 2GP being tabled at the Joint Committee meeting on 6 May 2011.

### 3 Bay of Plenty Councillors CDEM Induction

Over the period of February and March 2011, the Chair of the CDEM Group and Chair of the Coordinating Executive Group toured the regions councils to give a presentation

on CDEM and their responsibilities as a member of a CDEM Group. The presentations were very well received, and have resulted in a better understanding by elected members of their and their councils' role in civil defence emergency management.

#### 4 **Financial Implications**

##### **Current Budget**

There are no budget implications at this point.

##### **Future Implications**

There are no future implications at this point.

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

There may be Ten Year / Annual Plan implications depending on the content and direction of the 2GP approved by the CDEM Group Joint Committee.

Greg Wilson  
**Manager Maritime & Emergency Management**  
**for Group Manager Environmental Hazards**

**30 March 2011**

**File Reference:** 7.00210  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** CDEMG Coordinating Executive Group  
**Meeting Date:** 8 April 2011  
**Report From:** Ken Tarboton, Group Manager Environmental Hazards

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## Reduction Report

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### Executive Summary

The Bay of Plenty Natural Hazards Forum met in Opotiki on 25 March 2011. Following the forum meeting, members went on a tour of specified natural hazards in the Eastern Bay of Plenty, focussing on the flood risk in Opotiki, management of river catchments on the Rangitaiki Plains, and the earthquake risk.

Tsunami modelling continues for the Bay of Plenty coastline. A report is due by the end of June 2011.

The Bay of Plenty Lifelines Group continues to make good progress against its objectives. The vulnerability study will be published in the near future. The response to the Christchurch earthquake has demonstrated a lack of lifelines coordination capacity in the Bay of Plenty CDEM Group.

### 1 Recommendations

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

- 1 Receives the report, Reduction Report.**

### 2 Natural Hazards Forum

The Bay of Plenty Natural Hazards Forum met in Opotiki on 25 March 2011. The meeting agenda was centred around the recently completed Natural hazards literature database, a 10 year hazard research programme, Regional Policy Statement and CDEM Group Plan provisions for natural hazards and district plan natural hazard provisions. Meeting notes will be attached to the next CEG meeting agenda.

Following the forum meeting, members went on a tour of specified natural hazards in the Eastern Bay of Plenty, focussing on the flood risk in Opotiki, management of river catchments on the Rangitaiki Plains, and the earthquake risk. The tour was guided by Brad Scott, GNS Science, Bruce Crabbe, Bay of Plenty Regional Council and Ian Castles, Opotiki District Council.

### 3 **GNS Science Modelling**

Tsunami modelling by GNS Science continues for the Bay of Plenty coastline, focussing on areas of major settlement. Reports are due by the end of June 2011. This modelling will inform the development of the Level 3 Tsunami inundation maps for the region and also seek to draw closer links between land use planning and natural hazards.

### 4 **Bay of Plenty Lifelines Group**

The Bay of Plenty Lifelines Group continues to make good progress against its objectives. A strong relationship with the Waikato Lifelines Group (and CDEM Group) has developed. The vulnerability study is nearing completion and will be published in the near future. The Chair of the Lifelines Group, Peter Carr, will elaborate on any specific issues required and respond to any questions. Of note, the Christchurch Earthquake has clearly demonstrated the lack of coordination capacity in the Bay of Plenty. There is one lifelines utility coordinator at CDEM Group level and no specific capacity at local level. Issues and challenges surrounding this will be captured in a Christchurch Earthquake Response report in due course.

### 5 **Financial Implications**

#### **Current Budget**

There are no budget implications at this point.

#### **Future Implications**

There are no future implications at this point.

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

There are no ten year / annual plan implications at this point.

Greg Wilson  
**Manager Maritime & Emergency Management**

**for Group Manager Environmental Hazards**

**30 March 2011**

**File Reference:** 7.00210  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** CDEMG Coordinating Executive Group  
**Meeting Date:** 8 April 2011  
**Report From:** Ken Tarboton, Group Manager Environmental Hazards

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## Readiness and Response Report

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### Executive Summary

The Bay of Plenty CDEM Group experienced significant response activations with both the Christchurch earthquake response and the Japan Tsunami alert.

The Christchurch earthquake response has been a major event impacting on Christchurch City and the rest of the Nation given the all of Nation response to this event. The Group Emergency Coordination Centre immediately activated in response and remains activated. Significant coordination of staff, resources, offers of support and welfare has occurred.

The Japan tsunami alert again saw the Bay of Plenty CDEM Group activate its procedures in response to a tsunami threat from a distant source. The response clearly saw the Group implement lessons learnt from previous tsunami responses.

The public alerting mechanisms proposal goes to the Joint Committee meeting for a decision on the 6<sup>th</sup> May 2011.

Training has been impacted by the Christchurch earthquake response at all levels with many programmes, courses and sessions being cancelled or postponed.

The rollout of the EMIS project has been delayed as a result of the Christchurch earthquake response.

The implementation of the Integrated Training Management system is progressing.

Readynet is currently being implemented with the launch scheduled for May 2011.

The Controller DNA and Welfare DNA have been cancelled by MCDEM as a result of the Christchurch earthquake response.

The MCDEM Resilience Fund Projects for 2010/2011 have been affected by the Christchurch earthquake response to varying degrees.

The applications for the MCDEM Resilience Funding Projects for 2011/2012 are due by 11<sup>th</sup> April 2011.

### 1 Recommendations

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

**1 Receives the report, Readiness and Response Report.**

**2 Canterbury Earthquake Response**

A magnitude 6.3 earthquake occurred 10km south-east of Christchurch at 12:51, February 22, 2011. A National Declaration followed with an all of Nation response.

Immediately upon receipt of the National Advisory for the earthquake, the Group Emergency Coordination Centre activated to assist in the coordination of support to Christchurch. The Group Emergency Management Centre remains on active status providing for the coordination of offers of assistance, coordination of staff to the Christchurch Response Centre, coordinating of staff to the National Crisis Management Centre in Wellington and the coordination of welfare support to those internally displaced persons arriving in the Bay of Plenty. The Group Emergency Coordination Centre is being run out of the Bay of Plenty Regional Council office in Rata Street, Mount Maunganui.

The three Response Teams in the Bay of Plenty have all deployed in support of search & rescue operations in Christchurch. Staff from the GEMO were deployed to Christchurch and to the NCMC in Wellington. Staff from all the councils within the Bay of Plenty deployed to both Christchurch and NCMC. At present deployments are ongoing but scaling down. A spreadsheet of deployments are at the Appendices.

It is noted that the coordination of building inspectors was facilitated on behalf of the NCMC by BOINZ.

Welfare arrangements were put in place in the Bay of Plenty to address the needs of the internally displaced people arriving in the Region from Christchurch. A Group Welfare Plan specific to this event was approved by the Group Controller. The Group Welfare Manger, Louise Hunton, supported by the local welfare managers and the Welfare Advisory Group managed this response. The reported figures of people registering in the Bay of Plenty are;

Kawerau	27
Opotiki	4
Whakatane	12
Rotorua	64
Tauranga / Western Bay of Plenty	134
Total	241

These figures do not reflect those people that may have registered in Christchurch before arriving in the Bay of Plenty and those who choose not to register at all.

At present a transition plan is being developed to hand over the welfare of the registered people from Civil Defence to respective agencies for business as usual. This is in line with the transition from response to recovery.

There will be a huge amount of learning to come out of an event of this magnitude at all levels. Group debriefs will be scheduled as soon as the deployment requirements cease.

### 3 **Japan Tsunami Response**

On the 11<sup>th</sup> March 2011 at 19:52 a National Advisory was sent out for a potential tsunami threat to New Zealand as a result of the 8.9m earthquake in Japan. This was later upgraded to a National Warning. The Bay of Plenty Group Emergency Coordination Centre activated in response, setting up on the 4<sup>th</sup> floor of the Regional Council Offices in Tauranga. WBOP and the EBOP also activated a response. There was a coordinated effort in this response with many lessons learnt from the previous tsunami alerts being incorporated. The cancellation of the National Warning was issued on the 12<sup>th</sup> March 2011 at 17:30. A Group debrief for this response is scheduled for the 12<sup>th</sup> April 2011.

### 4 **Public Alerting Mechanisms**

The recommendations of the Coordinating Executive Group from the meeting of the 25<sup>th</sup> February 2011 will be considered by the Joint Committee on the 6<sup>th</sup> May 2011.

### 5 **Training**

The training programme has been suspended as a result of the Christchurch earthquake response. A full training report from the Group Training Officer and current training statistics are at the Appendices.

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

The scheduled training of EMIS super users in April and May 2011 has been postponed by MCDEM as a result of the Christchurch earthquake response. New dates for the training will be scheduled and communicated.

### 7 **Integrated Training Management System**

The Integrated Training Management System (ITM) is in the process of having the database populated. Upon the completion of the database, training will be scheduled for the system administrators of each training group.

### 8 **Readynet Implementation**

Members will recall that CEG approved the purchase of Readynet within existing budget. The roll out of this system will be scheduled for May 2011, by sub-region. Further details will be advised at a later date.

### 9 **Controller Development Needs Analysis and Welfare Development Needs Analysis**

The scheduled Controller Development Needs Analysis (DNA) and Welfare Development Needs Analysis (DNA) have been cancelled until further notice by MCDEM as a result of the Christchurch earthquake response.

### 10 **MCDEM Resilience Fund Project Update**

#### 10.1 **Caldera Advisory Group Bay of Plenty / Waikato**

Progress in this project has been delayed due to the impact of the Christchurch earthquake response. It is uncertain as to the possibility of continuing with this project given the commitment of key role players to the Christchurch earthquake response.

## 10.2 **Community Response Plans**

This project is progressing with the funding of \$8 000.00 allocated to each of the three Emergency Operating Areas (Rotorua, Eastern Bay of Plenty and Western Bay of Plenty)

## 10.3 **Development of Welfare Training Packages**

Progress in this project has been delayed due to the impact of the Christchurch earthquake response.

The project team is currently reviewing a way forward in terms of addressing welfare training development given that MCDEM are no longer able to conduct the Welfare Development Needs Analysis (DNA)

## 10.4 **Hydro Hub Portable Water Trailer**

The acquisition of the Hydro Hub Portable Water Trailer is in progress. An official launch date will be scheduled and communicated in the near future.

## 11 **2011/12 MCDEM Resilience Fund Applications**

Applications for MCDEM resilience funding for 2011/12 are due not later than 11 April 2011. Emergency Management Staff are aware of this timeline. Two project suggestions to date are

- a. CDEM Welfare Trailer (funding level TBC), and
- b. Community Response Planning funding (\$60K for each of the next 3 years).

Members are requested to approve these projects for submission to MCDEM

## 12 **Financial Implications**

### **Current Budget**

There are no implications to the current budget.

### **Future Implications**

There are no known future financial implications.

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

There are no known Ten Year / Annual Plan implications.

Clinton Naude  
**Training Officer, Group Emergency Management Office**  
**for Group Manager Environmental Hazards**

**31 March 2011**

# Appendix



### Bay of Plenty Civil Defence Emergency Management Group Deployments in Support of the Christchurch Earthquake Response

Departure Date	Return Date	Name	Organisation	To	Role	Comments
2011-02-21		Terry Wynyard	Group Recovery Manager	CRC	EQC	
2011-02-23	2011-03-05	NZRT 17	Whakatāne District Council	CRC	Search & Rescue	8 members
2011-02-23	2011-03-05	NZRT 15	Rotorua District Council	CRC	Search & Rescue	9 members
2011-02-23	2011-03-05	NZRT 16	Western Bay of Plenty District Council	CRC	Search & Rescue	10 members
2011-02-24	2011-02-27	Clinton Naude	Bay of Plenty Regional Council	CRC	Manager Planning Logistics	
2011-02-25	2011-03-01	Debbie Chapman	Bay of Plenty Regional Council	NCMC	Lifelines Coordinator	
2011-02-25	2011-03-01	Greg Wilson	Bay of Plenty Regional Council	CRC	Manager Planning	
2011-02-28	2011-03-06	Jim Tetlow	Whakatāne District Council	CRC	Manager Planning	
2011-02-28	2011-03-05	Jenny Thomas	Whakatāne District Council	CRC	Manager Planning Welfare	
2011-03-03	2011-03-13	Ann Esler	Rotorua District Council	CRC	Manager Planning Welfare	
2011-03-03	2011-03-13	Gloria Oliver	Western Bay of Plenty District Council	CRC	Manager Planning Welfare	
2011-03-05	2011-03-10	Greg Wilson	Bay of Plenty Regional Council	CRC	Manager Planning	
2011-03-07	2011-03-14	Mark Smith	Tauranga City Council	NCMC	Administration Manager	
2011-03-09	2011-03-12	Debbie Chapman	Bay of Plenty Regional Council	NCMC	Lifelines Coordinator	
2011-03-12	2011-03-19	NZRT 17	Whakatāne District Council	CRC	Search & Rescue	9 members
2011-03-14	2011-03-20	Jeni Kimber	Bay of Plenty Regional Council	NCMC	Travel Desk	
2011-03-14	2011-03-20	Jon Edney	Bay of Plenty Regional Council	NCMC	Travel Desk	
2011-03-14	2011-03-20	Teresa McDonnell	Tauranga City Council	NCMC	Travel Desk	
2011-03-14	2011-03-20	Traci Macgregor	Tauranga City Council	NCMC	Travel Desk	
2011-03-15	2011-03-20	Mike Cusi	Bay of Plenty Regional Council	CRC	GIS Analyst	
2011-03-19	2011-03-25	Pauline Hitchcock	Rotorua District Council	CRC	Manager Planning	
2011-03-22	2011-03-28	Jim Tetlow	Whakatāne District Council	CRC	Manager Planning	
2011-03-25	2011-04-01	NZRT 15	Rotorua District Council	CRC	Search & Rescue	2 members
2011-03-29	2011-04-11	Greg Wilson	Bay of Plenty Regional Council	CRC	Manager Planning	

KEY
Pending Deployment
On Deployment
Returned from Deployment



# Appendix





# Bay of Plenty Civil Defence Emergency Management Group

**Report From:** Clinton Naude  
Group Training Officer

**Date:** 30<sup>th</sup> March 2011

**File Reference:** 1162 02

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## The Chair and Members

Bay of Plenty Civil Defence Emergency Management Group  
Coordinating Executive Group

Meeting of 8<sup>th</sup> April 2011

## Group Training Update

*The purpose of this report is to bring members up to date with progress on Group Training matters for the period January 2011 to March 2011.*

### 1. Training and Exercises Conducted

- 1.1. The training programme was suspended as a result of the Christchurch earthquake response. Training statistics remain unchanged as attached.

### 2. Training and Exercise Calendar

- 2.1. The following MCDEM courses scheduled for April 2011 were cancelled as a result of the Christchurch earthquake response;

- ◆ National Controllers Forum: 12 April 2011.
- ◆ Public Information Management Course: 7-8 April 2011.
- ◆ Recovery Manager's Course: 7-8 April 2011.

- 2.2. The National Exercise Planning Governance Group meeting scheduled for the 24<sup>th</sup> February 2011 in Wellington was cancelled due to the Christchurch earthquake response.
- 2.3. The EMIS training scheduled for April and May 2011 in Wellington was cancelled due to the Christchurch earthquake response.

### **3. Local Government Industry Training Organisation (LGITO)**

- 3.1. The Local Government Industry Training Organisation (LGITO) has been merged with Learning State ITO and all operational activities of LGITO will be taken over by Learning State ITO with effect 1<sup>st</sup> April 2011. The CDEM Advisory Group will continue to exist at present with the next meeting being hosted by Learning State ITO. None of the current LGITO staff will be taken on by Learning State ITO; however all existing LGITO assessors and moderators will be transferred over.

### **4. Bay of Plenty CDEM Response Teams**

- 4.1. The Regional Response Team's Forum scheduled for the 23<sup>rd</sup> March 2011 was postponed due to the Christchurch earthquake response. All three teams from the Bay of Plenty, namely NZRT 15, NZRT 16 and NZRT 17 were actively involved with deployments to Christchurch.

### **5. Professional Development**

- 5.1. The Controllers Development Needs Analysis (DNA) and the Welfare Development Needs Analysis (DNA) scheduled to be conducted in the Bay of Plenty have been cancelled by MCDEM as a result of the Christchurch earthquake response.

### **6. RAPID**

- 6.1. The RAPID learning package has released two new strands, namely the Welfare Strand and the Volunteer Management Strand. DVD's containing the new revised material are being distributed to all Civil Defence Local Emergency Management Offices. The material is also available as an on line learning package via the MCDEM website.

### **7. Administration**

- 7.1. The ITM – Integrated Training Management system is in the process of setup with the relevant database being populated. Upon completion of the database, training will be held for the identified administration users.
- 7.2. The finalisation of the agreement between the Bay of Plenty CDEM Group and the Canterbury CDEM Group with regards the use of the popular ECC / EOC training package, has been delayed due to the Christchurch earthquake response.

## **Recommendation**

**That the Coordinating Executive Group**

**Receives the report.**

**Clinton Naude**

Group Training Officer



# Appendix





**BAY OF PLENTY  
EMERGENCY MANAGEMENT  
GROUP**

**TRAINING STATISTICS 2010-2011**

	CIMS 2 - 19/07/2010	BGAN & Sat Phone Training 4/08/2010	EMIS Superuser Training 19/07/2010	Group Controllers Seminar 6/10/2010	CIMS 2 - 13/10/2010	CIMS 2 - 9/11/2010	MCDEM Controllers Course 29 - 30/11/2010	MCDEM PIM Course 29-30/11/2010	MCDEM Recovery Managers Forum 1/12/2010	Recovery Manager's Seminar 13/12/2010	BOP CDEMG Website Training 7/02/2011								TOTAL
<b>COUNCILS</b>																			
Bay of Plenty Regional Council	5	1	2	2	8	0	0	2	0	2	4								26
Kawerau District Council	0	2	0	2	0	0	1	0	0	0	1								6
Ōpōtiki District Council	0	2	0	2	0	0	1	0	0	2	0								7
Rotorua District Council	0	2	1	3	0	0	0	0	0	2	3								11
Tauranga City Council	0		0		0	0	0	0	0										0
Western Bay of Plenty District Council	0	2	0	5	0	0	0	0	0	4	2								13
Whakatāne District Council	0	1	0	1	0	0	0	1	1	3	3								10
<b>RESPONSE TEAMS</b>																			
NZRT-15	0	0	0	0	0	0	0	0	0	0	0								0
NZRT-16	0	0	0	0	0	0	0	0	0	0	0								0
NZRT-17	0	0	0	0	0	0	0	0	0	0	0								0
<b>PARTNERS</b>																			
Bay of Plenty District Health Board	0	0	0	0	0	0	1	1	0	0	0								2
Lakes District Health Board	0	0	0	0	0	0	0	0	0	0	0								0
New Zealand Fire Service	0	0	0	0	0	0	0	0	0	0	0								0
New Zealand Police	0	0	0	0	0	0	0	0	0	0	0								0
St Johns Ambulance	0	0	0	0	0	0	0	0	0	0	0								0
Work and Income	0	0	0	0	0	0	0	0	0	0	0								0
<b>OTHER</b>																			
Bay of Plenty Polytechnic	0	0	0	0	0	10	0	0	0	0	0								10
Group Recovery Manager	0	0	0	0	0	0	0	0	1	1	0								2
Ministry of Civil Defence & Emergency Management	0	0	0	0	0	0	0	0	0	1	0								1
																			0
																			0
<b>Total</b>	5	10	3	15	8	10	3	4	2	15	13	0	0	0	0	0	0	0	88



**File Reference:** 7.00210  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** CDEMG Coordinating Executive Group  
**Meeting Date:** 8 April 2011  
**Report From:** Ken Tarboton, Group Manager Environmental Hazards

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## Recovery Report

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### Executive Summary

Terry Wynyard, Group Recovery Manager has informally indicated his resignation. The CDEM Group will need to find a replacement in the near future.

The pre-event recovery planning project to model the affects of a significant tsunami on Papamoa and Mt Maunganui is ongoing and a draft is due to be completed 30 June 2011.

### 1 Recommendations

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

- 1 Receives the report, Recovery Report.**
- 2 Notes the informal resignation of Terry Wynyard as the Group Recovery Manager, and directs the Group Emergency Management Office to find a replacement by 31 December 2011.**

### 2 Status of Group Recovery Manager

The current Group Recovery Manager, Terry Wynyard, has informally indicated that he will not have sufficient time available to devote to the position due to his ongoing commitments with EQC in Christchurch following the earthquakes. The CDEM Group will need to find a replacement in the near future.

At the 25 February 2011 CEG meeting the resignation of Alternate Group Recovery Manager was noted and the Group Emergency Management Office directed to find a replacement by 31 December 2011. The Group Emergency Management Office will now need to find a Group Recovery Manager and an Alternate Group Recovery Manager by 31 December 2011.

### 3 Pre-Event Recovery Planning

GNS Science are progressing with the pre-event recovery planning project. This project includes modelling of the affects a significant tsunami would have on Papamoa and Mt Maunganui. A draft report is due to be completed by 30 June 2011 followed by a peer review process.

## 4 **Financial Implications**

### **Current Budget**

There are no implications for the current budget.

### **Future Implications**

There are no known future financial implications.

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

There are no known Ten Year / Annual Plan implications.

Debbie Chapman

**Emergency Management Officer**

**for Group Manager Environmental Hazards**

**31 March 2011**

**File Reference:** 7.00210  
**Significance of Decision:** Receives Only - No Decisions



**Report To:** CDEMG Coordinating Executive Group  
**Meeting Date:** 8 April 2011  
**Report From:** Ken Tarboton, Group Manager Environmental Hazards

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## Monitoring and Evaluation Report

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### Executive Summary

The development of a monitoring and evaluation framework is proceeding. The Subgroup leader will speak in general terms on the shape it may take and how it will be implemented.

### 1 Recommendations

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

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

### 2 Monitoring and Evaluation Framework

Whilst the Second Generation Group Plan (2GP) is in development and prior to the formalisation of the CDEM Group Work Programme, the development of a monitoring and evaluation framework is proceeding. This will ensure that progress against goals and objectives set down in the 2GP can be effectively measured by sub-region and regionally.

The Monitoring and Evaluation subgroup leader can speak in general terms on the framework in order for members to have a better understanding of what shape it will be how it is proposed to be implemented.

### 3 Financial Implications

#### **Current Budget**

There are no budget implications.

#### **Future Implications**

There are no further implications at this point.

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

There are no ten year / annual plan implications at this point.

Greg Wilson  
**Manager Maritime & Emergency Management**  
**for Group Manager Environmental Hazards**

**30 March 2011**