



**Bay of Plenty Civil Defence
Emergency Management Group**

Elected Officials Guide 2019

**A safe, strong Bay of Plenty, together.
Toi Moana, Kia Haumarū, Kia Kaha,
Mā Tātau Katoa.**





*Mayor Tony Boone, Prime Minister Bill English, Local CDEM Controller Paula Chapman
- Ex Cyclone Debbie 2017*



BAY OF PLENTY
EMERGENCY MANAGEMENT

GROUP

Contents

Glossary	4
Introduction	6
Legislation	7
CDEM at the National Level	8
CDEM Groups	9
Bay of Plenty CDEM Group	10
Elected Officials Roles	12
Bay of Plenty CDEM Group Plan	13
Bay of Plenty CDEM Group – Governance	14
Bay of Plenty CDEM Group – Executive	14
Bay of Plenty CDEM Group – Administering Authority	15
Emergency Management Bay of Plenty	16
Bay of Plenty CDEM Partnership Agreement 2019	17
Hazardscape	18
Coordinated Incident Management System (CIMS)	19
Bay of Plenty CDEM Group – Response	20
Local State of Emergency	21
Bay of Plenty CDEM Group – Recovery	22
Public Alerting	24
Further Information	25



Glossary

BOPLG	Bay of Plenty Lifelines Group
CDEM	Civil Defence Emergency Management.
CDEM Act	Civil Defence Emergency Management Act 2002.
CDEM Group	A group established under section 12 of the CDEM Act 2002.
Chair (Person)	Chair of Bay of Plenty CDEM Group Joint Committee.
Controller	The person/s authorised by the Bay of Plenty CDEM Group Joint Committee to perform this role within their territorial authority (Local Controller) or the Bay of Plenty CDEM Group region (Group Controller).
Councillor	Any elected member of a local authority within the Bay of Plenty CDEM Group region.
CEG	Coordinating Executive Group as defined in the CDEM Act, it comprises of the chief executive officers of local authorities, emergency services and other agencies as appointed by the CDEM Group. The CEG provides strategic leadership to the CDEM Group.
Elected Official	Any elected member of a local authority, including an elected member of a community board.
Emergency	<p>A situation that:</p> <ul style="list-style-type: none"> • Is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and • It causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and • It cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.



Group Emergency Coordination Centre (GECC)	A facility that operates at the CDEM Group level to provide overall direction, control, inter-agency coordination and resource management to one or more activated Emergency Operations Centre.
Emergency Operations Centre (EOC)	A facility that operates at the local level where direction, control, inter-agency coordination and resource management can occur in support of an emergency.
Joint Committee	The CDEM Group Joint Committee is the joint committee of elected representatives of local authorities within the region, formed under the Local Government Act 2002
Local authority	A regional council, city council or district council.
Mayor	Any elected Mayor within the Bay of Plenty CDEM Group region.
MCDEM	Ministry of Civil Defence & Emergency Management
NCMC	National Crises Management Centre
PIM	Public Information Management/Manager
State of local emergency	A state of local emergency declared under section 68 or section 69 of the CDEM Act
Territorial authority	A city council or district council.
4R's	A term used to describe the 4 phases of comprehensive emergency management - Reduction, Readiness, Response and Recovery
WCG	Welfare Coordination Group



Introduction

The Bay of Plenty Civil Defence Emergency Management (CDEM) Group Elected Officials Guide serves to provide Elected Officials from all seven Local Authorities within the Bay of Plenty CDEM Group a summary of key aspects of CDEM as they pertain to the Bay of Plenty. It serves only as an introduction and Elected Officials are invited to contact the Director, Emergency Management Bay of Plenty or their respective local council CDEM staff for further information.



Eastern Bay Flood Response April 2017

Legislation

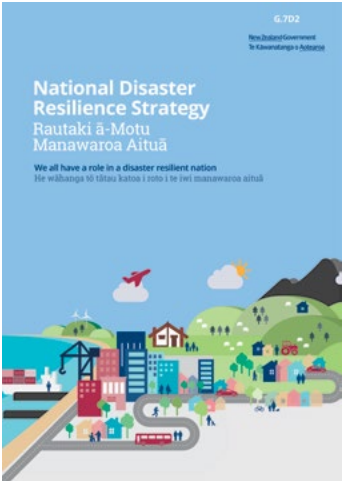
The Civil Defence Emergency Management Act 2002 provides for the legislative mandate for Civil Defence Emergency Management in New Zealand.

The purpose of this Act, which repeals and replaces the Civil Defence Act 1983, is to —

- a) improve and promote the sustainable management of hazards (as that term is defined in this Act) in a way that contributes to the social, economic, cultural, and environmental well-being and safety of the public and also to the protection of property; and
- b) encourage and enable communities to achieve acceptable levels of risk (as that term is defined in this Act), including, without limitation,—
 - i. identifying, assessing, and managing risks; and
 - ii. consulting and communicating about risks; and
 - iii. identifying and implementing cost-effective risk reduction; and
 - iv. monitoring and reviewing the process; and
- c) provide for planning and preparation for emergencies and for response and recovery in the event of an emergency; and
- d) require local authorities to co-ordinate, through regional groups, planning, programmes, and activities related to civil defence emergency management across the areas of reduction, readiness, response, and recovery, and encourage co-operation and joint action within those regional groups; and
- e) provide a basis for the integration of national and local civil defence emergency management planning and activity through the alignment of local planning with a national strategy and national plan; and
- f) encourage the co-ordination of emergency management, planning, and activities related to civil defence emergency management across the wide range of agencies and organisations preventing or managing emergencies under this Act and the Acts listed in section 17(3).



The Act is supported by the National Civil Defence Emergency Management Plan, the Guide to the National Civil Defence Emergency Management Plan, the National Disaster Resilience Strategy, Ministry of Civil Defence & Emergency Management Guidelines and Technical Standards.



CDEM at the National Level

At the national level the Ministry of Civil Defence & Emergency Management provides leadership in reducing risk, being ready for, responding to and recovering from emergencies. It manages central government’s response and recovery functions for national emergencies, and supports the management of local and regional emergencies.



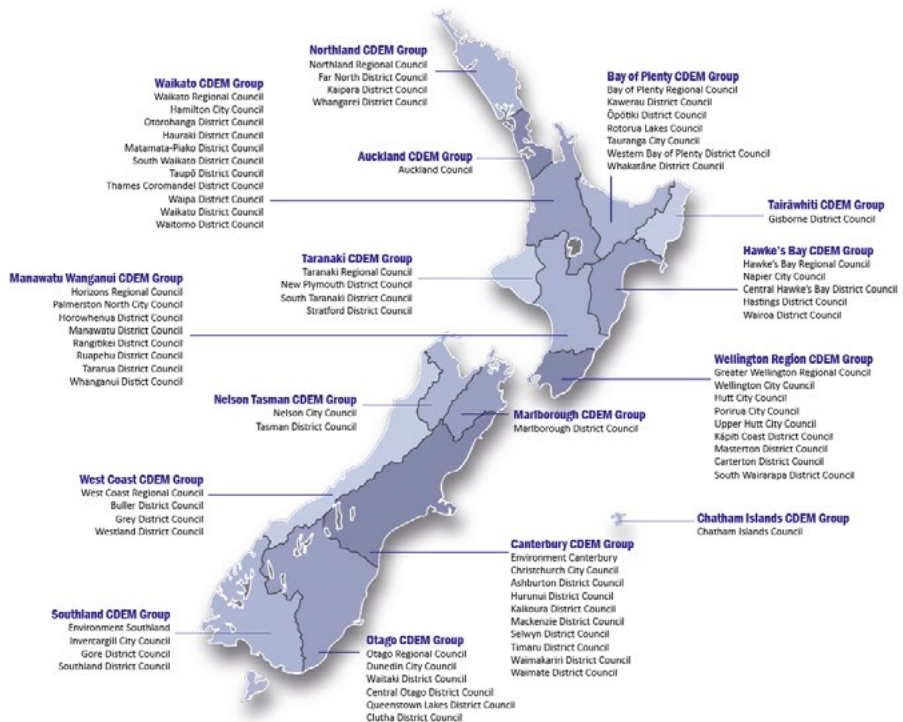
Ministry of Civil Defence
& Emergency Management
Te Rākau Whakamarumaru

The Ministry of Civil Defence & Emergency Management (MCDEM) manages and maintains the National Crisis Management Centre (NCMC) in a continued state of readiness. The National Crisis Management Centre (NCMC) facilitates the Central Government crisis management arrangements and offers inter-agency and scalable operability to deal with any type of emergency. The facility is located in a bunker below the Beehive.



CDEM Groups

The Act required every regional council and every territorial authority within that region to unite to establish a Civil Defence Emergency Management Group for the purposes of this Act as a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. As a result there are 16 Civil Defence Emergency Management Groups in New Zealand.

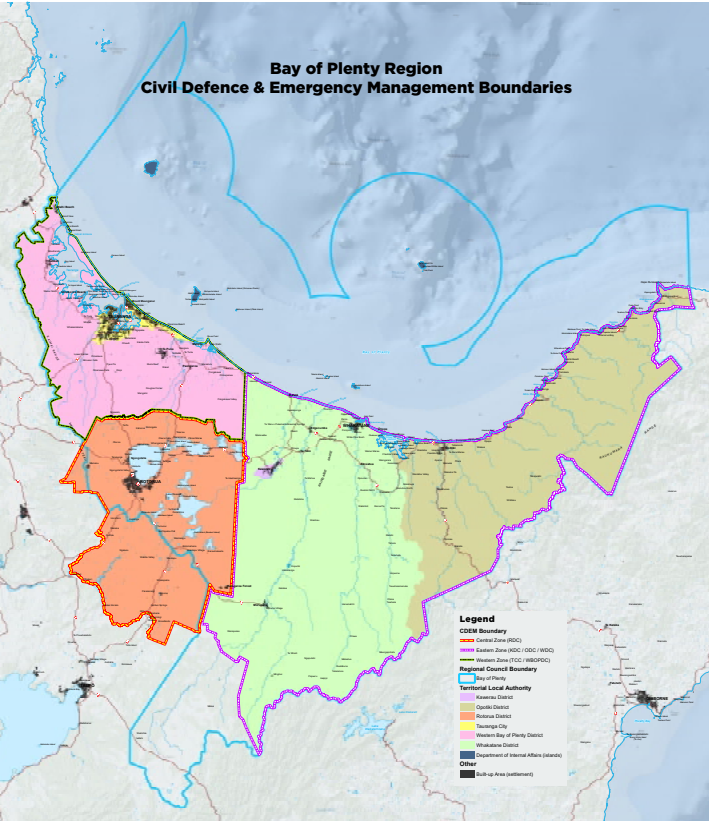


16 Civil Defence Emergency Management Groups in New Zealand

Bay of Plenty CDEM Group

The Bay of Plenty Civil Defence Emergency Management Group is established under Act and the members are:

- Bay of Plenty Regional Council
- Kawerau District Council
- Ōpōtiki District Council
- Rotorua Lakes Council
- Tauranga City Council
- Western Bay of Plenty District Council
- Whakatāne District Council



Note: Where a territorial authority whose district is in the area of one or more regional councils it may only join one Civil Defence Emergency Management Group which is why the Bay of Plenty Civil Defence Emergency Management Group boundaries do not strictly follow the Bay of Plenty Regional Council boundaries..

Bay of Plenty Civil Defence Emergency Management Group Boundaries

Administration of Offshore Islands

Under section 22 of the Local Government Act 2002, the Minister of Local Government is the territorial authority for a number of offshore islands that are not included in the boundaries of an established territorial authority.

The Department of Internal Affairs supports the Minister in fulfilling the Ministers responsibilities as the territorial authority for offshore islands. Only four islands have any significant population and/or permanent buildings and structures and these are all off the Bay of Plenty coast; Motiti Island, Moutohorā/Whale Island, Tūhua/Mayor Island and Whakaari/White Island.

For more information visit: www.dia.govt.nz/Services-Other-Services-Administration-of-Offshore-Islands.

The Bay of Plenty Civil Defence Emergency Management Group and the Minister of Local Government have entered into a Memorandum of Understanding (MOU) on 11 August 2017 which formally describes the specific response and readiness functions that will be undertaken by the Bay of Plenty Civil Defence Emergency Management Group and the Minister of Local Government to fulfil the Minister's responsibilities under section 64(1) of the Civil Defence Act in relation to Whakaari/White Island.



Whakaari/White Island

Elected Officials Roles

The roles of Elected Officials before, during and after an Emergency have been summarised in guides issued by the Department of Prime Minister and Cabinet

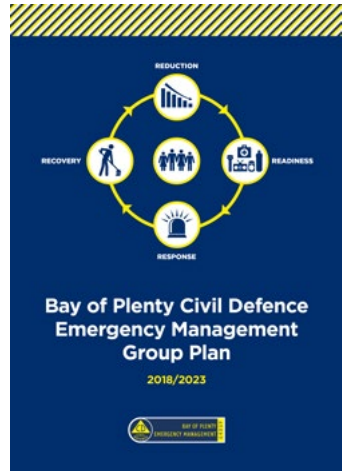


- **Elected Members: What you need to do BEFORE an Emergency**
www.civildefence.govt.nz/assets/Uploads/publications/Elected-officials/Elected-Officials-BEFORE-An-Emergency-Nov19.pdf
- **Elected Members: What you need to know and do DURING an Emergency**
www.civildefence.govt.nz/assets/Uploads/publications/Elected-officials/Elected-Officials-during-An-Emergency-Nov19.pdf
- **Elected Members: What you need to know and do AFTER an Emergency**
www.civildefence.govt.nz/assets/Uploads/publications/Elected-officials/Elected-Officials-AFTER-An-Emergency-Nov19.pdf

Bay of Plenty CDEM Group Plan

The Bay of Plenty CDEM Group Plan sets the strategic direction and objectives for the region and the purpose of the Plan is:

- To set out how we will manage and respond to the challenges we have,
- To set out the operational arrangements of the Bay of Plenty CDEM Group.



Vision

A safe, strong Bay of Plenty, together.

Toi Moana, Kia Haumarū, Kia Kaha, Mā Tātau Katoa.

Mission

**Enabling our community to manage risks,
cope with and move forward from emergencies.**

The **Bay of Plenty CDEM Group Plan** may be viewed at
www.bopcivildefence.govt.nz/media/1292/bopcdem-group-plan-2018-2023.pdf

Bay of Plenty CDEM Group – Governance

The Bay of Plenty CDEM Group Joint Committee serves as the Governance for the Bay of Plenty CDEM Group and is directed by the Act and the Bay of Plenty CDEM Group Joint Committee's Constitution.

Section 13(4) of the CDEM Act provides that each local authority that is a member of the Bay of Plenty CDEM Group must be represented on the Group by 1, and only 1, person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson.

Bay of Plenty CDEM Group – Executive

The Bay of Plenty CDEM Coordinating Executive Group (CEG) serves as the executive body for the Bay of Plenty CDEM Group and is directed by the Act and the Terms of Reference.

Section 20(2) of the CDEM Act provides that the Executive Group is responsible to the Bay of Plenty CDEM Group for—

- a) providing advice to the Civil Defence Emergency Management Group and any subgroups or subcommittees of the Group;
- b) implementing, as appropriate, the decisions of the Civil Defence Emergency Management Group;
- c) overseeing the implementation, development, maintenance, monitoring, and evaluation of the civil defence emergency management group plan.

Coordinating Executive Group Membership

Each local authority member is represented on CEG by its Chief Executive (or an alternate representative who has been given delegated authority to act for the Chief Executive).

- Bay of Plenty Regional Council
- Kawerau District Council



- Ōpōtiki District Council
- Rotorua Lakes Council
- Western Bay of Plenty District Council
- Whakatāne District Council
- Tauranga City Council

Emergency Services are represented by senior representatives of their organisations.

- New Zealand Police
- Fire and Emergency New Zealand
- Bay of Plenty District Health Board
- Lakes District Health Board

The CEG has also Co-Opted Members

- Welfare Coordination Group (WCG) chairperson
- Bay of Plenty Lifelines Group (BOPLG) chairperson
- Group Controller
- Group Recovery Manager
- Medical Officer of Health
- Te Puni Kōkiri
- St John Ambulance Service

Bay of Plenty CDEM Group – Administering Authority

In accordance with The CDEM Act 2002, the Administering Authority for the Bay of Plenty Civil Defence Emergency Management Group is the Bay of Plenty Regional Council. The administering authority:

- Provides administrative and related services, such as preparing agendas, arranging meetings, and taking and disseminating minutes from meetings.
- Provides financial management, including budgeting and reporting.



Emergency Management Bay of Plenty

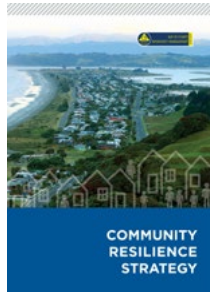
Emergency Management Bay of Plenty is the Group Emergency Management Office (GEMO) which is responsible for delivering a range of services on behalf of the Bay of Plenty CDEM Group

that enables the Bay of Plenty CDEM Group to fulfil its role. Services include coordination and support, development of plans, policy and procedures; Bay of Plenty CDEM Group representation, Bay of Plenty CDEM Group work programme delivery, Bay of Plenty CDEM Group response capability planning, and hazard and risk analysis functions.

EMERGENCY MANAGEMENT

Bay of Plenty

A safe, strong Bay of Plenty, together
Toi Moana, kia haumarū, kia kaha, mā tātau katoa



Bay of Plenty CDEM Partnership Agreement 2019

In June 2019 the Bay of Plenty CDEM Group Joint Committee adopted the Bay of Plenty CDEM Partnership Agreement.

The agreement is signed between;

- Bay of Plenty CDEM Group
- Bay of Plenty Regional Council
- Kawerau District Council
- Ōpōtiki District Council
- Rotorua Lakes Council
- Tauranga City Council
- Western Bay of Plenty District Council
- Whakatāne District Council
- Emergency Management Bay of Plenty

The purpose of the Partnership Agreement is to;

- Reaffirms the intent of all Councils and Emergency Management Bay of Plenty to act in Partnership working together through all CDEM activities across the '4Rs', giving effect to the Bay of Plenty CDEM Group Plan and, as far as reasonably practicable, to provide mutual support during adverse events.
- Reaffirms the operational arrangements through roles and responsibilities of all Councils and Emergency Management Bay of Plenty, to deliver CDEM for the Bay of Plenty region under the CDEM Act.



Hazardscape

The Bay of Plenty is exposed to a wide range of hazards and a detailed analysis of the Bay of Plenty’s hazards was undertaken in 2014. This analysis led to the identification of the hazard priorities for the Bay of Plenty CDEM Group.



Hazard
Higher Priority Hazard
Tsunami – Local*
Human Pandemic
Tsunami – Distal*
Volcanic – Local*
Dam Failure*
Major Accident (Marine/Port)
Earthquake – Severe*
Plant & Animal Pests & Diseases
Drought
Wind storm (including tornado)*
Storm Surge*
Flooding - River/Stream*
Medium Priority Hazards
Coastal Erosion*
Lifeline Utility Failure*
Hazardous Substances Release
Slope Instability (Landslide, Debris Flow, Slumping)*
Civil Unrest/Terrorism
Major Transport Accident (Air, Road, Rail)
Flooding - Urban/Rural Ponding*
Volcanic – Distal*
Rural Fire
Volcanic - Caldera Unrest*
Low Priority Hazards
Geothermal*
Urban Fire
Regional Deformation (long-term)*
* Denotes hazards that may create an event that the Bay of Plenty CDEM Group would be the lead agency to manage a response.

Figure 4: Hazards and their priority for the Bay of Plenty

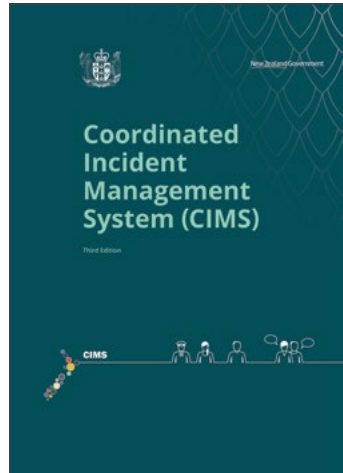
Coordinated Incident Management System (CIMS)

The Coordinated Incident Management System (CIMS) 3rd edition represents New Zealand's official framework to achieve effective co-ordinated incident management across responding agencies.

CIMS describes how New Zealand agencies and organisations coordinate, command, and control incident response of any scale, how the response can be structured, and the relationships between the respective CIMS functions and between the levels of response.

The Bay of Plenty CDEM Group and its member Local Authorities apply CIMS to the response framework in the Group Emergency Coordination Centre and Local Emergency Operation Centres.

For more information on CIMS visit www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition/



Bay of Plenty CDEM Group – Response

Controllers

Group Controller

Section 26(1) requires the Bay of Plenty CDEM Group to appoint a Group Controller. The Bay of Plenty CDEM Group has appointed the holder of the office of Director Emergency Management Bay of Plenty as the Group Controller. Under The CDEM Act 2002 the Bay of Plenty CDEM Group and the Group Controller have specific powers where a state of emergency is in force.

Alternate Group Controller

Section 26(2) requires the Bay of Plenty CDEM Group to appoint at least one alternate Group Controller. The Bay of Plenty CDEM Group has appointed a number of alternate Group Controllers by name. Under The CDEM Act 2002 the alternate Group Controller will act in the absence of the Group Controller.

Local Controller

Under Section 27(1) of The CDEM Act 2002, the Bay of Plenty CDEM Group may appoint Local Controllers to carry out any of the functions and duties of, or delegated to the Group Controller. The Bay of Plenty CDEM Group has appointed, by name a number, of Local Controllers for each of the identified Local Emergency Operation Centres.

Group Emergency Coordination Centre (GECC)

The Bay of Plenty CDEM Group Controller leads the coordination of multi-agency responses to regional events (that span territorial boundaries) from the Group Emergency Coordination Centre. This facility is provided by the Bay of Plenty Regional Council and the majority of the functional roles within the centre are provided by the Bay of Plenty Regional Council staff. This facility is located in Tauranga.

Local Emergency Operating Centres (LEOCs)

The Local CDEM Controllers manage responses to local events within their respective territorial authority boundary from the Local Emergency Operations Centre. These facilities are provided by the respective territorial authorities



and the majority of the functional roles within the centre are provided by the respective territorial authorities' staff.

In the Bay of Plenty CDEM Group, Rotorua Lakes Council, Kawerau District Council, Whakatāne District Council and Ōpōtiki District Council have their own EOCs. Tauranga City Council and Western Bay of Plenty District Council have agreed to operate and staff a shared EOC, which is based at Western Bay of Plenty District Council.

Local State of Emergency

Local Declaration for a Territorial Authority

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

Local Declaration for the Bay of Plenty CDEM Group

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

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

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

Declarations where a Shared Service Arrangement Exists

Territorial authorities may choose to set up shared service arrangements for their EOC's and response capability. Where a shared service agreement is in place, the authority to declare a state of local emergency for one or more of the districts covered by the shared service arrangement is as follows:



Under Section 25 (1) (a) of the CDEM Act 2002.

- The mayor of either territorial authority or,
- If the mayor is absent, any representative designated to act on behalf of the mayor or,
- The Chairperson of the Bay of Plenty CDEM Group Joint Committee.

FACTSHEET: Declaring states of local emergency - www.civildefence.govt.nz/assets/Uploads/publications/Declarations/Factsheet-declaring-states-of-local-emergency.pdf

Bay of Plenty CDEM Group – Recovery

Recovery Managers

Group Recovery Manager

Section 29(1) requires the Bay of Plenty CDEM Group to appoint a Group Recovery Manager. The Bay of Plenty CDEM Group has appointed a Group Recovery Manager by name. Under The CDEM Act 2002 the Bay of Plenty CDEM Group and the Group Recovery Manager have specific powers where a Notice of Transition Period is in force.

Alternate Recovery Manager

Section 29(2) requires the Bay of Plenty CDEM Group to appoint at least one alternate Group Recovery Manager. The Bay of Plenty CDEM Group has appointed a number of alternate Group Recovery Managers by name. Under The CDEM Act 2002 the alternate Group Recovery Manager will act in the absence of the Group Recovery Manager.

Local Recovery Manager

Under Section 30(1) of The CDEM Act 2002, the Bay of Plenty CDEM Group may appoint Local Recovery Managers to carry out any of the functions and duties of, or delegated to the Group Recovery Manager. The Bay of Plenty CDEM Group has appointed, by name a number, of Local Recovery Managers for each of the Local Authorities.



Group/Local Recovery Office

A Group or Local Recovery Office may be set up, depending on the size and complexity of the event. The purpose of the Recovery Office is to bring together subject matter experts and project leads to provide a coordinated structure for recovery operations. The size of the office may vary according to the scale of the recovery event.

Notice of Transition Period

The CDEM Act 2002 provides powers to facilitate recovery by establishing a formal Transition Period. A Transition Period is activated by a Notice, to aid recovery by providing powers to Recovery Managers to manage, coordinate and direct recovery activities.

For the Bay of Plenty CDEM Group, the persons authorised to give notice of a local Transition Period are the same persons authorised to declare a state of local emergency.

FACTSHEET: Local transition periods - www.civildefence.govt.nz/assets/Uploads/publications/Local-Transition-Periods/Factsheet-local-transition-periods.pdf



*Mayor Steve Chadwick and Local Recovery Manager Andy Bell visiting community
- Ngongotahā April 2018*

Public Alerting

The Bay of Plenty CDEM Group uses a range of platforms to alert the public to emergency events. These are largely managed by the Duty Manager under direction of the Group Controller.

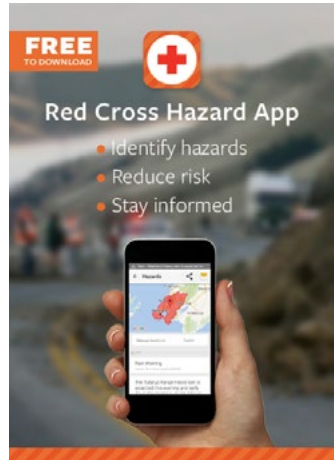
The main alerting systems used are

- **Emergency Mobile Alerting**
www.getready.govt.nz/prepared/stay-informed/emergency-mobile-alert/
- **Red Cross Hazard App**
www.redcross.org.nz/what-we-do/in-new-zealand/disaster-management/hazard-app/



These are supported by:

- Bay of Plenty CDEM Group Facebook
facebook.com/BOPCivilDefence/
- Text alert system
- Bay of Plenty CDEM Group Twitter
twitter.com/bopcivildefence
- Other localised warnings such as sirens and mobile siren systems
- Television, radio and print media



Stay informed – follow us on Facebook and Twitter.

Further Information

- **Administration of Offshore Islands**
www.dia.govt.nz/Services-Other-Services-Administration-of-Offshore-Islands
- **Bay of Plenty Civil Defence Emergency Management Group website**
www.bopcivildefence.govt.nz
- **Bay of Plenty Civil Defence Emergency Management Group Facebook**
www.facebook.com/BOPCivilDefence
- **Bay of Plenty Civil Defence Emergency Management Group Twitter**
twitter.com/bopcivildefence
- **Bay of Plenty CDEM Group Plan**
www.bopcivildefence.govt.nz/media/1292/bopcdem-group-plan-2018-2023.pdf
- **Coordinated Incident Management System (CIMS)**
www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition
- **Elected Members: What you need to do BEFORE an Emergency**
www.civildefence.govt.nz/assets/Uploads/publications/Elected-officials/Elected-Officials-BEFORE-An-Emergency-Nov19.pdf
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www.civildefence.govt.nz/assets/Uploads/publications/Elected-officials/Elected-Officials-AFTER-An-Emergency-Nov19.pdf
- **Emergency Mobile Alerting**
www.getready.govt.nz/prepared/stay-informed/emergency-mobile-alert
- **Factsheet: Declaring states of local emergency**
www.civildefence.govt.nz/assets/Uploads/publications/Declarations/Factsheet-declaring-states-of-local-emergency.pdf

- **Factsheet: Local transition periods**
www.civildefence.govt.nz/assets/Uploads/publications/Local-Transition-Periods/Factsheet-local-transition-periods.pdf
- **Ministry of Civil Defence & Emergency Management (MCDEM) website**
www.civildefence.govt.nz
- **Red Cross Hazard App**
www.redcross.org.nz/what-we-do/in-new-zealand/disaster-management/hazard-app
- **Webinar: CDEM guide for Mayors and elected officials**
www.civildefence.govt.nz/cdem-sector/capability-development/cdem-training-courses/webinar-cdem-guide-for-mayors-and-elected-officals



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Bay of Plenty,
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Kia Haumaru,
Kia Kaha,
Mā Tātau Katoa.**





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