

Annual Plan 2021/2022

Bay of Plenty Civil Defence Emergency
Management Group



TABLE OF CONTENTS

He kōrero timatanga - Introduction	3
He wawata - Our Vision	3
He whāinga - Our Goals.....	4
He whai tikanga - Our Priorities	5
He huanui - Our Workstreams	5
Community Empowerment - enabling individuals, communities and businesses to strengthen and sustain readiness/ resilience	6
Operational Excellence - ensuring effective emergency response and recovery	9
Welfare	12
Recovery	14
Lifelines	16
Organisational Excellence - ensuring effective governance and performance	17
Understanding our natural hazard risks - promoting awareness and understanding	18
Budget	20

GET READY



HE KŌRERO TIMATANGA - INTRODUCTION

The Bay of Plenty Civil Defence Emergency Management Group (*the CDEM Group*) Annual Plan (*the Annual Plan*) sets out the CDEM Groups key operational work-streams, projects and initiatives linked to delivering of strategic objectives as set out in the Bay of Plenty CDEM Group Plan 2018-2023 (*the CDEM Group Plan*). It has been developed as a framework providing a collective direction to attain the shared outcomes of the CDEM Group Plan. This creates an aligned and mutually supportive pathway whilst at the same time supports local operational commitments and obligations.

The 2021-22 Annual Plan focuses on key deliverables for the 2021-2022 financial year and additionally provides an outline of 2022-23 activities signalling future direction. The measures and deliverables listed represent the highest priorities for the CDEM Group. Due to the broad scope of work that contributes to CDEM across the Bay of Plenty rohe, the day-to-day activities of the CDEM Group are too extensive to include in this plan, however, these are often already referenced within member council Annual and Long-Term Plans.

Given the unpredictability of the operating environment, the CDEM Group must remain receptive to change, able to review and adapt priorities and efforts to best meet the needs of communities. As such, the Annual Plan should be seen as a living document; one which may change as new information becomes available or new priorities arise. To support this, the Annual Plan will be reviewed annually to ensure that the work that the CDEM Group is doing is contributing to the strategic goals and objectives of the CDEM Group Plan in the most effective and efficient manner.

Accountability for the tasks and projects within this Annual Plan will be monitored and reported upon by Emergency Management Bay of Plenty and progress snapshots will be provided to Joint Committee and Coordinating Executive Group (and Local Authorities Subcommittee) to enable informed decision making and direction setting.

HE WAWATA - OUR VISION

A safe, strong Bay of Plenty, together

Toi Moana, kia haumarū, kia kaha, mā tātau katoa

KOTAHITANGA - TOGETHERNESS

The intent of the Annual Plan is to articulate the major activities that will achieve the goals and objectives of the CDEM Group Plan. This includes activities delivered by local authorities and Emergency Management Bay of Plenty. The Annual Plan has been developed with consideration to the Bay of Plenty CDEM Partnership Agreement, which was approved in June 2019. Whilst the Partnership Agreement details the responsibilities of all of the members of the CDEM Group individually, what remains at the core of the CDEM Group is the value of working together for safer, more resilient communities. Building relationships and collaborating are therefore the key to the successfully delivering on the Annual Plan.



HE WHĀINGA - OUR GOALS

The following goals and objectives are set out in the CDEM Group Plan (pages 23-29). Long-term goals are indicated on the left, with the medium term objectives on the right.

Reducing Risks from hazards to acceptable levels

- ▶ Build the community's knowledge and understanding of their hazards and risk so they can make informed decisions
- ▶ Manage natural hazards through a risk based approach
- ▶ Increase the region's environmental and infrastructure resilience

Increasing community awareness, understanding, preparedness and participation

- ▶ Build and improve knowledge and skills within communities and businesses to prepare for, get through and move forward from emergencies
- ▶ Enhance cooperation among key CDEM partners and the community including working with volunteers

Ensuring an effective response capability

- ▶ Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies
- ▶ Integrate response planning across CDEM stakeholders
- ▶ Enable the community and CDEM partners to take action by providing good communication networks.

Ensuring an effective recovery capability

- ▶ Grow recovery capability and capacity within local authorities
- ▶ Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other and develop community response plans
- ▶ Support communities with their recovery by providing ongoing relevant and timely information and support
- ▶ Support CDEM partners with their recovery by providing ongoing relevant and timely communication
- ▶ Integrate recovery planning across CDEM stakeholders



HE WHAI TIKANGA - OUR PRIORITIES

The CDEM Group will focus on the following priorities over the next three year period:

- Priority 1: Empowering our communities to be prepared.
- Priority 2: Strengthening our emergency management capabilities and capacities.
- Priority 3: Implementing the Government's decisions and the Group Review's recommendations to improve our consistency in and delivery of CDEM outcomes.
- Priority 4: Enhancing our governance and management processes.
- Priority 5: Enhancing collective awareness and knowledge of our hazards.

HE HUANUI - OUR WORKSTREAMS

To achieve the identified priorities above, the Annual Plan's activities have been aligned into four workstreams:

- Community empowerment.
- Operational excellence (including sub-sections for welfare, recovery, and lifelines).
- Organisational excellence.
- Understanding and managing our natural hazard risks.

The workstream sections that follow provide the details of the activities the CDEM Group intend to progress. Each activity is assigned to an owner or group of owners.

Note: Territorial and Local Authorities, Territorial Authorities refers to the city and district councils within the Bay of Plenty, while Local Authorities refers to the city, district and regional council within the Bay of Plenty.



Community Empowerment – enabling communities to enhance their own resilience

This programme of work focuses on enhancing the resilience of the Bay of Plenty through empowering and engaging individuals, partners, organisations, and communities to make their own decisions on how they will prepare for and cope during an emergency.

To deliver a more systematic, whole-of-region approach to resilience, a review and update of the **Bay of Plenty Community Resilience Strategy**, a project that started in 2019, is underway. This multi-year project will enable the Group to utilise a resilience baseline to prioritise community resilience engagement in a more localised manner. It will include a review of the frameworks currently in use across the region and consider other potential frameworks that could be implemented to enhance resilience.

In addition to this, the CDEM Groups **Community Response Planning** and **Marae Preparedness Planning** frameworks will continue to be the cornerstone means for empowering communities to increase their resilience, connectedness and response capacities. Local Authorities will continue to support their co-development with communities as key platforms for engagement and enhancing resilience.

The CDEM Group will engage with iwi to commence development of a **Te Ao Māori CDEM Framework** that is more cognisant of the role culture has across the 4 R's. This multi-year project will include building relationships with Māori, iwi, hapū and whānau capturing the most effective way of working with tangata whenua and developing a framework that can leverage these cultural values.

An assessment of the CDEM Groups approach to coordinating volunteers in emergency management will be conducted with the resultant principles being integrated into an updated **Bay of Plenty CDEM Group Volunteer Plan** that influences **Local Authority Volunteer Plans**.

Success will be measured under two new Key Performance Indicators which focus on community understanding of the hazards in the region as well as actions they have taken to prepare for an emergency. These will be measured through the Bay of Plenty Regional Councils 2-yearly Resident Survey.

Outlying years activities

Outlying years activities will be driven by the 2023-2028 CDEM Group Plan, the development of this plan will begin in the 2021-22 financial year. Annual activities will continue, and focus is likely to be on implementation of the key strategies and frameworks being developed over the next 2 years, including those focused on Community Resilience, Te Ao Māori CDEM, business resilience and volunteer engagement.

Community Empowerment Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Build and improve knowledge and skills within communities and businesses to prepare for, get through and recover from emergencies.	Structured pathways for engaging with community/iwi to reduce the socioeconomic impact of disruptive events.	Review and update the Bay of Plenty Community Resilience Strategy.	EMBOP			
		Develop and implement a Bay of Plenty Te Ao Māori CDEM framework.	EMBOP			
		Develop a strategy and build capacity to engage with and support Iwi.	ODC & RLC			



CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Foster community networks from response to recovery to ensure communities can establish routines, organise themselves and support each other.	Individuals, communities, iwi and organisations take responsibility to develop their resilience. This includes understanding the nature of local hazards, having emergency action plans and responding to emergency messaging and alerts.	Develop business resilience within the district.	ODC & KDC & RLC			
		Engage with local Iwi to identify partnership opportunities in CDEM context.	RLC			
		Collaborate with partners to develop and implement a Major Hazard Facility Emergency Management engagement framework.	TCC			
		Scope and develop a regional business resilience enhancement framework.	EMBOP			
		With support of local authorities, facilitate youth engagement to increase participation in, and understanding of CDEM.	EMBOP			
Enhance cooperation among key CDEM partners and the community including working with volunteers.	Strategy exists for the recruitment, retention and ongoing training of volunteers, linkages with established volunteer groups, addresses motivation and barriers, manages Good Samaritans and spontaneous volunteers, and enhances community social capital.	Review the Bay of Plenty CDEM Group strategy for utilising volunteers.	EMBOP & Local Authorities			
		Develop regional and local Volunteer Plans, as required, to support the strategy (above).	Local Authorities & and EMBOP			
		Review and develop a new delivery model to manage and coordinate New Zealand Response Teams at a Group Level.	EMBOP			
Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions.	Public education strategy exists for enhancing public disaster awareness and understanding of the hazards that may affect them. Individuals, communities/iwi and organisations understand the role they should play during an emergency.	Review and update the Bay of Plenty CDEM Group Public Education Plan.	EMBOP			



CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
<p>Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions.</p>	<p>Public education strategy exists for enhancing public disaster awareness and understanding of the hazards that may affect them. Individuals, communities/iwi and organisations understand the role they should play during an emergency.</p>	<p>Deliver CDEM Group public education campaigns.</p>	<p>EMBOP</p>			
		<p>Deliver local public education campaigns.</p>	<p>Local Authorities</p>			
	<p>Communities are aware of the hazards that may affect them and understand the role they should play during an emergency.</p>	<p>Encourage increased followership of Bay of Plenty CDEM internet/social media platforms.</p>	<p>EMBOP & Local Authorities</p>			
		<p>Encourage greater subscriptions to the Red Cross Hazard App.</p>	<p>EMBOP & Local Authorities</p>			
		<p>Facilitate a tsunami hikoi for the Ōpōtiki Township.</p>	<p>ODC</p>			
		<p>Develop community flood response planning for the Whakatāne District</p>	<p>WDC</p>			
		<p>Facilitate tsunami hikoi for Tauranga coastal communities.</p>	<p>TCC</p>			



Operational Excellence – ensuring effective emergency response and recovery

This programme of work focuses on ensuring effective collaborative pre-emergency planning is conducted, training and exercises develop and appropriately test organisational capability and coordination plans, and problems are identified and subsequently addressed in partnership across the emergency management system.

To enable staff within the CDEM Group to respond effectively, complementary **Standard Operating Procedures (SOPs)** will be developed in order to build on the success of the Checklist Compendium. National direction and the development of the Response Concept of Operations will influence the **Group’s Training and Exercise Plan**, which will continue to be reviewed and updated as required.

With technology becoming an increasingly important tool for response, a review of the **technological response support systems** will be conducted to ensure the Group can continue to issue timely public information and warnings. **Live tests of our public alerting capabilities** will also be conducted.

Success will be measured under a new Key Performance Indicator which focus on being prepared for and able to effectively respond to an emergency.

Outlying years activities

Outlying years (2023 onwards) activities will be driven by the 2023-2028 CDEM Group Plan, the development of this plan will begin in the 2021-22 financial year. However, annual activities will continue, while the Group focuses on staff training and development in line with the new Key Performance Indicators and will likely engage in a tier four national exercise (the timing of this is yet to be confirmed by the National Emergency Management Agency).

Operational Excellence Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Enable the community and CDEM partners to take action by providing good communication networks.	Technological response support systems are kept up to date, used to their full capacity; integrated with other systems where appropriate; enhancing our ability to gather and disseminate information and warnings.	Maintain operational, technological and communications systems. Review and implement new systems at the CDEM Group/national level.	EMBOP			
		Develop an integrated GIS capability to enable shared situational awareness.	EMBOP			
		Establish a coastal voice over siren network for local alerting/warning in Mount Maunganui to Pāpāmoa.	TCC			
	Messages to the public and CDEM partners/stakeholders at all stages of emergency management are planned, coordinated, prompt, reliable and actionable. Messages are clear, consistent, and accessible.	Participate in national Emergency Mobile Alerting tests and conduct testing of regional alerting tools.	EMBOP			



CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Integrate response planning across CDEM stakeholders.	Shared, multi-agency, all-hazards framework exists for response and recovery coordination that increases interoperability, and understanding of roles and responsibilities.	Engage in (and lead as required) COVID-19 Resurgence Planning.	EMBOP			
		Develop and maintain functional Standing Operational Procedures for the GECC.	EMBOP			
		Develop and maintain functional Standing Operational Procedures for EOC.	Territorial Authorities			
		Review and implement changes to CDEM Group Controller's Appointment and Development Model.	EMBOP			
		Work with communities and partner agencies on flood evacuation planning where trigger levels have been identified.	Local Authorities			
		Review the Whakaari / White Island memorandum of understanding.	EMBOP			
		Develop and implement a CDEM Group Response Planning Framework.	EMBOP			
		Participate in ECLISPE caldera volcano response planning including the development and exercising of an interagency response plan.	EMBOP Local Authorities			
	CDEM Partners and stakeholders have planned for processes and procedures to be effective. They are resourced, have trained staff and established relationships.	Facilitate continuous development & collaboration within the CDEM Group and with partner agencies.	EMBOP			
		Update the local evacuation plan for Tauranga City.	TCC			
	Maintain a 24/7 duty capability for disseminating information to the public, liaising with CDEM partners, issuing warnings and initiating response coordination.	Maintain 24/7 duty arrangements including Duty Controller, Duty Manager and Duty PIM.	EMBOP			



CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies.	CDEM Group capability development framework integrates knowledge development through training and exercising, supported by a continuous improvement process.	Update the Bay of Plenty CDEM Group's Capability and Development Plan.	EMBOP			
		Lead the delivery of Controller and Recovery Manager professional development.	EMBOP			
		Provide development opportunities for Elected Officials and Executive Leadership to further understand their role within CDEM.	EMBOP			
	CDEM Group has appropriate levels of trained, capable and supported people to effectively undertake all aspects of emergency management.	Identify and release staff for training and exercises against identified needs.	Local Authorities			
		Deliver training against identified needs to ensure coordination centre staff and volunteers are appropriately trained and have opportunities for CDEM development.	EMBOP			
	CDEM Group has or can readily access appropriate infrastructure and equipment during an emergency to enable effective and efficient response management.	Conduct twice yearly audits and activation checks of the GECC and individual EOCs.	EMBOP			
		Develop and implement plans for coordinating building assessments in response. (as per MBIE guidance on managing buildings in an emergency).	Territorial Authorities			
		Provide a designated facility to support the function of EMBOP and the GECC.	BOPRC & EMBOP			
		Preparation of Technical Note on the Design and Evaluating of Existing Buildings as Emergency Coordination Centres Project (NEMA Resilience Fund Project).	EMBOP			



Operational Excellence - Welfare

This programme of work focuses on ensuring that Responsible Agencies and supporting agencies have strong relationships, and clear plans and arrangements are in place for the provision of relevant emergency welfare services across the region as a whole, and for each of the Territorial Authorities within the CDEM Group

Welfare Sub-Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies.	Capability and capacity of Local Welfare Committees is enhanced, roles and responsibilities clarity increased, and development pathways are available.	Develop position descriptions, induction and training programs for welfare managers, welfare staff, CDC supervisors and the Welfare Coordination Group.	EMBOP			
		Scope and develop local welfare plans to operationalise Local Authority requirements of the CDEM Group Welfare Plan.	Territorial Authorities			
	Shared, multi-agency operational guidelines exist for collaborative delivery of emergency welfare services within the Bay of Plenty.	Develop welfare sub-functional plans for registration, needs assessment, emergency shelter and household goods and services.	EMBOP			
		Support responsible agencies to develop their relevant welfare sub-functional plans, including: <ul style="list-style-type: none"> • Animal welfare • Financial assistance • Care and protection for children and young people • Psychosocial support • Inquiry 	EMBOP			
		Develop a functional plan for coordinating local delivery of emergency relief.	TCC			



Operational Excellence - Recovery

This programme of work focuses on ensuring that the CDEM Group has an effective recovery capability to support local disaster recovery management. With active recoveries underway across the Bay of Plenty region, recovery activities within this annual plan will run alongside, support, and be informed by these recoveries.

Recovery Sub-Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Foster community networks from response to recovery to ensure communities can establish routines, organise themselves; support each other and develop community response plans.	Recovery planning principles are integrated into community response/marae preparedness plans.	Integrate recovery planning principles into the CDEM Group Community Resilience Strategy.	EMBOP			
Grow recovery capability and capacity within Local Authorities.	Local Authorities have the resources and skills to support impacted communities to recover and achieve the best possible outcomes across the natural, built, social and economic environments.	Review and update the CDEM Group Recovery Plan.	EMBOP			
		Review and update the recovery manager appointment and development model.	EMBOP			
		Build recovery capacity within and between organisations, task groups and local authorities.	EMBOP			
		Undertake a review of the Whakaari / White Island Recovery.	EMBOP			
		Develop a Recovery Management Navigator Guide (NEMA Resilience Fund Project).	EMBOP			



Operational Excellence - Lifelines

This programme of work focuses on maintaining a collaborative partnership with lifeline utility entities within the Bay of Plenty and promotion of coordinated arrangements for response and recovery.

Lifelines Sub-Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Increase the regions environmental and infrastructure resilience.	Understanding of roles and responsibilities for regional emergency fuel management is enhanced, and procedures/ requirements are updated to align with the new national CDEM Fuel Plan.	Finalise, implement and test the Bay of Plenty Regional CDEM Fuel Plan.	EMBOP			
	Increased understanding of the risks posed by climate change to lifeline utilities that enables more informed resilience building and infrastructure investment decision making.	Scope, develop and implement a Climate Change Risk Assessment/Adaptation project for the Lifelines networks of the Bay of Plenty.	BOPLG			
		Update the Tauranga City lifelines/essential services/critical infrastructure vulnerability assessment.	TCC			
	Increased assurance that lifeline utilities can meet their statutory responsibilities under the CDEM Act 2002 to be able to function to their fullest possible extent during and after an emergency.	Maintain, develop and test the capability of the BOPLG.	BOPLG			
		Engage with Lifeline utilities to support planning and exercising.	EMBOP			
Grow the capacity and capability of the bay of Plenty CDEM Group to respond to emergencies.	Group and Local Lifeline Utilities Coordinators (LUCs) across the Bay of Plenty CDEM Group as skilled and practiced in their role.	Identify and train lead and alternate CDEM Group lifeline utilities coordinators.	EMBOP BOPRC			
		Identify and train lead and alternate local lifeline utilities coordinators.	Territorial Authorities			



Organisational Excellence – ensuring effective governance and performance

This programme of work is focused on continuous improvement of governance and management processes to ensure their effectiveness, transparency, and consistency.

As part of the CDEM Groups focus on continual improvement, the development of a **Bay of Plenty CDEM Group Monitoring and Evaluation Framework** will begin in the coming financial year. This aims to enhance monitoring and evaluation processes, help identify opportunities for collaborative improvement, embed a culture of continuous improvement and ensure the delivery of effective CDEM outcomes for communities within the Bay of Plenty rohe.

Outlying years activities

Outlying years (2023 onwards) activities will be driven by the 2023-2028 CDEM Group Plan, the development of this plan will begin in the 2021/22 financial year. However, annual activities will continue and there is likely to be a focus on the implementation of any changes resulting from the National Emergency Management Agencies Trifecta work programme (CDEM Act Review, National CDEM Plan Review, and National Disaster Resilience Strategy Road Map Development)

Organisational Excellence Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Grow the capacity and capability of the Bay of Plenty CDEM Group to respond to emergencies.	Performance management processes (monitoring, evaluation and reporting) promote excellence and support continuous improvement.	Develop and implement a CDEM Group Monitoring and Evaluation Framework.	EMBOP			
		Engage in and support the development and implement a CDEM Group Monitoring and Evaluation Framework.	Local Authorities			
		Post event corrective action plan are developed and executed.	EMBOP			
	The CDEM Group sets clear strategic direction, develops plans to operationalise the delivery and monitors progress.	Engage as appropriate in the National Emergency Management Agency CDEM Act Review, National CDEM Plan Review, and National Disaster Resilience Strategy Road Map Development.	EMBOP Local Authorities			
		Review and update the primary strategic planning tool, the CDEM Group Plan.	EMBOP			
		Review and update the CDEM Group Annual Plan.	EMBOP			
		Coordinate monitoring and reporting on Annual Plan progress.	EMBOP			
		Provide monitoring and reporting on Annual Plan progress.	Local Authorities			



Understanding and managing our natural hazard risks – managing our risk exposure and promoting risk awareness and understanding

The activities within this section enhance collective knowledge of natural hazard risks within the Bay of Plenty, the vulnerability and resilience of communities, and implement projects/ programmes to reduce risks from natural hazards.

The **Bay of Plenty Natural Hazards Programme**, led by the Bay of Plenty Regional Council, is the foundational method for developing, collating, assessing, and sharing information on natural hazard risks within the Bay of Plenty region. Its current focus is on understanding the risks and consequences that earthquakes, tsunamis, and flooding pose to the Bay of Plenty region. The Bay of Plenty CDEM Group is also supporting the **ECLIPSE caldera research project**; a collaborative hazard-centric research project focused on caldera volcanoes.

Attendance at **Regional Hazard Risk Management Special Interest Group** forums/ workshops and hosting of the **Bay of Plenty Natural Hazard Forum** will ensure that the Bay of Plenty CDEM Group is well informed of evolving risk management activities and research.

As understanding about the natural hazards we are exposed to increases, Local Authorities will be more able to effectively **implement programmes to avoid or mitigate natural hazard risks** now and into the immediate future as part of increasing the regions infrastructural and environmental resilience.

Public education activities will focus on increasing community risk awareness, highlighting where to go for further information, and how to be better prepared. Engagement with communities will be achieved through regular **social media** posts and **attendance at community events/ activities** to provide local risk information/ resources that enable informed decision making.

The **BayHazards – Bay of Plenty Natural Hazards viewer** is an interactive map-based viewer for provision of natural hazard information that is easy to understand and access for the public. Work will continue on increasing awareness of its existence and content amongst the public, and manage its content to meet community needs.

Primary public education activities 2021-2022 will be supporting the annual **National ShakeOut earthquake drill** and **tsunami hiko**i, aiming to increase levels of community participation from the previous year.

Outlying years activities

Outlying years (2023 onwards) activities will be driven by the 2023-2028 CDEM Group Plan, the development of this plan will begin in the 2021-22 financial year. However, annual activities will continue and the Bay of Plenty Natural Hazards Programme, is expected to continue to be our foundational method for developing, collating, assessing, and sharing information on natural hazard risks within the Bay of Plenty region.

Understanding and managing our natural hazard risks Work Stream Project Table

CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Increase the regions environmental and infrastructure resilience.	Our people, places and resources are resilient, able to withstand and recover quickly from natural hazards.	Implement infrastructure programmes to improve asset resilience and level of service capacity.	Local Authorities			
		Implement earthquake-prone building programmes to ensure buildings are assessed and strengthened to reduce risk to people and property during earthquakes.	Territorial Authorities			



CDEM Group Objectives	Outcomes	Activities	Owner	Annual	2021/22	2022/23
Build the community's knowledge and understanding of their hazards and risks so they can make informed decisions.	Scientific research and knowledge is made available to our communities in readily accessible and understandable ways.	Integrate natural hazards information and research into the Bay Hazards viewer.	BOPRC			
		Promote the BayHazards viewer as the trusted source for hazard/ risk information.	EMBOP			
		Review and communicate the tsunami evacuation zones across the region.	Local Authorities			
		Develop a land slide risk reduction strategy.	WDC			
		Develop a Tauranga City risk profile and risk management action plan.	TCC			
		Deliver hazard risk management through the Bay of Plenty Safe and Resilient Communities Programme.	BOPRC			
Manage natural hazards through a risk based approach.	Integrated research, risk assessment and knowledge sharing about our natural hazards, where they are most likely to occur, and what impacts they may have on people, property and the environment.	Lead collaborative hazard risk management across the Bay of Plenty.	BOPRC			
		Local Authorities, research institutions, lifeline utilities and other key stakeholders collaborate in risk research projects.	Local Authorities			
		Support territorial authorities by identifying trigger levels for flooding.	BOPRC			
		Explore potential to map overland flowpaths and extend mapping of urban flood hazards in Rotorua.	RLC			
		Explore options to reduce uncertainties in Regional liquefaction mapping for Rotorua.	RLC			



Standing Activities

The following table provides details of the key standing activities that enable our work programme, these are delivered each year alongside our key projects and initiatives highlighted in the Annual Plan.

Objective	Activity	Measure	Responsible
Advocate for risk reduction through local, regional and national planning frameworks	Chair natural hazard forum meetings, including administrative support	Minimum of two per year	BOPRC
Enhance cooperation among key CDEM partners and the community including working with volunteers	Support Governance Committees with governance and secretariat support	Quarterly Joint Committee, Coordinating Executive Group, and Coordinating Executive Group Local Authorities Sub-Committee	EMBOP (CEG) and BOPRC (Joint Committee)
	Monitor Annual Plan progress	Six monthly and Annual Reports	EMBOP
	Chair/ host Regional Emergency Management Coordination Committee meetings	Quarterly	EMBOP
	Host/ coordinate regional PIM forums	Annual	EMBOP
	Chair/ host Local Welfare Committee meetings	Quarterly	Territorial Authorities
	Attend/ participate in Local Emergency Services Committee meetings	Quarterly	Territorial Authorities & EMBOP
	Chair/ host Welfare Coordination Group meetings	Quarterly	EMBOP
	Chair/ host an annual welfare responsible agencies forum	Minimum of one	EMBOP
	Chair/ host Group recovery manager meetings	Minimum of two	EMBOP
Integrate response planning across CDEM stakeholders	Maintain a 24/7 duty capability for: <ul style="list-style-type: none"> disseminating information to the public liaising with CDEM partners disseminating warnings/ advisories initiating response coordination 	24/ 7 Duty coverage of: <ul style="list-style-type: none"> Duty Controller Duty Manager Duty PIM Manager 	EMBOP & BOPRC (PIM)
	Testing of established radio networks	Regular (weekly/monthly) tests	EMBOP & Local Authorities
Support the risk reduction activities of the Bay of Plenty Lifelines Group (BOPLG)	Provide administrative and project management support to the BOPLG	Minimum of one meeting per year	EMBOP



Budget

The CDEM Groups budgets for the 2021-2022 financial period are outlined in Table 1 below.

Table 1: The Bay of Plenty Civil Defence Emergency Management Group and Emergency Management Bay of Plenty budgets for the 2021-2022 Financial Period.

	Local Authority	2021-22 Budget
Emergency Management Bay of Plenty	Bay of Plenty Regional Council*	\$3,384,000
	Local Authority	2021-22 Budget
Local Authority CDEM Budgets	Bay of Plenty Regional Council	Not advised
	Kawerau District Council	\$102,300
	Ōpōtiki District Council	\$55,000
	Rotorua Lakes District Council	\$319,278
	Tauranga City Council	To be confirmed through the Long-Term Plan
	Western Bay of Plenty District Council	\$370,000
	Whakatāne District Council	\$340,415

* The Bay of Plenty Regional CDEM Rate is collected by Bay of Plenty Regional Council on behalf of the Bay of Plenty CDEM Group.

Note: These figures are not designed to be comparable as Local Authorities calculate their CDEM budgets in different ways, with some focused on direct costs (e.g. CDEM committed staff) and others including projects and other staff time that contribute to CDEM in their areas.

Table 2: Bay of Plenty Lifelines Budget for the 2021-2022 Financial Period.

Bay of Plenty Lifelines Group	Contributions
Surplus held in reserves	\$78,200
2021/22 Anticipated Member Contributions*	≈ \$24,897.50
2021/22 BOPRC specific contribution to Climate Change Risk Assessment	\$20,000
Climate Change Risk assessment to be invoiced	\$56,317.50
Projected 2021/22 Balance	\$66,780

Table 2 outlines the Bay of Plenty Lifelines Group (BOPLG) budget for the 2021-2022 period.

*The membership contributions figure relies on members paying their voluntary contributions, the member contribution figure is therefore based on 2020-21 contributions, this is expected to be approximately 50% of the invoiced to members (\$49,795.00).

