



**Emergency
Management Otago**

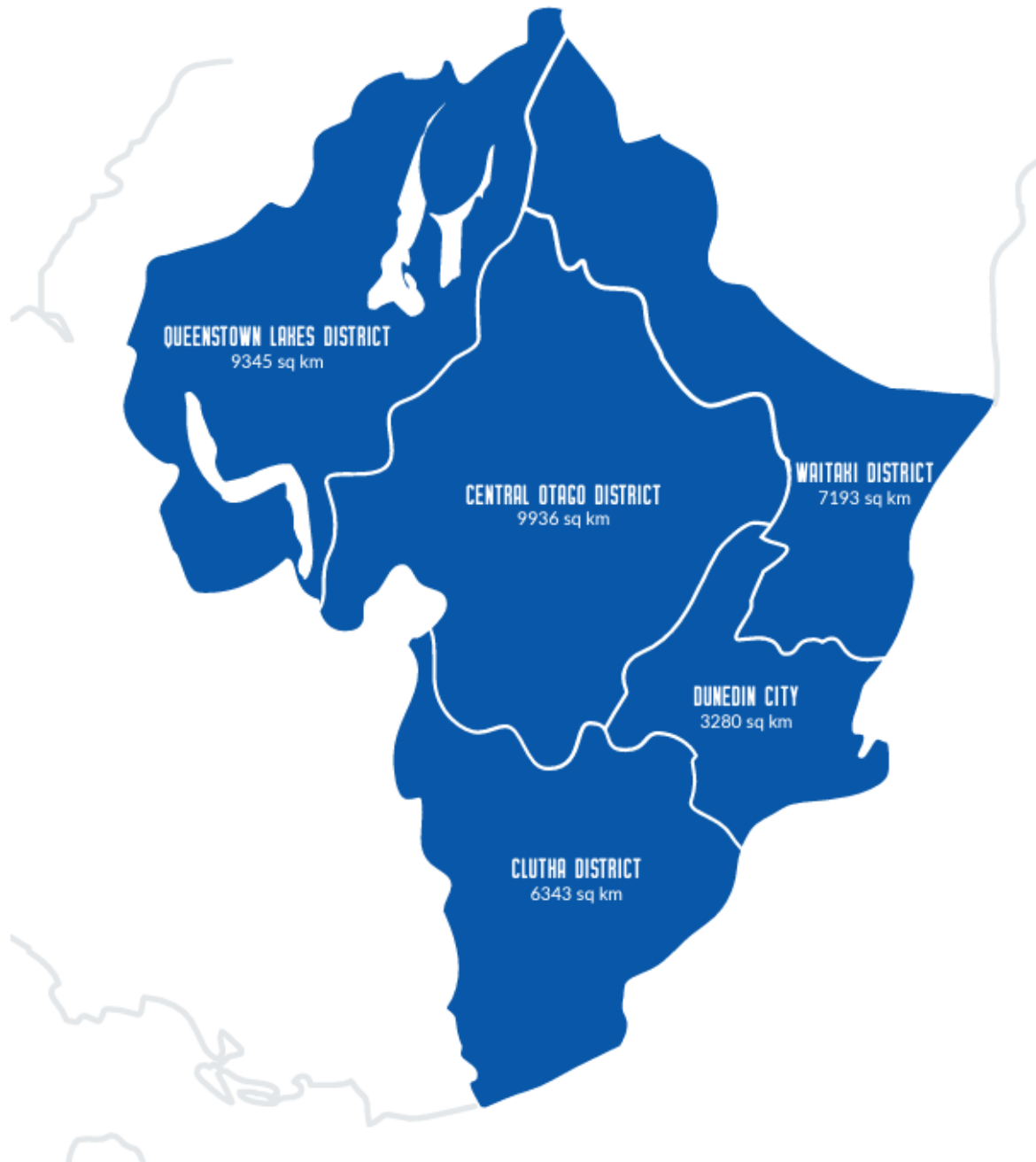
Te Rākau Whakamarumaru Ōtākou

Otago Civil Defence and Emergency Management Joint Committee

Date: Thursday, 21 September 2023

Time: 3.30 PM

Venue: ORC Council Chamber
Level 2, Philip Lange House
144 Rattray St, Dunedin



Otago Civil Defence and Emergency Management Joint Committee

Membership

Members

Gretchen Robertson	Chairperson, Otago Regional Council (Chairperson)
Jules Radich	Mayor, Dunedin City Council (Deputy Chairperson)
Tim Cadogan	Mayor, Central Otago District
Bryan Cadogan	Mayor, Clutha District Council
Glyn Lewers	Mayor, Queenstown Lakes District
Gary Kircher	Mayor, Waitaki District Council

Otago Civil Defence and Emergency Management Group - Joint Committee

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1. Karakia Timatanga - Opening

The meeting will be opened with a karakia.

2. Apologies

At the time the agenda closed there were no apologies received.

3. Minutes

3.1 Unconfirmed Minutes – Otago Civil Defence and Emergency Management Group – Joint Committee – 8 June 2023

Recommendations

That the Otago Civil Defence and Emergency Management Group – Joint Committee:

Confirms the minutes from the Otago Civil Defence and Emergency Management Group – Joint Committee meeting held on Monday, 8th June 2023.

Attachments

1. Otago Civil Defence and Emergency Management Group – Joint Committee Unconfirmed Minutes 8th June 2023 [**3.1.1** - 5 pages]

3.1.1 Minutes of the Otago Civil Defence and Emergency Management Group, Joint Committee held in Council Chambers and via Zoom, Philip Laing House, Rattray St, Dunedin on 8th June 2023.

Membership:

Gretchen Robertson	Chairperson, Otago Regional Council (Chair)
Jules Radich	Mayor, Dunedin City Council (Deputy Chair)
Tim Cadogan	Mayor, Central Otago District
Bryan Cadogan	Mayor, Clutha District Council
Glyn Lewers	Mayor, Queenstown Lakes District
Gary Kircher	Mayor, Waitaki District Council

In Attendance:

Sandy Graham	Chief Executive, Dunedin City Council
Louise Van der Voort	Acting Chief Executive, Central Otago District Council
Richard Saunders	Interim Chief Executive, Otago Regional Council
Steve Hill	Chief Executive, Clutha District Council
Mike Theelen	Chief Executive, Queenstown Lakes District
Alex Parmley	Group Manager, Waitaki District Council
Matt Alley	Regional Manager, CDEM
Kelly Taylor Covey	Minute Taker

Gretchen opened the meeting with a karakia.

1. APOLOGIES

Jules Radich, Bryan Cadogan, Mike Theelen, Alex Parmley and Louise Van der Voort were apologies.

The apologies were accepted.

Moved: Gary Kircher

Seconded: Glyn Lewers

CARRIED

2. ATTENDANCE

Gretchen Robertson, Sandy Graham, Gary Kircher, Richard Saunders, Matt Alley, Glyn Lewers, Tim Cadogan, Suzanne Ellison, Derek Shaw, Erica Andrews, Mike Gillooly, Jamie Ruwhiu, Paul Allen, Andy McKenzie-Everitt, Victoria Campbell, Taylor Hendl, Kelly Taylor Covey (minute taker).

3. CONFIRMATION OF AGENDA

The agenda was confirmed with no amendments.

4. CONFIRMATION OF MINUTES

The minutes of the meeting held on 16 March 2023 were received and confirmed as a true and correct record, with minor amendments.

Moved: Gary Kircher

Seconded: Glyn Lewers

CARRIED

5. ACTION ITEMS

There were no action items.

6. ITEMS OF BUSINESS

6.1 Manager's Report

Matt Alley took the report as read and spoke to some of the items. He noted they were currently carrying three vacancies but that that spoke to the current environment. He noted they were doing the final touches on the Training and Capability Strategy and that this would hopefully come to the next Joint Committee meeting in September. He also noted that there is an issue with MetService with inaccurate forecasts showing, and that the advice and the model on the website did not align.

Recommendation

That the Joint Committee:

*1) **Receives** the report.*

Moved: Gary Kircher

Seconded: Tim Cadogan

CARRIED

6.2 Quarterly Report

Matt Alley took the report as read and spoke to some of the points. He noted there had been a good increase in Gets Ready signup, especially in the last quarter and that they were tracking well to doubling. He also noted the 120k variance on the finance page and advised where this came from.

There was comment that the Contents list didn't really make sense and it was asked if that could be changed slightly for next time.

Recommendation

That the Joint Committee:

*1) **Notes** the Q3 workplan and the completed activity contained therein.*

Moved: Glyn Lewers

Seconded: Tim Cadogan

CARRIED

6.3 Auckland Weather Event - Review

A report from Matt Alley provided some discussion points on matters relevant to the CDEM group resulting from the recent review into Auckland Emergency Management's weather event response. He noted that of the recommendations arising from that, eight have a degree of relevance to Otago.

There was discussion about the process of landing a GIS platform for the region. It was noted that most of the TAs already had GIS platforms and it was questioned how a common platform would work. Sandy Graham advised the city would prefer that Matt, had a discussion with their liaison person around this.

Sandy also advised that the city was reviewing the weather event report through a different lens and that there were a whole range of comments around the report that are worth looking at. They will share the work more broadly among the CEs when completed.

Recommendation

That the Joint Committee:

- 1) **Notes** the report and observations herein.
- 2) **Supports** the recommended actions listed in this paper
- 3) **Directs** the creation of an 'Actions Register' to track recommended actions from this paper and to provide an open channel to identify and report on matters of continuous improvement.

Moved: Tim Cadogan

Seconded: Gary Kircher

CARRIED

6.4 Appointment of Local Controller and Recovery Manager – Queenstown

A paper from Matt Alley recommended the Joint Committee approve the appointment of Ken Bailey to the role of Local Controller and Michelle Morss to the role of Local Recovery Manager for Queenstown Lakes.

Recommendation

That the Joint Committee:

- 1) **Approves** the appointment of Ken Bailey as Local Controller for Queenstown Lakes District Council.
- 2) **Approves** the appointment of Michelle Morss as Local Recovery Manager for Queenstown Lakes District Council.

Moved: Gretchen Robertson

Seconded: Glyn Lewers

CARRIED

6.5 Lifelines Update

A presentation was given by Matt Alley giving a quick component overview of Lifeline plans. He noted there were no sector standards for this, just plans that were recommended by NEMA, and noted also that the plans were presently just encouraged rather than mandated.

There was discussion about priority routes and what the priority sites would be. It was felt that Matt needs to make sure route priorities all align.

6.6 NEMA Update

Mike Gillooly took his report as read and discussed various points with the Joint Committee. He noted that regarding the Emergency Management Bill, an out of cycle letter had been sent to the CEG chair and he will work with Matt on how to provide support. The Bill will shortly be available on the web. He noted key factors are that roles and responsibilities are more clearly defined and the focus is on delivering equitable outcomes for communities most at risk. The first reading of the Bill would be in late June.

Mike also advised that NEMA are looking to rebrand, and also that John Price, their new Deputy CE, would be coming down to meet with the Joint Committee in 3-4 months.

7. CLOSURE

There was no further business and Gretchen Robertson closed the meeting with a karakia at 3.53pm.

Actions:

Meeting	Actions	Action By	Status
08/06/23	0623-01 Produce and communicate a Public Information Management process that is agreed to by all CEG stakeholders	Alley	In Progress
08/06/23	0623-02 Facilitate EOC / ECC exercises for each council.	Alley	In Progress
08/06/23	0623-03 Creation and adoption of Otago CDEM Group Training and Capability Strategy	Alley	In Progress
08/06/23	0623-04 Complete a workshop with Joint Committee inviting Iwi and Emergency services to discuss aspects of declaration and confirm a process for multiple district (city) declarations.	Alley	In Progress
08/06/23	0623-05 Complete and circulate an updated LUC activation protocol	Alley	In Progress
08/06/23	0623-06 Creation of an 'Actions Register' to	Alley	In Progress

	track recommended actions from this paper and to provide an open channel to identify and report on matters of continuous improvement.		
08/06/23	0623-07 Confirm ownership and distribution of OAR podcasts.	Alley	Completed

4. Report Items

4.1 Managers Report

Item 4.1.1 Staffing

The following three roles have been filled in the last quarter:

- Team leader Coastal
- Emergency Management Advisor (x2) – Dunedin City

We are currently recruiting for the following two vacancies:

- Team Leader – Central
- Admin Systems Support – Group Office

Item 4.1.2 Action Items

Source - Date	Action	Actioned By	Status
Event Debrief 20/03/2023	Group Bunker was activated without reference to the EOCs	EMO	Completed – ECC Activation to be communication to Liaison Managers immediately upon activation
Joint Committee 08/06/2023	Produce and communicate a Public Information Management process that is agreed to by all CEG stakeholders	EMO	In progress – draft completed and under review.
Joint Committee 08/06/2023	Facilitate EOC / ECC exercises for all councils	EMO	Completed – Post Exercise Report attached to agenda
Joint Committee 08/06/2023	Complete a workshop with Joint Committee, inviting Iwi and Emergency Services to discuss aspects of declaration and confirm a process for multiple district – city declaration.	EMO	In progress – Workshop planned for 3pm Thursday 7 th December.
Joint Committee 08/06/2023	Complete and circulate and update Lifeline Utility Activation protocol	EMO	In progress – updated draft completed for circulation
Joint Committee 08/06/2023	Creation of an ‘Actions Register’ to track recommended actions from this paper and to provide an open channel to identify and report on matters of continuous improvement.	EMO	Completed – no included as a standing item within the Group Managers Report.

Joint Committee 08/06/2023	Confirm ownership and distribution of OAR podcasts.	EMO	Completed – OAR podcasted owned and distributed by the EM Team.
CEG 19/05/2023	Follow up through the CEs and stakeholder people in CEG to seek feedback for Community Resilience Strategy.	Group Manager	Completed – See Liaison Group and Readiness and Response Group Committee minutes
CEG 19/05/2023	Chair to write a letter to Metservice.	Chair	Completed

Item 4.1.3 LTP Planning

<u>What</u>	<u>How + (Options)</u>	<u>Why</u>	<u>Cost</u>
Formalising the role of Iwi Māori in Emergency Management	.6 FTE Project support for Mana whenua EM Facilitator	EM Bill	90k per year
Mandatory reporting requirements for Critical infrastructure	‘Lifelines Program Lead’ position to be made permanent	EM Bill	150k per year
Engagement with ‘Disproportionately Impacted Communities’	#1 – New position #2 – Part time position #3 – Rescoping current role	EM Bill	#1 = 150 k per year #2 = 75k per year #3 = Nil cost but reduction in service elsewhere
ECC Facility	#1 – Whare Rūnaka #2 – Current Location #3 – New Build	CDEM Act + Partnership Agreement	TBA
Regional Hazard Risk Assessment	#1 – Internally delivered project. #2 – Externally delivered project.	Legislation + Group Plan (enabler)	#1 = Staff Time #2 = Consultant cost TBA.
Establish NZRT x 2.	#1 – Establish both teams concurrently. #2 – Staged establishment	Support community resilience strategy + council welfare	100k per team for establishment, 25k annual training burden.

		responsibilities in an event	
Tsunami Level 3 mapping	#1 – Internally delivered by ORC Natural Hazards #2 – Externally delivered.	CDEM Act + National Tsunami Strategy + NDRS	#1 = TBA #2 = TBA
Tsunami Signage	#1 - CDEM Group led. #2 – TLA led.	CDEM Act + National Tsunami Strategy + NDRS	#1 = TBA #2 = TBA
Integrated Flood Hazard Modelling	#1 – Internally delivered by ORC NH #2 – Externally delivered.	CDEM Act + Partnership Agreement + NDRS	#1 = TBA #2 = TBA

4.1.4 Terms of Reference – Joint Committee

In the interest of clearly defining the roles and responsibilities of the Otago CDEM Group structure a draft Term’s of Reference has been completed for this committee. (Appendix A - attached to this report).

This document seeks to clarify the following:

- Membership and representation
- Quorum and meeting frequency
- Functions and duties
- Election of Chair and Deputy

Recommendations:

That the Joint Committee

Receives this report.

Adopts the Terms of Reference

Appendix A – Terms of Reference



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Otago Civil Defence and Emergency Management Group – Joint Committee

TERMS OF REFERENCE
(Created September 2023)

The Otago Civil Defence Emergency Management (CDEM) Group Committee, a joint committee which comprises elected representatives of local authorities within the region, was formed under the Local Government Act 2002 pursuant to section 12 of the CDEM Act 2002.

Members of the Group Joint Committee are the mayor or chairperson (or delegated councilor) from Waitaki District, Queenstown Lakes District, Central Otago District, Clutha District, Dunedin City and the Otago Regional Council.

Although Waitaki District falls within the boundaries of both Canterbury and Otago Regional Councils, the Waitaki District Council has elected under section 14(2) of the CDEM Act to be a member of the Otago CDEM Group. The Otago CDEM Group may invite observers to attend its meetings.

The CDEM group exercises governance and determines CDEM policy for member authorities in relation to risk analysis, reduction, readiness, response and recovery from emergencies.

The powers and obligations of members of the Otago CDEM Group are set out in section 16 of the CDEM Act.

The functions of the CDEM group and its members, as detailed in section 17 of the CDEM Act, are to:

- identify, manage and reduce relevant risks and hazards.
- ensure suitably trained and competent personnel for all CDEM Group roles are available.
- organise resources, services and information for the Otago CDEM Group
- respond to and manage the effects of emergencies.
- carry out recovery activities.
- when requested, assist other CDEM groups if practicable.
- promote and educate the public on CDEM and its purpose.
- monitor and report on compliance with the CDEM Act
- develop, implement, monitor and regularly review the Otago CDEM Group Plan
- participate in the development of the National CDEM Strategy and the National CDEM Plan, and
- promote all aspects of CDEM in the Otago region.

The Otago Civil Defence Emergency Management (CDEM) Group Committee will achieve these functions by:

- Supporting the efficient function of the Civil Defence Emergency Management Coordinating Executive Group with strategic advice to meet the purpose and function of the committee.
- Ensuring that the roles and responsibilities of Coordinating Executive Group are well defined in a terms of reference and that the terms of reference are reviewed every three years.
- Ensuring that chair of the CEG is supported and encouraged in their role to provide the Otago Civil Defence Emergency Management (CDEM) Group Committee free and frank advice.

The CDEM Group should meet each quarter or as required. Procedure for the conduct of meetings will be in accordance with the Local Government Act.

Meetings are held in public.

A quorum will consist of three members.

A chair and a deputy will be elected, usually following local body elections.

Should the chair or deputy chair resign or otherwise not be available, a replacement will be elected at the next Otago CDEM Group meeting.

The Group will not be discharged by a local body election (section 12 of the CDEM Act).

Following a local body election, any previous delegations made by a local authority under section 13(4) of the CDEM Act must be renewed or rescinded.

In accordance with local government procedures, decisions made by the Otago CDEM Group are binding on all members.

In accordance with section 18(1) of the CDEM Act, the Otago CDEM Group may delegate any of its functions to member of the Group, the Group Controller or other person. These delegations are made by a resolution at a CDEM Group meeting.

Document history and version control

Version	Date Approved	Approved by	Brief Description
1.0	21 September 2023	Otago Joint Committee	New Terms of Reference

Common Civil Defence and Emergency Management Acronyms

CDEM	Civil Defence Emergency Management
CEG	Coordinating Executive Group
CIMS	Coordinated Incident Management System
COP	Common Operating Picture
D4H	Emergency Operations Platform
DIA	Department of Internal Affairs
ECC	Emergency Coordination Centre
EMA	Emergency Management Advisors
EMO	Emergency Management Otago
EOC	Emergency Operations Centre
FENZ	Fire and Emergency New Zealand
GEM	Group Emergency Manager
GIS	Geographic Information System
IMT	Incident Management Team
JC	Joint Committee
LUC	Lifelines Utility Coordination Group
MPI	Ministry of Primary Industries
MSD	Ministry of Social Development
NCC	National Coordination Centre
NCMC	National Crisis Management Centre
NEMA	National Emergency Management Agency
NEMDG	National Emergency Management Development Group
NZ - EMAT	NZ Emergency Management Assistance Team
RAG	Rural Advisor Group
R & R	Readiness and Response Group
SIG	CDEM Special Interest Group
TLA	Territorial Local Authority
WCG	Welfare Coordination Group
4Rs	Reduction, Readiness, Response and Recovery

4.2 Otago Lifelines Update

PURPOSE

This report is to inform Joint Committee of activity undertaken at the Otago Lifelines Utilities meeting 21 July 2023

AUTHOR:

Mel Banks, Lifelines Program Lead

EXECUTIVE SUMMARY

The second meeting of the group this year focused on discussions around the Emergency Management Bill that is before select committee, a proposed review of the Otago Lifelines Group Terms of Reference (ToR), access to restricted areas/cordons in a declared emergency, sharing of information between sectors and organisations and the Otago Lifeline Group contact list.

NEMA presented an overview of the Emergency Management Bill that directly affects the Lifeline Utilities sector and advised that submissions are encouraged, the closing date is 3 November 2023. Emergency Management Otago intends to submit a submission representing multiple agencies.

The group agreed the Otago Lifelines Group ToR requires a review and provided valuable feedback. Group Chairperson and Otago Lifelines Program Lead intend to meet to draft a revised ToR and submit to group before the next meeting.

Discussion on access to restricted areas following a declared emergency for essential critical infrastructure entities to assess and reinstate damaged equipment that are essential the affected population.

A brief discussion on sharing of information, knowledge and emergency response experience that is not business sensitive, to bring more awareness among organisations that may assist them in business continuity planning (BCP) and in declared state of emergency.

Ongoing conversations regarding contact lists, it was proposed the new Otago Lifelines Contact list is distributed to the group with each meeting agenda, requesting that members review their BAU and Emergency contact details and to notify the Otago Lifelines Program Lead of any changes.

RECOMMENDATION

That JC:

1. Receive and accept this report.

BACKGROUND

The Otago lifelines program exists and is owned by the members of the Otago Lifeline Group, in alignment with sections 59 and 60 of the Civil Defence Emergency Management Act 2002. The group is to meet quarterly to enhance the connectivity of lifeline utility organisations across agency and sector boundaries to improve critical infrastructure resilience as per the Otago Lifelines Group ToR.

The membership of the group consists of representatives at a regional level from:

- Emergency Management Otago
- Regional and District Councils
- Energy Sector
- Telecommunications
- 3 Waters
- Transport
- Roothing

CONSIDERATIONS

Strategic Framework and Policy Considerations

The Otago Lifelines Group is in alignment with both the Otago Group Plan and National Disaster Resilience Strategy.

Financial Considerations

Costs associated with attending and contributing to committee meetings are met by participating agencies.

Significance and Engagement

Engagement with members of the committee is active and ongoing after a period on reduced activity due to staffing capacity.

Legislative and Risk Considerations

The Otago CDEM Group operate under the provisions of the CDEM Act 2002 and the Health and Safety at Work Act 2015 Act. The Otago Lifelines Group is in alignment with these provisions.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

Otago Lifelines Group Meeting Minutes, 21 July 2023.

Otago Lifelines Group Meeting

Date: Thursday, 21 July 2023

Time: 09:00am – 12:20pm

Location: Cromwell Presbyterian Church

Minute takers: Jacqui Lambeth, Mel Banks & Glyn Lewers

Attendees

Glyn Lewers (Mayor QLDC, Chair)	Richard McKey (Contact Energy)	Louis Perenara (Chorus)
Mel Banks (Otago CDEM)	Malcolm Johnstone (NEMA)	Tod Trotman (Network Waitaki)
Tasha Black (Otago CDEM)	Matt Settle (Meridian Energy)	Craig Sinclair (CD Southland)
Vanessa Naidoo (DCC) Nicole	Don Simms (Transpower)	Jacqui Lambeth Otago CDEM)
Felts (Waka Kotahi) Daniel	Ajay Makhija (NEMA)	Travis Baird (Unifone)
Dodd (QAC)	Bill Nicoll (QLDC)	Jessica Cotton (Aurora)
Lisa Roberts (NZ L/L) Mike	Dan Andrew (Otago CDEM)	Derek Shaw (Otago CDEM)
Gillooly (NEMA)	Oli Varley (NEMA)	Ethan Marrs (NZPGS)
Glenn Hutton (Unifone)	Peter Standring (NZTA)	Hayden Ikinepe (Transpower)

Apologies

Taylor Hendl (Otago CDEM)	Glenn Mitchell (Otago CDEM)	Andy M-E (Otago CDEM)
Michelle Mifflin (ORC)	Blair Upton (Transpower)	Ewen Graham (Otago CDEM)
John Mawhinney (Otago CDEM)	Mark Gordon (IAMC)	Mark Tyan (One)
Matt Alley (Otago CDEM)	Simon Mason (QLDC)	John Coutts (DCC)
Mark Renalson (WDC)	Arnold Storm (KiwiRail)	Geoff Thorburn (PowerNet)
Suzanne Arthur (DCC)	Cynthia Wilson (DCC)	Juliet Breen (QAC)
Rob Whaley (Chorus)	Paul Llyod (Meridian Energy)	Mark Tannock (NZTA)
Erica Andrews (Otago CDEM)	Jason Michie (Otago CDEM)	Paul Allen (Otago CDEM)

Welcome and Minutes

Chairperson Glyn Lewers opened the meeting.

Mel Banks provided a site-specific safety briefing to the attendees and completed introductions.

Minutes were confirmed by Glyn Lewers, seconded by Bill Nicoll

Sector Updates

NEMA

- Ajay Makhija presented an overview of the Emergency Management Bill and how it directly relates to Lifelines. Ajay also spoke to the DPMC documentation: Strengthening the Resilience of NZ's Critical Infrastructure

Otago CDEM

- Dan Andrew provided an update on from Otago CDEM group including regional D4H exercises and coordination a wider group submission on the EM Bill.

Organisation Updates

Roading

- **Waka Kotahi**
 - Nicole Felts advised of no significant updates due to winter conditions.

Electricity:

- **Aurora Energy**
 - Matt Settle spoke on major works for line upgrades. Additional 33kv in Arrowtown and Cardrona. Aurora would like to know where they can assist with resilience to community hubs in and emergency, to ensure power supply / mobile power generation. Real time outage data feed on the website planned for the year. Redesigning risk management. CIMS re-training.
- **Contact Energy**
 - Richard McKey spoke on maximum precipitation events and how the flows will affect the dams and flood rules for catchments, dam break study for Clyde and Roxburgh dams and transformer replacements for Clyde and Roxburgh
- **Transpower**
 - Don Simms spoke on ongoing work from TC Gabrielle. Hawkes Bay is back to operating level prior to that of TC Gabrielle. There are ongoing discussions on what to do with the affected substation in Hawkes Bay. IT cyber security and the need to increase the resilience of the grid against attacks. Two new transformers will be installed at Transpower Frankton substation by winter 2025 along with upgrades to HV transmission line from Cromwell that feed the region.

Telecommunications:

- **Unifone**
 - Glenn Hutton spoke on wisp (wireless internet service provider), to which Unifone is the largest provider in Otago, except for Teviot Valley and West Otago where there are black spots. Unifone is working on its rural capacity upgrade. Glenn spoke on the weaknesses of Starlink being reliant on data centres in Otago and heavy loading on satellites.
- **Chorus**
 - Louis Perenara spoke on structured maintenance planning, some areas have not been looked at in a while, copper and radio is still in play which are planned to be phase out in next the 10 years. Chorus is looking at bringing in more diversity into the smaller towns regarding fibre to home. Solar and batteries are planned to replace old legacy equipment. Chorus is planning on moving of gore exchange out of the flood zone.

Transport:

- **Queenstown Airport**
 - Daniel Dodd spoke on increasing alternate communication resilience with radios, Starlink and dual sim card cell phones. QAC has increased its stored fuel capacity to power the terminal with two generators from 5 to 15 days. QAC planning on emergency exercises using a demo of D4H. They are looking for a system that can be used in BAU and in an emergency.

Other Updates:

- **NZ Lifelines Council**
 - Lisa Roberts presented updates on the National Lifelines Group, on Water sector reforms “A new emergency framework” and Waikato Priority Routes & Critical Infrastructure.

Discussion Topics

Otago Lifelines Group ToR:

Mel Banks asked the group to review the Otago Lifelines Utilities Group ToR prior to the meeting and provide feedback. General agreement that the ToR requires a review. Discussion regarding the need for lifelines Governance oversight over the forward workplan.

Key points of note:

- Define purpose.
- Establish key membership, remove names.
- Remove finance details.

- Refine numbers in group and steering committee.
- Define key responsibilities.
- Define workplan.

Action Point

- Chairperson Glyn Lewers and Mel Banks to create a draft ToR, distribute to group for feedback.
- Lifelines to define workplan with timeline to report back to group.

Priority Routes and Critical Infrastructure Sites workshops:

Mel Banks provided an overview of the workshops that will be held with key personnel from each district council. First workshop booked for Waitaki District Council 27 July.

Lifelines Emergency Contact list vs BAU Lifelines Contact list:

Mel Banks showed an example of Northlands contacts list which contained “BAU” lifelines contacts and “First point of call” in an event/emergency. Group proposed that the list be included with quarterly meeting agenda with the request that attendees review and update as required.

Action Point

Mel Banks to include BAU/Emergency contact list with quarterly agenda

Access to restricted areas / cordons in an emergency:

Discussions around identification to access restricted areas in an emergency as highlighted in TC Gabrielle. NEMA said there should be a requirement for administration of personnel the cordon points, movement of control guidelines. Could a nationally recognised logo be established identifying personnel are from Critical Infrastructure organisations?

Action Point

Ajay/Malcolm to consider with NEMA Infrastructure Resilience team. Include item in AAR

Sharing of information:

Mel Banks showed an example of [Waka Kotahi State Highway Resilience viewer](#) (open access) which captures 4 natural hazard events. Encouraged Critical Infrastructure sectors and organisations to share with the group what open-source information is available on their website.

Action Point

ALL: Email mel.banks@otacgcdem.govt.nz open-source outage/resources links

Next Meeting date to be confirmed.

4.3 Community Resilience Update

PURPOSE

To update Otago's Joint Committee on the current state of Community Resilience activity

AUTHOR:

Paul Allen, Resilience Advisor

EXECUTIVE SUMMARY

The National Disaster Resilience Strategy guides our approach in this area, with the following strategic objectives relevant to this activity:

Managing Risk:

- Put in place organisational structures and identify necessary processes – including being informed by community perspectives – to understand and act on reducing risks.

Effective Response to and Recovery from Emergencies:

- Build the relationship between emergency management organisations and iwi/groups representing Māori, to ensure greater recognition, understanding, and integration of iwi/Māori perspectives and tikanga in emergency management.
- Ensure it is clear who is responsible for what, nationally, regionally, and locally, in response and recovery; enable and empower community level response, and ensure it is connected into wider coordinated responses, when and where necessary

Enabling, Empowering and Supporting Community Resilience

- Enable and empower individuals, households, organisations, and businesses to build their resilience, paying particular attention to those people and groups who may be disproportionately affected by emergencies.
- Cultivate an environment for social connectedness which promotes a culture of mutual help; embed a collective impact approach to building community resilience.
- Take a whole of city/district/region approach to resilience, including to embed strategic objectives for resilience in key plans and strategies.
- Recognise the importance of culture to resilience, including to support the continuity of cultural places, institutions, and activities, and to enable the participation of different cultures in resilience.

RECOMMENDATION

That JC:

Receives the report and notes the current state of Community Response networks.

Notes the update from the Welfare Coordination Group (minutes).

BACKGROUND

Community engagement activity accounts for a significant proportion of Emergency Management Otago's (EMO) time and resources.

This engagement occurs within formal and informal structures including elected officials, faith and placed based organisations, volunteer networks, community groups and individuals.

DISCUSSION

Community Engagement

There are currently 67 Community Response Groups across Otago, some of these have been well established for a few years now and have operated through emergency events, and exercises. While some are small or early in the process of establishing.

The process for establishing a Community Response group is the Community "b" (Appendix A). This process helps Emergency Management Otago team to work through a clear and defined process for engagement with new communities and more established ones.

The existing groups range from City/District elected Community Boards, existing place-based groups, Neighbourhood Support groups, or bespoke/focused Community Response Groups that have been established by the community for the purpose of providing support for their own communities in emergencies.

Although there is a good number of established groups across Otago it is worth noting that some larger urban areas are not currently serviced by Community Response Groups due to the size and complexities of larger urban populations. Some of these areas include Alexandra, Clyde, Cromwell, Dunedin metropolitan area (not covered by Community Boards), and the Queenstown CBD area.

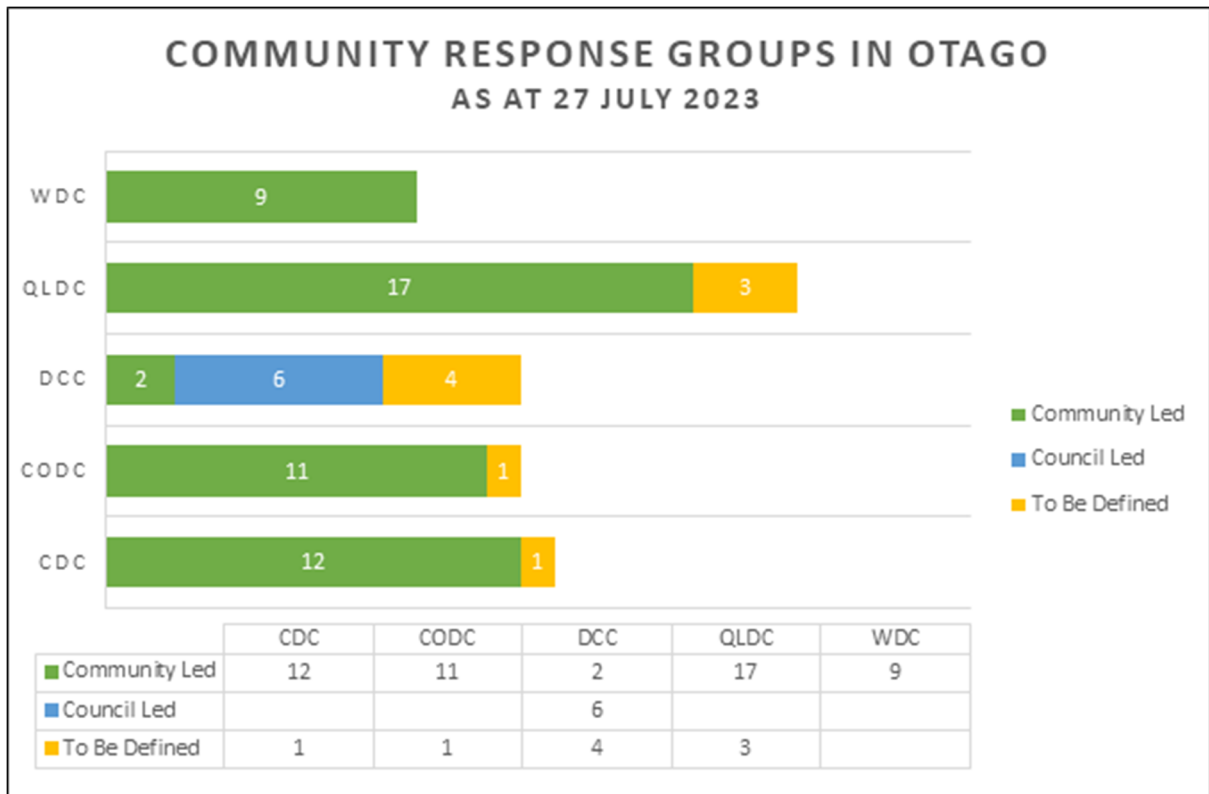


Figure 1: Community Response Groups by area and network type.

Community Led = Owned, organised, and run by the community and supported by Emergency Management Otago

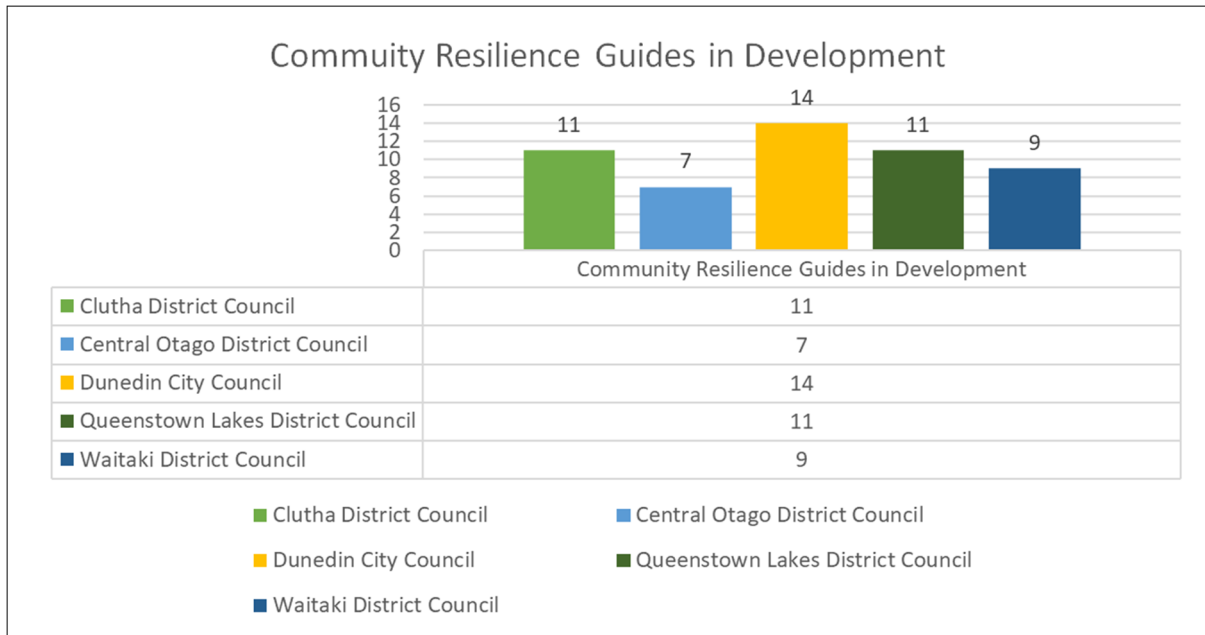
Council Led = An official framework run by the Council to support communities (through Elected Community Boards and/or formal Civil Defence Centres)

To Be Defined = the group is in early stages of establishment or is currently in the process of being re-established

Community Resilience Guides

These public education documents are for the promotion of hazard awareness and personal preparedness and contain local information relevant for the community area. These are used to help with engaging with communities to form Community Response Groups or to assist with public education.

The Community themselves can be part of the development of these guides by the contribution of vital local knowledge about hazards or locations that may be affected by hazards.



Community Response Group Engagement (2022 – 2023)

Waitaki

Response Group	# of activities
Dunback	
Duntroun	
Hampden	3
Kakanui	
Kurow	1
Lake Ohau	1
Moeraki	
Omarama	
Otematata	
Papakaio	1
Palmerston	
Waitaki Bridge	1
Waihemo	1

Queenstown Lakes

Response Group	# of activities
Albert Town	1
Arrowtown	3
Arthurs Point	2
Cardrona	1
Fernhill/Sunshine Bay	1
Frankton	4

Gibbston Community Response Group	2
Glendhu Bay	
Glenorchy	7
Hawea Flat School	2
Jacks Point/Hanleys Farm	2
Kelvin Peninsular	3
Kingston	2
Lake Hawea	3
Luggate	1
Makarora	1
Maungawera Valley Road	
Mt Iron	2
Queenstown	6
Shotover Country/ Lake Hayes	5
Wanaka	15
Wilson Bay/Bobs Cove	1

Central Otago

Response Group	# of activities
Bannockburn	1
Becks (Becks Memorial Hall Committee)	2
Clyde (Initial Meeting only)	1
Cromwell	1
Millers Flat (Millers Flat Hall Committee)	2
Naseby (Naseby Vision)	
Omakau (Manuherikia Valley Community Trust)	6
Ophir	1
Oturehua (Oturehua Community Association)	2
Poolburn-Moa Creek	
Roxburgh	2
Tarras	3
Waipiata (Waipiata Community Development Committee)	2

Clutha

Response Group	# of activities
Clutha Adverse weather events team	
Clutha valley	
Jacks Bay CRG	

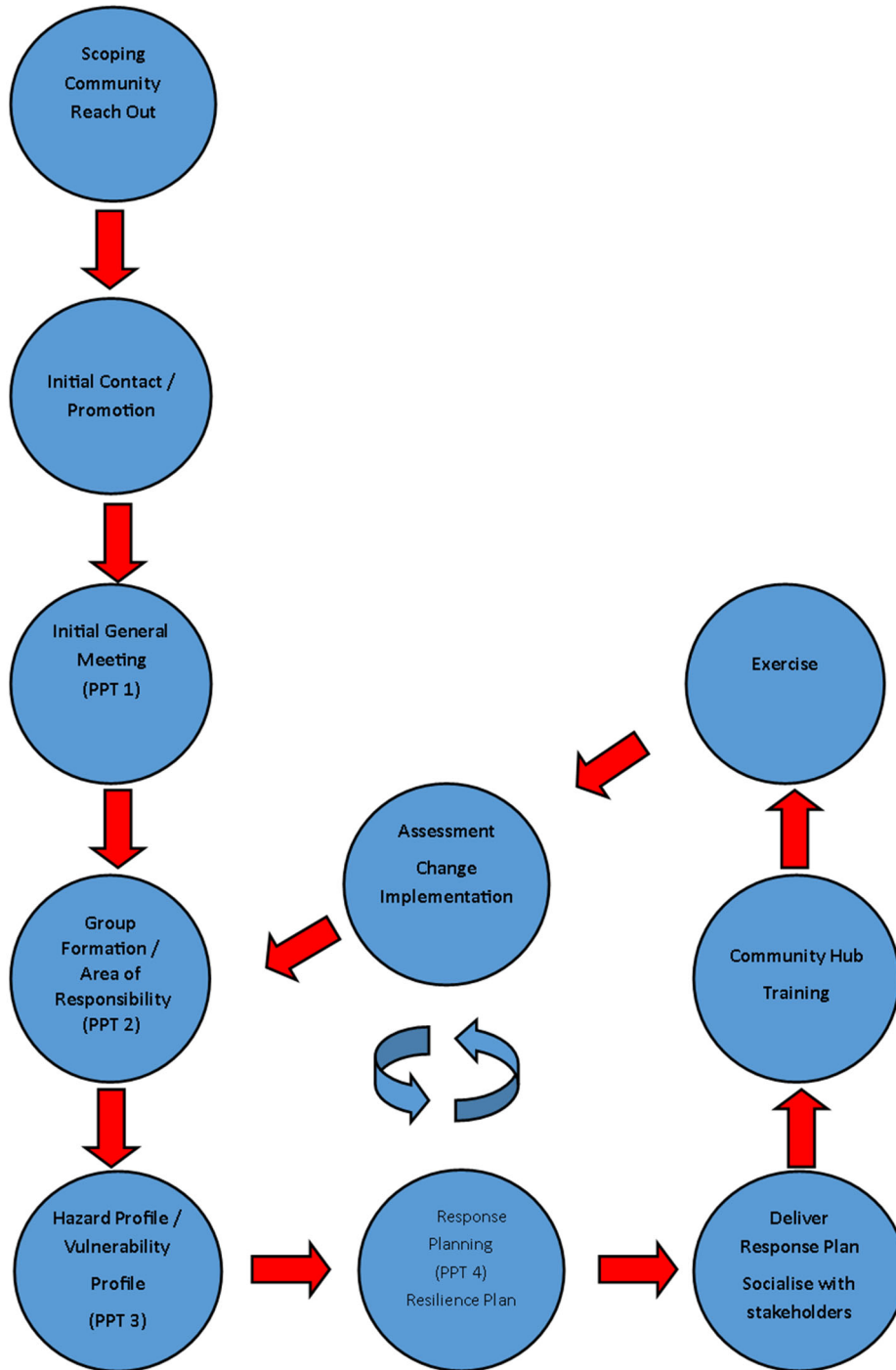
Kaka Point	
Lawrence	1
Milton	1
New Haven Community Response Group	
Owaka	4
Pounaweia CRG	
Taieri mouth	1
Toko Mouth	
Waihola	
West Otago (Tapanui / Heriot)	

Dunedin City

Response Group	# of activities
Aramoana League	1
Blueskin Bay Community Response Group	2
Green Island Saddle Hill	1
Karitane CRG	
Mosgiel Taieri Community Response Group	7
Otago Peninsula Community Board	
Outram CRG	
Southern Coastal Community Response Group	
Strath Taieri Community Board	
Valley Project	1
Waikouaiti Community Response Group	2
West Harbour	2

Community Response Group

Engagement Framework



Otago Welfare Coordination Group

Welfare Coordination Group

This group is formed from representatives of Government agencies and NGOs who meet formally three times a year to discuss preparation for and response to emergency events from a welfare delivery perspective.

This group is often the linkage between response and community structures.

The Rural Advisory Group

This group includes representatives from MPI, Federated Farmers, Rural Support Trust, and several other rural based organisations. This group is an important link to rural communities, farms, and industry organisations. One of the main focuses of this group is on Animal Welfare, and rural resilience.

Reports

The Welfare Coordination Group met in June. Members from MSD, MBIE TAS, Te Whatu Ora, MPI, Salvation Army, district welfare managers and Emergency Management Staff. A report from Dan Andrew who was deployed to the Hawkes Bay about the welfare response to recent large-scale events.

Minutes of the WCG meeting attached.

The Welfare Coordination Group and Rural Advisory Group, Terms of reference are being reviewed to ensure that are still relevant, fit for purpose and are aligned to national doctrine and regional plans.

The Otago Welfare Forum is being held at the end of October; this will include a panel discussion regarding the welfare of people with disabilities in emergencies. There will also be Welfare Managers from Tairāwhiti and other locations to discuss learnings and observations from recent events such as Cyclone Gabrielle.

A regular local welfare manager meeting is being established for managers and their alternates.

CONSIDERATIONS

Strategic Framework and Policy Considerations

Paper is for noting only, no action required.

Financial Considerations

Paper is for noting only, no action required.

Significance and Engagement

Paper is for noting only, no action required.

Legislative and Risk Considerations

Paper is for noting only, no action required.

Climate Change Considerations

Paper is for noting only, no action required.

Communication Considerations

Paper is for noting only, no action required.

ATTACHMENTS

Community 'b' engagement model

Welfare Coordination Group Minutes

Otago Welfare Coordination Group Minutes

Date: Thursday, 15 June 2023

Time: 10:00am – 12:20pm

Location: Annex Building, Stafford St, Dunedin /Zoom

Attendees

Paul Allen (EMO) – <i>Chairperson</i>	Andrew Cunningham (Te Whatu Ora)	Dan Andrew (EMO)
Christina McEwen (Salvation Army)	Craig Gibson (EMO)	Derek Shaw (EMO)
Ewen Graham (EMO)	Heather Newbury (MPI)	Jacqui Lambeth (EMO)
Lynette Finnie (Te Whatu Ora)	Marianna Brook (ORC)	Mel Banks (EMO)
Mike Heyward (MBIE)	Murray Halbert (MOH)	Nadia Wesley-Smith (Ōtākou)
Shirley Clark (CODC)	Simon Rakiraki (MSD)	Simon Pickford (DCC)
Vicki Woodrow (CDC)	Erica Andrews (EMO)	Catherine Hendry (MOE)

Minutes

Introductions

- The attendees completed an around the table of introductions.

Previous Minutes

- Add organisation name for Mike Heyward – Ministry of Business, Innovation and Employment, Temporary Accommodation Service (TAS).

Topics for Discussion

Hawkes Bay Welfare Response

Dan Andrew – *Inland Team Leader (EMO)*

- Dan Andrew presented on his deployment to the Hawkes Bay Emergency Coordination Centre as Welfare function during the Cyclone Gabrielle response. Key learnings and reflections from the response were discussed. PowerPoint to be circulated.

Otago Access Radio (OAR) FM – Resilient Otago

Erica Andrews – *Stakeholder Engagement Advisor (EMO)*

Otago Civil Defence and Emergency Management Group – Joint Committee

- Emergency Management Otago and OAR FM have teamed up and created Resilient Otago a radio show where various preparedness topics are discussed with guest speakers and subject matter experts. Each episode is half an hour long and released at the end of the month. Five episodes have been aired with future episodes to focus on budget preparedness and animal welfare amongst other topics.

Series Link / Topics – <https://oar.org.nz/resilient-otago/>

1. Introduction to Emergency Management Otago – Paul Allen and Matt Alley
2. Local Hazard Awareness – Paul Allen with Mark Stirling and Jean-Luc Payan
3. Community Preparedness – Paul Alley with Derek Shaw and Judy Martin
4. Personal Preparedness for people with disabilities – Paul Allen with Chris Ford & Umi Asaka

Emergency Management Bill

Paul Allen – *Resilience Advisor (EMO)*

Erica Andrews – *Stakeholder Engagement Advisor (EMO)*

- An Emergency Management Bill has been introduced to replace the Civil Defence Emergency Management Act 2002 (CDEM Act).
- Emergency Management Otago have sent out documentation of the proposed bill supplied by NEMA to various EMO committees and key stakeholders, along with a short survey to seek appetite on agencies providing a joint submission, individual submission, or both. Please complete this by 28 June 2023.

Agency Updates

Ōtākou Marae

Nadia Wesley-Smith

- Working with Ngāi Tahu and Emergency Management Otago for a mana whenua Emergency Management Facilitator position. Hoping to be able to recruit in the next two months.

Ministry of Health

Murray Halbert

- Te Whatu Ora Emergency Management team is looking to recruit and increase. Key priorities and good frameworks are being developed on what the national, regional, and local teams will look like.
- On track with transitioning to National entity. Still negotiating leadership team structure and regional roles.
- Andrew Cunningham is currently Acting Manager at Te Whatu Ora Southern. A review is underway on whether staffing increase is required in the Southern region.

Te Whatu Ora

Lynette Finnie

- Consultation is taking place with transition into National team. More emphasis on our preparedness nationally, regionally, and locally. Could be changes in key people.
- Continuing work on preparedness in post-covid and updating emergency plans.
- Preparation for potential measles outbreak. Focusing on ensuring people are vaccinated and the potential to utilise Covid isolation accommodation for measles isolation.

Andrew Cunningham

- Working closely with psychosocial coordinator to deliver additional training to psychosocial

Otago Civil Defence and Emergency Management Group – Joint Committee

liaisons in Otago and Southland for additional support in EOCs when required during an event.

Ministry of Business, Innovation and Employment, TAS

Mike Heyward

- The wider team are responding to those requiring accommodation from Cyclone Gabrielle impacts. Challenging as lack of commercial accommodation.
- Working with Southland and Nelson to develop plans for temporary accommodation. Emergency Management Otago to be worked with in the future.

Ministry of Education

Catherine Hendry

- Schools are experiencing a range of factors – current industrial environment, Covid and general sickness.

Ministry for Primary Industries

Heather Newbury

- Working with catchment groups on emergency planning for catchment areas.
- Attending South Island Dairy Event (SIDE) in Southland to part-take in workshop for emergency management for farming animals.
- Farming emergency planning with Southland and eventually Otago.
- Working with Paul to distribute Lifestyle Block handbook for Otago region.
- Activate an animal welfare sub-group for Otago. Please reach out if interested.
- Supporting Gisborne and Auckland region.

Ministry of Social Development

Simon Rakiraki

- Staff were deployed to East Coast.
- Employment focus for Taskforce Green.
- Covid team still in place but not seeing high numbers.

The Salvation Army

Christina McEwen

- Recently attended Emergency Services training with included psychosocial first aid. Trying to get psychosocial first aid training to as many The Salvation Army staff as possible to strengthen.

Around the Districts

Dunedin

Simon Pickford

- EOC Exercise in Dunedin on Friday, 23 June 2023
- Checking in with community boards to ensure they have resilient communities during an event.
- Submission for Emergency Management Bill

Waitaki

Ewen Graham

- Working alongside MPI and catchment groups on emergency planning
- Discussions with local radio station on developing a similar or replicated OAR FM series.
- Hosting Pacifica group and CALD community workshop on cultural messaging delivery

Otago Civil Defence and Emergency Management Group – Joint Committee

Clutha

Vicky Woodrow

- Clutha EOC Exercise took place on 14 June 2023
- Welfare team are meeting monthly.
- Key Clutha agency contacts are leaving so working on filling in the gaps in a response.
- Strengthening relationships with migrant communities

Central Otago

Jacqui Lambeth

- Working through exercises with district councils
- Regular function training

Derek Shaw

- Building relationships with other district council staff members during exercises

Emergency Management Otago

Paul Allen

- The Otago Welfare Forum in October will have a theme around disability with guest speakers on how we can support people with disabilities in an emergency. There will be a desktop exercise with an opportunity to bring your own expertise to the group.
- Welfare Managers and alternates across the region are meeting 12 July 2023. Chance to build relationships and to discuss what needs to be done as welfare managers.

General Discussion

No further business was raised.

Next Meeting: Otago Welfare Forum, 26 October 2023

Salvation Army Rooms

Princes Street

Dunedin

4.4 Stakeholder Engagement Update

PURPOSE

To inform Joint Committee of engagement activities undertaken across Otago from April to June and advise of upcoming events from July to September

AUTHOR:

Erica Andrews, Stakeholder Engagement Advisor

EXECUTIVE SUMMARY

Public education, collaboration and communication with our partner agencies and communities, forms an important part of the work that Emergency Management Otago delivers to support the preparedness of individuals, communities, and businesses.

RECOMMENDATION

That Joint Committee:

Receives and notes this report.

DISCUSSION

Recent activity by District (April-June)

District	Activity
Waitaki	<ul style="list-style-type: none">• Neighbourhood Support presentation• Salvation Army presentation• AF8 Roadshow and School visit• Papakaio CRG meeting• New Migrants multi-cultural group presentation• Positive Aging presentation• East Otago Catchment Group presentation• Briefing to Ahuriri Community Board• NOSLAM presentation• Emergency Services Meeting• Clued Up Kids
Dunedin City	<ul style="list-style-type: none">• Blueskin Bay A & P show• Dunedin ESCC meeting• Balmoral Community Get Ready meeting.• St John Cadets• Taieri Resource Group• Brockville full trust brief• FENZ Brighton brief• FENZ Waititi meeting• East Otago Catchment Group presentation• Dunedin Rotary Club presentation

Clutha	<ul style="list-style-type: none"> • Emergency Services Open Day • AF8 Roadshow • Clued Up Kids
Central Otago	<ul style="list-style-type: none"> • Cromwell Presbyterian Church meeting • St Aidan's fellowship presentation • Business South BCP presentation • Dunstan High School presentation
Queenstown Lakes	<ul style="list-style-type: none"> • QLDC ELT presentation • Grey Power • Lake Hawea Community meeting • QL Food resilience meeting • Luggate show and tell. • Clued Up Kids • Southern Wellbeing Trust meeting • SIT presentation. • FENZ meeting • Wakatipu Senior Citizens meeting • Shades of Grey talk • Wanaka Community Board presentation • MPI/Horticulture meeting • Queenstown Community Housing Trust

Training:

- PIM function and Manager training is scheduled for 28/29 September (Inland) and 3/4 October (Coastal) locations to be confirmed.

Public Alerting Arrangements

- Formal alerting arrangements covering Emergency Mobile Alert, online media, Gets Ready, and Red Cross Hazard app process for use and access has been drafted and currently circulated with key stakeholders. Final copy to be brought back to R & R subcommittee for endorsement.

Emergency Mobile Alerts (EMA):

- EMA User Group being reconvened by NEMA. This group will bring together a representative group of users from across all agencies, to provide operational insight, advice and guidance as users of the system.

Resilient Otago programming

- Preparedness on a Budget has been aired on OARFM. <https://oar.org.nz/resilient-otago/>
- Working with MPI on an animal welfare in emergencies episode.

Upcoming Activity (Jul - Dec)

Waitaki volunteers long service ceremony – 31 August

- Around 15 Waitaki District volunteers are to be recognised for their service to Civil Defence in a ceremony on 31 August.
- NEMA Deputy CE John Price will join Mayor Kircher and EMO to present the awards in Oamaru.

Shakeout – 19 October

- New Zealand's national earthquake drill and tsunami hikoi activity will be supported by EMO.

Otago Welfare Forum – 26 October

- The annual Welfare forum has been scheduled.

Otago/Southland PIM Forum - 16 Nov

- EMO have partnered with EM Southland to host the Otago/Southland PIM Forum to be held in at the Otago Museum.
- Theme will be “Enhancing Operational Capability” with the programme being developed.

Strategic Framework and Policy Considerations

National Disaster Resilience Strategy, the Otago Group Plan and the EM Otago Annual Plan drive these activities.

Financial Considerations

N/A

Significance and Engagement

Engagement with stakeholders, communities, individuals, businesses and other organisations is ongoing to support building resilience communities.

Legislative and Risk Considerations

N/A

Climate Change Considerations

N/A

Communication Considerations

N/A

4.5 Training and Capability Update

PURPOSE

This paper outlines the training and capability status of CDEM Otago for the last quarter. It also indicates any training opportunities currently being planned beyond the reported quarter.

Recommendations and considerations concerning training and capability are also noted.

AUTHOR:

John Mawhinney, Readiness and Response Advisor

EXECUTIVE SUMMARY

The last quarter was busy with training across the region. Emergency Management Advisors (EMA's) conducted a number of Foundation Skills Training sessions as well as refresher sessions with Territorial Local Authority (TLA) staff in preparation for the annual exercises conducted with each of Otago's six district councils.

The six exercises were held across a two-month period, April - June. EOC's were activated across five districts as well as the GECC in Dunedin. Staff in each centre worked through a flood or earthquake scenario. Due to these being the first exercises held in over three years due to covid the emphasis was on learning rather than being tested. A focus was on following process in the EOC/GECC rather than a final outcome. The exercises were well supported by participating staff across the region and the feedback was positive. A post exercise report is attached as 'Appendix A'

A number of training sessions have already been completed this quarter. Work will continue over the next month to develop a longer-term plan of training through the rest of the year as part of the Training and Capability Strategy planning.

There is a planned training week with an external training service provider (Moorebrook Ltd) in early November. The format of the training that will be offered is currently being finalized.

The chart below shows there are good staffing levels across the region in terms of the number of EOC staff who have participated in the foundation skills training. This is the minimum level of training required to be signed off as an EOC team member. There is now a focus this quarter on increasing the level of qualified staff in the GECC. It should be noted that training opportunities that have been offered to GECC staff have had few staff participate.

RECOMMENDATION

That Joint Committee:

Receives this report.

Notes the post exercise report.

DISCUSSION

The diagram below indicates current training and capability for response centre staff across the region.

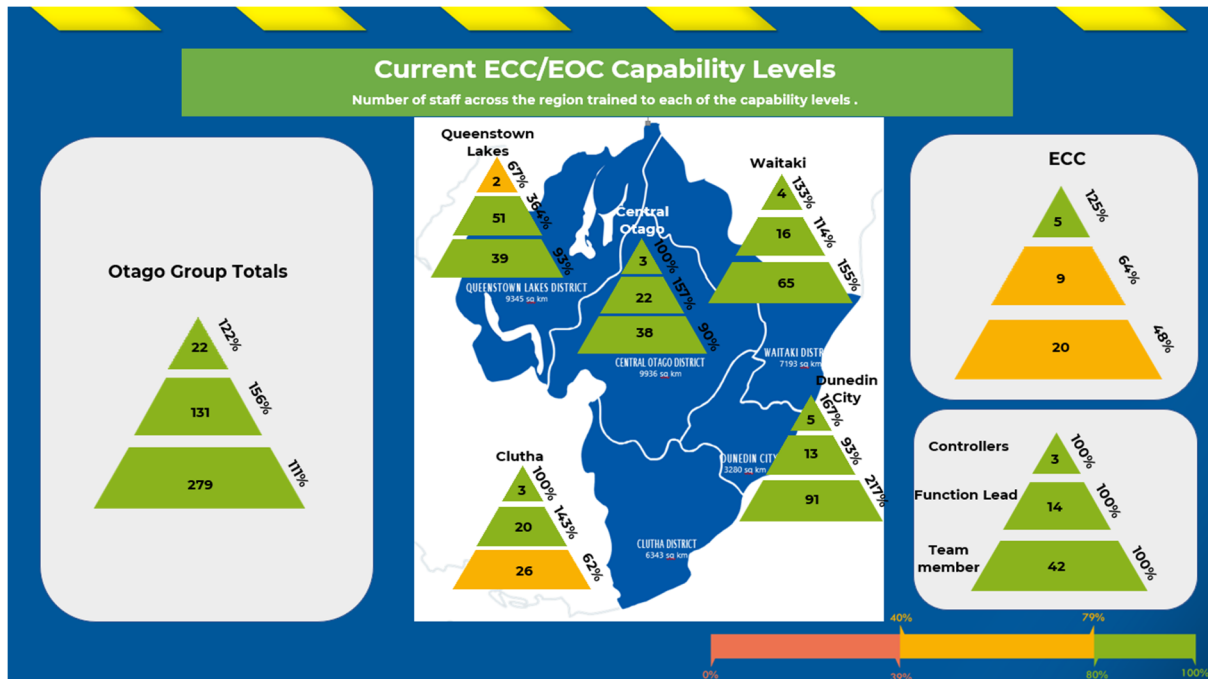


Figure 1: Response Centre Training and Capability Levels

The table below the breakdown of training delivery by Council district, both in terms of sessions facilitated and staff trained.

	TOGF#		FRGF#		FGF#		GFF#		JHFF#		ZGF#	
	Sessions	Staff	Sessions	Staff	Sessions	Staff	Sessions	Staff	Sessions	Staff	Sessions	Staff
Queenstown Lakes	79	86	5	83	3	3	7	5	6	43		
Central Otago	53	48	5	7	5	84	6	94	5	7	6	56

Key: -

Foundation Skills Training = ITF (Integrated Training Framework), D4H

Function Skills Training = Function Specific, CIMS, IMT (Incident Management Team), EOC Exercise

CONSIDERATIONS

Strategic Framework and Policy Considerations

The new Training and Capability Strategy document is in the final stages of drafting and review. This will set the direction for future training and a training framework being developed from this over the coming months. This is being led by the Readiness and Response Advisor and will bring together, in a structured framework, training already being conducted across the Otago region as well as identifying areas of training that require further development.

Financial Considerations

No matters arising.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

Post exercise report

4.6 Community Resilience Strategy

PURPOSE

This paper tables the Otago CDEM Community Resilience Strategy for approval and adoption by the Otago CDEM Joint Committee.

AUTHOR:

Matt Alley, Group Manager

EXECUTIVE SUMMARY

It is widely recognised that effective response to civil defence emergencies relies on community resilience. In particular, to provide a set of principles, agreed objectives and broad framework to operate to. A Community Resilience Strategy has been prepared to help achieve this.

The Community Resilience Strategy applies to the Otago CDEM Group Otago. It focuses primarily on societal resilience as it applies to disaster risk management. This strategy will guide Emergency Management Otago through to 2026 at which point it will be reviewed and adjusted, if required.

The Strategy will focus on four (4) objectives:

1. Creating Awareness
2. Increasing Connectedness
3. Building Capability
4. Enabling and Empowering

The Otago CDEM Group responsibilities in this area are defined in CDEM Act 2002, The Otago Group Plan 2018-28 (The Plan) and The National Disaster Resilience Strategy (NDRS).

Emergency Management Otago is currently engaged with over 70 community groups. These groups have varied states of capability and capacity, some that are well formed with in excess of 30 members and others who are establishing themselves with 3-4 people.

This strategy is not proposing to be a 'one size fits all' approach to community resilience and community response groups, rather a framework with relevant elements that councils and communities can utilise under a common set of principles with shared goals and outcomes.

This strategy has been widely socialised within Council's, Emergency Services and Mana whenua with Emergency Services and Mana whenua passing a resolution in the Readiness and Response Committee supporting the strategy.

CEG reviewed this strategy in August 2023, and passed a resolution supporting the strategy and recommending it be forwarded to Joint Committee for adoption.

RECOMMENDATION

That Joint Committee:

1. **Endorse** the proposed Community Resilience Strategy for the Otago CDEM Group.
2. **Approve and Adopt** the Community Resilience Strategy.

BACKGROUND

In November 2016, the six councils of the Otago Region amalgamated their respective Civil Defence Emergency Management (CDEM) functions. The resulting organisation, Emergency Management Otago, is a semi-autonomous 'networked enabled' organisation characterised by a small core of staff leveraging off both the efforts of others as well as the benefits of modern technology.

This structure for emergency management represents an opportunity to deliver more from existing resources by taking a coordinated, integrated, holistic and functional approach to the design and delivery of CDEM services in line with the National Disaster Resilience Strategy.

Although Emergency Management Otago's activity in the community resilience space is defined in the 'The Plan' and is aligned with the NDRS, our approach to date has lacked regional consistency.

Respective Councils ultimately own the responsibility to manage this activity (Sec 64, CDEM Act 2002). This had led to very different approaches within the region and is ultimately impacting on the effectiveness of the emergency management team to deliver this service. Following the last meeting of CEG this strategy has undergone significant review.

Follow up consultation has been undertaken with Mana Whenua, Emergency Services and Council Liaison Managers.

DISCUSSION

The proposed Community Resilience strategy is aligned with the CDEM Act 2002, 'The Plan' and the 'NDRS'.

Legislation

The CDEM Act 2002 establishes the responsibilities for CDEM Groups to provide, 'suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel...'

Section 17(1)(b)

'The functions of a Civil Defence Emergency Management Group, and of each member, 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 in its area:'

Otago Civil Defence and Emergency Management Group – Joint Committee

National Strategy

The NDRS objectives for community resilience are:

Enable and empower individuals, households, organisations, and businesses to build their resilience, paying particular attention to those people and groups who may be disproportionately affected by disaster.¹

Cultivate an environment for social connectedness which promotes a culture of mutual help; embed a collective impact approach to building community resilience².

Take a whole of city/district/region approach to resilience, including to embed strategic objectives for resilience in key plans and strategies³.

Otago CDEM Group Plan

The purpose statement that relates to community resilience in 'The Plan' is as below:

Develop capabilities and operational systems before an emergency occurs so that communities are prepared. This includes developing personal, family/ whānau, business, and community preparedness⁴.

Our activities are further defined in 'The Plan' and are contained within Group Objectives 3 and 4⁵. Both of these objectives and related strategies are aligned with principles contained in the NDRS.

Objective 3 - Collaboratively plan and implement reduction and or mitigation measures for risk priorities by:

- undertaking public and internal education to raise awareness of priorities and reduction/mitigation measures.

Objective 4 - In partnership with local councils support and assist communities with emergency planning by:

- Working with communities that do not yet have plans to develop such plans.
- Support communities that already have plans to maintain or update these as needed.
- Communicate with communities about changes in risk and readiness.
- Provide information that is robust, credible and trusted, so that during an emergency Otago CDEM is the preferred source of information for communities.
- Include recovery in emergency plans and leverage the current process to talk to the community about recovery.

It needs to be acknowledged that this approach is somewhat of a 'sea change' to how this activity has occurred traditionally. Previously involvement by communities in serious events

¹ NDRS Objective 13, Page 3

² NDRS Objective 14, Page 3

³ NDRS Objective 15, Page 3

⁴ Otago CDEM Group Plan 2018-2028, page 6

⁵ Otago CDEM Group Plan 2018-2028, page 7

have been more tightly managed by councils with formalised community response structures directly responsible to the local controller.

This remains a viable approach and the strategy acknowledges this with 'Council Led' activity defined in the document.

However, this strategy also seeks to empower and enable communities to meet their own needs in a way that is appropriate to their circumstances and scope of authority (Community Led / Marae Led) activity.

The proposed model for the community led activity is based on established and event tested programs in Wellington and Southland respectively, with the latter making use of 26 community led Emergency Hubs in their 2019 floods. This has been commented on positively as a critical element in assisting Southland manage this event. This model remains active in both Wellington and Southland currently. The recent weather event in Auckland highlighted the importance of community resilience, particularly the need for enabled and empowered communities to meet their own needs.

With community empowerment comes an element of risk and this is also acknowledged. This risk will be mitigated by clearly defining the areas of responsibility for groups, with a combination of supporting plans, documentation, training and exercising. Ultimately this exposure must be balanced with potential risk created by leaving a vacuum in this area, i.e., communities activate to any given scenario not understanding their role and ultimately creating an additional burden on the response.

This strategy seeks to reduce the burden on councils in response by enabling and empowering communities to meet their own needs in a way that is in harmony with the formal response.

Although this strategy is prescriptive in some parts, a degree of flexibility is envisaged to match elements with each respective council's response framework.

Ultimately this strategy is a balance between the established response framework of the council and the appetite of the community to participate, whilst conforming to the NDRS and the Group Plan.

CONSIDERATIONS

Strategic Framework and Policy Considerations

This strategy is in alignment with both the Otago Group Plan and the National Disaster Resilience Strategy.

Financial Considerations

Councils:

As stated in this strategy any financial commitment to resource the community group or add resilience to structures is entirely at the discretion of the Council in question.

Otago Civil Defence and Emergency Management Group – Joint Committee

Emergency Management Otago:

Plan development costs (staff time and material production) will be met by Emergency Management Otago.

Significance and Engagement

Engagement in this area is well entrenched and ongoing.

Legislative and Risk Considerations

The Otago CDEM Group operate under the provisions of the CDEM Act 2002 and the Health and Safety at Work Act 2015 Act. This strategy is in alignment with these provisions.

Climate Change Considerations

No matters arising from this plan.

Communication Considerations

No matters arising from this plan.

ATTACHMENTS

Emergency Management Otago – Community Resilience Strategy

4.7 Finance Update

PURPOSE

This paper provides an update on financial activity as it relates to the Otago CDEM Group.

AUTHOR

Matt Alley, Group Manager

EXECUTIVE SUMMARY

Financial summaries are enclosed within this paper for the 2022 – 2023 financial year. Additional reporting is included on this year's (23-24) budget including detail on direct costs within the respective budget areas.

The 2022-23 financial year saw a \$198,603 underspend. This has been carried into reserves that were in deficit and has created a surplus of \$65,147.

The targeted rate for the 2023-2024 financial year has not been increased despite forecasted growth in salaries and overheads.

A budget shortfall of \$71,865 exists that will be recouped during the year with a forecasted underspend on salaries due to current vacancies.

RECOMMENDATION

That Joint Committee:

Receives and notes this report.

Finance (July 22– June 23)

		FY Budget	Actual	Budget	Variance
Income	Targeted Rate	3,335,585.04	3,210,984	3,335,585	124601
	Ace Fund	35,990.00			
	Total	3,335,585.04	2,817,734.80	2,779,654.20	38,080.60
Expenditure	Operations		361,796	223,419	-138,377
	Public Education		28,772	35,000	+6,228
	AF8		21,535	20,000	+1,535
	Forums		12,903	30,000	+17,097
	Community RP's		66,375	50,000	-16,375
	EMAT Support		59	10,000	9,941
	Group Activity		1,143,896	1,143,121	-775
	Travel and Expenses		68,375	94,000	+25,625
	Training		9866	30,000	+20,134
	CDC Support		205,580	227,557	+21,977
	CODC Support		320,684	342,191	+21,507
	DCC Support		303,787	387,743	+83,956
	QLDC Support		445,237	513,286	+68,049
	WDC Support		183,744	229,268	+45,524
	National Support		36,524	0	-36,524
	Total		3,210,984	3,335,585	(198,603)
	Reserve	65,147			

Finance (July 23 – August 23)

			Actual	Budget	Variance
Income	Targeted Rate	3,360,000			
	Reserve	65,147			
	Total	3,425,147			-71,865
Expenditure	Operations	Operational Costs	17,662	203,719	
	Public Education	BCP Roadshow and Survey	1,385	35,000	
	AF8	Project Contribution		20,000	
	Forums	Lifelines, Welfare & PIM		15,000	
	Community RP's	Design and Printing		15,000	
	Training	Staff Development	418	20,000	
	Group Activity	Staff Time, vehicles, overheads & expenses	56,610	1,284,073	
	CDC Support	Staff Time, vehicles, overheads & expenses	8,220	238,470	
	CODC Support	Staff Time, vehicles, overheads & expenses	17,038	366,878	
	DCC Support	Staff Time, vehicles, overheads & expenses	8,645	421,909	
	QLDC Support	Staff Time, vehicles, overheads & expenses	14,657	550,317	
	WDC Support	Staff Time, vehicles, overheads & expenses	7,230	238,470	
	Mana Whenua EM	60% Project Contribution		88,176	
	Total			3,497,012	

Finance (Direct Costs) 23/24 Budget

Expenditure	Category	Activity	Budget	Actual	Total
	Operations	D4H Platform	65,000.00		203,719
		Repeater Network	27,300		
		Radio Leases	10,886		
		ECC IT	16,000		
		GIS Licencing	2,386		
		Website Upgrade	35,000		
		Carpark Leases DCC	4308		
		Uniforms / PPE	6,000		
		Starlinks x 3	6120		
		Collateral	15,000		
		Gets Ready	15,000		
		OAR Radio	719		
	Public Education	BCP Roadshow	15,000		35,000
		Annual Survey	20,000		
	Training	Staff Development	20,000		20,000
	Forums	Lifelines, WCG & PIM	15,000		15,000
	Community RP's	Design & Print	15,000		15,000
	Mana Whenua Support	EM Project	88,176		88,176
	AF8	Project Contribution	20,000		20,000
	Total				396,895

CONSIDERATIONS

Strategic Framework and Policy Considerations

No matters arising.

Financial Considerations

No matters arising.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

Nil

4.8 Emergency Management Bill Submission

PURPOSE

To table the draft Otago Group submission for the EM Bill, for review by Joint Committee members.

AUTHOR:

Dan Andrew, CDEM Team Leader

EXECUTIVE SUMMARY

Emergency Management Otago (EMO) is making a submission on the Emergency Management Bill on behalf of the Queenstown Lakes District Council (QLDC), Central Otago District Council (CODC), Waitaki District Council (WDC) and the Clutha District Council and the Otago Regional Council.

This submission is generally supportive of the Bill but feels does not address some of the fundamental change required in the sector to address systemic issues. Recent findings in the Technical Advisory Group (TAG) report, The Bush report and recent findings from the recent weather events in the North Island have highlighted a number of issues in the Emergency Management sector.

RECOMMENDATION

That Joint Committee:

Receives this report,

Endorses the submission

DISCUSSION

As defined in the submission.

CONSIDERATIONS

Strategic Framework and Policy Considerations

No matters arising.

Financial Considerations

No matters arising.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

EM Bill Submission



Otago Regional Council Building, 70 Stafford Street | Private Bag 1954, Dunedin 9054, New Zealand



Date:

Via Email:

To whom it may concern

SUBMISSION TO DEPARTMENT OF PRIME MINISTER AND CABINET ON THE EMERGENCY MANAGEMENT BILL

Thank you for the opportunity to present this submission on the Emergency Management Bill.

Emergency Management Otago (EMO) is making a submission on the Emergency Management Bill on behalf of the Queenstown Lakes District Council (QLDC), Central Otago District Council (CODC), Waitaki District Council (WDC) and the Clutha District Council. All of these councils are members of the Emergency Management Group in Otago.

This submission is generally supportive of the Bill but feels does not address some of the fundamental change required in the sector to address systemic issues. Recent findings in the Technical Advisory Group (TAG) report, The Bush report and recent findings from the recent weather events in the North Island have highlighted a number of issues in the Emergency Management sector.

This submission outlines key points that are supported by EMO, that EMO would like to see further enhancements and key points that EMO would recommend for further consideration.

EMO does not need to be heard at any hearings that result from this consultation process. It should be noted that due to the timeline of the process, this submission will be ratified by the Joint Committee at the next meeting on the 21st of September.

Thank you again for the opportunity to comment.

Yours sincerely,

SUBMISSION TO DEPARTMENT OF PRIME MINISTER AND CABINET ON THE EMERGENCY MANAGEMENT BILL

Support

1. Emergency Management Committees -EMO supports the requirement for local authorities to:
 - coordinate planning, programs and activities across the 4R's.⁶
 - to be a member of the Emergency Management Committee.⁷
 - co-ordinate through Emergency Management Committees in identifying risks and hazards and the management and risk reduction in relation to those hazards.⁸
 - Ensure suitably trained and competent personnel and volunteers are available.⁹
 - Promote emergency management in its area consistent with the purpose of the act.¹⁰

- 1.1 EMO is supportive of the bills attempt to encourage regional consistency in approach with the flexibility of considering all views and needs of the respective members. This is consistent with findings in the TAG report¹¹ and expands on the direction of the current legislative regime and the National Disaster Resilience Strategy (NDRS).

- 1.2 Recent responses in New Zealand have highlighted the need for CDEM groups and members of CDEM groups to be able to assist each other with resource and staffing. If there is a consistent approach driven at the regional level and supported at a national level this will go a long to ensuring a more seamless integration of surge staffing and resourcing into an area. It encourages interoperability and economies of scale as mentioned in the TAG report.

2. EMO supports the clarification given in the Bill that Emergency Management committees are not PCBU's under the Health and Safety at Work Act 2015¹².

3. EMO supports the legislative recognition of the role and enhancement of participation of Māori in Emergency Management. The various levels of involvement¹³ and inclusion of Māori in the Emergency Management committee, and at a national level, is also a positive step in line with the principles of the treaty, government policy and the findings in the TAG report¹⁴.

⁶ Clause 3 Emergency Management Bill (EMB)

⁷ Clause 25 EMB

⁸ Clause 29 EMB

⁹ Clause 29 EMB

¹⁰ Clause 29 EMB

¹¹ Page 9,10 TAG report

¹² Clause 32 EMB

¹³ Clause 3,20, 25, 26, 29,33, 67, 73, 76, 147, 149 EMB

¹⁴ Page 25 TAG report

4. Critical Infrastructure – EMO supports the critical infrastructure components of the Bill.
 - The purpose in managing risks relating to critical infrastructure in planning and contributing to Emergency Management
 - The expansion of the definition of critical infrastructure to include services essential for everyday life.
 - The requirement for entities to develop response plans.¹⁵

3.1 The widening of the interpretation and ability for agencies and organizations to be added as critical infrastructure provides clarity and flexibility around who should be included and can be included.

3.2 The move away from traditional critical infrastructure also reflects the changing priorities and needs for communities in the modern age.

3.3 The requirement for planning and sharing of those plans provides a degree of information sharing that will assist the wider sector in being able to plan effectively rather than in silos.

5. Not acting inconsistently with the National Disaster Resilience Strategy (NDRS)- EMO supports reference through the Bill to “.must not act inconsistently with national disaster resilience strategy”¹⁶.

5.1 Recognition of this document will assist on delivering on the intent and purpose of it as well as tying it back to the act making it more substantive than it currently is.

6. EMO supports concurrent emergency designations under clause 93 and sees this as a pragmatic approach to the ever-increasing instances of emergencies with climate change.

Further Enhancements

7. The current purpose has reference to management of hazards and risks and how they will be managed along with planning and preparation in relation to them¹⁷. EMO believes that community resilience and preparedness should be included in the purpose of the act. Explicitly incorporating this into the purpose of the act will place more emphasis and priority onto this and ensure the Bill is more aligned with existing documents such as the NDRS.

7.1 Managing risks, Effective Response to and recovery from emergencies and **enabling, empowering and supporting community resilience**¹⁸(emphasis added) are the three priorities in the NDRS. The NDRS is referenced in the Bill (see Point 5) and the wording of the purpose, in its current form, seems more focused on the first two priorities than the third.

7.2 Community resilience and preparedness is referenced in the Explanatory note and General Policy Statement at the beginning of the Bill. It is proposed that this would be a natural fit to have this included in the purpose.

¹⁵ Clause 54 & Schedule 2 Clauses 12&13

¹⁶ Clause 14, 31

¹⁷ Clause 3

¹⁸ Page 2 NDRS

- 7.3 Building community resilience and preparedness is a huge part of much of the work across the 4R's that CDEM groups undertake already and are a very important part of emergency management ¹⁹ .
- 7.4 Emergency management committees are promoting public awareness and emergency management in their area ²⁰ under the proposed Bill.
8. Lack of consistent terminology and reflection of positions and plans at national, regional and local levels.
- 8.1 The Bill references in the explanatory note that it builds on and retains functions and powers for managing emergencies local, regional, and national levels. Despite this, the Bill retains the confusing two-level approach to declared states of emergency and transition periods, as "local" and "national" respectively.
- 8.2 Although the explanatory note claims that the Bill clarifies the respective roles of local authorities in regional collective committees and CEGs, but little has actually changed in this regard from the Act to the Bill.
- 8.3 A third tier of "regional" state of emergency for more than one local authority or unitary authority within a "[regional] emergency management area" should be introduced to enable "regional" emergency management controllers and "local" emergency management controllers to carry out the mutually supportive roles more effectively.
- 8.4 Roles, Plans could then be replicated across the national, regional and local levels. This would ensure consistency in terminology and avoid confusion when referring to a role or plan.
- 8.5 It is therefore recommended that reference to "emergency management committee plan" be modified throughout the Bill "regional emergency management plan" and "local emergency management plan", consistent with the geographic level of reference involved.
- 8.6 It is further recommended that reference to "Area Controller" and "Area Recovery Manager" be clarified, and rendered geographically and practically relevant throughout the Bill, to "Regional Controller" and "Regional Recovery Manager" respectively.
9. Power of Director to make rules – Currently under clause 147 of the Bill the Director can make rules and must consult as per subsection 3 of the clause. It has the proviso that no consultation needs to take place under Subsection 4
- 'The Director may make a **minor change** to a rule **without meeting the requirements** in subsection (3).
- (5) In this section, minor change, in relation to a rule, means a change that the Director is satisfied will have no effect or no likely effect on the rights of any person and no effect or no more than a minor effect on the obligations of any person.'

¹⁹ TAG report page 4

²⁰ Clause 29 Emergency Management Bill
Civil Defence Emergency Management Coordinating Executive Group

9.1 EMO submits that the wording of subsection (5) above should also include the words 'direct cost' as well.

9.2 If the minor change is going to incur a direct cost on a local authority, then this should be consulted upon with the effected local authority/ies.

Further Consideration

10. Funding arrangements.-

10.1 Currently local authorities or groups may be reimbursed for specific support during or after an emergency based on a range of mandates, criteria, and triggers, which may be in statute, regulation or Cabinet decisions, or made by ministerial discretion. Current financial reimbursement is set out in The Guide to the National Civil Defence Emergency Management Plan 2015 (National CDEM Plan)²¹. Long responses are difficult for local authorities, particularly smaller ones, to fund and staff. Extra staffing comes at an additional cost.

10.2 Recent responses during Covid 19 and Cyclone Gabrielle have seen local authorities stuck with considerable costs. EMO proposes that there needs to be some certainty and clarity around this for local authorities and reference to reimbursements should be added to the Bill.

10.3 Reimbursement is buried within a number of legislative instruments and cabinet decisions. Spelling this out important given the current financial pressure some local authorities are experiencing, particularly smaller councils. It is also proposed that there should be some extension of the current criteria to allow for contractors, surge staff in certain circumstances to be reimbursable. Now that preventative actions may be taken at reducing the potential consequences of an emergency²² considerable costs could be incurred, and it is unclear if local authorities will be reimbursed. One of the bigger stressors on local authorities is the uncertainty in the space.

11. Emergency services required to be part of planning at a regional and local level – EMO proposes that Emergency services need to be part of the planning process at a regional and local level rather than just the national level²³. It is acknowledged that they are members of the Emergency Management Coordinating Executive Group²⁴ but feel that this would allow a more seamless approach to planning and preparation. This avoids planning in silos, assumptions and a more cohesive approach in peacetime that would hopefully be reflected in a response and recovery.

12. Lack of statutory mandate for the Coordinated Incident Management System (CIMS).

The lack of consistent application of the Coordinated Incident Management System (CIMS) has been identified in previous reviews as a significant issue. That the Bill does nothing to address this issue and should be addressed.

It is therefore recommended that a new clause (i) be added to the Purpose:

²¹ Section 33 EMB

²² Clause 97 EMB

²³ Clause 59 EMB

²⁴ Clause 33

“(i) provide an enabling environment for the Coordinated Incident Management System (CIMS) to be adopted, implemented, and constantly improved by all organisations involved in emergency response and recovery management.