



BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT
PARTNERSHIP AGREEMENT

AGREEMENT dated this 21st day of June 2019

BETWEEN:

Bay of Plenty Civil Defence Emergency Management Group

AND

Bay of Plenty Regional Council (“BOPRC”)

Kawerau District Council (“KDC”)

Ōpōtiki District Council (“ODC”)

Rotorua District Council trading as Rotorua Lakes Council (“RLC”)

Tauranga City Council (“TCC”)

Western Bay of Plenty District Council (“WBOPDC”)

Whakatāne District Council (“WDC”)

AND

Emergency Management Bay of Plenty (“EMBOP”)

1 BACKGROUND

- 1.1 The Councils have established the Bay of Plenty Civil Defence Emergency Management Group ('Group' or 'Joint Committee') as a joint standing committee of the Councils as required by the Civil Defence Emergency Management Act 2002 ('the CDEM Act').¹
- 1.2 The Councils and the Group have functions, powers and duties under the CDEM Act.
- 1.3 Following a comprehensive review of Civil Defence Emergency Management (CDEM) in the Bay of Plenty region in 2015, the Joint Committee resolved that its operational responsibilities for CDEM under the CDEM Act be combined and delivered through one body to be known as Emergency Management Bay of Plenty (EMBOP), with the intention that each Council is to be an active equal participant in the establishment, development and control of EMBOP. An Agreement for Joint CDEM Services was signed on 18 September 2015.
- 1.4 Since 2015, there have been a number of events prompting significant CDEM response in the Bay of Plenty region. Nationally, CDEM has undergone a review process² with the Emergency Management Systems Reform currently in progress. The Group commissioned another review in 2018³ into the Bay of Plenty CDEM arrangements, which provided recommendations including the review of the 2015 Agreement for Joint CDEM Services. In recognition of the 2018 review and its recommendations, all Councils in the Bay of Plenty region have expressed the intent of working together in Partnership.
- 1.5 This new Bay of Plenty CDEM Partnership Agreement ('Agreement') signed by all Partners, supersedes all previous agreements associated with Group arrangements for the delivery of joint CDEM services.

2 PURPOSE OF CIVIL DEFENCE EMERGENCY MANAGEMENT

- 2.1. The purpose of CDEM is to:
 - 2.1.1. Improve and promote the sustainable management of hazards 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

¹ CDEM Act 2002, Section 12

² Ministerial Review: Better Responses to Natural Disasters and Other Emergencies in New Zealand (TAG report), 17 November 2017

³ Bay of Plenty Civil Defence Emergency Management Review Report, 8 November 2018

- 2.1.2. Encourage and enable communities to achieve acceptable levels of risk including, without limitation, identifying, assessing, and managing risks; consulting and communicating about risks; identifying and implementing cost-effective risk reduction; and monitoring and reviewing the process, and
- 2.1.3. Provide for planning and preparation for emergencies and for response and recovery in the event of an emergency, and
- 2.1.4. Require local authorities to coordinate through regional groups, planning, programmes and activities related to CDEM across the areas of reduction, readiness, response and recovery and encourage cooperation and joint action within those regional groups, and
- 2.1.5. Provide a basis for the integration of national and local CDEM planning and activity through the alignment of local planning, with a national strategy and national plan, and
- 2.1.6. Encourage the coordination of emergency management, planning and activities related to CDEM across the wide range of agencies and organisations, preventing or managing emergencies under the CDEM Act⁴ and other relevant legislation.

3 PURPOSE OF PARTNERSHIP AGREEMENT

- 3.1. Reaffirms the intent of all Councils and EMBOP to act in Partnership working together through all CDEM activities across the '4Rs'⁵, giving effect to the Bay of Plenty CDEM Group Plan⁶ and, as far as reasonably practicable, to provide mutual support during adverse events.
- 3.2. Reaffirms the operational arrangements through roles and responsibilities of all Councils and EMBOP, to deliver CDEM for the Bay of Plenty region under the CDEM Act.

4 VISION AND PRINCIPLES

- 4.1. Bay of Plenty CDEM Vision⁷:

A safe, strong Bay of Plenty, together.

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

- 4.2. This Agreement is intended to reflect and give effect to the following guiding principles which provide clear direction expected by all Partners:

⁴ CDEM Act 2002, Section 3.

⁵ The '4Rs' – New Zealand integrated approach to CDEM. Reduction, Readiness, Response and Recovery
National Civil Defence Emergency Management Strategy, Department of Internal Affairs, March 2008

⁶ Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

⁷ Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

- 4.2.1. **Partnership and Collaboration:** Agree to work together to establish and commit to a mutually beneficial relationship, acknowledging and respecting each other's responsibilities, interests, views, capabilities and constraints.
- 4.2.2. **Māori Partnership:** Recognise that the Treaty of Waitangi/*Te Tiriti o Waitangi* is at the forefront of CDEM frameworks and commit to working together with iwi, hapū, whānau and Māori communities.
- 4.2.3. **Community:** Ensure that CDEM focus is community-centric recognising that communities are varied in terms of place, interest, culture, language and needs. Civil Defence Emergency Management activities for relevant communities will be to an agreed level of service and synchronised to achieve a common purpose.
- 4.2.4. **Professionalism and Accountability:** Ensure that individuals and organisations involved in CDEM have the appropriate experience, skills and competence, with emphasis on education, training, exercising, good practice, continuous improvement and alignment to national CDEM direction for the delivery of CDEM, demonstrated by regular monitoring, evaluation and reporting.
- 4.2.5. **Risk:** Recognise the key driver for CDEM is sound risk management (hazard identification, risk, capability, impact analysis and consequence management) used in assigning priorities and tasks.
- 4.2.6. **Communication:** Agree that their relationships will involve open, timely communication and transparent consultation processes; and strive to have timely and effective communications with Partners, communities and other agencies.

5 DEFINITIONS

- 5.1. Terms used in this Agreement (including Schedules) which are also defined in the CDEM Act have the same meaning.
- 5.2. **Administering authority** means the Bay of Plenty Regional Council⁸.
- 5.3. **Agreement** means this Bay of Plenty CDEM Partnership Agreement signed by all Partners; and includes Schedules A, B and C that may be amended from time to time.
- 5.4. **Bay of Plenty Civil Defence Emergency Management Group region** means the area covered by Bay of Plenty CDEM Group. This is based on the boundaries of the territorial authority members of the Bay of Plenty CDEM Group. This differs from the Bay of Plenty Regional Council area, in that it includes all of the Rotorua Lakes District and excludes the Taupō District.

⁸ Bay of Plenty Civil Defence Emergency Management Group Constitution, July 2013

- 5.5. **Bay of Plenty Civil Defence Emergency Management Group ('the Group' or 'the Joint Committee')** means the joint standing committee⁹ of mayors/chairperson of local authorities within the Bay of Plenty CDEM Group.
- 5.6. **Civil Defence Emergency Management Regional Targeted Rate** means the annual rate set by Bay of Plenty Regional Council under the Local Government (Rating) Act 2002 to fund the budget approved by the Group for CDEM services.
- 5.7. **Civil Defence Emergency Management Coordinating Executive Group (CEG)** means the Coordinating Executive Group established in accordance with the CDEM Act.¹⁰
- 5.8. **Coordinating Executive Group Operations Sub-committee (CEG Ops)** means the sub-committee established under the direction of CEG.¹¹
- 5.9. **Emergency Management Bay of Plenty (EMBOP)** is the **Group Emergency Management Office (GEMO)** which is responsible for delivering a range of services on behalf of the Group that enables the Group to fulfil its role. Services include coordination and support, development of plans, policy and procedures; Group representation, Group work programme delivery, Group response capability planning, and hazard and risk analysis functions.
- 5.10. **Local authority** means both regional councils and territorial authorities.
- 5.11. **Partners** means the Councils that are members of the Group and EMBOP.
- 5.12. **Regional Council** means a Regional Council named in Part 1 of Schedule 2 of the Local Government Act 2002. The Bay of Plenty Regional Council is named in that schedule and established under the Local Government (Bay of Plenty Region) Reorganisation Order 1989 (NZ Gazette 1989, page 2275).
- 5.13. **Territorial Authority** means a city council or a district council.

6 DURATION AND REVIEW OF AGREEMENT

- 6.1. The duration of the Agreement shall be 10 years from 21 June 2019, provided that the provisions of this Agreement shall continue to apply if the Partners agree that it shall continue for a specified period. The intent is that this Agreement shall bind successors.
- 6.2. Any of the Councils may terminate their Partnership in this Agreement at the first specified expiration of this Agreement, by sending to all other Partners, three years notice in writing of termination. At the date of the coming into effect of the notice that Council's right to participate in this Partnership and the negotiations for the renewal or extension of this Agreement shall cease, but without prejudice to any liabilities and responsibilities up to the date of the coming into effect of the notice.

⁹ Local Government Act 2002, Schedule 7, Clause 30 (1) (b)

¹⁰ CDEM Act, Section 20 (1)

¹¹ Agreement on Joint Civil Defence and Emergency Management Services, 18 September 2015

- 6.3. Review of this Agreement shall commence eighteen months prior to the first specified expiration of this Agreement, or as agreed otherwise by the Partners; the Joint Committee shall meet in good faith to negotiate its renewal or extension with or without amendments.
- 6.4. Review and amendments to the Schedules in this Agreement are to occur on changes to legislation impacting CDEM, or further policy guidance and procedures stemming from the National Emergency Management Systems Reform, CDEM Reviews, emergency event reviews or as a result of all Partners agreeing amendments for enhanced CDEM service delivery. ^{12 13 14}
- 6.5. The Partners acknowledge review and amendment to the Schedules in this Agreement will be instigated, considered and authorised by CEG. Amendments to the Agreement can only be authorised by the Partners.

7 FUNCTION, GOVERNANCE, DELEGATIONS AND OBLIGATIONS

Governance

- 7.1. The Joint Committee oversees the delivery of the functions, duties and power of the Group, under the CDEM Act. The Joint Committee has a Constitution that guides how the Group operates, how decisions are made and its functions and roles.¹⁵
- 7.2. The Coordinating Executive Group (CEG) is established under the CDEM Act¹⁶ to provide management support to the Bay of Plenty CDEM Group region.
- 7.3. The CEG operates under a Terms of Reference, and is responsible for:
- 7.3.1 Providing advice to the Group.
 - 7.3.2 Implementing as appropriate, the decisions of the Group.
 - 7.3.3 Overseeing the implementation, development, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Plan.

¹² DPMC Proactive Release of Government Response to the Ministerial Review, 30 August 2018

¹³ DPMC Proactive Release of Government Response to the Ministerial Review, Appendix 3: Impact Statement Proposed Government response to the TAG's report Better Responses to Natural Disasters and Other Emergencies, 30 August 2018

¹⁴ DPMC Proactive Release of Government Response to the Ministerial Review, Cabinet Economic Development Committee Minute of Decision, 30 August 2018

¹⁵ Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

¹⁶ CDEM Act 2002, Section 20

7.4. The Bay of Plenty CDEM structure is detailed in Figure 1.

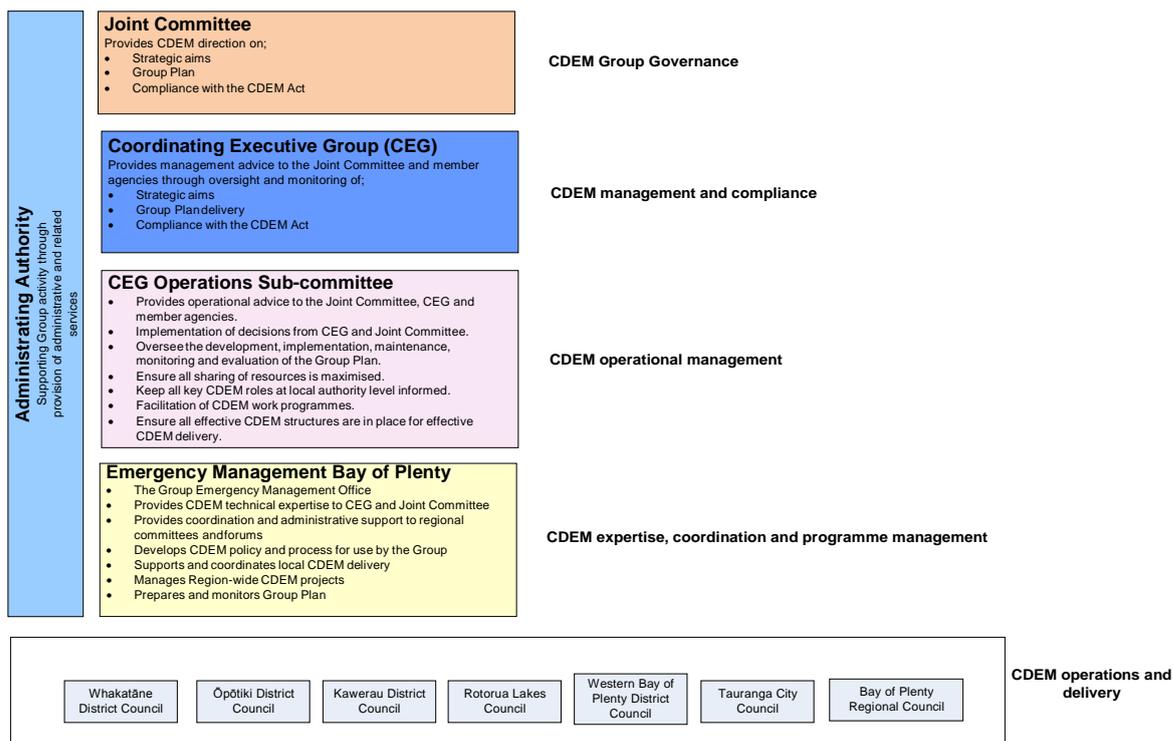


Figure 1 Structural arrangements with the Bay of Plenty CDEM Group

7.5. Within the Bay of Plenty CDEM structure (Figure 1), Councils have roles and responsibilities for the delivery of CDEM at the local level.

Delegations

7.6. The CDEM Act specifies that a Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.¹⁷

7.7. All Bay of Plenty CDEM Group delegations are to be recorded in a Bay of Plenty CDEM Group Delegations Manual with alignment to the Bay of Plenty CDEM Group Plan. 18.

Partners Specific Obligations

7.8. The functions, roles and responsibilities for Councils and EMBOP will be set out in full in Schedule A to this Agreement. The mandate for these roles and responsibilities are in line with the CDEM Act or as agreed by all Partners.

7.9. Schedule B to this Agreement sets out all the relevant CDEM legislation and national guidelines.

¹⁷ CDEM Act 2002, Section 18 (1)

¹⁸ Bay of Plenty Civil Defence Emergency Management Group Plan 2018-2023

- 7.10. Schedule C to this Agreement sets out the roles and responsibilities with reference to CDEM revenue and finances.
- 7.11. All Partners are to use their best endeavours to implement and perform the duties outlined in Schedules to this Agreement.

General Obligations

- 7.12. Each party must act in accordance with the purpose and principles of this Agreement.
- 7.13. Each party shall do all things necessary to give effect to this Agreement.
- 7.14. Each party must make all necessary delegations to enable this Agreement to be implemented in full.

Staff Management

- 7.15. In addition to being the administrating authority, the Bay of Plenty Regional Council will also serve as the employing agency of all EMBOP staff on the terms and conditions of employment and job descriptions negotiated.
- 7.16. Emergency Management Bay of Plenty staff are recognised as CDEM career staff. Councils may also employ Local CDEM career staff in their respective Council for the delivery of Local CDEM functions detailed in Schedule A.
- 7.17. The Partners acknowledge that for effective coordination of CDEM functions, all CDEM career staff at EMBOP and at Councils, will be required to work collaboratively with the Director of EMBOP, to ensure consistency in delivery of CDEM functions to give effect to Schedule A of this Agreement.

8 FINANCE MATTERS

- 8.1. From 1 July 2020, the methodology for funding for the Bay of Plenty CDEM service to deliver CDEM functions outlined in this Agreement, specifically Schedule A, will be through:
- 8.1.1 Group CDEM service delivery: CDEM Regional Targeted Rate.
 - 8.1.2 Regional CDEM service delivery: Bay of Plenty Regional Council budget.
 - 8.1.3 Local CDEM service delivery: Respective Territorial Authority budget.
- 8.2. A revenue and financial statement is detailed in Schedule C of this Agreement.
- 8.3. The Partners acknowledge that Local Government Annual and Long-Term Planning obligations and process, could impact on budgets and delivery of CDEM services.

- 8.4. A review of the financial methodology for funding CDEM services in the Bay of Plenty should be undertaken consistent with the duration and review under Section 6 of this Agreement.

9 FURTHER ASSURANCES

- 9.1. Each Council will use their best endeavours to execute all deeds and other documents and do all things that may be reasonably necessary to carry out the commitment, obligations and CDEM functions under this Agreement.

10 DISPUTES

- 10.1. The primary object of this section is to ensure that any dispute between Partners will be resolved as quickly and as informally as possible. Particular regard is to be had to that primary object in the interpretation or implementation of this section.
- 10.2. The purpose and principles of this Agreement must be applied by all Partners to try and resolve disputes.
- 10.3. Partners to any dispute must try in good faith to resolve that dispute by direct negotiation.
- 10.4. One Partner must give written notice of a dispute on the other Partner(s).
- 10.5. If the dispute is not resolved within 10 working days of receipt of the notice of dispute, or such longer time as the Partners may agree, then the dispute must be referred to the Chairperson of CEG Operations Sub-committee.
- 10.6. The Chairperson CEG Operations Sub-committee will attempt to facilitate agreement. If no agreement is reached within a further 10 working days, then the dispute must be referred to the Chairperson of CEG.
- 10.7. The Chairperson of CEG will attempt to facilitate agreement. If no agreement is reached within a further 10 working days, then the dispute must be referred to mediation.
- 10.8. If referred to mediation, then such mediation will be conducted by a mediator jointly appointed by the Partners. If the Partners fail to agree on a mediator within 10 working days of the expiry of the date in clause 10.7, then the mediator shall be appointed by the President of the New Zealand Law Society or his or her nominee.
- 10.9. The costs of mediation must be paid equally by the Partners to the mediation.

- 10.10. Nothing in this section precludes any Partner seeking interim relief from any Court or initiating legal proceedings. However, Partners must utilise the dispute procedures in clauses 10.1 to 10.9 before taking legal action(s).

11 DISSOLUTION

- 11.1. In the event that EMBOP is dissolved for any purpose other than as a result of a Local Government reorganisation then:
- 11.2. Any lease or arrangement between the Councils for the purpose of EMBOP shall be deemed to be at an end as at the date of dissolution.
- 11.3. Assets (at net book value) and funds held by Bay of Plenty Regional Council for the operation of EMBOP shall be returned to all contributory Partners on a pro rata basis, in accordance with the financial contribution payable by each Council at the date of dissolution.

12 NOTICES

- 12.1. Any notice under this Agreement is to be in writing and may be made by email, personal delivery or post to the address of each Council.
- 12.2. No communication shall be effective until received. A communication shall be deemed to be received by the addressee:
- 12.2.1. In the case of a transmission by email on receipt of confirmation of receipt by the sender of the email,
- 12.2.2. In the case of personal delivery, when delivered, and
- 12.2.3. In the case of post on the third working day following posting.

13 COUNTERPARTS

- 13.1. This Agreement may be signed in any number of identical counterpart copies and transmitted in hard copy or electronically, all of which taken together shall make up one agreement.

EXECUTION

SIGNED by BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP)

Mayor Gregory Brownless
Chair, Bay of Plenty Civil Defence
Emergency Management Group Joint
Committee

(Name of authorised signatory)



(Signature of authorised signatory)

Russell George
Chair, Bay of Plenty Civil Defence
Emergency Management Coordinating
Executive Group

(Name of authorised signatory)



(Signature of authorised signatory)

SIGNED by BAY OF PLENTY REGIONAL COUNCIL)

By affixing its common seal in the presence of:)



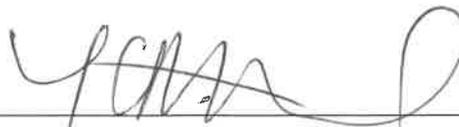
Chairman Douglas Leeder
Bay of Plenty Regional Council
(Name of authorised signatory)



(Signature of authorised signatory)

Fiona McTavish
Chief Executive, Bay of Plenty Regional
Council

(Name of authorised signatory)



(Signature of authorised signatory)

SIGNED by KAWERAU DISTRICT COUNCIL)

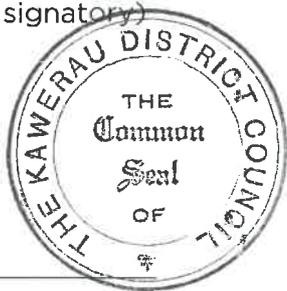
By affixing its common seal in the presence of:)

Mayor Malcolm Campbell
Kawerau District Council
(Name of authorised signatory)



(Signature of authorised signatory)

Russell George
Chief Executive, Kawerau District
Council
(Name of authorised signatory)



(Signature of authorised signatory)

SIGNED by ŌPŌTIKI DISTRICT COUNCIL)

By affixing its common seal in the presence of:)

Mayor John Forbes
Opotiki District Council
(Name of authorised signatory)



(Signature of authorised signatory)

Aileen Lawrie
Chief Executive, Opotiki District Council
(Name of authorised signatory)



(Signature of authorised signatory)

SIGNED by ROTORUA DISTRICT COUNCIL trading as ROTORUA LAKES COUNCIL)

By affixing its common seal in the presence of:)



Mayor Steve Chadwick
Rotorua Lakes Council
(Name of authorised signatory)

(Signature of authorised signatory)

Geoff Williams
Chief Executive, Rotorua Lakes Council
(Name of authorised signatory)

(Signature of authorised signatory)

SIGNED by TAURANGA CITY COUNCIL)

By affixing its common seal in the presence of:)

Mayor Greg Brownless
Tauranga City Council
(Name of authorised signatory)



(Signature of authorised signatory)

Marty Grenfell
Chief Executive, Tauranga City Council
(Name of authorised signatory)

(Signature of authorised signatory)

SIGNED by WESTERN BAY OF PLENTY DISTRICT COUNCIL)

By affixing its common seal in the presence of:)

Mayor Garry Webber
Western Bay of Plenty District Council
(Name of authorised signatory)


(Signature of authorised signatory)



Miriam Taris
Chief Executive, Western Bay of Plenty
District Council
(Name of authorised signatory)


(Signature of authorised signatory)



SIGNED by WHAKATĀNE DISTRICT COUNCIL)

By affixing its common seal in the presence of:)

Mayor Tony Bonne
Whakatane District Council
(Name of authorised signatory)


(Signature of authorised signatory)



Stephanie O'Sullivan
Chief Executive, Whakatane District
Council
(Name of authorised signatory)


(Signature of authorised signatory)

SIGNED by EMERGENCY MANAGEMENT BAY OF PLENTY)

Clinton Naude
Director, Emergency Management Bay
of Plenty
(Name of authorised signatory)

A handwritten signature in black ink, appearing to be 'Clinton Naude', written over a horizontal line.

(Signature of authorised signatory)

Schedule A

Bay of Plenty CDEM Roles and Responsibilities

The functions, roles and responsibilities by function for Bay of Plenty CDEM Group member Councils and Emergency Management Bay of Plenty (EMBOP) are set out in full in this Schedule. The mandate for these roles and responsibilities are in line with the CDEM Act and supporting statutory requirements or as agreed by all Partners (Councils and EMBOP).

All Partners are to use their best endeavours to implement and perform the duties outlined in Schedule.

This Schedule details the following functions and respective roles and responsibilities for each of these functions:

Function	Pages
<p>Business Continuity Management</p> <p>Disruptions are an expected part of business, so it's important to be prepared for when they occur. Disruptions can be internal events that impact on organisation¹ alone (eg: IT system failure), or external events that could impact across several organisations and locations (eg: earthquake).²</p>	5, 11, 20, 23
<p>Capability Development, Training and Exercises</p> <p>Training is the systematic acquisition of knowledge, skills, and attitudes with the goal of developing competencies necessary for effective performance in work environments. Exercising is an essential part of training where a scenario sets the scene that tests people, procedures and protocols. Exercises are a great evaluation tool that can modify or improve standard operating procedures and direct future training and exercising using lessons learnt.</p> <p>Training and exercising progressively enhances individuals, local authorities and the Bay of Plenty CDEM Group's capability to prepare for and manage emergencies and resources, using lessons learnt.³</p> <p>The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.⁴</p>	5, 14, 21, 24
<p>Community Resilience and Partnership</p> <p>Community resilience in the Civil Defence and Emergency Management context, can best be described as the community's ability to cope with, bounce back and learn from adversity encountered during and after disasters.⁵ There are activities to support in building community resilience. These activities are community engagement⁶, community planning, public education⁷, monitoring and evaluation to measure community resilience. The integration and inclusion of iwi in community resilience activities cements the Bay of Plenty CDEM principles of Maori partnership.</p>	6, 16, 21, 24
<p>Equipment</p> <p>Includes all equipment to support readiness, response and recovery activities.</p>	5, 13, 21, 24
<p>Facilities</p> <p>Includes any facility to support readiness, response and recovery activities.⁸</p>	5, 13, 20, 24
<p>Financial Management</p> <p>The CDEM Group is to ensure allocation of financial budget to ensure effective delivery of the of CDEM services as outlined in the Group Plan.⁹</p>	4, 8, 19, 23
<p>Governance and Management</p>	4, 7, 19, 23
<p>Hazard and Risk Management</p> <p>In relation to relevant hazards and risks: identify, assess, and manage those hazards and risks; consult and communicate about risks; identify and implement cost-effective risk reduction.¹⁰</p> <p>Identification of the hazards and risks in a Group area that may result in an emergency that requires national-level support and co-ordination.¹¹</p>	4, 8, 19, 23

¹ Organisation means CDEM entities: EMBOP, Regional Council, Territorial Authorities. Not businesses and communities.

² Introduction to Business Continuity Management (<https://www.civildefence.govt.nz/cdem-sector/exercises/exercisetangaroa2016/business-continuity-management/>)

³ Bay of Plenty CDEM Group Annual Training and Exercise Plan 2018-2019

⁴ CDEM Act 2002, Section 17

⁵ Bay of Plenty CDEM Group Community Resilience Strategy, Civil Defence Publication 2016/03

⁶ Community engagement plays a crucial role in creating a resilient New Zealand.

CDEM Best Practice Guide (BPG 4/10) Community Engagement in the CDEM context

⁷ Every opportunity should be taken to provide CDEM public education across communities and business.

⁸ Does not include equipment.

⁹ Bay of Plenty CDEM Group Plan

¹⁰ CDEM Act 2002, Section 17

¹¹ National CDEM Plan 2015, Section 29

<p>Lifeline Utilities</p> <p>Lifelines failures can disrupt and endanger the wellbeing of local and regional communities. Effective relationships, priority of response protocols and lead agency role definition can reduce the risk such failures may pose. Lifeline utility means an entity named or described in the CDEM Act 2002 in Part A of Schedule 1¹², or that carries on a business described in the CDEM Act, Part B of Schedule 1¹³.</p>	5, 15, 21, 24
<p>Planning</p> <p>Fundamental to any successful undertaking is attention to planning and preparation. Whilst we pay attention to the plans that are produced, the process of planning is important to ensure that the plans developed meet the needs of the people affected.</p> <p>CDEM Groups and agencies are expected to routinely incorporate CDEM arrangements into their business planning and risk management processes, and to regularly monitor and report on their progress as appropriate. This is an important role to play in making progress towards the vision of a 'Resilient New Zealand'.¹⁴</p>	5, 9, 19, 23
<p>Public Information Management</p> <p>Public information management (PIM) enables people affected by an emergency to understand what is happening and take the appropriate actions to protect themselves. This is achieved by making sure that timely, accurate, and clear information is shared with the public in an emergency.¹⁵ Strategic communications¹⁶ is a core component of Public Information Management activities.</p>	6, 18, 22, 25
<p>Reporting, Monitoring and Evaluation</p> <p>All members of the CDEM Group must provide reports that may be required by the Group.¹⁷ Monitoring and evaluation provides a method for learning from experience, analysing capability, planning and allocating resources, and demonstrating results as part of accountability to stakeholders. Monitoring and evaluation are standard parts of any good policy or risk management process.¹⁸</p>	5, 11, 20, 23
<p>Staff</p> <p>All staff with CDEM responsibilities including CDEM career staff, CDEM appointed staff, Regional Council and Territorial Authority staff fulfilling CIMS¹⁹ functions as part of an Emergency Coordination Centre (ECC) or Emergency Operations Centre (EOC) and any CDEM volunteers²⁰ providing support to any CDEM function.</p> <p>The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.²¹</p>	5, 12, 20, 24
<p>Warning Systems</p> <p>When there is an imminent threat to life, health or property from hazard events the issue of official warnings is the responsibility of CDEM agencies.²²</p>	5, 15, 21, 24
<p>Welfare Management</p> <p>Management of welfare across all nine welfare services sub-functions: Registration, Needs Assessment, Inquiry, Care and protection services for children and young people, Psychosocial support, Household goods and services, Shelter and accommodation, Financial Assistance and Animal welfare.²³</p> <p>The objective of the welfare services function is to carry out activities across the 4Rs to provide for the needs of people affected by an emergency and to minimise the consequences of the emergency for individuals, families and whānau, and communities.²⁴</p>	6, 17, 22, 25

¹² For the Bay of Plenty region – This means:

The entity (being an airport authority as defined in section 2 of the Airport Authorities Act 1966, whether or not it is also an airport company as defined in that section) that operates the primary airport at Rotorua, Tauranga, Whakatane.
The port company (as defined in section 2(1) of the Port Companies Act 1988) that carries out port-related commercial activities at Tauranga.

¹³ For the Bay of Plenty Region – This means:

An entity that produces, supplies, or distributes manufactured gas or natural gas (whether it is supplied or distributed through a network or in bottles of more than 20 kg of gas).

An entity that generates electricity for distribution through a network or distributes electricity through a network.

An entity that supplies or distributes water to the inhabitants of a city, district, or other place.

An entity that provides a waste water or sewerage network or that disposes of sewage or storm water.

An entity that provides a telecommunications network (within the meaning of the Telecommunications Act 1987).

An entity that provides a road network (including State highways).

An entity that produces, processes, or distributes to retail outlets and bulk customers any petroleum products used as an energy source or an essential lubricant or additive for motors for machinery.

An entity that provides a rail network or service.

¹⁴ Director's Guideline for CDEM Groups (DGL 09/18) CDEM Group Planning

¹⁵ Director's Guideline for CDEM Group (DGL 14/13) Public Information Management.

¹⁶ Strategic communications means communicating a concept, a process, or data that satisfies a long term strategic goal of an organisation.

¹⁷ CDEM Act 2002, Section 16.

¹⁸ Ministry of Civil Defence & Emergency Management (MCDEM) website

<https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/>

¹⁹ Coordinated Incident Management System

The New Zealand Coordinated Incident Management System (CIMS), 2nd Edition, April 2014.

²⁰ A volunteer is defined as an unpaid worker who willingly donates their time and effort to CDEM. In a CDEM context volunteers can be further defined into three types: Civil Defence Volunteers; Affiliated Volunteers; and Spontaneous Volunteers.

Director's Guideline for CDEM Groups (DGL 15/13) Volunteer Coordination in CDEM

²¹ CDEM Act 2002, Section 17

²² Information for the CDEM Sector (IS 10/09) Public Alerting: Options Assessment

²³ Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency.

Description of services sub-functions are detailed in Section 2 of Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency.

Agencies responsible for welfare services at the regional level are detailed in Section 2 of Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency.

²⁴ National CDEM Plan Order 2015, Section 63

Terminology

CDEM Act means the Civil Defence Emergency Management Act 2002.

Administering authority means the Bay of Plenty Regional Council. The administering authority has mandated responsibilities for the provision of administrative and related services required by the CDEM Group in accordance with the CDEM Act.

Bay of Plenty CDEM Group region means the area covered by Bay of Plenty CDEM Group. This is based on the boundaries of the territorial authority members of the Bay of Plenty CDEM Group. This differs from the Bay of Plenty Regional Council area in that it includes all of the Rotorua Lakes District and excludes the Taupō District.

Bay of Plenty region means the Bay of Plenty Region as defined in the Local Government (Bay of Plenty Region) Reorganisation Order 1989. It should be noted that the Bay of Plenty CDEM Group area boundary differs from that defined as the Bay of Plenty region.

Bay of Plenty Civil Defence Emergency Management Group ('the Group' or 'the Joint Committee') means the joint standing committee of mayors/ chairperson of local authorities within the Bay of Plenty CDEM Group.

Emergency Management Bay of Plenty (EMBOP) is the **Group Emergency Management Office (GEMO)** which is responsible for delivering a range of services on behalf of the CDEM Group that enables the CDEM Group to fulfil its role. Services include coordination and support, development of plans, policy and procedures; Group representation, Group work programme delivery, Group response capability planning; and hazard and risk analysis functions.

Local authority means both regional councils and territorial authorities.

Territorial authority means a city council or a district council.

Regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act, 2002. The Bay of Plenty Regional Council is named in Part 1 of Schedule 2 of the Local Government Act, 2002.

Lead means to be accountable for, organise, direct deliver and fund CDEM capability.

Support means to give assistance in the development and delivery of CDEM capability.

Coordinate means to bring different elements (resources, activities or organisation) together, with consideration to cross jurisdictional boundaries, for development of efficient and effective delivery of CDEM capability.

REDUCTION

Legislation:
CDEM Act 2002, Section 17 1(a)
Functions of Civil Defence Emergency Management Groups
 (1) The functions of a Civil Defence Emergency Management Group, and of each member, are to—
 (a) in relation to relevant hazards and risks,—
 (i) identify, assess, and manage those hazards and risks.
 (ii) consult and communicate about risks.
 (iii) identify and implement cost-effective risk reduction.

Key supporting legislation and references:
 Reference Schedule B

ENTITY		
GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
GOVERNANCE AND MANAGEMENT		
Joint Committee, Coordinating Executive Group (CEG) and CEG Operations Sub-committee <ul style="list-style-type: none"> Coordinate reporting to the Joint Committee and Coordinating Executive Group (CEG) on hazard and risk management Educate and advocate for hazard risk management and provide advice and technical support as required in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	Joint Committee, Coordinating Executive Group (CEG) and CEG Operations Sub-committee <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and support in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Plan as part of reduction including: <ul style="list-style-type: none"> Report on hazards and risks (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement²⁵ and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Report on hazard research undertaken. 	Joint Committee, Coordinating Executive Group (CEG) and CEG Operations Sub-committee <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and support in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Plan as part of reduction including: <ul style="list-style-type: none"> Report on hazards and risks (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement²⁶ in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Report on hazard research undertaken.
FINANCIAL MANAGEMENT		
<ul style="list-style-type: none"> Lead identification of any budget implications as a result of risk assessments or hazards in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan at the Group level. 	<ul style="list-style-type: none"> Lead identification of any budget implications as a result of risk assessments or hazards (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	<ul style="list-style-type: none"> Lead identification of any budget implications as a result of risk assessments or hazards (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan at the local level.
HAZARD AND RISK MANAGEMENT		
<ul style="list-style-type: none"> All Hazards approach – Ensure effective planning and response to all hazards and risks in line with legislated lead agency for hazards.²⁷ Provide advice to local authorities with reference to hazard risk management. Develop and monitor the hazard profile for the Bay of Plenty CDEM Group as per the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Advise on hazard research. Coordinate submissions on behalf of the Bay of Plenty CDEM Group to support/advocate for hazard risk management in support of the Bay of Plenty CDEM Group Plan. Coordinate Group level and support local level hazard risk assessments. Identify and report on key risk reduction work (Group) that contributes to the goals of the Bay of Plenty CDEM Group. 	<ul style="list-style-type: none"> Lead identification of hazards (as required) in accordance with the hazard scope outlined in the CDEM Group Plan at the regional level. Own and manage the hazards (as required) and risk within the appropriate area of responsibility as mandated through the Regional Policy Statement²⁸ in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Report to the Bay of Plenty CDEM Group (Joint Committee / CEG) on the relevant hazards and risks. Fund and manage hazard research within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan Support Group and local level hazard risk assessments. Identify and report on key risk reduction work that contributes to the goals of the Bay of Plenty CDEM Group. Support Territorial Authorities with communicating hazards and risks (as required) to respective communities. 	<ul style="list-style-type: none"> Own and manage the hazards and risk (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement²⁹ in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Report to the Bay of Plenty CDEM Group (Joint Committee / CEG) on the relevant hazards and risks. Fund and manage hazard research within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan Lead communicate hazards and risks to respective communities. Support Group level hazard risk assessments. Identify and report on key risk reduction work (local level) that contributes to the goals of the Bay of Plenty CDEM Group.

²⁵ Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)

²⁶ Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)

²⁷ The BOP Natural Hazards Forum is an established platform to advocate for the coordination of hazard and risk management.

²⁸ Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)

²⁹ Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (c)

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PLANNING		
<ul style="list-style-type: none"> All Hazards approach – Coordinate effective planning in collaboration with all member local authorities to reduce the risk from all hazards in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	<ul style="list-style-type: none"> All Hazards approach – Lead effective planning to reduce the risk from all hazards within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	<ul style="list-style-type: none"> All Hazards approach – Lead effective planning to reduce the risk from all hazards within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan.
BUSINESS CONTINUITIY MANAGEMENT		
<ul style="list-style-type: none"> All Hazards approach – Coordinate effective business continuity planning at the Group level. 	<ul style="list-style-type: none"> All Hazards approach – Lead effective business continuity planning for the Regional Council. 	<ul style="list-style-type: none"> All Hazards approach – Lead effective business continuity planning at the local level.
REPORTING, MONITORING ANDEVALUATION		
<ul style="list-style-type: none"> Lead all hazards approach to reporting, monitoring and evaluation in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan at the Group level. Identify and report on key risk reduction work that contributes to the goals of the Bay of Plenty CDEM Group at the Group level. Report on Group level CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> Lead all hazards (as required) approach to reporting, monitoring and evaluation in alignment with the Regional Policy Statement³⁰ and the hazardscape detailed in the Bay of Plenty CDEM Group Plan for Regional Council. Identify and report on key risk reduction work that contributes to the goals of the Bay of Plenty CDEM Group. Report on CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> Lead all hazards approach to reporting, monitoring and evaluation in alignment with the Regional Policy Statement and the hazardscape detailed in the Bay of Plenty CDEM Group Plan at the local level. Identify and report on key risk reduction work (local level) that contributes to the goals of the Bay of Plenty CDEM Group. Report on CDEM capability risks as part of the Group Capability Risk Register.
STAFF		
<ul style="list-style-type: none"> Ensure identification and appointment of staff to coordinate management of all hazards and risks in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Appoint staff to represent the Bay of Plenty CDEM Group at national, regional and local hazard and risk reduction forums as required. 	<ul style="list-style-type: none"> Ensure identification and appointment of staff for management of hazards (as required) in alignment with the Regional Policy Statement and hazardscape detailed in the Bay of Plenty CDEM Group Plan at the Regional Council. Appoint staff to represent the Bay of Plenty Regional Council at national, regional and local hazard and risk reduction forums as required. 	<ul style="list-style-type: none"> Ensure identification and appointment of staff for management of hazards (as required) in alignment with the Regional Policy Statement and hazardscape detailed in the Bay of Plenty CDEM Group Plan at the local level. Appoint staff to represent the Territorial Authority at regional and local hazard and risk reduction forums as required.
FACILITIES		
<ul style="list-style-type: none"> Lead hazard risk assessment on CDEM facilities at the Group level.³¹ Support risk assessment processes for Regional Council and Territorial Authorities. 	<ul style="list-style-type: none"> Lead hazard risk assessment on Regional Council CDEM facilities. Support risk assessments on CDEM facilities at Group and local level. 	<ul style="list-style-type: none"> Lead hazard risk assessment on Territorial Authority and CDEM facilities at the local level.³²
EQUIPMENT		
<ul style="list-style-type: none"> Lead hazard risk assessment on equipment at the Group level. 	<ul style="list-style-type: none"> Lead hazard risk assessment on Regional Council equipment. Support risk assessments on CDEM equipment at Group and local level. 	<ul style="list-style-type: none"> Lead hazard risk assessment on Territorial Authority and CDEM equipment at the local level.
CAPABILITY DEVELOPMENT, TRAINING AND EXERCISES		
<ul style="list-style-type: none"> Lead and coordinate training of identified staff to understand all hazards and risks in line with legislated lead agency for hazards and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	<ul style="list-style-type: none"> Ensure Regional Council staff attend required training to understand all hazards and risks in line with legislated lead agency for hazards and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. 	<ul style="list-style-type: none"> Ensure Territorial Authority staff attend required training to understand all hazards and risks in line with legislated lead agency for hazards and in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan.
WARNING SYSTEMS		
<ul style="list-style-type: none"> Lead hazard risk assessment on warning systems at the Group level. 	<ul style="list-style-type: none"> Lead hazard risk assessment on warning systems for Regional Council. 	<ul style="list-style-type: none"> Lead hazard risk assessment on warning systems at the local level.
LIFELINE UTILITIES		
<ul style="list-style-type: none"> Support Lifelines Utilities in the hazard risk assessment on lifelines utilities infrastructure in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan. Support planning for hazard risk reduction activities to reduce hazard risk on lifeline utilities. 	<ul style="list-style-type: none"> Lead hazard risk assessment on key Regional Council services and infrastructure. Lead planning for hazard risk reduction activities to reduce hazard risk on key Regional Council services and infrastructure. 	<ul style="list-style-type: none"> Lead hazard risk assessment on key Territorial Authority services and infrastructure defined as Lifeline Utilities under Schedule 1 of the CDEM Act. Lead planning for hazard risk reduction activities to reduce hazard risk on key Territorial Authority services and infrastructure defined as Lifeline Utilities under Schedule 1 of the CDEM Act.

³⁰ Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)

³¹ All CDEM facilities should be of an appropriate standard in structure and resilience and be in accordance with Level 4 of Building Code (if applicable).

³² All CDEM facilities should be of an appropriate standard in structure and resilience and be in accordance with Level 4 of Building Code (if applicable).

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
COMMUNITY RESILIENCE AND PARTNERSHIP		
<ul style="list-style-type: none"> Support identification of vulnerable and at-risk communities in accordance with hazard analysis at the Group and local level. 	<ul style="list-style-type: none"> Lead identification of and engagement with vulnerable and at-risk communities in accordance with hazard analysis (as required) at the regional level. Support identification of vulnerable and at-risk communities in accordance with hazard analysis at the local level. 	<ul style="list-style-type: none"> Lead identification of and engagement with vulnerable and at-risk communities in accordance with hazard analysis at the local level. Support identification of vulnerable and at-risk communities in accordance with hazard analysis at the Group level.
WELFARE MANAGEMENT		
<ul style="list-style-type: none"> Lead the planning for the prioritisation of the delivery of welfare to vulnerable and at-risk communities in accordance with hazard analysis at the Group level. Support the planning for the prioritisation of the delivery of welfare to vulnerable and at-risk communities in accordance with hazard analysis at the local level. 	<ul style="list-style-type: none"> Support the planning for the prioritisation of the delivery of welfare to vulnerable and at-risk communities in accordance with hazard analysis at the Group and local level. 	<ul style="list-style-type: none"> Lead the planning for the prioritisation of the delivery of welfare to vulnerable and at-risk communities in accordance with hazard analysis at the local level. Support the planning for the prioritisation of the delivery of welfare to vulnerable and at-risk communities in accordance with hazard analysis at the Group level.
PUBLIC INFORMATION MANAGEMENT		
<ul style="list-style-type: none"> Lead coordination of dissemination of relevant information on hazards in alignment with the hazardscape detailed in the Bay of Plenty CDEM Group Plan at the Group level. 	<ul style="list-style-type: none"> Lead dissemination of information on hazards (as required) in alignment with the Regional Policy Statement and hazardscape detailed in the Bay of Plenty CDEM Group Plan in accordance with the hazardscape outlined in the CDEM Group Plan. 	<ul style="list-style-type: none"> Lead dissemination of information on hazards (as required) in alignment with the Regional Policy Statement and hazardscape detailed in the Bay of Plenty CDEM Group Plan at the local level.

READINESS

Legislation:

CDEM Act 2002, Section 17 1(b, c)

Functions of Civil Defence Emergency Management Groups

(1) The functions of a Civil Defence Emergency Management Group, and of each member, are to—

(b) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in its area.

(c) take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in its area.

Key supporting legislation and references:

Reference Schedule B

ENTITY

GROUP DELIVERY

EMBOP

REGIONAL DELIVERY

Regional Council

LOCAL DELIVERY

Territorial Authority

GOVERNANCE AND MANAGEMENT

Joint Committee

- Coordinate information, advice and technical support to Joint Committee.
- Supports the Joint Committee in carrying out its obligations under the CDEM Act.
- Coordinate and deliver training and professional development to members of the Joint Committee
- Implements the CDEM Group Plan on behalf of the Joint Committee.
- Coordination, management and preparation of all agendas, supporting papers and presentations on Group matters to the Joint Committee.
- Ensure that the prescribed administrative processes are conducted for the appointment of Local and Group Controllers.³³
- Facilitate appointment of Local and Group Recovery Managers.³⁴

Coordinating Executive Group (CEG)

- Coordinate information, advice and technical support to CEG.
- Supports the CEG in carrying out its directions from the Joint Committee and its obligations under the CDEM Act.
- Provide CDEM advice to the CEG members.
- Ensure oversight of the delivery of the Group Annual Plan
- Coordination, management and preparation of all agendas, supporting papers and presentations to CEG.
- Provide administrative support to CEG.

Joint Committee

- Active participation on CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of readiness.
- Joint committee members to champion CDEM with their elected officials.
- As Administating Authority³⁵ provide governance and secretarial support to the Joint Committee.
- Provide reports and recommendations on Regional Council matters to the Joint Committee.
- Identify and ensure council endorsement for any nomination of an alternate Group Controllers.
- Provide reports, decisions and recommendations back to Regional Council on CDEM Group matters

Coordinating Executive Group (CEG)

- Active participation on CDEM through appointed designates and provide support as agreed to lead delivery of the regional CDEM work programme.
- Provide advice on strategic issues associated with CDEM.
- CEO to ensure delivery of agreed CDEM work programmes through Leadership Team.
- Develop and implement specific Regional Council Annual Plan tasking in a Regional Council CDEM work programme with alignment to CDEM Group Annual Plan.

Joint Committee

- Active participation on CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of readiness.
- Joint committee members to champion CDEM with their elected officials.
- Provide reports and recommendations on Territorial Authority matters to the Joint Committee.
- Identify and ensure council endorsement and nomination of alternate Local Controllers.
- Identify and ensure council endorsement and nomination of alternate Local Recovery Managers.
- Provide reports, decisions and recommendations back to Territorial Authorities on CDEM Group matters.

Coordinating Executive Group (CEG)

- Active participation on CDEM through appointed designates and provide support as agreed to lead delivery of local CDEM work programme.
- Provide advice on strategic issues associated with CDEM.
- CEOs to ensure delivery of agreed CDEM work programmes through respective Territorial Authority Leadership Teams.
- Develop and implement specific Territorial Authority Annual Plan tasking in a local level CDEM work programme with alignment to CDEM Group Annual Plan.

³³ Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers, Version 2.6, May 2013

³⁴ Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

³⁵ Administering authority means the Bay of Plenty Regional Council. The administering authority has mandated responsibilities for the provision of administrative and related services required by the CDEM Group in accordance with the CDEM Act.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
GOVERNANCE AND MANAGEMENT		
<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Chairs the CEG Operations Sub-committee. Coordinate information, advice and technical support CEG Operations Sub-committee. Coordinates those activities arising from the CEG Sub-Committees and reports to them on a regular basis. Provide CDEM advice to the CEG Operations sub-committee members. Implementation of the CDEM Group Annual Plan. Coordination, management and preparation of all agendas, supporting papers and presentations to CEG Operations Sub-committee. Provide administrative support³⁶ to CEG Operations Sub-Committee. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and support the CEG Sub-committees. Ensure the alignment of CDEM Group Annual Plan and Regional CDEM work programmes. Provide advice on operational issues associated with CDEM. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and support the CEG Sub-committees. Ensure the alignment of CDEM Group Annual Plan and local CDEM work programmes. Provide advice on operational issues associated with CDEM.
FINANCIAL MANAGEMENT		
<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> Lead develop, manage and administer CDEM Group budgets, including Capital Expenditure (CAPEX) and operational expenditure (OPEX), for the endorsement of CEG and approval by Joint Committee. Manage and administer CDEM budget for Bay of Plenty CDEM Group. Manage and administer budget for Bay of Plenty Lifelines Group. Manage and administer funding grants (eg, CDEM Resilience Fund and Emergency Management Adult Continuing Education –EMACE). Manage and administer specific contractual arrangements for services delivered by EMBOP. Fund specific training and/or professional development for EMBOP career staff. Fund all training for Bay of Plenty CDEM Group as determined on an annual basis in alignment with the CDEM Group training and exercise plans.³⁷ Develop a CDEM Group policy on the management of response and recovery claims.³⁸ Manage and administer financial aspects of all Group level assets. Coordinate and provide reporting on the CDEM Group consolidated budget and resourcing. 	<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> Lead, develop, manage and administer a Regional Council CDEM budget for Capital Expenditure (CAPEX) and operational expenditure (OPEX) related to CDEM facilities and equipment, CDEM career staff training, community and iwi response planning (eg. consideration of koha). Provide financial management and accounting services for CDEM Group budget. Provide financial management and accounting services for the Bay of Plenty Lifelines Group budget. Manage and administer Regional Council budgets for regional CDEM delivery Fund all operating costs for GECC (including catering, stationery and contractors). Support and contribute to the development of CDEM Group policy on the management of response and recovery claims. Provide staff time and travel and accommodation costs associated with attendance at training and exercises. Submit reporting to the CDEM Group on Regional Council CDEM budget and resourcing. 	<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> Lead, develop, manage and administer local CDEM budget for Capital Expenditure (CAPEX) and operational expenditure (OPEX) related to CDEM facilities and equipment, CDEM career staff training, community and iwi response planning (eg. consideration of koha). Manage and administer financial aspects of all local level assets. Manage and administer Territorial Authority CDEM budgets. Fund any operating costs for Territorial Authority EOCs (including catering, stationery and contractors). Support and contribute to the development of CDEM Group policy on the management of response and recovery claims. Provide staff time and travel and accommodation costs associated with attendance at training and exercises. Fund community training and exercises (not CDEM volunteers). Fund all equipment required for CDEM volunteers to conduct their allocated role. Fund professional development for CDEM career staff at the local level. Submit reporting to the CDEM Group on Territorial Authority CDEM budget and resourcing.
HAZARD AND RISK MANAGEMENT		
<ul style="list-style-type: none"> Educate and advocate for hazard risk management and provide expert support as required with a focus on the hazard scape as identified in the Bay of Plenty CDEM Group Plan. Lead effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts. 	<ul style="list-style-type: none"> Educate and advocate for hazard risk management (as required) and provide expert support as required with a focus on the hazard scape as identified in the Bay of Plenty CDEM Group Plan. Communicate hazard (as required) risk to respective communities in collaboration with the relevant Territorial Authority. Support effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts 	<ul style="list-style-type: none"> Educate and advocate for hazard risk management and provide expert support as required with a focus on the hazard scape as identified in the Bay of Plenty CDEM Group Plan. Communicate hazard risk to respective communities. Support effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts

³⁶ Administrative support includes coordination, management and preparation of all agendas, supporting papers and presentations.

³⁷ All training excluding specific training and/or professional development for local CDEM career staff, and community training and exercises.

³⁸ Costs (travel, accommodation and food) relating to deployment of staff from other regions to the Bay of Plenty CDEM region at Group level at to be incurred by the Bay of Plenty CDEM Group.

Costs related to the deployment of staff within the Bay of Plenty region to support a Local Authority are:

- Requesting/ hosting Local Authority: Funds travel, accommodation and food.
- Origin Local Authority: Funds staff wages.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PLANNING		
<p>Bay of Plenty CDEM Group Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Plan using approved processes. Lead the development, implementation, maintenance of the Bay of Plenty CDEM Group Work Programme to ensure the delivery of the Bay of Plenty CDEM Group Plan. <p>Bay of Plenty CDEM Group Annual Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Annual Plan³⁹. Provide advice and guidance on the development of regional and local level CDEM work programmes in alignment to the Bay of Plenty CDEM Group Annual Plan. <p>CDEM Group Policies</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of policy for the Appointment and Development of Recovery Managers and Controllers. Lead the development, implementation, maintenance of Delegations manual. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Lead CDEM Group response planning. Support the development, implementation, maintenance of regional and local level response plans. <p>Bay of Plenty CDEM Group Welfare Plan</p> <ul style="list-style-type: none"> Lead planning for the delivery of welfare services for the Bay of Plenty CDEM Group. in accordance with Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency.⁴⁰ Lead the development, implementation, maintenance, of a Bay of Plenty CDEM Group Welfare Plan. Support the development, implementation, maintenance of a Local Welfare Plan with alignment to Group Welfare Plan. <p>Concept of operations</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Concept of Operations. 	<p>Bay of Plenty CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Plan. Ensure alignment between the Bay of Plenty CDEM Group Plan and Regional Council Long Term Plans. Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Work Programme to ensure the delivery of the Bay of Plenty CDEM Group Plan. Lead the development, implementation, maintenance, monitoring and evaluation of specific Regional Council tasking in a CDEM work programme for Regional Council for all CDEM functions across the 4Rs with alignment to the Group CDEM Work programme. <p>Bay of Plenty CDEM Group Annual Plan</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Annual Plan. Lead the development, implementation, maintenance, monitoring and evaluation of specific Regional Council Annual Plan tasking in a CDEM work programme in alignment to the Bay of Plenty CDEM Group Annual Plan. <p>CDEM Group Policies</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of policy for the Appointment and Development of Recovery Managers and Controllers. Support development, implementation, maintenance of Delegations manual. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support CDEM Group response planning. Lead development, implementation, maintenance of CDEM response planning for Regional Council. <p>Bay of Plenty CDEM Group Welfare Plan</p> <ul style="list-style-type: none"> Support CDEM Group and local welfare planning activities. Support the development, implementation, maintenance of a CDEM Group Welfare Plan. <p>Concept of operations</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of a Bay of Plenty CDEM Group Concept of Operations. 	<p>Bay of Plenty CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Plan. Ensure alignment between the Bay of Plenty CDEM Group Plan and Territorial Authority Long Term Plans. Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Work Programme to ensure the delivery of the Bay of Plenty CDEM Group Plan. Lead the development, implementation, maintenance, monitoring and evaluation of specific local tasking in a CDEM work programme for Territorial Authorities for all CDEM functions across the 4Rs with alignment to the Group CDEM Work programme. <p>Bay of Plenty CDEM Group Annual Plan</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance, monitoring and evaluation of the Bay of Plenty CDEM Group Annual Plan. Lead the development, implementation, maintenance, monitoring and evaluation of specific territorial authority Annual Plan tasking in a local level CDEM work programme in alignment to the Bay of Plenty CDEM Group Annual Plan. <p>CDEM Group Policies</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of policy for the Appointment and Development of Recovery Managers and Controllers. Support development, implementation, maintenance of Delegations manual. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support CDEM Group response planning. Lead development, implementation, maintenance of CDEM response planning for Territorial Authorities. <p>Bay of Plenty CDEM Group Welfare Plan</p> <ul style="list-style-type: none"> Lead planning and delivery of local welfare services in accordance with Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency⁴¹. Support the development, implementation, maintenance, of a Bay of Plenty CDEM Group Welfare Plan. Lead the development, implementation, maintenance of a Local Welfare Plan with alignment to Group Welfare Plan. <p>Concept of operations</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of a Bay of Plenty CDEM Group Concept of Operations.

³⁹ Bay of Plenty CDEM Group Annual Plan to include a three-year horizon.

⁴⁰ The CDEM Group are responsible for the following welfare services: Registration, Needs Assessment, Household Goods and Services, and Shelter and Emergency Accommodation.

⁴¹ Territorial Local Authorities are responsible for the following welfare services: Registration, Needs Assessment, Household Goods and Services, and Shelter and Emergency Accommodation.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PLANNING		
<p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of CDEM Group Standard Operating Procedures as required. Support the development, implementation, maintenance of Regional Council and Territorial Authority Standard Operating Procedures as required. <p>Public Information Management</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Communications Strategy, Group Public Information Management Plan and associated plans. <p>Public Education planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the Bay of Plenty CDEM Group Public Education Strategy. <p>Community Resilience planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Resilience Strategy. Lead the development, implementation, maintenance of community planning guidance documents and templates to support local CDEM Community Resilience activities and planning processes. Support the development of Community Response Plans and Marae Emergency Preparedness Plans for local communities with relevant Territorial Local Authority. <p>Recovery planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the Bay of Plenty CDEM Group Recovery Plan. Provide advice and guidance on the development of the Local Recovery Plan. <p>Volunteer planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the Bay of Plenty CDEM Volunteer Strategy and associated plans. <p>Financial planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a CDEM Group policy on the management of response and recovery claims.⁴² 	<p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group Standard Operating Procedures as required. Lead the development, implementation, maintenance of Regional Council Standard Operating Procedures as required. <p>Public Information Management</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Communications Strategy, Group Public Information Management Plan and associated plans. <p>Public Education planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Public Education Strategy. <p>Community Resilience planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Resilience Strategy. Commitment of staff resources to assist in shared community engagement and planning (hazard specific) if required. Support the development of Community Response Plans and Marae Emergency Preparedness Plans for local communities with relevant Territorial Local Authority. Identification of priority community groups (hazard specific) and engagement of vulnerable community groups for the development of community plans. Ensure that the CDEM component of iwi and hapū management plans are coordinated at Group and local level (as required). <p>Recovery planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of Regional Council Recovery Plan across the social, economic, natural, built and cultural environments for key infrastructure and assets. Active participation and collaboration in local recovery planning. Active participation and collaboration in local strategic recovery planning with communities. <p>Volunteer planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Volunteer Strategy and associated plans. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims. 	<p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group Standard Operating Procedures as required. Lead the development, implementation, maintenance of Territorial Authority Standard Operating Procedures as required. <p>Public Information Management</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Communications Strategy, Group Public Information Management Plan and associated plans. <p>Public Education planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Public Education Strategy. <p>Community Resilience planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Resilience Strategy. Commitment of staff resources to assist in shared community engagement and planning at the local level. Identification of priority community groups and engagement of vulnerable community groups for the development of community plans. Lead the development, implementation and maintenance of and maintain Community Response Plans including Marae Emergency Preparedness Plans with local communities. Consider the CDEM component of iwi and hapū management plans and coordination at Group and local level (as required). <p>Recovery planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of Local Recovery Plan with alignment to Group Recovery Plan. Ensure strategic recovery planning with respective communities. <p>Volunteer planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Volunteer Strategy and associated plans. Lead the development, implementation, maintenance of CDEM Local Volunteer Management Plan. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims.

⁴² Costs (travel, accommodation and food) relating to deployment of staff from other regions to the Bay of Plenty CDEM region at Group level at to be incurred by the Bay of Plenty CDEM Group.

Costs related to the deployment of staff within the Bay of Plenty region to support a Territorial Local Authority are:

- Requesting/ hosting Territorial Authority: Funds accommodation and food.
- Origin Territorial Authority: Funds Travel and staff wages.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PLANNING		
Lifeline Utilities planning <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Lifeline Utilities guidance and plans. 	Lifeline Utilities planning <ul style="list-style-type: none"> Support the development, implementation, maintenance of a Bay of Plenty CDEM Group Lifeline Utilities guidance and plans. 	Lifeline Utilities planning <ul style="list-style-type: none"> Support the development, implementation, maintenance of a Bay of Plenty CDEM Group Lifeline Utilities guidance e and plans.
BUSINESS CONTINUTIY MANAGEMENT		
<ul style="list-style-type: none"> Lead planning for maintenance and delivery of Group essential services prior to a crisis / emergency event. Lead planning for maintenance and delivery of the GECC prior to a crisis/ emergency event. Lead planning for maintenance and delivery of essential services prior to a crisis / emergency event for the Group RecoveryOffice. 	<ul style="list-style-type: none"> Lead planning for maintenance and delivery of Regional Council essential services prior to a crisis/emergency event. Support planning for maintenance and delivery of Group essential services prior to a crisis/emergency event. Support planning for maintenance and delivery of the GECC prior to a crisis/ emergency event. Support planning for maintenance and delivery of essential services prior to a crisis/emergency event for the Group RecoveryOffice. 	<ul style="list-style-type: none"> Lead planning for maintenance and delivery of Territorial Authority essential services prior to a crisis/emergency event. Support planning for maintenance and delivery of Group essential services prior to a crisis/emergency event. Lead planning for maintenance and delivery of the Local EOC prior to a crisis/emergency event. Lead planning for maintenance and delivery of essential services prior to a crisis/emergency event for the Local RecoveryOffice.
REPORTING, MONITORING AND EVALUATION		
Reporting <ul style="list-style-type: none"> Facilitate agreed reporting to Joint Committee, CEG and CEG Operations Sub –Committee⁴³. Coordinate and publish quarterly reports against the Bay of Plenty CDEM Group Annual Plan. Coordinate and publish annual report against the Bay of Plenty CDEM Group Annual Plan and the Bay of Plenty CDEM Group Plan. Provide required data to Councils for CDEM KPI reporting against Council Annual Plans and Long-Term Plans. Provide Group level guidance to streamline CDEM reporting systems. Provide reporting to Territorial Authorities and Regional Council on staff training registration, attendance and completion of competencies associated with training. Report on Group level CDEM capability risks as part of the Group Capability Risk Register. Monitoring and Evaluation <ul style="list-style-type: none"> Lead, maintain and report on the CDEM Capability Risk Register for the Bay of Plenty CDEM Group. Lead and implement a lessons learned/knowledge management process for CDEM Group. Lead and implement Monitoring and Evaluation process for CDEM Group. Compile all local level Monitoring and Evaluation outcomes. Monitor progress against the goals, objectives and outcomes of the CDEM Group Plan on behalf of the Joint Committee. Monitoring the CDEM Group Annual Plan on behalf of the Joint Committee. Ensure a post-exercise debrief and report on CDEM exercises – Tier 1/2/3 or 4. Develop and implement a framework for conducting post-event reviews and corrective action plans for the CDEM Group. 	Reporting <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions and decisions.⁴⁴ Provide reporting on achievement/ implementation of Joint Committee and CEG resolutions, direction and decisions. Provide reporting to Joint Committee, CEG and CEG Sub-Committee on specific Regional Council Annual Plan tasks related to CDEM⁴⁵. Provide reporting on regional delivery to the Bay of Plenty CDEM Group Annual Plans and Quarterly reports. Ensure CDEM KPI reporting against Council Annual Plans and Long-Term Plans. Implement Group guidance for streamlined CDEM reporting for Regional Council. Report on CDEM capability risks as part of the Group Capability Risk Register. Monitoring and Evaluation <ul style="list-style-type: none"> Support maintenance and reporting on the CDEM Capability Risk Register for the Bay of Plenty CDEM Group. Identify and report on Regional Council CDEM capability risks to be included on the Capability Risk Register for the Bay of Plenty CDEM Group. Support, contribute and implement a lessons learned/knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group. Implement Monitoring and Evaluation process for Regional Council. Report to Bay of Plenty CDEM Group on Monitoring and Evaluation outcomes. Implement any post-exercises report recommendations (as required). Participate in any Group capability review/evaluation. Implement CDEM Group post-event review and corrective active plan framework for Regional Council as required. 	Reporting <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions and decisions.⁴⁶ Provide reporting on achievement/ implementation of Joint Committee and CEG resolutions, direction and decisions. Provide reporting to Joint Committee, CEG and CEG Sub-Committee on specific territorial authority Annual Plan tasks related to CDEM⁴⁷. Provide reporting on local delivery to the Bay of Plenty CDEM Group Annual Plans and Quarterly reports. Ensure CDEM KPI reporting against Council Annual Plans and Long-Term Plans. Implement Group guidance for streamlined CDEM reporting for territorial authority. Report on CDEM capability risks as part of the Group Capability Risk Register. Monitoring and Evaluation <ul style="list-style-type: none"> Support maintenance and reporting on the CDEM Capability Risk Register for the Bay of Plenty CDEM Group. Identify and report on Territorial Authority CDEM capability risks to be included on the Capability Risk Register for the Bay of Plenty CDEM Group. Support, contribute and implement a lessons learned/knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group. Implement Monitoring and Evaluation process at territorial authority. Report to Bay of Plenty CDEM Group on Monitoring and Evaluation outcomes. Implement any post-exercises report recommendations (as required). Participate in any Group capability review/evaluation. Implement CDEM Group post-event review and corrective active plan framework at the local level as required.

⁴³ Reporting to be aligned to the Joint Committee, CEG and CEG Operations Sub-Committee reporting deadlines.

⁴⁴ Joint Committee Meeting minutes to be included on next full Council agenda.

⁴⁵ Reporting to be aligned to the Joint Committee, CEG and CEG Operations Sub-Committee reporting deadlines.

⁴⁶ Joint Committee Meeting minutes to be included on next full Council agenda.

⁴⁷ Reporting to be aligned to the Joint Committee, CEG and CEG Operations Sub-Committee reporting deadlines.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
STAFF		
<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Provide representation CEG OperationsSub-committee. <p>CDEM career staff</p> <ul style="list-style-type: none"> Director EMBOP to appoint CDEM career staff to deliver CDEM outlined in the CDEM Group Plan and this Agreement. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> Provide 24/7 Duty Manager, Duty Group Controller, PIM capability for the Bay of Plenty CDEM Group. Ensure support to 24/7 Local Duty Controllercapability. <p>CDEM Forums</p> <ul style="list-style-type: none"> Appoint staff to represent the Bay of Plenty CDEM Group at national, regional and local CDEM forums as required. <p>CDEM appointed staff</p> <ul style="list-style-type: none"> Group Controller⁴⁸ provided by EMBOP.⁴⁹ Group Welfare Manager provided by EMBOP. Group Recovery Manager⁵⁰ provided by EMBOP. Group Public Information Manager provided by EMBOP. Lifeline Utility Coordinator provided by EMBOP. Maori Emergency Management Advisor provided by EMBOP. Provide support and guidance to CDEM appointed staff.⁵¹ Provide guidance on job descriptions for CDEM appointed staff positions and agreed processes for appointment. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> Lead the development and implementation of the competency, capability and capacity criteria for EOC/GECC staff in CIMSfunctions. Make recommendations on staff to fulfil EOC/ GECC CIMS functions. Provide CDEM career staff to support Group and Local Controllers. Provide guidance on job descriptions for CDEM EOC/ GECC CIMS function positions and agreed processes for appointment. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Appoint a Senior Manager as CDEM designate to represent Regional Council. <p>CDEM career staff</p> <ul style="list-style-type: none"> Regional Council to appointment of CDEM career staff to deliver CDEM outlined in the CDEM Group Plan and this Agreement (as required). <p>24/7 Duty staff</p> <ul style="list-style-type: none"> Provide staff to support a 24/7 duty Group PIM capability. <p>CDEM Forums</p> <ul style="list-style-type: none"> Appoint staff to represent the Bay of Plenty Regional Council at national, regional and local CDEM forums as required. <p>CDEM appointed staff</p> <ul style="list-style-type: none"> Alternate Group Controllers⁵² provided by Regional Council. Alternate Group Welfare Managers is provided by Regional Council. Alternate Group Recovery Manager⁵³ provided by the Regional Council Alternate Group Public Information Managers provided by Regional Council. Alternate Lifeline Utility Coordinator provided by Regional Council. Alternate Maori Emergency Management Advisor provided by Regional Council. Ensure all CDEM appointed staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> Provide staff to CIMS functions within the GECC.⁵⁴ Consult with EMBOP on appointments of staff to CIMS functions for the GECC. Ensure all CDEM GECC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Appoint a Senior Manager as CDEM designate to represent Territorial Authority. <p>CDEM career staff</p> <ul style="list-style-type: none"> Territorial Authority may appoint or contract CDEM career staff to deliver CDEM outlined in the CDEM Group Plan and this Agreement (as required). <p>24/7 Duty staff</p> <ul style="list-style-type: none"> Provide a 24/7 Duty Local Controller capability. <p>CDEM Forums</p> <ul style="list-style-type: none"> Appoint staff to represent the Territorial Authority at regional and local CDEM forums as required. <p>CDEM appointed staff⁵⁵</p> <ul style="list-style-type: none"> Local Controllers and alternates⁵⁶ provided by Territorial Authorities. Local Welfare Managers and alternates provided by Territorial Authorities. Local Recovery Managers and alternates⁵⁷ provided by Territorial Authorities. Local Public Information Manager and alternates provided by Territorial Authorities. Local Lifeline Utilities representative and alternates provided by Territorial Authorities. Ensure a Maori liaison function is staffed and resourced. Ensure all CDEM appointed staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> Provide staff to CIMS functions within the EOC. Consult with EMBOP on key appointments to their EOCs. Appoint CDC Supervisors and staff. Ensure all CDEM EOC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. Appoint Building Response Manager and staff to undertake the function of managing buildings in an emergency.⁵⁸

⁴⁸ Appointment of Group and Local Controllers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers, Version 2.6, May 2013

⁴⁹ This role is conducted by Director EMBOP.

⁵⁰ Appointment of Group and Local Recovery Managers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

⁵¹ Locally appointed CDEM staff includes Controllers, Local Welfare Manager, Local Public Information Manager and Local Recovery Manager.

⁵² Appointment of Group and Local Recovery Managers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

⁵³ Appointment of Group and Local Recovery Managers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

⁵⁴ GECC functions includes and operations, intelligence, planning, logistics and Public Information Management staff.

⁵⁵ Key CDEM positions includes Local Controllers, Local Welfare Managers, Local Recovery Managers and Local Public Information Managers.

⁵⁶ Appointment of Group and Local Controllers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers, Version 2.6, May 2013

⁵⁷ Appointment of Group and Local Recovery Managers to be conducted in accordance with Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

⁵⁸ Ministry of Business, Innovation & Employment Guidance: Managing buildings in an emergency: Guidance for decisions makers and territorial authorities, May 2018

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
STAFF		
Volunteer staff <ul style="list-style-type: none"> Group Volunteer Coordinator provided by EMBOP. Lead the recruitment and management of CDEM volunteers at the Group delivery level. Management and coordination of a database of all volunteer staff at the Group and local level. Identify through the assessment of local risk scenarios, functions to be performed by volunteers and required volunteer numbers to sustain effective response to emergencies. Lead Bay of Plenty CDEM Group in the development, and promotion of volunteers. 	Volunteer staff <ul style="list-style-type: none"> Regional Council Volunteer Coordinator is provided by the Regional Council. Ensure employer obligations for the management of CDEM volunteers at the Group and regional level as a PBCU⁵⁹ are conducted. Lead recruitment and management of CDEM volunteers at the regional level. Management of database of all regional volunteer staff. Assist Bay of Plenty CDEM Group in the development, and promotion of volunteers. 	Volunteer staff <ul style="list-style-type: none"> Local Volunteer Coordinator is provided by Territorial Authorities. Ensure employer obligations for the management of CDEM volunteers at the local level as a PBCU⁶⁰ are conducted. Lead recruitment and management of CDEM volunteers at the local level. Management of database of all local volunteer staff. Assist Bay of Plenty CDEM Group in the development, and promotion of volunteers.
FACILITIES		
<ul style="list-style-type: none"> Serve as custodians of the GECC to ensure operational readiness. Provide guidance on functionality and safety of EOC and GECC facilities. Provide guidance on location, size etc. of alternative EOC and GECC facilities. Provide guidance on location, size etc. of alternative EOC facilities. Provide guidance on functionality and safety of Civil Defence Centres (CDCs) and Community-led Centres (CLCs)^{61, 62}. Conduct audits of CDCs. Coordinate planning for the identification, establishment and operation of response facilities including but not limited to assembly areas, staging areas, forward operating bases⁶³ 	<ul style="list-style-type: none"> Provide and maintain GECC facilities (and alternate facilities) for operational response.⁶⁴ Formalise arrangements for alternative sites (including MOU's with building owners where necessary). As Administrating Authority provide EMBOP with fit for purpose office space. 	<ul style="list-style-type: none"> Provide and maintain EOC facilities (and alternate facilities) for operational response. Formalise arrangements for alternative sites (including MOU's with building owners where necessary). Provide facilities or enter into agreements (including MOU's with building owners where necessary) for the provision of facilities to serve as Civil Defence Centres (CDCs).⁶⁵ Undertake assessment of and provide guidance on CDC functionality, location and “fit for purpose”. Maintain inventory of equipment for CDCs. Supply and maintain equipment and communications systems in CDCs where agreed. Lead the planning for the identification, establishment and operation of information centres in a response Provide facilities for volunteers to train and store equipment (where appropriate).
EQUIPMENT		
<ul style="list-style-type: none"> Provide and implement guidance and set policy on minimum specifications and standards, and functionality of CDEM equipment across the region. Provide guidance and develop policy on minimum CDEM equipment standards required for EOCs/ GECC. Ensure procurement and maintenance of equipment owned by the CDEM Group. Conduct inventory audits of GECC/ EOC equipment. Conduct inventory audits of EOC/ GECC equipment. Conduct weekly CDEM radio checks on CDEM Group radio network. Ensure procurement and maintenance of software and Information Communications and Technology (ICT) systems owned by the CDEM Group. Coordinate all CDEM Group responsibilities for effective interoperability with National CDEM systems Operational management of all Emergency Management Bay of Plenty vehicles. 	<ul style="list-style-type: none"> Fit out and provide associated Information Technology (IT) equipment and infrastructure for GECC facilities (and alternate sites).⁶⁶ Implement minimum equipment standards required for GECC in line with CDEM Group policy. Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. Conduct regular GECC inventory checks and testing of equipment. As Administrating Authority provide EMBOP with furniture and equipment. As Administrating Authority undertake fleet management of all Emergency Management Bay of Plenty vehicles. 	<ul style="list-style-type: none"> Fit out and provide associated Information Technology (IT) equipment and infrastructure for EOC facilities (and alternate sites). Implement minimum equipment standards required for EOC in line with CDEM Group policy. Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. Conduct regular EOC inventory checks and testing of equipment. Supply and maintain equipment and communications systems in CDCs⁶⁷ as required.

⁵⁹ Regional Council to serve as Person Conducting a Business or Undertaking (PCBU) of regional volunteers.

Health & Safety at Work Act 2015, Section 17

⁶⁰ Territorial Local Authorities to serve as Person Conducting a Business or Undertaking (PCBU) of local volunteers.

Health & Safety at Work Act 2015, Section 17

⁶¹ Further national guidance is pending on the health and safety, and legal obligations in planning and activation of Community-led Centres (CLCs).

⁶² Identified Civil Defence Centres (CDCs) or Community-led Centres (CLCs) may also include Maraes.

⁶³ As required through national and Group and agency emergency plans eg. CDEM Group Mass Evacuation Plan, Wellington Earthquake National Initial Response Plan.

⁶⁴ Bay of Plenty CDEM Group Plan

⁶⁵ Identified Civil Defence Centres (CDCs) may also include Maraes.

⁶⁶ Bay of Plenty CDEM Group Plan

⁶⁷ Identified Civil Defence Centres (CDCs) may also include Maraes.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
CAPABILITY DEVELOPMENT, TRAINING AND EXERCISES		
<ul style="list-style-type: none"> • Provide CDEM induction training to Joint Committee members. • Develop a Training Needs Analysis to identify CDEM training needs for the Bay of Plenty CDEM Group. • Develop a Bay of Plenty CDEM Group Annual Training and Exercise Plan. Approved through CEG. • Consistent with national CDEM training standards provide for the CDEM Group training standards through the Bay of Plenty CDEM Group Annual Training and Exercise Plan. • Develop training packages in accordance with the national capability development lead by MCDEM • Lead provision of all training⁶⁸ (including maintaining training records) in accordance with the Bay of Plenty CDEM Group Annual Training and Exercise Plan. • Make recommendations on specific training and/or professional development opportunities for local authority CDEM staff. • Provide guidance on specific training and/or professional development opportunities for Bay of Plenty CDEM Group staff. • Provide reporting to Territorial Authorities and Regional Council on staff training registration, attendance and completion of competencies associated with training. • Coordinate and deliver training and professional development to members of the Joint Committee • Coordinate professional development of all CDEM career staff. • Fund professional development of EMBOP CDEM career staff. • Management and provision of training for all volunteer staff at the regional and local level. • Lead the development of exercises to practice EOC/GECC operations (Tier 1-4 in accordance with scale of CDEM exercises). • Conduct and assess exercises to practice EOC/ GECC operations (Tier 1-4 in accordance with scale of CDEM exercises). • Support the Group Controller to implement CDEM Group level corrective action plans as a result of exercises. • Ensure a post-event debrief and report on CDEM exercises – Tier 2 /3 or 4 identifies lessons learnt to inform future training and exercise requirements. 	<ul style="list-style-type: none"> • Make all staff identified in CDEM roles available for training and exercises in accordance with the agreed trainingschedule. • Ensure all identified Regional Council staff register, attend and complete all competencies associated with training. • Provide staff time and travel and accommodation costs associated with attendance at training and exercises. • Own regional level corrective action plan as a result of exercises. • Support the Group Controller to implement Group level corrective action plan for GECC. • Fund professional development of CDEM career staff at the Regional Council level. • Ensure a post-event debrief and report on CDEM exercises – Tier 1 in respect of the GECC identifies lessons learnt to inform future training and exercise requirements. 	<ul style="list-style-type: none"> • Make staff identified in CDEM roles available for training and exercises on a regular basis in accordance with the agreed trainingschedule. • Ensure all identified Territorial Authority staff register, attend and complete all competencies associated with training. • Provide staff time and travel and accommodation costs associated with attendance at training and exercises. • Own local level corrective action plan as a result of exercises. • Support the lead Local Controller to implement local level corrective action plan for EOCs. • Lead and coordinate community (not CDEM volunteers) training and exercises.⁶⁹ • Fund professional development of CDEM career staff at the local level. • Ensure a post-event debrief and report on CDEM exercises – Tier 1 identifies lessons learnt to inform future training and exercise requirements.

⁶⁸ Training for identified CDEM staff and volunteers.

⁶⁹ This includes exercising Community Response Planning or Marae Emergency Preparedness Plans or Tsunami Evacuation Plans with communities.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
WARNING SYSTEMS		
<ul style="list-style-type: none"> Maintain the CDEM Group points of contact on the National Warning System with MCDEM. Maintain the CDEM Group Warning System. Coordinate the testing of all Public Alerting Systems. Procure, maintain, test and activate CDEM Group public alerting systems including (but not limited to): <ul style="list-style-type: none"> SMS. Email. Social media (including Facebook and Twitter). Bay of Plenty CDEM Group website. National and Group Warning System. Emergency Mobile Alert. Red Cross Hazard App. Stingers (mobile sirens). Provide guidance on procurement and maintenance of local public alerting systems. Lead promotion of Group public alerting systems. Develop and implement CDEM Group warning systems and protocols. Ensure the functioning of an effective GECC/ EOC staff activation system. Monitor the effectiveness of Group-wide public alerting systems post-testing in readiness and where appropriate make recommendations regarding the additional or removal of systems. Capture any lessons learnt relating to warning systems post-testing to ensure effectiveness in future application. 	<ul style="list-style-type: none"> Support Bay of Plenty CDEM Group in promoting the CDEM public alerting systems. Ensure an effective flood warning system Promote the flood warning system to partners, emergency services and communities. Ensure the maintenance of Regional Council points of contact on the Group Warning System. Report deficiencies identified in Group-wide public alerting systems post-testing in readiness. 	<ul style="list-style-type: none"> Support Bay of Plenty CDEM Group in promoting the public alerting systems. Procure and maintain local public alerting systems as appropriate at the local level and ensure consistency with CDEM Group direction (including but not limited to): <ul style="list-style-type: none"> Fixed siren networks. Telephone trees. Maintain, test and activate local public alerting systems. Ensure maintenance of Territorial Authority points of contact on the National Warning System via EMBOP. Ensure the maintenance of Territorial Authority points of contact on the Group Warning System with EMBOP. Ensure the maintenance of the database for Territorial Authority staff assigned to respective local EOCs. Report deficiencies identified in Group-wide public alerting systems post-testing in readiness. Report deficiencies identified in local public alerting systems post-testing in readiness.
LIFELINE UTILITIES		
<ul style="list-style-type: none"> Provide financial, administrative and project management support to the Bay of Plenty Lifelines Group. Lifelines Utility Coordinator provided by EMBOP.⁷⁰ Provide and coordinate networking, development opportunities and exercising for Lifelines Group members. Represent the Bay of Plenty Lifelines Group and Bay of Plenty CDEM Group at National forums. Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Lifeline Utilities guidance and plans. 	<ul style="list-style-type: none"> Support the Lifelines Group through appointing a lifelines representative to the Lifelines Group and active participation of its key lifelines managers. Support lifelines projects and activities through voluntary agreed financial contributions. Provide financial accounting and management support to the Bay of Plenty Lifelines Group. Support, contribute and implement Bay of Plenty CDEM Group Lifeline Utilities guidance and plans. 	<ul style="list-style-type: none"> Support the Bay of Plenty Lifelines Group through appointing a lifelines representative to the Bay of Plenty Lifelines Group and active participation of its key lifelines managers. Provide LUCs for services defined under the CDEM Act.⁷¹ Support lifelines projects and activities through voluntary agreed financial contributions. Support, contribute and implement Bay of Plenty CDEM Group Lifeline Utilities guidance and plans. Lead the development, implementation, maintenance of Lifeline Utilities plans at the local level.

⁷⁰ Lifeline Utilities and CDEM: Director's Guideline for Lifeline Utilities and CDEM Groups (DGL 16/14)

⁷¹ CDEM Act, Schedule 1

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
COMMUNITY RESILIENCE AND PARTNERSHIP		
<p>Community Resilience</p> <ul style="list-style-type: none"> • Coordinate cross-boundary⁷² Community Resilience activities⁷³ as required. • Lead the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Resilience Strategy. • Development and implementation of community planning guidance documents and templates to support local CDEM Community Resilience activities and planning processes. • Support local level Community Resilience activities⁷⁴ and planning. • Support the development of Community Response Plans including Marae Emergency Preparedness Plans for local communities with relevant Territorial Authority as required. • Lead Group Community Resilience Projects. • Maori Emergency Management Advisor provided by EMBOP. <p>Public Education</p> <ul style="list-style-type: none"> • Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Public Education Strategy with key messages and public information including local level components (as required). • Lead the planning for and coordination of Public Education activities at the Group level. • Support local level Public Education activities. • Fund and maintain Group resources for Public Education. 	<p>Community Resilience</p> <ul style="list-style-type: none"> • Support Group and local level Community Resilience activities.⁷⁵ • Support, contribute and implement the Bay of Plenty CDEM Group Community Resilience Strategy. • Commitment of staff resources to assist in local Community Resilience activities (hazard specific) as required. • Provide technical information (as required) to Territorial Authorities to support planning with communities in readiness. • Educate and inform communities, Territorial Authorities and partner agencies on hazards and risks (as required). • Identification of priority community groups (as required) and engagement of vulnerable community groups for the development of community plans.⁷⁶ • Support the development of Community Response Plans including Marae Emergency Preparedness Plans for local communities with relevant Territorial Local Authority. • Ensure whole-of-council approach to Regional Council Community Resilience activities. • Support Group Community Resilience Projects. • Ensure that the CDEM component of iwi and hapū management plans are coordinated at Group and local level (as required). <p>Public Education</p> <ul style="list-style-type: none"> • Support the development and implementation of the CDEM Group Bay of Plenty Public Education Strategy. 	<p>Community Resilience</p> <ul style="list-style-type: none"> • Lead planning for all Community Resilience activities⁷⁷ at the local level. • Support, contribute and implement the Bay of Plenty CDEM Group Community Resilience Strategy. • Commitment of staff resources to conduct Community Resilience activities at the local level. • Identification of priority community groups and engagement of vulnerable community groups for the development of community plans.⁷⁸ • Lead CDEM engagement with local communities. • Develop and maintain Community Response Plans including Marae Emergency Preparedness Plans with local communities. • Engage with Regional Council (as required) and EMBOP (as required) for the development of Community Response Plans including Marae Emergency Preparedness Plans with local communities. • Ensure whole-of-council approach to local level Community Resilience activities. • Support CDEM Group Community Resilience Projects. • Consider the CDEM component of iwi and hapū management plans and coordination at local level (as required). • Ensure a local Maori liaison function is staffed and resourced. <p>Public Education</p> <ul style="list-style-type: none"> • Support the development and implementation of the CDEM Group Bay of Plenty Public Education Strategy. • Lead the planning for and coordination of Public Education activities at the local level. • Fund and maintain local resources for Public Education.

⁷² Cross boundary means Territorial Authority boundaries or CDEM Group boundaries.

⁷³ Community Resilience activities are community engagement, community planning, marae preparedness planning, monitoring and evaluation to measure community resilience.

⁷⁴ Community Resilience activities are community engagement, community planning, marae preparedness planning, monitoring and evaluation to measure community resilience.

⁷⁵ Community Resilience activities are community engagement, community planning, marae preparedness planning, monitoring and evaluation to measure community resilience.

⁷⁶ Community Response Plans and Marae Preparedness Plans.

⁷⁷ Community Resilience activities are community engagement, community planning, marae preparedness planning, monitoring and evaluation to measure community resilience.

⁷⁸ Community Response Plans and Marae Preparedness Plans.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
WELFARE MANAGEMENT		
<ul style="list-style-type: none"> • Lead planning for the delivery of welfare services for the Bay of Plenty CDEM Group. in accordance with Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency.⁷⁹ • Appoint Group Welfare Manager (Primary and Alternates) to deliver and coordinate Group welfare functions across the '4Rs'. • Support the Local Welfare Managers to recruit and train CDC Supervisors and staff. • Assist the Local Welfare Managers to recruit, train and maintain local welfare volunteers. • Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Welfare Plan. • Administer and Chair Welfare Coordination Group (WCG) through the Group Welfare Manager.⁸⁰ • Develop, implement and maintain WCG Terms of Reference. • Ensure coordination for the delivery of all nine welfare sub-functions at the Group level. • Support local welfare planning. • Provide resources, tools, and templates to support to Local Welfare Managers to develop Local Welfare Plans. • Provide relevant reporting and recommendations at Group level on Welfare to CEG and Joint Committee.⁸¹ • Provide guidance on functionality and safety of Civil Defence Centres (CDCs)⁸² and Community-led Centres (CLCs)⁸³. • Conduct audits of CDCs. 	<ul style="list-style-type: none"> • Support CDEM Group and local welfare planning activities. • Support, contribute and implement a CDEM Group Welfare Plan. 	<ul style="list-style-type: none"> • Lead planning and delivery of local welfare services in accordance with Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency⁸⁴. • Appoint Local Welfare Managers (Primary and Alternates) to deliver and coordinate welfare functions to local communities across the '4Rs'. • Appoint and train CDC Supervisors and staff to supervise and run the CDC's in an emergency. • Recruit, and maintain Welfare Volunteers to deliver welfare services. • Support, contribute and implement the Bay of Plenty CDEM Group Welfare Plan. • Develop a Local Welfare Plan with alignment to the Group Welfare Plan. • Administer and Chair Local Welfare Committees (LWC) through the Local Welfare Manager. • Develop, implement and maintain LWC Terms of Reference. • Ensure coordination for the delivery of all nine welfare sub-functions at the local level in accordance with the National CDEM Plan Order and Group Welfare Plan. • Provide relevant reporting and recommendations at local level on Welfare to LWC and WCG. • Provide facilities for the provision of facilities to serve as Civil Defence Centres (CDCs). • Enter into agreements (including MOU's with building owners where necessary) for the provision of facilities to serve as Civil Defence Centres (CDCs).⁸⁵ • Undertake assessment of and provide guidance on CDC functionality, location, "fit for purpose" and equipment. • Maintain inventory of equipment for CDCs. • Supply and maintain equipment and communications systems in CDCs where required.

⁷⁹ The CDEM Group are responsible for the following welfare services: Registration, Needs Assessment, Household Goods and Services, and Shelter and Emergency Accommodation.

⁸⁰ National CDEM Order Plan 2015, Section 65

⁸¹ Also see CDEM Function - Reporting

⁸² Identified Civil Defence Centres (CDCs) or Community-led Centres (CLCs) may also include Maraes.

⁸³ Further national guidance is pending on the health and safety, and legal obligations in planning and activation of Community Defence Centres (CDCs) and Community-led Centres (CLCs).

⁸⁴ Territorial Local Authorities are responsible for the following welfare services: Registration, Needs Assessment, Household Goods and Services, and Shelter and Emergency Accommodation.

⁸⁵ Identified Civil Defence Centres (CDCs) or Community-led Centres (CLCs) may also include Maraes.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PUBLIC INFORMATION MANAGEMENT		
<p>Public Information Management (PIM) staff</p> <ul style="list-style-type: none"> • Group Public Information Manager provided by EMBOP. • Coordinate the provision of a 24/7 duty Group PIM function. <p>Public Information Management planning</p> <ul style="list-style-type: none"> • Lead the development, implementation, maintenance of a Bay of Plenty CDEM Group Communications Strategy, Group Public Information Management Plan and associated plans. • Lead and manage all Group level PIM activities. • Develop and implement consistent messages in line with national messaging and where required develop SOPs for the Group and provide coordination and advice for Group and Local PIMs. • Administer and maintain Group level PIM forums and meetings. • Administer 24/7 duty Group PIM system. • Develop and maintain a Bay of Plenty CDEM Group website that links to other CDEM websites and Territorial Authority websites. • Develop and maintain a Bay of Plenty CDEM Group social media presence through social media platforms. • Coordinate advice and guidance to ensure consistent CDEM messaging across all Local Authority social media platforms and websites. 	<p>Public Information Management staff</p> <ul style="list-style-type: none"> • Alternate Group Public Information Managers provided by Regional Council. • Provide staff to support a 24/7 duty Group PIM function. • Provide communications/ media staff to support the Group and local PIM functions during reduction and readiness. • Provide the agreed number of PIM staff to receive training and assist with the dissemination of public information via social media as required. • Provide staff for strategic communications. • Provide opportunities for communications personnel to work collaboratively with other PIMs. <p>Public Information Management planning</p> <ul style="list-style-type: none"> • Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Communications Strategy, Group Public Information Management Plan and associated plans. • Support all CDEM Communications and Social Media activities at the Group and local level as required. • Provide information to Bay of Plenty CDEM Group for use on websites. • Update CDEM component and links on Regional Council websites. • Support consistent CDEM messaging across all Regional Council social media platforms and websites. 	<p>Public Information Management staff</p> <ul style="list-style-type: none"> • Local Public Information Manager and alternates provided by Territorial Authorities. • Ensure the provision of staff to support PIM function at the local level. • Appoint Local Public Information Manager (and alternates and staff). • Provide the agreed number of PIM staff to receive training and assist with the dissemination of CDEM information via any platform as required. • Provide opportunities for communications personnel to work collaboratively with other PIMs. <p>Public Information Management planning</p> <ul style="list-style-type: none"> • Support the development, implementation, maintenance of the Bay of Plenty CDEM Group Community Communications Strategy, Group Public Information Management Plan and associated plans. • Lead and manage all local level PIM activities. • Support all CDEM Communications and Social Media activities at the Group and local level as required. • Provide information to Bay of Plenty CDEM Group for use on websites. • Update CDEM component and links on Local Authority websites. • Support consistent CDEM messaging across all Territorial Authority social media platforms and websites.

RESPONSE

<p>Legislation: CDEM Act 2002, Section 17 1(d) Functions of Civil Defence Emergency Management Groups (1) The functions of a Civil Defence Emergency Management Group, and of each member, are to— (d) respond to and manage the adverse effects of emergencies in its area.</p> <p>Key supporting legislation and references: Reference Schedule B</p>		
ENTITY		
GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
GOVERNANCE AND MANAGEMENT		
<p>Joint Committee</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to the Joint Committee during response to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to CEG on staff and resources to support response to an event. <p>CEG Operations Sub-committee (CEG Ops)</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to CEG Ops to support operational arrangements agreed by CEG on staff and resources to support response to an event. 	<p>Joint Committee</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of response to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates to ensure support and authorise the release of staff and resources to support response to an event. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation through appointed designates to support operational arrangements agreed by CEG on staff and resources to support response to an event. 	<p>Joint Committee</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of response to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates to ensure support and authorise the release of staff and resources to support response to an event. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation through appointed designates to support operational arrangements agreed by CEG on staff and resources to support response to an event.
FINANCIAL MANAGEMENT		
<ul style="list-style-type: none"> Implement CDEM Group policy on the management of response claims. Provide assistance to local authorities with preparing expense reimbursement claims. 	<ul style="list-style-type: none"> Implement CDEM Group policy on the management of response claims. Prepare and submit Regional Council response expense reimbursement claims. Ensure coordination of Regional Council and Territorial Authority response claims. 	<ul style="list-style-type: none"> Implement CDEM Group policy on the management of response claims. Prepare and submit local response expense reimbursement claims. Ensure coordination of Regional Council and Territorial Authority response claims.
HAZARD AND RISK MANAGEMENT		
<ul style="list-style-type: none"> Lead effective planning and response through collaboration on hazard risk management for hazards with cross regional and national impacts. Ensure effective hazard and risk management in accordance with CIMS⁸⁶. 	<ul style="list-style-type: none"> Support effective planning and response through collaboration on hazard risk management for hazards with cross regional and national impacts. Ensure effective hazard and risk management in accordance with CIMS. 	<ul style="list-style-type: none"> Support effective planning and response through collaboration on hazard risk management for hazards with cross regional and national impacts. Ensure effective hazard and risk management in accordance with CIMS.
PLANNING		
<ul style="list-style-type: none"> Implement the following plans as required (but not limited to): <ul style="list-style-type: none"> Bay of Plenty CDEM Group Plan Bay of Plenty CDEM Group Annual Plan. Bay of Plenty CDEM Concept of Operations. Response plans. Standard Operating Procedures for GECC. Bay of Plenty CDEM Group Welfare Plan. Bay of Plenty CDEM Group Communications Plan. Bay of Plenty CDEM Volunteer Plan. Bay of Plenty CDEM Group policy on the management of response claims. 	<ul style="list-style-type: none"> Implement the following plans as required (but not limited to): <ul style="list-style-type: none"> Bay of Plenty CDEM Group Plan Bay of Plenty CDEM Group Annual Plan. Bay of Plenty CDEM Concept of Operations. Response plans. Bay of Plenty CDEM Group Communications Plan. Relevant community plans. Bay of Plenty CDEM Group policy on the management of response claims. 	<ul style="list-style-type: none"> Implement the following plans as required (but not limited to): <ul style="list-style-type: none"> Bay of Plenty CDEM Group Plan Bay of Plenty CDEM Group Annual Plan. Bay of Plenty CDEM Concept of Operations. Response plans. Standard Operating Procedures for EOC. Local Welfare Plan. Bay of Plenty CDEM Group Communications Plan. Relevant local level community plans. Bay of Plenty CDEM Volunteer Plan. Bay of Plenty CDEM Group policy on the management of response claims.

⁸⁶ Coordinated Incident Management System
The New Zealand Coordinated Incident Management System (CIMS), 2nd Edition, April 2014.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
PLANNING		
<ul style="list-style-type: none"> • Support implementation as required (but not limited to): <ul style="list-style-type: none"> ○ Regional and local level community plans. ○ Standard Operating Procedures for EOCs. • Lead the development, implementation and maintenance of the CDEM Group Action Plan. • Support the development, implementation and maintenance of CDEM Local Action Plans. • Lead the development, implementation and maintenance of the CDEM Group Transition to Recovery Plan. • Support the development, implementation and maintenance of CDEM Local Transition to Recovery Plans. 	<ul style="list-style-type: none"> • Support implementation as required (but not limited to): <ul style="list-style-type: none"> ○ Bay of Plenty CDEM Group Welfare Plan. ○ Regional and local level community plans. ○ Bay of Plenty CDEM Volunteer Plan. ○ Standard Operating Procedures for GECC. • Support the development, implementation and maintenance of the CDEM Group and Local Action Plans. • Support the development, implementation and maintenance of the CDEM Group and Local Transition to Recovery Plans. 	<ul style="list-style-type: none"> • Support implementation as required (but not limited to): <ul style="list-style-type: none"> ○ Bay of Plenty CDEM Group Welfare Plan. ○ Regional level community plans. • Lead the development, implementation and maintenance of CDEM Local Action Plan with alignment to the CDEM Group Action Plan. • Support the development, implementation and maintenance of the CDEM Group Action Plan. • Lead the development, implementation and maintenance of CDEM Local Transition to Recovery Plan with alignment to the CDEM Group Transition to Recovery Plan. • Support the development, implementation and maintenance of the CDEM Group Transition to Recovery Plan.
BUSINESS CONTINUTY MANAGEMENT		
<ul style="list-style-type: none"> • Implement Business Continuity plan for maintenance and delivery of Group essential services during a crisis/emergency event. 	<ul style="list-style-type: none"> • Implement Business Continuity plan for maintenance and delivery of Regional Council essential services during a crisis/emergency event. • Implement Business Continuity plan for maintenance and delivery of the GECC. 	<ul style="list-style-type: none"> • Implement Business Continuity plan for maintenance and delivery of Territorial Authority essential services during a crisis/emergency event. • Implement Business Continuity plan for maintenance and delivery of the Local EOC.
REPORTING, MONITORING AND EVALUATION		
<ul style="list-style-type: none"> • Produce Situation Reports at the Group Emergency Coordination Centre (as required). • Provide additional operational reporting (on request) nationally - to the National Crisis Management Centre or other government agencies. • Ensure a post-event debrief/review and report on Group level responses. • Report on Group level CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> • Contribute information to the Group level Situation Report (as required). • Ensure a post-event debrief/review and report on regional level responses. • Report on CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> • Contribute information to the Group level Situation Report (as required). • Produce Situation Reports at the Local Emergency Operations Centre (as required). • Ensure a post-event debrief/review and report on Local level responses. Report on CDEM capability risks as part of the Group Capability Risk Register.
STAFF		
<ul style="list-style-type: none"> • Activate CDEM career staff to support delivery of response. • Activate GECC/ EOC staff for delivery of response as required. • Provide CDEM career liaison staff to support GECC/ EOC on 24/7 basis for response. • Coordinate the provision and deployments of surge CDEM staffing to support Group and Local level responses within the Bay of Plenty or across New Zealand. • Appoint staff to represent the Bay of Plenty CDEM Group at national, regional and local CDEM forums as required. 	<ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct GECC operations and deliver 24/7 response. • Activate staff for strategic CDEM communications. • Support the provision and deployments of surge regional council CDEM staffing to support Group and Local level responses within the Bay of Plenty or across New Zealand. • Appoint staff to represent the Bay of Plenty Regional Council at national, regional and local CDEM forums as required. 	<ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct EOC operations and deliver 24/7 response. • Management of volunteers at the local level in response. • Support the provision and deployments of surge territorial authority CDEM staffing to support Group and Local level responses within the Bay of Plenty or across New Zealand • Appoint staff to represent the Territorial Authority at regional and local CDEM forums as required.
FACILITIES		
<ul style="list-style-type: none"> • Activation of GECC facility as required for response. • Support activation of EOC facilities as required for response. • Support the Local Welfare teams in the activation of CDC facilities as required for response. • Lead assessment of Group facilities – GECC and alternate GECC facilities prior to use following an impact. • Support assessment of Local facilities - EOC, alternate EOC and CDC facilities prior to use following an impact.⁸⁷ 	<ul style="list-style-type: none"> • Support the activation of the GECC facility if required for response if requested by the Group Controller. • Support Group to undertake assessment of Group facilities – GECC and alternate GECC facilities prior to use following an impact.⁸⁸ 	<ul style="list-style-type: none"> • Activation of EOC facility as required for response. • Activation of CDCs as required in response. • Lead assessment of Local facilities - EOC, alternate EOC and CDC facilities prior to use following an impact.⁸⁹

⁸⁷ Under Building Control functions.

⁸⁸ Under Building Control functions.

⁸⁹ Under Building Control functions.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
EQUIPMENT		
<ul style="list-style-type: none"> Ensure coordination of CDEM Group equipment to support an effective response as required by the specific event. 	<ul style="list-style-type: none"> Provide ICT and property support to the activated GECC to ensure effective operational capability of the GECC equipment. Procure any priority equipment required by the activated GECC to ensure effective operational capability of the GECC. 	<ul style="list-style-type: none"> Provide ICT and property support to the EOC in activation to ensure effective operational capability of the EOC equipment. Procure any priority equipment required by the activated EOC to ensure effective operational capability of the EOC.
CAPABILITY DEVELOPMENT, TRAINING AND EXERCISES		
<ul style="list-style-type: none"> Lead post-event debrief/review and report on Group level responses to identify lessons learnt to inform future training and exercise requirements. Support post-event debrief/review for CDEM Regional Council and Territorial Authority responses. 	<ul style="list-style-type: none"> Lead post-event debrief/review and report on regional level responses to identify lessons learnt to inform future training and exercise requirements. Support post-event debrief/review for CDEM Group and Territorial Authority responses. 	<ul style="list-style-type: none"> Lead post-event debrief/review and report on Local level responses to identify lessons learnt to inform future training and exercise requirements. Support post-event debrief/review for CDEM Group and Regional Council responses.
WARNING SYSTEMS		
<ul style="list-style-type: none"> Monitor and respond to emergencies 24/7 on behalf of the CDEM Group including the dissemination of warnings and coordinating response in accordance with CDEM Group warning systems and protocols. Activate GECC/ EOC staff activation system. Monitor the effectiveness of Group-wide public alerting systems post activation in response and where appropriate make recommendations regarding the additional or removal of systems. Capture any lessons learnt relating to warning systems in post-event debriefs to ensure effectiveness in future application. 	<ul style="list-style-type: none"> Support the dissemination of warnings from the CDEM Group to communities. Maintain contacts for alerting systems for local GECC staff. Ensure the dissemination of flood warnings Ensure the dissemination of CDEM National and/or Group warnings internally to regional council officials and staff. Report deficiencies identified in Group-wide public alerting systems post activation in response. 	<ul style="list-style-type: none"> Support the dissemination of warnings from the CDEM Group in accordance with CDEM Group direction and guidance. Maintain contacts for alerting systems for local EOC staff. Ensure the dissemination of CDEM National and/or Group warnings internally to Territorial Authority officials and staff. Report deficiencies identified in Group-wide public alerting systems post activation in response. Report deficiencies identified in local public alerting systems post activation in response.
LIFELINE UTILITIES		
<ul style="list-style-type: none"> Activate Lifelines Utility Coordinator to lead, coordinate and support the delivery of Lifeline Utilities functions in response at the Group level. Ensure GECC reporting on Lifeline Utilities delivery to National Lifeline Utilities Group and National Crisis Management Centre (NCMC). 	<ul style="list-style-type: none"> Provide staff to conduct Lifeline Utilities activities as part of response. 	<ul style="list-style-type: none"> Activate staff to lead, coordinate and support the delivery of Lifeline Utilities (Territorial Authority) functions in response at the local level.
COMMUNITY RESILIENCE AND PARTNERSHIP		
<ul style="list-style-type: none"> Coordinate Group Community activities in response. Support local level Community activities in response. Activate Maori Emergency Management Advisor (as required) in response. Activate Group volunteer management function (as required) in response. 	<ul style="list-style-type: none"> Support Group (GECC) and local (EOC) level Community activities in response. Commitment of staff resources to assist in local Community activities if required in response. Ensure whole-of-council approach to Regional Council Community activities in response. Provide technical information (as required) to Territorial Authorities to support planning with communities in response. 	<ul style="list-style-type: none"> Lead local level Community activities in response. Provide guidance to communities to activate Community Response Plans (as required). Establish and maintain communication between the local EOC and Community Response Teams. Identification of priority community groups and engagement of vulnerable community groups in response. Conduct Community activities in response (as required). Ensure whole-of-council approach to local level Community activities at in response. Commitment of staff resources to assist in response to Community activities at the local level. Activate local Maori liaison function (as required) in response. Activate local volunteer management function (as required) in response.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
WELFARE MANAGEMENT		
<ul style="list-style-type: none"> • Activate Group Welfare Manager to lead, coordinate and support the delivery of welfare functions in response at the Group level. • Activate the Group Welfare function and staff of the Group Emergency Coordination Centre (GECC) as directed by the Group Controller • Implement Group Welfare Group Plan. • Convene and Chair Welfare Coordination Group. through Group Welfare Manager. • Ensure coordination and delivery of all nine welfare sub-functions at the Group level in response. • Provide support to Local Welfare Managers to deliver and coordinate local welfare support in response to an emergency. • Support activation of CDC/ CLC facilities if required for response. • Ensure GECC reporting on welfare service delivery to National Crisis Management Centre (NMC). 	<ul style="list-style-type: none"> • Support Group (GECC) and local (EOC) welfare activities in response. • Support implementation of Group and Local Welfare Plans. 	<ul style="list-style-type: none"> • Activate Local Welfare Managers (Primary and Alternates) to lead, coordinate and support the delivery of welfare functions in response at the local level. • Activate the Local Welfare function and staff of the Local Emergency Operations Centre (EOC) as directed by the Local Controller • Implement Local Welfare Plan. • Convene and Chair the LWC through the Local Welfare Manager. • Ensure coordination and delivery of all nine welfare sub-functions at the local level in response. • Activate CDCs as required in response. • Ensure communication with and support to activated CLC's. • Ensure local EOC reporting on welfare service delivery to the GECC.
PUBLIC INFORMATION MANAGEMENT		
<ul style="list-style-type: none"> • Activate Group PIM and coordinate PIM functions at Group level if required. • Support local PIMs (if established) during response. • Conduct PIM for CDEM Group in support of response. • Ensure effective delivery of PIM in accordance with CIMS at the Group level. 	<ul style="list-style-type: none"> • Conduct PIM for Regional Council in support of response. • Support Group and local PIM activities in response. • Provide communications/ media staff to support the Group and Local PIM function during response if required. 	<ul style="list-style-type: none"> • Conduct PIM for local authority in support of response. • Provide communications/ media staff to support the Local PIM function during response if required. • Ensure effective delivery of PIM in accordance with CIMS at the local level.

RECOVERY

<p>Legislation: CDEM Act 2002, Section 17 1(a) Functions of Civil Defence Emergency Management Groups (1) The functions of a Civil Defence Emergency Management Group, and of each member, are to— (e) plan and carry out recovery activities.</p> <p>Key supporting legislation and references: Reference Schedule B</p>		
ENTITY		
GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
GOVERNANCE AND MANAGEMENT		
<p>Joint Committee</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to the Joint Committee during recovery to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to CEG on staff and resources to support recovery. <p>CEG Operations Sub-committee (CEG Ops)</p> <ul style="list-style-type: none"> Coordinate information, advice and technical support to CEG Ops to support operational arrangements agreed by CEG on staff and resources to support recovery. 	<p>Joint Committee</p> <ul style="list-style-type: none"> Active participation of CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of recovery to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates to ensure support and authorise the release of staff and resources to support recovery to an event. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation through appointed designates to support operational arrangements agreed by CEG on staff and resources to support recovery. 	<p>Joint Committee</p> <ul style="list-style-type: none"> Active participation On CDEM through appointed designates and supports the Joint Committee in carrying out its obligations under the CDEM Act and the Bay of Plenty CDEM Group Constitution as part of recovery to an event. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> Active participation on CDEM through appointed designates to ensure support and authorise the release of staff and resources to support recovery to an event. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> Active participation through appointed designates to support operational arrangements agreed by CEG on staff and resources to support recovery.
FINANCIAL MANAGEMENT		
<ul style="list-style-type: none"> Implement CDEM Group policy on the management of recovery claims. Provide assistance to local authorities with preparing expense reimbursement claims. 	<ul style="list-style-type: none"> Implement CDEM Group policy on the management of recovery claims. Provide assistance to Territorial Authorities with preparing recovery expense reimbursement claims. Prepare and submit Regional Council recovery expense reimbursement claims. 	<ul style="list-style-type: none"> Implement CDEM Group policy on the management of recovery claims. Prepare and submit local recovery expense reimbursement claims.
HAZARD AND RISK MANAGEMENT		
<ul style="list-style-type: none"> Ensure effective hazard risk management in recovery. 	<ul style="list-style-type: none"> Ensure effective hazard risk management in recovery. 	<ul style="list-style-type: none"> Ensure effective hazard risk management in recovery.
PLANNING		
<ul style="list-style-type: none"> Implement the Bay of Plenty CDEM Group Recovery Plan. Implement CDEM Group policy on the management of recovery claims. 	<ul style="list-style-type: none"> Support implementation of the Bay of Plenty CDEM Group Recovery Plan. Implement CDEM Group policy on the management of recovery claims. 	<ul style="list-style-type: none"> Implement the CDEM Local Recovery Plan. Implement CDEM Group policy on the management of recovery claims.
BUSINESS CONTINUTY MANAGEMENT		
<ul style="list-style-type: none"> Implement Business Continuity plan for maintenance and delivery of essential services post a crisis/emergency event for the Group Recovery Office. 	<ul style="list-style-type: none"> Maintenance of essential Regional Council services in recovery. Support implementation of Business Continuity plan for maintenance and delivery of essential services post a crisis/emergency event for the Group Recovery Office. 	<ul style="list-style-type: none"> Maintenance of essential Territorial Authority services in recovery. Implement Business Continuity plan for maintenance and delivery of essential services post a crisis/emergency event for the Local Recovery Office.
REPORTING, MONITORING AND EVALUATION		
<ul style="list-style-type: none"> Ensure a post-event debrief/review and report on Group level recovery. Ensure reporting on Group Recovery to the CDEM Group Joint Committee, CEG and the National Recovery team as required. Report on Group level CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> Ensure a post-event debrief/review and report on regional level recovery. Participate in any Group or territorial authority post-event recovery debriefs for reviews. Ensure reporting on Regional Level Recovery to the Group Recovery Office or Group Recovery Manager as required. Report on CDEM capability risks as part of the Group Capability Risk Register. 	<ul style="list-style-type: none"> Ensure a post-event debrief/review and report on Local level recovery. Lead local post-event recovery debriefs for reviews in accordance with the Group policy. Ensure reporting on Local Recovery to the Group Recovery Office or Group Recovery Manager as required. Appoint staff to represent the Territorial Authority at regional and local CDEM forums as required.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
STAFF		
<ul style="list-style-type: none"> • Provide CDEM career staff to support delivery of recovery at the Group level. • Provide CDEM career liaison staff to support the establishment and function of the Group/ Local Recovery Office. • Coordinate the provision and deployments of surge CDEM staffing to support Group and Local level recovery within the Bay of Plenty or across New Zealand. • Appoint staff to represent the Bay of Plenty CDEM Group at national, regional and local CDEM forums as required. 	<ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to manage Regional Council recovery activities. • Support the provision and deployments of surge regional council CDEM staffing to support Group and Local level recovery within the Bay of Plenty or across New Zealand. • Appoint staff to represent the Bay of Plenty Regional Council at national, regional and local CDEM forums as required. 	<ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to manage Territorial recovery activities. • Support the provision and deployments of surge territorial authority CDEM staffing to support Group and Local level recovery within the Bay of Plenty or across New Zealand. • Appoint staff to represent the Territorial Authority at regional and local CDEM forums as required.
FACILITIES		
<ul style="list-style-type: none"> • Lead Establishment of Bay of Plenty CDEM Group Recovery Office as required. • Provide advice and support for establishment of Local Recovery Offices. 	<ul style="list-style-type: none"> • Support establishment of Bay of Plenty CDEM Group Recovery Office as required. • Provide support to Local Recovery Office as required. 	<ul style="list-style-type: none"> • Establish Local Recovery Office as required. • Support establishment of Bay of Plenty CDEM Group Recovery Office as required. • Lead the planning for the identification, establishment and operation of information centres in recovery.
EQUIPMENT		
<ul style="list-style-type: none"> • Ensure coordination of CDEM Group equipment to support an effective recovery as required by the specific event. 	<ul style="list-style-type: none"> • Provide ICT and property support to the established Group Recovery Office to ensure effective service delivery of the Group Recovery Office equipment. • Procure any priority equipment required by the established Group Recovery Office to ensure effective service delivery of the Group Recovery Office. 	<ul style="list-style-type: none"> • Provide ICT and property support to the established Local Recovery Office to ensure effective service delivery of the Local Recovery Office equipment. • Procure any priority equipment required by the established Local Recovery Office to ensure effective service delivery of the Local Recovery Office.
CAPABILITY DEVELOPMENT, TRAINING AND EXERCISES		
<ul style="list-style-type: none"> • Ensure a post-event debrief/review and report on Group level recovery identifies lessons learnt to inform future training and exercise requirements. 	<ul style="list-style-type: none"> • Ensure a post-event debrief/review and report on regional level recovery identifies lessons learnt to inform future training and exercise requirements. 	<ul style="list-style-type: none"> • Ensure a post-event debrief/review and report on Local level recovery identifies lessons learnt to inform future training and exercise requirements.
WARNING SYSTEMS		
<ul style="list-style-type: none"> • Warning systems are not utilised in recovery. Any event requiring activation of warning systems will be conducted as part of response. 	<ul style="list-style-type: none"> • Warning systems are not utilised in recovery. Any event requiring activation of warning systems will be conducted as part of response. 	<ul style="list-style-type: none"> • Warning systems are not utilised in recovery. Any event requiring activation of warning systems will be conducted as part of response.
LIFELINE UTILITIES		
<ul style="list-style-type: none"> • Activate Lifelines Utility Coordinator lead, coordinate and support delivery of Lifeline Utilities activities in recovery at the Group level. 	<ul style="list-style-type: none"> • Provide staff (as required) to be available (agreed quantities) to manage Lifeline Utilities activities in recovery. 	<ul style="list-style-type: none"> • Activate staff to lead, coordinate and support the delivery of Lifeline Utilities (Territorial Authority) functions in recovery at the local level.
COMMUNITY RESILIENCE AND PARTNERSHIP		
<ul style="list-style-type: none"> • Coordinate Group Community Recovery activities in recovery. • Support local level Community Recovery activities in recovery. • Activate Maori Emergency Management Advisor (as required) in recovery. • Activate Group volunteer management function (as required) in recovery. 	<ul style="list-style-type: none"> • Identification of priority community groups and engagement of vulnerable community groups in recovery. • Commitment of staff resources to assist in local Community Recovery activities (if required in recovery). • Ensure whole-of-council approach to Regional Council Community Recovery activities in recovery. • Provide technical information (as required) to Territorial Authorities to support planning with communities in recovery. 	<ul style="list-style-type: none"> • Identification of priority community groups and engagement of vulnerable community groups in recovery. • Conduct Community Recovery activities in recovery at the local level (as required). • Commitment of staff resources to assist in Community Recovery activities at the local level in recovery. • Ensure whole-of-council approach to local level Community Recovery activities in recovery. • Activate local Maori liaison function (as required) in recovery. • Activate local volunteer management function (as required) in recovery.

GROUP DELIVERY EMBOP	REGIONAL DELIVERY Regional Council	LOCAL DELIVERY Territorial Authority
WELFARE MANAGEMENT		
<ul style="list-style-type: none"> The Group Recovery Manager and Group Welfare Manager will coordinate and support transition of welfare arrangements from response to recovery (Social Environment) at Group level. Contribute to the development of welfare component of the transition to recovery plan at Group level. Ensure continued delivery and coordination of relevant welfare sub-functions at the Group level in recovery. Continue to provide support to Local Welfare Managers to deliver and coordinate local welfare support in recovery to an emergency. 	<ul style="list-style-type: none"> Through Group or Local Recovery Office (as required) support Group and local welfare activities in recovery. 	<ul style="list-style-type: none"> Local Recovery Manager and Local Welfare Manager will coordinate transition of welfare arrangements from response to recovery (Social Environment) at the local level. Contribute to the development of welfare component of the transition to recovery plan at the local level. Ensure continued delivery and coordination of relevant welfare sub-functions at the local level in recovery.
PUBLIC INFORMATION MANAGEMENT		
<ul style="list-style-type: none"> Conduct PIM for CDEM Group in support of recovery. Group PIM to coordinate PIM functions at Group level if required during recovery. Support local PIMs (if established) during recovery. 	<ul style="list-style-type: none"> Conduct PIM for Regional Council in support of recovery. Support Group and local PIM activities in recovery. Provide communications/ media staff to support the Group and Local PIM function if required during recovery. 	<ul style="list-style-type: none"> Conduct PIM for local authority in support of recovery. Provide communications/ media staff to support the Local PIM function if required during recovery.

Schedule B

Bay of Plenty CDEM Legislation and References of Relevance

Legislation

- CDEM Act 2002
- CDEM Amendment Act 2016
- National CDEM Plan 2015
- Local Government Act, 2002
- Health and Safety at Work Act, 2015
- Human Rights Act 1993
- Privacy Act 1993
- Accident Compensation Act 2001
- Health and Safety at Work Act 2015, Section 17

Key CDEM references

Policies

- Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)
- Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers, Version 2.6, May 2013
- Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017

Documents

- Bay of Plenty Civil Defence Emergency Management Group Constitution, July 2013
- Bay of Plenty Lifelines Group Charter 2017
- Government financial support factsheets
<https://www.civildefence.govt.nz/cdem-sector/guidelines/claims-factsheets/>
- Introduction to Business Continuity Management
<https://www.civildefence.govt.nz/cdem-sector/exercises/exercisetangaroa2016/business-continuity-management/>
- Ministry of Business Innovation & Employment, Guidance Managing buildings in an emergency: Guidance for decision makers and territorial authorities, Part B, Section 4
- Ministry of Civil Defence & Emergency Management (MCDEM) website
<https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/>
- CDEM Capability Assessment Tool
<https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/cdem-capability-assessment-tool/>
- Working from the same page: Consistent Messages for CDEM
- Ministry of Business, Innovation & Employment Guidance: Managing buildings in an emergency: Guidance for decisions makers and territorial authorities, May 2018
- Coordinated Incident Management System (CIMS) Manual , 2nd Edition
- MCDEM Factsheets:
 - Declaring states of local emergency
 - Declaration Form Templates
 - Quick Guide to Declaring a state of Local Emergency
<https://www.civildefence.govt.nz/cdem-sector/guidelines/>

- Memorandum of Understanding between Bay of Plenty CDEM Group and the Minister of Local Government, 11 August 2017
- Bay of Plenty Civil Defence Emergency Management Review Report, 08 November 2018

Plans

- Guide to the National CDEM Plan 2015
- Bay of Plenty CDEM Group Plan 2018/2023
- Bay of Plenty CDEM Group Annual Training and Exercise Plan
- Bay of Plenty CDEM Group Volunteer Strategy, June 2015
- Bay of Plenty CDEM Group Volunteer Plan, February 2017
- Bay of Plenty CDEM Group Welfare Plan 2018/2023
- Bay of Plenty CDEM Group Recovery Plan, Civil Defence Publication 2015/01, 13 February 2015
- Bay of Plenty CDEM Group Community Resilience Strategy, Civil Defence Publication 2016/03

Guidelines

- Director's Guideline for CDEM Groups (DGL 09/18) CDEM Group Planning
- Director's Guideline for CDEM Groups (DGL 07/08) Mass Evacuation Planning
- Director's Guideline for CDEM Groups (DGL 19/15) Response Planning in CDEM
- Director's Guideline for CDEM Groups (DGL 20/17) Strategic Planning for Recovery
- Director's Guideline for CDEM Groups (DGL 21/18) Assessment and Planning for Tsunami Vertical Evacuation
- Director's Guideline for Lifeline Utilities and CDEM Groups (DGL 16/14)
- Director's Guideline for CDEM Group (DGL 14/13) Public Information Management
- Director's Guideline for CDEM Groups (DGL 15/13) Volunteer Coordination in CDEM
- Director's Guideline for CDEM Groups (DGL 10/09) CDEM Exercises
- Director's Guideline for CDEM Groups (DGL 19/15) Response Planning in CDEM
- Director's Guideline for CDEM Group and Local Controllers (DGL 06/08) Response Management (Revised October 2014)
- Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15) Welfare Services in an Emergency
- Director's Guideline for CDEM Groups (DGL 4/05) Recovery Management
- Director's Guideline for CDEM Groups, Strategic Planning for Recovery (DGL 20/17), December 2017.
- CDEM Best Practice Guide (BPG 5/10) CDEM Competency Framework Toolkit Development Needs Analysis
- CDEM Best Practice Guide (BPG 4/10) Community Engagement in the CDEM context
- Information for the CDEM Sector (IS 10/09) Public Alerting: Options Assessment

Bay of Plenty CDEM Legislation and References of Relevance by Function

GOVERNANCE AND MANAGEMENT
Legislation: CDEM Act 2002 National CDEM Plan Order 2015
Other key references: Bay of Plenty CDEM Group Plan Bay of Plenty Civil Defence Emergency Management Group Constitution, July 2013
FINANCIAL MANAGEMENT
Legislation: CDEM Act 2002, Section 16, 24 National CDEM Plan Order 2015, Section 159,160, 161, 162 Local Government Act, 2002, Section 101
Other key references: Bay of Plenty CDEM Group Plan Guide to the National CDEM Plan 2015, Section 33 Government financial support factsheets (https://www.civildefence.govt.nz/cdem-sector/guidelines/claims-factsheets/) Bay of Plenty Civil Defence Emergency Management Review Report, 08 November 2018
HAZARD AND RISK MANAGEMENT
Legislation: CDEM Act 2002, Section 17 National CDEM Plan Order 2015, Section 29, 91, 79, 161
Other key references: Bay of Plenty CDEM Group Plan Director's Guideline for CDEM Groups (DGL 09/18) CDEM Group Planning Bay of Plenty Regional Policy Statement, Bay of Plenty Regional Council, 01 October 2014, NH 13C (a)-(b)
PLANNING
Legislation: CDEM Act 2002, Section 17, 38, 48 - 57, 64 National CDEM Plan Order 2015, Section 79, 98
Other key references: Bay of Plenty CDEM Group Plan Director's Guideline for CDEM Groups (DGL 09/18) CDEM Group Planning Director's Guideline for CDEM Groups (DGL 07/08) Mass Evacuation Planning Director's Guideline for CDEM Groups (DGL 19/15) Response Planning in CDEM Director's Guideline for CDEM Groups (DGL 20/17) Strategic Planning for Recovery Director's Guideline for CDEM Groups (DGL 21/18) Assessment and Planning for Tsunami Vertical Evacuation Ministry of Business Innovation & Employment, Guidance Managing buildings in an emergency: Guidance for decision makers and territorial authorities, Part B, Section 4
BUSINESS CONTINUITY MANAGEMENT
Legislation: CDEM Act 2002, Section 17, 18 National CDEM Plan Order 2015, Section 97
Other key references: Bay of Plenty CDEM Group Plan Introduction to Business Continuity Management (https://www.civildefence.govt.nz/cdem-sector/exercises/exercisetangaroa2016/business-continuity-management/)

REPORTING, MONITORING AND EVALUATION

Legislation:

Reporting:

CDEM Act 2002, Section 16
National CDEM Plan Order 2015, Section 129

Monitoring and Evaluation:

CDEM Act 2002, Section 17, 20
National CDEM Plan Order 2015, Section 108

Other key references:

Bay of Plenty CDEM Group Plan
CDEM Capability Assessment Tool (<https://www.civildefence.govt.nz/cdem-sector/monitoring-and-evaluation/cdem-capability-assessment-tool-/>)

STAFF

Legislation:

CDEM Act 2002, Section 17, 18, 26, 27, 29, 30, 59
National CDEM Plan Order 2015, Section 18, 29, 79
Health and Safety at Work Act, 2015
Human Rights Act 1993
Privacy Act 1993
Accident Compensation Act 2001
Health and Safety at Work Act 2015, Section 17

Other key references:

Bay of Plenty CDEM Group Plan 2018/2023
Bay of Plenty CDEM Group Volunteer Strategy, June 2015
Bay of Plenty CDEM Group Volunteer Plan, February 2017
Bay of Plenty CDEM Group Welfare Plan 2018/2023
Bay of Plenty CDEM Group Recovery Plan, Civil Defence Publication 2015/01, 13 February 2015
Bay of Plenty CDEM Group Policy for the Appointment and Development of Controllers, Version 2.6, May 2013
Bay of Plenty CDEM Group Policy for the Appointment and Development of Recovery Managers, Version 1.0, February 2017
Director's Guideline for CDEM Groups (DGL 15/13) Volunteer Coordination in CDEM
Ministry of Business, Innovation & Employment Guidance: Managing buildings in an emergency: Guidance for decisions makers and territorial authorities, May 2018
Coordinated Incident Management System (CIMS) Manual , 2nd Edition

FACILITIES

Legislation:

CDEM Act 2002, Section 17, 18
National CDEM Plan Order 2015, Section 79, 80, 95

Other key references:

Bay of Plenty CDEM Group Plan 2018/2023

EQUIPMENT

Legislation:

CDEM Act 2002, Section 17, 18
National CDEM Plan Order 2015, Section 79, 80, 95

Other key references:

Bay of Plenty CDEM Group Plan 2018/2023

CAPABILITY DEVELOPMENT, TRAINING AND EXERCISES

Legislation:

CDEM Act 2002, Section 17
National CDEM Plan Order 2015, Section 18, 95, 102, 105

Other key references:

Bay of Plenty CDEM Group Plan
Bay of Plenty CDEM Group Annual Training and Exercise Plan
Director's Guideline for CDEM Groups (DGL 10/09) CDEM Exercises
CDEM Best Practice Guide (BPG 5/10) CDEM Competency Framework Toolkit Development Needs Analysis

WARNING SYSTEMS

Legislation:

CDEM Act 2002, Section 17, 18
National CDEM Plan 2015, Section 29, 120

Other key references:

Bay of Plenty CDEM Group Plan
Information for the CDEM Sector (IS 10/09) Public Alerting: Options Assessment

LIFELINE UTILITIES

Legislation:

CDEM Act 2002, Section 59, 60, Schedule 1, Part A – Part B
National CDEM Plan Order 2015, Section 60-61

Other key references:

Bay of Plenty CDEM Group Plan
Bay of Plenty Lifelines Group Charter 2017
Lifeline Utilities and CDEM: Director's Guideline for Lifeline Utilities and CDEM Groups (DGL 16/14)

COMMUNITY RESILIENCE AND PARTNERSHIP

Legislation:

CDEM Act 2002, Section 38
Local Government Act 2002, Section 10, 12, 11A, 14, 17A, 76AA

Other key references:

Bay of Plenty CDEM Group Plan 2018/2023
Bay of Plenty CDEM Group Community Resilience Strategy, Civil Defence Publication 2016/03
CDEM Best Practice Guide (BPG 4/10) Community Engagement in the CDEM context
Bay of Plenty Civil Defence Emergency Management Review Report, 08 November 2018

WELFARE MANAGEMENT

Legislation:

CDEM Act 2002
National CDEM Plan Order 2015, Section 29, 62-75

Other key references:

Bay of Plenty CDEM Group Plan 2018/2023
Bay of Plenty CDEM Group Welfare Plan 2018/2023
Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency (DGL 11/15)
Welfare Services in an Emergency
Bay of Plenty Civil Defence Emergency Management Review Report, 08 November 2018

PUBLIC INFORMATION MANAGEMENT AND PUBLIC EDUCATION

Legislation:

CDEM Act 2002, Section 17
National CDEM Plan Order 2015, Section 29

Other key references:

Bay of Plenty CDEM Group Plan
Working from the same page: Consistent Messages for CDEM
Director's Guideline for CDEM Group (DGL 14/13) Public Information Management

Schedule C

Bay of Plenty CDEM Financial Arrangements

The financial revenue and management of CDEM budgets for the Bay of Plenty CDEM Group and the members is provided for as stated below:

ENTITY	Bay of Plenty CDEM Group	Bay of Plenty Regional Council	Territorial Authorities
Revenue	CDEM Regional Targeted Rate. ¹	To be determined during the Annual Plan process by Regional Council.	To be determined during the Annual Plan process by City and District Councils.
Budget Development	Emergency Management Bay of Plenty	Regional Council.	City and District Councils
Budget Approval	Bay of Plenty CDEM Group Joint Committee	Regional Council.	City and District Councils.
Operating Variance	Transferred to Bay of Plenty CDEM Group Reserve Account. Note: Surplus funds from previous years (in the form of reserves) may be used to fund expenditure.	At discretion of Bay of Plenty Regional Council.	At discretion of City and District Councils.

¹A targeted rate is set differentially in accordance with Sections 16,17 and 18 of the Local Government (Rating) Act 2002 as an amount per rating unit on all rateable properties within defined boundaries of Kawerau, Ōpōtiki, Rotorua, Tauranga, Western Bay of Plenty and Whakatāne constituent districts and calculated on the extent of service provided.