

Otago Civil Defence and Emergency Management Joint Committee Meeting 22 May 2026



**Emergency
Management Otago**
Te Rākau Whakamarumarū Ōtākou

Meeting will be held in the
Queenstown Lakes District Council Chamber
10 Gorge Road, Queenstown

This meeting will be livestreamed and available on the Otago Regional Council YouTube channel.

Members:

Cr Neil Gillespie (Chair, Otago Regional Council)
Mayor Jock Martin (Deputy Chair, Clutha District Council)
Cr Jon Mitchell (Queenstown Lakes District Council)
Mayor Melanie Tavendale (Waitaki District Council)
Mayor Tamah Alley (Central Otago District Council)
Mayor Sophie Barker (Dunedin City Council)

Meeting Support: Cara Jordan, Governance Support Officer, Otago Regional Council

22 May 2026 01:00 PM - 03:00 PM

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KARAKIA TIMATANGA

WHEN TO USE IT > To start the day • To open a meeting

**Tuia ki runga
Tuia ki raro
Tuia ki waho
Tuia ki roto
Tuia ki te here tangata**

**Ka rongo te pō
Ka rongo te ao
Haumi e, hui e
Tāiki e!**

**Unite above
Unite below
Unite without
Unite within
Unite as one
Listen to the night
Listen to the world of light
We can now come together
as one!**



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Civil Defence Emergency Management Otago Joint Committee MINUTES

**Minutes of an ordinary meeting of the Civil Defence Emergency Management Otago
Joint Committee held in the Council Chamber, Level 2 Philip Laing House,
144 Rattray Street, Dunedin on Thursday 5 March 2026, commencing at 3:00 pm.**

MEMBERS

Cr Neil Gillespie (Chair)	<i>(Councillor, Otago Regional Council)</i>
Mayor Sophie Barker	<i>(Mayor, Dunedin City Council)</i>
Mayor Tamah Alley	<i>(Mayor, Central Otago District Council)</i>
Mayor Jock Martin (Deputy Chair)	<i>(Mayor, Clutha District Council)</i>
Cr Jon Mitchell	<i>(Councillor, Queenstown Lakes District Council)</i>
Mayor Melanie Tavendale	<i>(Mayor, Waitaki District Council)</i>

1. KARAKIA TĪMATANGA - OPENING

Chair Neil Gillespie welcomed Mayors, guests and staff to the meeting at 3.00 pm with a karakia. Attendees included Mayor Melanie Tavendale, and Cr Jon Mitchell (online).

Guests and staff in attendance were Richard Saunders (Chief Executive ORC), Peter Kelly (Chief Executive CODC), Michelle Morss (Chief Executive QLDC), Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA), Courtenay Jamieson (Emergency Management Team Leader EMO), Roderick Francis (Team Leader Group Office EMO) and Cara Jordan (Governance Support Officer ORC).

Online were Mauriri Kimura McGlinchey (Kāti Huirapa Rūnaka ki Puketeraki), Chris Booker (Emergency Management Advisor EMO), Claire Charleton (Emergency Management Advisor EMO), Dave Grimes (Emergency Management Advisor EMO), Glenn Mitchell (Principal Advisor EMO), (John Mawhinney (Readiness and Response Advisor EMO) and Paula Cathie (Team Leader – Coastal EMO).

2. APOLOGIES

Resolution: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded:

That the apologies for Mayor Tamah Alley, Mayor Jock Martin, Mayor Sophie Barker, Matt Alley and Sandy Graham be accepted.

MOTION CARRIED

3. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

4. CONFIRMATION OF MINUTES

Resolution: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded

That the minutes of the Joint Committee meeting held on 5 December 2025 be received and confirmed as a true and accurate record.

MOTION CARRIED

5. COMMITTEE TERMS OF REFERENCE

The Committee Terms of Reference were noted.

6. ACTION ITEMS

The action register from resolutions of the Committee were reviewed. No changes were noted.

7. REPORT ITEMS

7.1. Coordinating Executive Group Chair Report

[YouTube 6:58] The report updated the Joint Committee on key matters arising from the Otago Civil Defence Emergency Management Coordinating Executive Group (CEG) meeting held on 30 January 2026. It outlined work programme progress, readiness and response activity, financial performance, corrective action implementation, the draft submission to the new EM Bill and agency partner updates since the previous meeting. Peter Kelly (CEG Chair) was available for questions.

Resolution CDEM26-101: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

7.2. Group Manager Report

[YouTube 10:10] This paper updated work activity completed for the year-to-date 2025. The Group Plan is still at a draft stage. The GIS strategy is being operationalised with a 4-year implementation plan. The May 2026 exercise is being planned with good Council support. Staffing updates were provided. Local training and travel requirements were discussed. Courtenay Jamieson (Emergency Management Team Leader EMO) and Glenn Mitchell (Principal Advisor EMO) were available for questions.

Resolution CDEM26-102: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded

That the Joint Committee:

- 1) **Notes** this report.
- 2) **Notes** the work plan update (Attachment 1 of the report).

MOTION CARRIED

7.3. Finance Report

[YouTube 21:06] This report updated the Emergency Management Group's financial performance for the period July to December 2025. It included actuals against budget and identified key variances. Richard Saunders (Chief Executive ORC) was available for questions.

Resolution CDEM26-103: Cr Neil Gillespie Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

7.4. Otago Lifelines Update

[YouTube 22:40] This report outlined activity undertaken at the Otago Lifeline Utilities Group meeting on 3 December 2025. Joint Committee support was requested for the upcoming Lifelines Group exercise. It was noted that Waitaki District Council representation on the Lifelines Group should be reviewed. Courtenay Jamieson (Emergency Management Team Leader EMO) and Cr Jon Mitchell were available for questions.

Resolution CDEM26-104: Cr Jon Mitchell Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) **Notes** this report.
- 2) **Notes** the updates from the Otago Lifelines Group meeting.

MOTION CARRIED

7.5. National Emergency Management Agency (NEMA) Update

[YouTube 28:53] The report updated the latest activity and matters NEMA is working on. NEMA thanked the Otago Civil Defence Emergency Management (CDEM) Group for their submission to the Emergency Management Bill. Learnings from the recent upper North Island weather events included the value of local leadership taking a proactive role in these events and clarity regarding the set-up, timing and administration of Mayoral Relief Funds. The process for setting up a Mayoral Fund will be documented and reported to the next CEG

meeting. Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA) was available for questions.

Resolution CDEM26-105: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

7.6. Emergency Management Bill Submission

[YouTube 35:35] The report introduced the Otago CDEM Group Submission on the Emergency Management Bill (No 2) for endorsement and presented the CDEM Special Interest Group Submission as relevant national sector context. Richard Saunders (Chief Executive ORC) was available for questions.

Resolution CDEM26-106: Cr Neil Gillespie Moved, Cr Jon Mitchell Seconded

That the Joint Committee:

- 1) **Notes** the CDEM Special Interest Group (SIG) Submission on the Emergency Management Bill (No 2) as relevant national sector context.
- 2) **Endorses** the Otago Civil Defence Emergency Management Group Submission on the Emergency Management Bill (No 2) lodged with the Governance and Administration Committee.

MOTION CARRIED

7.7. 2026 Joint Committee meeting schedule

[YouTube 38:05] The report outlined a proposed meeting schedule for the remainder of 2026. Option A was not preferred. A recommendation was made that the Coordinating Executive Group review dates and advise a preferred option.

Resolution CDEM26-107: Cr Neil Gillespie Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) **Notes** this report.
- 2) **Requests** the Coordinating Executive Group to recommend a new meeting schedule.

MOTION CARRIED

8. GENERAL BUSINESS

There were no other items of business.

9. KARAKIA WHAKAMUTUNGA - CLOSING

Chair Gillespie declared the meeting closed with a karakia at 3.40pm.

Chairperson

Date



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Otago Civil Defence and Emergency Management Group – Joint Committee

TERMS OF REFERENCE

(Created August 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 councillor) 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 Group will:

- provide strategic direction through the Otago CDEM Group Plan
- approve the Otago CDEM Group budget.
- approve and monitor the Otago CDEM Group annual work programmes.
- appoint Controllers and delegate powers as required,
- appoint a Recovery Coordinator

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 a member of the Group, the Group Controller or other person. These delegations are made by a resolution at a CDEM Group meeting.

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
GEM	Group Emergency Manager
EMA	Emergency Management Advisors
EOC	Emergency Operations Centre
FENZ	Fire and Emergency New Zealand
GIS	Geographic Information System
IMT	Incident Management Team
JC	Joint Committee
TLA	Territorial Local Authority
LUC	Lifelines Utility Coordination Group
MPI	Ministry of Primary Industries
MSD	Ministry of Social Development
NCC	National Coordination Centre
NCCM	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
WCG	Welfare Coordination Group
4Rs	Reduction, Readiness, Response and Recovery

7.1. Coordinating Executive Group Chair Report

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2624
Activity: Emergency Management Otago
Author: Matt Alley, Group Manager Emergency Management
Endorsed by: Peter Kelly, Chair, Coordinating Executive Group (CEG)
Date: 22 May 2026

PURPOSE

- [1] This report provides an update to the Joint Committee on key matters arising from the Otago Civil Defence Emergency Management CEG meeting held on 24 April 2026. The Group Managers Report gave an update on the current system reform, proposed work for the 2026/2027 financial year and work activity completed for the year-to date 2026. The Group Manager informed the group that the National Plan Order is now under review. Resource management and funding inputs for council long term plans were discussed.

EXECUTIVE SUMMARY

- [2] The Committee received the Group Manager's report that highlighted delivery against the annual work plan, staffing movements, new legislation strengthening operational readiness, enhancing regional risk understanding, modernising systems, and supporting communities through recent adverse weather impacts. The report included an updated overview of the Emergency Management Group's financial performance for the period from July 2025 to February 2026. It contained actuals against budget and key variances. There is currently a small underspend against budget.
- [3] The Emergency Management Bill is currently with the Governance and Administration Select Committee, which is due to report back to the House on 9 June 2026. It is expected the Bill will pass later in 2026. Transitional provisions in the Bill will mean that:
- appointing new members on CEG (ambulance, iwi Māori, rural community) will have a 12-month lead-in time from Royal assent.
 - new content requirements for, and community engagement in developing, regional emergency management plans will not be required until the plan is next reviewed.
- [4] NEMA is currently identifying what actions are needed to support implementation of the new legislation given the phased approach to activating provisions (ranging from 6 months to two years).

- [5] The CEG endorsed the extension of the Mana Whenua Emergency Management Facilitator - Araiteuru position through to the end of the 2026/27 financial year and to confirm its transition toward a sustained, baseline capability within the Otago CDEM system. Expectations from the pilot role have been achieved.
- [6] A Memorandum of Understanding with the Coastal Otago Response Team was approved and signed by the Coordinating Executive Group Chair. The NZRT group is aligned with the Readiness and Response committee.
- [7] The 2026 Joint Committee schedule was discussed due to conflicts with other council meetings. Following discussion, it was resolved that the Joint Committee will be held immediately after the Otago Mayora Forum (1:00 – 3:00pm on Friday) in May and September and rescheduling a standalone November meeting.
- [8] The process for establishing a Mayoral Relief Fund was discussed, including alternative funding mechanisms.

RECOMMENDATION

That the Joint Committee:

- 1) **Notes** this report.

DISCUSSION

Committee Updates

- [9] The Readiness and Response Committee met on 5 February 2026. The impact of fuel availability and increased costs dominated member remarks. There was also preliminary discussion on planning for a concurrent event -- characterised as a large severe weather event taking place against the backdrop of severely diminished regional fuel supplies. The meeting reviewed preparations for the upcoming civil defence exercise on 20 May 2026.
- [10] The Otago Welfare Coordination Group Meeting met on 5 March 2026. The Otago Group Welfare Plan is in progress, and this work will inform the draft group plan. The welfare assessment framework tools have been introduced through a series of workshops for the sector.
- [11] The Rural Advisory Group met on 1 May 2026. As this was the first time the group convened since the Clutha wind event in October 2025 they debriefed on their role in event response. The Rabobank proposal for care packages and home visits resulted in RAG agreeing to form a private-sector sub-group as an annex to RAG to do this work in future.

Otago Lifelines Update

- [12] The Otago Lifeline Utilities Group met on 13 March 2026. The existing Otago/Southland fuel plan is being utilised with the critical customer list updated. The group discussed the general fuel supply situation from the perspective of business continuity planning.

NEMA Update

- [13] The volume of local states of emergency declared in the current year was discussed. It was noted that MBIE is the lead agency for fuel planning and NEMA is conducting contingency planning.

MEMBER UPDATES

- [14] **Te Whatu Ora Southern** Mallory Wood reported pressure on the health system with a high number of patients with high acuity. The Health National Coordination Centre has been partially activated in response to the fuel situation. Training and resilience of the health system is a current focus. Te Whatu Ora will be at the 20 May 2026 civil defence exercise, followed by a mass casualty exercise on the 29 May 2026. Planning for health services in the Queenstown Lakes and Central Otago regions has been submitted to both Health New Zealand and the Minister of Health.
- [15] **Ministry of Social Development** Steph Voight observed the need for a cohesive and supportive environment during an active response. A request was made for a joint session with MSD and EMO on the needs assessment framework and civil defence payment activation process. Pressure is being felt in the MSD system with the current economic conditions with contingency planning underway.
- [16] **Hato Hone St John** David Milne reported on behalf of Hato Hone St John. Fuel availability and cost is their major focus now.
- [17] **Te Rūnanga o Moeraki**. Trevor McGlinchey reported that the Tonkin and Taylor engineering report showed no concerns on the steep slope at the Moeraki motor camp. The health and social service agency has completed a business continuity plan for fuel shortages and online delivery of services. The conservation group is focusing on rescuing mature native trees.

OTHER MATTERS DISCUSSED

- [18] No further business was discussed.

CONSIDERATIONS**Strategic Framework and Policy Considerations**

- [19] No new matters arising.

Financial Considerations

- [20] No new matters arising

Significance and Engagement

- [21] No new matters arising.

Legislative and Risk Considerations

- [22] Ongoing involvement in Emergency Management Bill development.

Climate Change Considerations

- [23] No new matters arising.

Communications Considerations

[24] Focus on community preparedness and internal coordination across partners.

ATTACHMENTS

1. Draft Minutes: Coordinating Executive Group Meeting 24 April 2026 [7.1.1 - 6 pages]



**Civil Defence Emergency Management Otago
Coordinating Executive Group
MINUTES**

**Minutes of an ordinary meeting of the Civil Defence Emergency Management Otago
Coordinating Executive Group held in Te Pou Ō Mata-Au, 6 Clyde Street, Balclutha on
Friday 24 April 2026, commencing at 1:00 pm.**

MEMBERSHIP

Peter Kelly (Chair)	Central Otago District Council
Steve Hill	Clutha District Council
Sandy Graham	Dunedin City Council
Richard Saunders (Deputy Chair)	Otago Regional Council
Michelle Morss	Queenstown Lakes District Council
Alex Parmley	Waitaki District Council
Matt Scoles	New Zealand Police
Phil Marsh	Fire and Emergency New Zealand
Murray Halbert	Te Whatu Ora Southern
Trevor McGlinchey	Te Rūnanga o Moeraki
Andrew Rouvi	Te Rūnanga ō Ōtakau
Suzanne Ellison	Kati Huirapa Rūnaka Puketeraki
Steph Voight	Ministry of Social Development
Shaun O'Halloran	National Emergency Management Agency
David Milne	Hato Hone St John
Matt Alley (non-voting)	Emergency Management Otago

1. KARAKIA TĪMATANGA - OPENING

Chair Peter Kelly (Central Otago District Council) welcomed Coordinating Executive Group members and staff to the meeting at 1:00 pm with a karakia.

Members attending were Steve Hill (Clutha District Council), Alex Parmley (Waitaki District Council), Michelle Morss (Queenstown Lakes District Council), Richard Saunders (Otago Regional Council), Shaun O'Halloran (National Emergency Management Agency (NEMA)), Matt Alley (Group Manager, Emergency Management Otago (EMO)) and Glenn Mitchell (Principal Advisor, EMO). Members online were Steph Voight (Ministry of Social Development, Mallory Wood (Te Whatu Ora Southern, Trevor McGlinchey (Te Rūnanga o Moeraki) and David Milne (Hato Hone St John).

EMO staff online were Chris Brooker (Emergency Management Advisor Dunedin), Claire Charleton (Emergency Management Advisor Dunedin), Courtenay Jamieson (Team Leader Inland), Danny Fountaine (Emergency Management Advisor Waitaki), Emily Williamson (Admin Support Coordinator), Erica Andrews (Stakeholder Engagement Advisor), Jason Michie (Emergency Management Advisor Clutha), John Mawhinney (Readiness and Response Advisor), Taylor Hendl (Emergency Management Advisor Dunedin), Roderick Francis (Team Leader Group Office) and Cara Jordan (Governance Support Otago Regional Council).

2. APOLOGIES

Resolution: Peter Kelly Moved, Richard Saunders Seconded:

That the apologies for Sandy Graham and Tom Dyer be accepted.

MOTION CARRIED

3. CONFIRMATION OF AGENDA

The agenda was confirmed as published.

4. MINUTES

Resolution: Peter Kelly Moved, Steve Hill Seconded

That the minutes of the Coordinating Executive Group meeting held on 30 January 2026 be received and confirmed as a true and accurate record.

MOTION CARRIED

5. COMMITTEE TERMS OF REFERENCE

The Committee Terms of Reference were noted.

6. ACTION ITEMS

There were no open actions for the Coordinating Executive Group.

7. REPORT ITEMS

7.1. Group Manager Report

This report provided an update on current system reform, proposed work for the 2026/2027 financial years and work activity completed for the year-to-date 2025. The National Plan Order is under review. Resource management and funding inputs for Council long term plans were discussed. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM26-108: Peter Kelly Moved, Alex Parmley Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**
- 2) Notes the work plan update (Attachment 1 of the report).**
- 3) Endorses the 2026/2027 proposed workplan.**

MOTION CARRIED

7.2. Finance Report

This report provided an updated overview of the Emergency Management Group's financial performance for the period from July 2025 to February 2026. It included actuals against budget and key variances. There is currently a small underspend against budget. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM26-109: Peter Kelly Moved, Richard Saunders Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**

MOTION CARRIED

7.3. Readiness and Response Committee Update

This report updated activity undertaken at the Readiness and Response Committee meeting held on 5 February 2026. Fuel supply and potential shortages were discussed. Support for the upcoming civil defence exercise was reviewed. Roderick Francis (Team Leader Group Office EMO) was available for questions.

Resolution CDEM26-110: Peter Kelly Moved, Michelle Morss Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**

MOTION CARRIED

7.4. Otago Lifelines Update

This report updated activity undertaken at the Otago Lifeline Utilities meeting on 13 March 2026. The existing fuel plan authored by NEMA is being utilised and the critical customer list has been updated. The general fuel supply situation was discussed. Matt Alley (Group Manager EMO) and Roderick Francis (Team Leader Group Office EMO) were available for questions.

Resolution CDEM26-111: Peter Kelly Moved, Alex Parmley Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**
- 2) Notes the updates from the Otago Lifelines Utilities Group meeting.**

MOTION CARRIED

7.5. Welfare Coordination Group Update

This report updated activity undertaken at the Otago Welfare Coordination Group Meeting held 5 March 2026. The Otago Group Welfare Plan is in progress. The welfare assessment framework tools are being rolled out. Claire Charleton (Emergency Management Advisor Dunedin EMO) was available for questions.

Resolution CDEM26-112: Peter Kelly Moved, Michelle Morss Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**

MOTION CARRIED

7.6. Mana Whenua Emergency Management Facilitator Project Extension

This paper requested endorsement from the Coordinating Executive Group to support the continuation of the Mana Whenua Emergency Management Facilitator – Araiteuru position through to the end of the 2026/27 financial year and to confirm its transition toward a sustained, baseline capability within the Otago CDEM system. Expectations from the pilot role have been achieved. Matt Alley (Group Manager EMO) and Trevor McGlinchey (Te Rūnanga o Moeraki) were available for questions.

Resolution CDEM26-113: Peter Kelly Moved, Michelle Morss Seconded

That the Coordinating Executive Group:

- 1) Supports the continuation of the Mana Whenua Emergency Management Facilitator, Araiteuru position through to the end of the 2026/27 financial year.**
- 2) Endorses the strengthening of governance arrangements, including CDEM representation and enhanced reporting.**
- 3) Agrees in principle that the role should transition toward a baseline CDEM-funded capability, subject to future long-term planning funding discussions.**

MOTION CARRIED

7.7. NZRT New Zealand Response Team Memorandum of Understanding

A proposed Memorandum of Understanding with the Coastal Otago Response Team was presented for approval and signing by the Coordinating Executive Group Chair. The NZRT group is aligned with the Readiness and Response committee. Glenn Mitchell (Principal Advisor EMO) and Matt Alley (Group Manager EMO) were available for questions.

Resolution CDEM26-114: Peter Kelly Moved, Richard Saunders Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**
- 2) Approves the attached Memorandum of Understanding with the Coastal Otago Response Team.**

MOTION CARRIED

7.8. NEMA Update

This report updated the latest activity and matters that NEMA is working on. The volume of local states of emergency declared in the current year was discussed. MBIE is the lead agency for fuel planning and NEMA is conducting contingency planning. Shaun OHalloran (NEMA) was available for questions.

Resolution CDEM26-115: Peter Kelly Moved, Steve Hill Seconded

That the Coordinating Executive Group:

- 1) Notes this report.**

MOTION CARRIED

7.9. 2026 Joint Committee Meeting Schedule

The existing Joint Committee meeting schedule is not viable due to conflicts with other Council meetings. Timing and venues of possible options for future meetings were discussed. Glenn Mitchell (Principal Advisor EMO) was available for questions.

Resolution CDEM26-116: Peter Kelly Moved, Steve Hill Seconded

That the Coordinating Executive Group:

- 1) **Notes** this report.
- 2) **Adopt** holding the Joint Committee immediately after the Otago Mayoral Forum (1.00 - 3.00pm on Friday) in May and September and rescheduling a standalone November meeting.

MOTION CARRIED

7.10. Mayoral Relief Fund

This paper outlined the process to establish a Mayoral Relief Fund. Alternative mechanisms for funding were discussed. Glenn Mitchell (Principal Advisor EMO) was available for questions.

Resolution CDEM26-117: Peter Kelly Moved, Richard Saunders Seconded

That the Coordinating Executive Group:

- 1) **Notes** this report.

MOTION CARRIED

8. PARTNER AGENCY UPDATES

Ministry of Social Development (MSD)

Steph Voight reported on the need for a cohesive and supportive environment during an active response. A request was made for a joint session with MSD and EMO on the needs assessment framework and civil defence payment activation process. Pressure is being felt in the MSD system with the current economic conditions with contingency planning underway.

Hato Hone St John

David Milne reported on behalf of Hato Hone St John. Fuel availability and cost is their major focus at the moment.

Te Rūnanga o Moeraki

Trevor McGlinchey reported that the Tonkin and Taylor engineering report showed no concerns on the steep slope at the Moeraki motor camp. The health and social service agency has completed a business continuity plan for fuel shortages and online delivery of services. The conservation group is focusing on rescuing mature native trees.

Te Whatu Ora Southern

Mallory Wood reported pressure on the health system with a high number of patients with high acuity. The Health National Coordination Centre has been partially activated in response to the fuel situation. Training and resilience of the health system is a current focus. Te Whatu Ora will be at the 20 May 2026 civil defence exercise, followed by a mass casualty exercise on the 29 May 2026. Planning for health services in the Queenstown Lakes and Central Otago regions has been submitted to both Health New Zealand and the Minister of Health.

9. GENERAL BUSINESS

The next meeting will be held on Friday 21 August 2026 in Dunedin.

10. KARAKIA WHAKAMUTUNGA - CLOSING

There was no further business and Chair Kelly declared the meeting closed with a karakia at 2.40 pm.

Chairperson

Date

DRAFT

7.2. Group Manager Report

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2630
Activity: Emergency Management Otago
Author: Matt Alley, Group Manager, Emergency Management Otago
Endorsed by: Matt Alley (Group Manager, Emergency Management Otago)
Date: 22 May 2026

PURPOSE

- [1] To update the Otago Civil Defence Emergency Management Joint Committee on current national emergency management reform, implementation activity, sector developments, and the Emergency Management Otago work programme for the 2025/26 year-to-date, and to seek support of the proposed 2026/27 work programme.

EXECUTIVE SUMMARY

- [2] Emergency Management Otago continues to make strong progress across its annual work programme. Key activity has focused on strengthening regional readiness, improving operational capability, supporting community resilience, progressing regional risk understanding, and preparing the Otago CDEM Group for a period of significant national reform.
- [3] The national emergency management system is entering a substantial implementation and transition phase. The Emergency Management Bill remains central to this reform programme, with implications for governance arrangements, CDEM Group responsibilities, Coordinating Executive Group membership, controller and recovery manager appointments, planning requirements, engagement expectations, and operational powers.
- [4] NEMA has also commenced a review of the National Civil Defence Emergency Management Plan. This review will result in a new National Plan by June 2028 and will be guided by a national Steering Group. NEMA has sought representation from the CDEM Group to support strategic leadership, oversight, and sector input into the new Plan. This is a significant governance matter, as the National Plan sets the national operating framework within which regional CDEM Groups discharge their responsibilities.
- [5] NEMA has released draft Emergency Management Rule 1 for consultation. The proposed Rule prescribes forms for declarations of states of emergency and transition periods, including provisions for electronic signatures and new forms for declaring local emergencies over unaffected areas to assist affected locations. While procedural in

nature, the Rule is an early and practical example of how the proposed new legislative framework will be operationalised.

- [6] National sector updates also identify ongoing work across continuous improvement, reviews and inquiries, public education, warning systems, social and community resilience, and welfare guidance. Of particular relevance are NEMA's After Action System Review into the Upper North Island severe weather events and Cyclone Vaianu, the launch of the Emergency Mobile Alert map, the scheduled national EMA test, and continuing work on the National Needs Assessment Guidebook.
- [7] Locally, EMO has advanced workstreams across risk reduction, readiness and response, community resilience, governance, assurance, recovery, GIS, training, exercising, lifelines, and community planning. Community Resilience Group development remains a particular area of strength, with increasing maturity across the region.
- [8] The proposed 2026/27 work programme reflects the next stage of delivery, including implementation of the 2026–2036 Group Plan, coastal tsunami modelling, catastrophic event planning, assurance framework integration, continued GIS capability development, recovery planning, support for the Coastal Otago Response Team, and preparation for Emergency Management Bill implementation.
- [9] Overall, EMO remains well-positioned to support the Otago CDEM Group through this reform period. Continued governance oversight will be important to ensure Otago's regional arrangements remain effective, legally aligned, operationally practical, and responsive to community needs.

RECOMMENDATION

That the Joint Committee:

- 1) **Notes** this report.
- 2) **Notes** the continuing progress of Emergency Management Otago against the 2025/26 annual work programme.
- 3) **Notes** that NEMA has sought CDEM Group representation on the National Emergency Management Plan Review Steering Group.
- a) **Recommends** a preference for **option 2**, as defined in the letter to Joint Committee Chairs dated 8 May 2026.
- 4) **Notes** that Emergency Management Otago will continue to engage in relevant national consultation, implementation and sector development processes.
- 5) **Supports** the proposed 2026/27 Emergency Management Otago work programme.

DISCUSSION

Staffing

- [10] At the time of writing this report, Emergency Management Otago has one remaining vacancy (Resilience Advisor) that will be recruited for in due course.

Strengthening Emergency Management Update

- [11] Cabinet has previously agreed in principle to the Strengthening Emergency Management Roadmap, subject to further policy work, passage of enabling legislation, and availability of future Budget funding. The Roadmap sets out a five-year programme scheduled to begin in 2026.
- [12] The Roadmap is intended to strengthen the national emergency management system through a range of initiatives, including increased public readiness and community development, a refreshed Resilience Fund with broader access criteria, increased national response and recovery capacity, and improved capability and professionalisation across the system.
- [13] For the Joint Committee, the significance of this work is that it signals a shift in national expectations of CDEM Groups. It is likely to result in stronger national direction, clearer performance expectations, enhanced assurance requirements, and greater emphasis on demonstrable capability across the emergency management system.

Emergency Management Sector Operational Systems (EMS-OS)

- [14] EMS-OS is an anchor programme of work within the wider Strengthening Emergency Management work programme. EMS-OS will improve how information is managed and shared before, during and following emergencies.
- [15] The programme will establish a common operating picture to enable better situational awareness, produce intelligence, deliver coordination, and support decision-making across the Sector. This includes:
- **Incident Intelligence:** a shared capability for near real-time situational awareness and the production of intelligence products.
 - **National Warning System:** modernising how emergency warnings are issued.
 - **Resilient Communications:** exploring the use of technologies like Low Earth Orbit satellite internet to ensure connectivity during emergencies.
 - **Operational Systems for NEMA:** tools to support NEMA to provide effective national coordination of response and recovery activities.
 - **Feasibility Study:** a view to deliver common operating tools and associated processes for the CDEM Sector to equip responders to be more effective in an emergency event.
- [16] The detailed business cases that form the core of EMS-OS have been developed and NEMA is moving to the delivery phase.
- [17] NEMA is planning co-design events and working groups to support the implementation of these tools and development of an additional EMS-OS detailed business case. NEMA will provide information on how people can be involved once the details are worked out.

- [18] These co-design events will be an opportunity for CDEM Groups and councils to shape how this works in practice and is implemented. We need your help to ensure that the technologies and tools EMS-OS will deliver are fit for purpose and meet the needs of the sector.

Emergency Management Bill

- [19] The Emergency Management Bill is being considered by the Governance and Administration Select Committee. The Select Committee is due to report the Bill back to the House on 9 June 2026, and the Bill is expected to go through the remaining legislative stages in 2026.

- [20] Pending any changes that the Select Committee may propose, most provisions in the Bill will come into force on the day following Royal assent, apart from the following provisions which will have delayed commencement:

- provisions relating to compliance orders (delayed by 6 months).
- provisions regarding the coordination and use of resources outside of a state of emergency or transition period (delayed by 12 months).
- provisions relating to the appointment of District and Local Controllers and Recovery Managers (delayed by 12 months).
- provisions relating to engagement with disproportionately affected communities in the development of the National Plan (delayed by 12 months).
- provisions relating to the identification of lead agencies will come into force two years after Royal assent or an earlier date set by Order in Council.
- provisions relating to new content requirements for regional management plans (regarding disproportionately affected communities, public offers of assistance, managing animals) (delayed by 12 months).
- provisions relating to new requirements for community engagement in developing regional emergency management plans (disproportionately affected communities and iwi Māori) (delayed by 12 months).

- [21] Transitional provisions in the Bill will also mean that:

- appointing new members on CEG (ambulance, iwi Māori, rural community) will have a 12-month lead-in time from Royal assent.
- new content requirements for, and community engagement in developing, regional emergency management plans will not be required until the plan is next reviewed.

- [22] NEMA is currently identifying what is needed to support implementation of the Bill, taking account of the timeframes above.

Annual Workplan Report

- [23] Emergency Management Otago continues to make progress across the 2025–2026 Work Plan, with activity advancing under all major workstreams: risk reduction, readiness and response, community resilience, and governance.

- [24] A copy of the annual Work Plan Report is attached to this paper (Attachment 1).

26 – 27 Workplan Activities

[25] The table below defines the high-level overview of main activities for Emergency Management Otago for the 2026 – 2027 financial year.

Managing Risk			
	Activity	Deliverable	Owned By
1.	Continued Support for AF8 Project	- Maintain support for AF8 Steering Group and Project Activity	EMO
2.	Regional Exposure Study Integration	- Regional (ORC-NH) RiskScape data is integrated with EM Otago Geo Spatial Platform, with a preliminary assessment on the integration of Wildfire modelling	EMO
3.	Coastal Tsunami Modelling	- Level 3 Tsunami model completed for Otago Coastline	EMO
Effective Response to and Recovery from Emergencies			
	Activity	Deliverable	Owned By
4.	Lifelines	- Supports coordinated planning across lifeline utilities and infrastructure providers to improve resilience, situational awareness, and restoration priorities during emergencies	EMO
5.	Training and Capability	- All Council Response Teams to maintain a cohort (80%) of trained / capable staff. (Foundation Training) - Council Response team support – material is developed for quarterly function training - Community Training Support – material is developed to support the delivery of the Community Resilience Strategy	EMO
6.	Hazard Planning	- Each district to develop Catastrophic Event Plans	EMO
7.	Auditing and Assurance	- Adoption and integration of National Assurance Framework	EMO
8.	Exercising	- Full-day exercise is delivered for each council that is consistent with the approved exercise concept and instructions - Lifeline Utility Exercise Completed	EMO

9.	Operational Systems	<ul style="list-style-type: none"> - GIS Strategy (year 2) implemented - Impact Assessment workflow is completed, including: <ul style="list-style-type: none"> o Wide area damage assessment (National integration) o Building Assessment o Flood map library 	EMO
10.	Recovery	<ul style="list-style-type: none"> - District recovery network established, and Group Recovery Toolkit socialised - The Group Recovery Plan implemented 	EMO
Enabling, Empowering, and Supporting Community Resilience			
	Activity	Deliverable	Owned By
11.	Public Information and Education	<ul style="list-style-type: none"> - Maintain Growth in Online Presence - Establish Year 6 School Project across all districts - Deliver Annual Community Preparedness Survey - Deliver 1 Regional Community Preparedness Campaign 	EMO
12.	Community Resilience Groups	<ul style="list-style-type: none"> - Groups are supported and enabled as defined in the Community Resilience Strategy 	EMO
Governance and Management			
	Activity	Deliverable	Owned By
13.	Group Plan	<ul style="list-style-type: none"> - Implement Group Plan 26-36 	EMO
14.	Career Progression Framework	<ul style="list-style-type: none"> - Establish and Implement a Career Progression Framework for EM Otago Staff 	EMO
16.	NZ Response Team – Coastal Otago	<ul style="list-style-type: none"> - Support the establishment of a Coastal Otago Response Team 	EMO
17.	EM Bill Implementation	<ul style="list-style-type: none"> - Alignment of policies and delivery framework to meet new legislative expectations 	EMO
18.	Strategy Updates	<ul style="list-style-type: none"> - Updates to Training and Capability, and Community Resilience Strategies completed 	EMO

Assurance Update

[26] At a national level, assurance is undergoing a significant shift. The focus is moving away from standalone or compliance-based assessments toward a more structured, system-wide approach, underpinned by an assurance logic model and clear monitoring and evaluation questions. This approach is intended to better demonstrate system

performance, support continuous improvement, and align assurance activity with broader emergency management reform and investment programmes.

- [27] The national programme continues to progress, with the development of a sector-wide self-assessment tool and the transition into Phase Two of the assurance work. This next phase will broaden participation across CDEM Groups and formalise assurance points of contact within each Group. There is also an increased emphasis on engaging directly with Groups to understand regional operating environments and ensure the assurance framework is practical and grounded in delivery realities.
- [28] A key milestone in this work is the proposed CDEM Group assurance pilot, which is being progressed through EMLG. There is strong sector interest in participating, and the pilot will test both the developing self-assessment tools and the broader assurance model in an operational context. It is also recognised that this work will need to be carefully balanced alongside existing priorities and capacity constraints across the sector.
- [29] From an Otago perspective, it has been confirmed that Emergency Management Otago has committed to participating in the national assurance pilot. This positions the Group well to contribute to shaping the future assurance framework and to ensure it reflects the realities of Group delivery. It will also provide early visibility of emerging expectations around performance, monitoring, and reporting, allowing alignment with Group Plan implementation, after-action review programmes, and the broader workplan.
- [30] There are, however, some considerations that will need to be actively managed. These include ensuring sufficient capacity to engage meaningfully in the pilot, and that any emerging assurance requirements remain proportionate and achievable within a devolved system. The sector has also highlighted the importance of maintaining alignment between national direction and regional delivery to avoid creating additional pressure on already constrained resources.
- [31] Overall, this work represents a positive step forward for the sector. It provides an opportunity to move toward a more cohesive, evidence-based assurance framework that supports both accountability and continuous improvement. Otago's participation in the pilot ensures the Group is well placed to both influence this direction and embed assurance as a practical and value-adding component of the emergency management system.

[32] The diagram below represents the Assurance Framework as it is currently defined.

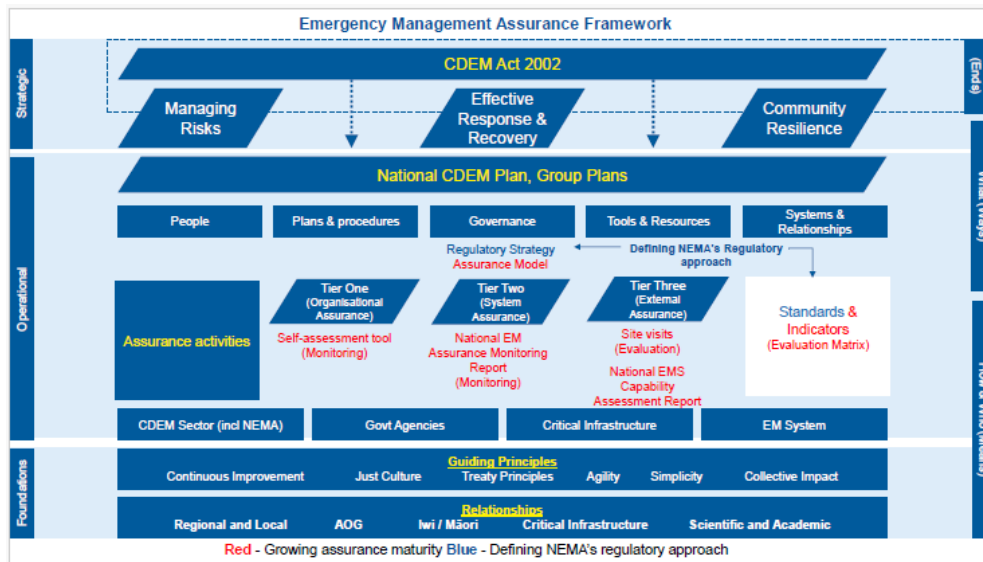


Diagram 1: Emergency Management Assurance Framework as defined by NEMA.

Emergency Management Rule 1 Consultation

- [33] NEMA has released draft Emergency Management Rule 1: Forms for Declarations of States of Emergency and Transition Periods for public consultation. The stated purpose is to ensure the Emergency Management Bill can operate effectively when it comes into force by prescribing the form and manner of declarations in rules.
- [34] The proposed Rule will update and replace declaration forms currently contained in the Civil Defence Emergency Management Regulations 2003. It provides for the use of electronic signatures and introduces new forms for declaring local emergencies over unaffected areas where those areas are assisting affected locations.
- [35] The Rule is structured in three parts. Part A covers declarations of states of emergency, Part B covers declarations of transition periods, and Part C covers electronic signatures. Schedules 1 and 2 contain the relevant declaration, extension, and termination forms.
- [36] The governance relevance of this consultation is that it demonstrates the practical implementation details that will sit beneath the new Act. While the content is administrative, declaration forms are fundamental to lawful emergency powers, public notification, and the transition between response and recovery.
- [37] The inclusion of electronic signatures is a practical and positive change. However, the draft Rule also clarifies that simple images of handwritten signatures or signatures drawn on a touchscreen are not presumed reliable unless the method otherwise satisfies reliability criteria.
- [38] Emergency Management Otago will review the proposed Rule and consider whether any submission is required on behalf of the Otago CDEM Group. Particular focus will be

given to whether the forms are clear, usable in fast-moving operational conditions, and suitable for application across Otago's regional and district arrangements.

National Emergency Management Plan Review

- [39] NEMA has commenced review of the National Civil Defence Emergency Management Plan. This will result in a new National Plan in compliance with the Emergency Management Bill by June 2028.
- [40] NEMA is establishing a Steering Group to provide strategic leadership and oversight of the review. The Steering Group will support inter-agency and CDEM engagement, oversee programme progress, and make recommendations on Plan content.
- [41] NEMA has sought two CDEM Group representatives to participate on the Steering Group over the period June 2026 to June 2028. The anticipated time commitment is quarterly meetings of two to three hours, held in person and online.
- [42] Three possible approaches have been identified for filling these appointments: appointing two CEG members from across the 16 regions; the CDEM Special Interest Group Chair and Deputy Chair acting as representatives; or CEG Chairs collectively delegating representation to two Group Managers. NEMA has also indicated openness to alternative approaches that ensure effective and representative CDEM input.
- [43] This is an important strategic matter for the Joint Committee. The National Plan establishes the national framework for emergency management roles, responsibilities, coordination, and operational arrangements. The review provides a direct opportunity for CDEM Groups to influence future national settings and ensure they are practical for regional delivery.
- [44] Otago has a strong interest in ensuring the new National Plan recognises regional realities, including complex geography, rural and remote communities, alpine and coastal hazards, lifelines dependencies, cross-boundary arrangements, and the role of councils as both local authorities and CDEM Group members.

Get Ready Schools Challenge

- [45] The Get Ready Schools Challenge has launched for 2026, with 24,000 pupils signed up at the time of NEMA's update. The initiative is a joint piece of work between NEMA, Natural Hazards Commission, Fire and Emergency New Zealand, New Zealand Police, Hato Hone St John, and Wellington Free Ambulance.
- [46] The Challenge includes activities for students covering hazards in New Zealand, roles in an emergency, calling 111, Drop Cover Hold, earthquake safety, tsunami actions, and household escape planning.
- [47] This initiative provides an opportunity for regional and local CDEM engagement with schools and communities across Otago.

Emergency Mobile Alert Map and National Test

- [48] NEMA is launching an Emergency Mobile Alert map. The map will allow people to see the location and content of any Emergency Mobile Alerts currently in effect.

- [49] This will provide a second opportunity for people to read alerts they may have dismissed and will also allow people to check alerts affecting whānau in other parts of the country.
- [50] The national Emergency Mobile Alert test is scheduled for Sunday, 14 June 2026, between 6.00 pm and 7.00 pm, with a national advertising campaign planned from 31 May.
- [51] Otago CDEM councils should expect supporting public communications activity and may wish to reinforce public education messaging through local channels.

National Needs Assessment Guidebook

- [52] NEMA's Social and Community Resilience team continues to progress the National Needs Assessment Guidebook. Targeted consultation on Section One has progressed, with Section Two scheduled for consultation between July and August.
- [53] The Guidebook is relevant to welfare coordination, needs assessment, recovery planning, and community-centred emergency management practice. It will be important that final guidance remains operationally practical and recognises the capacity constraints and diverse operating environments of CDEM Groups.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [54] No matters arising.

Financial Considerations

- [55] No matters arising.

Significance and Engagement

- [56] No matters arising.

Legislative and Risk Considerations

- [57] No matters arising.

Climate Change Considerations

- [58] No matters arising.

Communications Considerations

- [59] No matters arising.

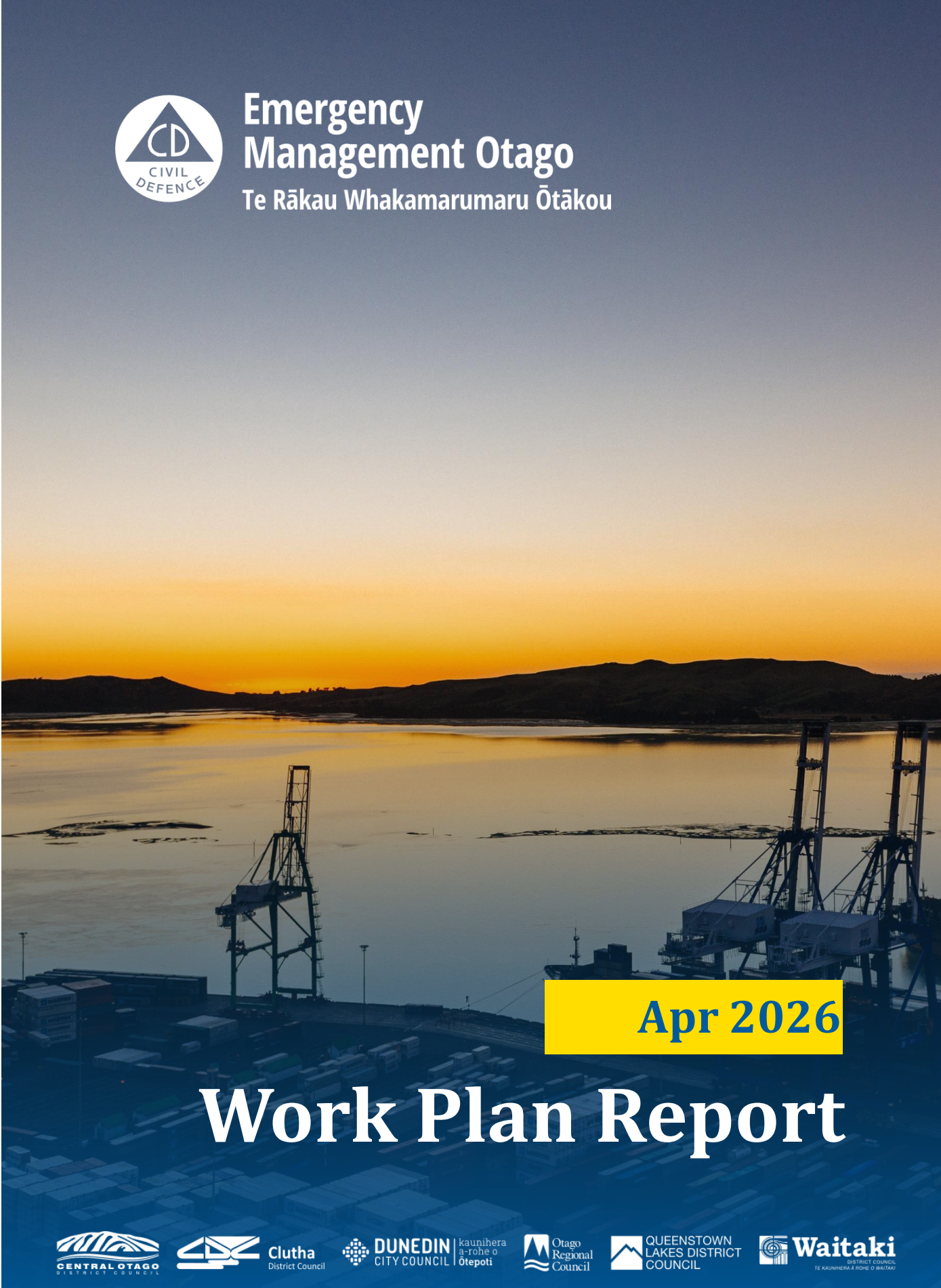
ATTACHMENTS

1. EMO Workplan Report April 2026 [7.2.1 - 25 pages]
2. ITC Emergency Management Rule 1 for public consultation May 2026 [7.2.2 - 29 pages]
3. National EM Plan - Letter seeking CEG Steering Group nominations [7.2.3 - 2 pages]



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou



Apr 2026

Work Plan Report



Who we are

Emergency Management Otago (EMO) is the dedicated body responsible for managing and coordinating responses to natural disasters, emergencies, and significant events across the Otago region. Our mission is to ensure the safety, resilience, and well-being of our communities, minimizing risks and enhancing preparedness, response, and recovery efforts.

- **Our Mission:**

To lead the region in emergency management by providing effective coordination, proactive planning, and community-focused support during emergencies. Through collaboration, education, and innovation, we ensure that Otago remains a safe, prepared, and resilient place for everyone.

- **Our Vision:**

To make Otago the most resilient and well-prepared region in New Zealand, where communities, local government, and emergency services work together to manage risks and respond effectively to any crisis.

- **What We Do:**

Emergency Management Otago (EMO) oversees all aspects of emergency preparedness and response within the Otago region. Our work is guided by the principles of the Civil Defence Emergency Management Act 2002 and align with national frameworks such as the National Civil Defence Emergency Management (CDEM) Plan.

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Emergency Management Otago Team

Group Office Team

Matt Alley - Group Manager
Rod Francis - Group Office Team Leader
Erica Andrews – Stakeholder
Engagement Advisor
Glenn Mitchell – Principal Advisor
Andy MacKenzie Everitt – Projects and
Planning Advisor
John Mawhinney – Readiness and
Response Advisor
Mel Banks – Lifelines Program Lead
Emily Williamson – Administrative
Support Coordinator

Inland Team

Courtenay Jamieson – Inland Team
Leader
Craig Gibson – Emergency Management
Advisor Queenstown
Dave Grimes – Emergency Management
Advisor Queenstown
Derek Shaw – Emergency Management
Advisor Central Otago
Jacqui Lambeth – Emergency
Management Advisor Upper Clutha

Coastal Team

Paula Cathie – Coastal Team Leader
Chris Brooker – Emergency
Management Advisor Dunedin
Claire Charleton – Emergency
Management Advisor Dunedin
Danny Fountaine – Emergency
Management Advisor Waitaki
Jason Michie – Emergency Management
Advisor Clutha
Taylor Hendl – Emergency Management
Advisor Dunedin

Our Values



Collaboration:

We work closely with local government, emergency services, businesses, and community groups to build a more resilient Otago.



Integrity:

We act with transparency, accountability, and honesty in all our actions.



Readiness:

We emphasize the importance of planning ahead to minimize the impact of emergencies.



Compassion:

We prioritize the welfare of our communities, supporting them before, during, and after emergencies.



Innovation:

We strive to continuously improve our emergency management practices, using the latest technologies and methodologies to stay ahead of emerging risks.

2025-2026 Work Plan Tasks

Workstream Areas of Focus



Managing Risks



Effective Response to and Recovery from Emergencies



Enabling, Empowering, and Supporting Community Resilience



Managing Risks

Hazard Research

Activity	Tracking	Progress Update
Regional Vulnerability Assessment Integration (Q1-Q2)		Regional Vulnerability assessment is being incorporated into the Group Plan 2026-36
Continued support for the AF8 Project (Q1-Q4)		Ongoing membership in the project steering group by the Group Manager.
Integrated Flood Modelling (Lower Taieri)		Project plan in place, and work is underway to gather and refine data in conjunction with ORC Natural Hazards

LEGEND COMPLETED IN PROGRESS NOT STARTED UNLIKELY TO COMPLETE

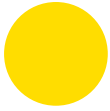
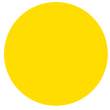

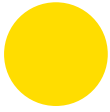

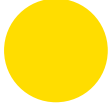


Effective Response to and Recovery from Emergencies

Operating Systems





Activity	Tracking	Progress Update
<p>Lifelines projects (Q1 - Q4)</p>		<ul style="list-style-type: none"> • Alternate Communications Plan • Fuel Plan • Generator Plan • GIS viewer integration <p>This is a multi-year project. See the separate Lifelines report paper.</p>
<p>Hazard Planning - One hazard-specific plan completed each quarter per response/ coordination facility. (Q1-Q4)</p>		<p>The GECC has updated the tsunami response plan, support to another lead agency plan, and a local (in-region) earthquake plan. Q4 sees the review of the severe weather response plan.</p>
<p>Hazard Planning - Regional /Local Support for the Te Wai Pounamu Planning Group (Q1-Q4)</p>		<p>The initial focus is on Mass Relief planning, with some work towards a GIS tool for rapid population-based Needs Assessments. No progress has happened in this space since late 2025, as the planning group has not met since.</p>
<p>Auditing and Assurance - Equipment audits have been completed, along with the auditing and review of D4H Plays and the regional warning system. (Q1-Q4)</p>		<p>Equipment inspections in D4H are ongoing, and D4H plays will be audited in Q4.</p>

LEGEND COMPLETED IN PROGRESS NOT STARTED UNLIKELY TO COMPLETE

Activity	Tracking	Progress Update
<p>Operational Systems - GIS Strategy is developed and implemented. (Q1- Q2)</p>		<p>A GIS for CDEM Strategy has been developed to ensure work in this space is focused on priorities. The roadmap to success for year 1 is now being implemented. The Common Operating Picture GIS tool is under development with significant progress in the last 6 months.</p>
<p>Operational Systems - Impact Assessment workflow. (Q1- Q4)</p>		<p>The Wide Area damage assessment tool developed by FENZ is integrated into the Common Operating Picture GIS tool under development as part of year 1 of the GIS Strategy work.</p> <p>Welfare Needs Assessment automation is now operational. Work is planned to automate initial requests for assistance into D4H.</p>
<p>Operational Systems - Website Response Page (Q1 - Q2)</p>		<p>Web Response page has been implemented with training underway</p>
<p>Operational Systems - Deployable Capability (Q1 - Q2)</p>		<p>Project plan underway, with an initial three-vehicle project started.</p>
<p>Group Recovery Toolkit (Q2)</p>		<p>The development of the Group Recovery Toolkit is now available for district Recovery teams to use, with a range of templates and tools.</p>
<p>Group Recovery Plan Review (Q4)</p>		<p>A draft 2026 Recovery Plan is nearly completed and will be supplementary to the new Group Plan.</p>

LEGEND  COMPLETED  IN PROGRESS  NOT STARTED  UNLIKELY TO COMPLETE

Operational Workforce Capability

Activity	Tracking	Progress Update
<p>Training and Capability Strategy - All Council Response Teams to maintain a cohort (80%) of trained / capable staff. (Foundation Training) (Q1-Q4)</p>		<p>See Appendix 1.</p>
<p>Training and Capability Strategy - material is developed for quarterly function training (Q1-Q4)</p>		<p>Ongoing development across Q1-Q4</p>
<p>Tier 3 Exercise – All Otago Councils (Q4)</p>		<p>Full-day exercise is delivered for each council that is consistent with the approved exercise concept and instructions.</p>
<p>Tier 2 Exercise – Lifeline Utilities (Q3)</p>		<p>D4H exercise delivered to Otago Lifeline Utilities group members who are not part of the districts EOC's.</p>

LEGEND
  **COMPLETED**
  **IN PROGRESS**
  **NOT STARTED**
  **UNLIKELY TO COMPLETE**




Enabling, Empowering, and Supporting Community Resilience

Community Resilience Strategy

Activity	Tracking	Progress Update
Community Resilience Strategy - Community Resilience Groups (Q1-Q4)		Groups are developed to be operational as defined in the Community Resilience Strategy. This is a multi-year project.
Community Resilience Strategy - Community Training Support - material is developed to support the delivery of the Community Resilience Strategy (Q1-Q4)		Community engagement activities continued throughout the quarter with 20 . Development of a Health and Safety module for Community Resilience Groups is complete and being presented to CRGs. See Appendices 2 & 3.
Community Resilience Strategy - Public education. (Q1-Q4)		Deliver Annual Community Preparedness Survey Deliver 1 Regional Community Preparedness Campaign Planned for Q3 & Q4
EQ Trailer Concept / Design		Project underway with initial meetings with international vendor.
Clued Up Kids		Waitaki – Completed in Q1 Clutha Central Otago QLDC Dunedin This is a multi-year project

LEGEND COMPLETED IN PROGRESS NOT STARTED UNLIKELY TO COMPLETE

Activity	Tracking	Progress Update
Social Media Growth		Facebook followers as at end of Q3 19,266 This is a multi-year project.

LEGEND  COMPLETED  IN PROGRESS  NOT STARTED  UNLIKELY TO COMPLETE









Governance and Management

Group Plan

Activity	Tracking	Progress Update
Group Plan Review (Q1 - Q4)		First draft of the plan will be available for consultation in May 2026.
Group Assurance Framework (Q4)		A draft audit tool is being developed based on the earlier MCDEM assessment tool, refocused on the National Disaster Resilience Strategy. The draft tool is ready for evaluation.
Career Progression Framework		Establish and Implement a Career Progression Framework for EM Otago Staff
NZ Response Team – Coastal Otago		Weekly training is underway, focusing on the initial strands – Foundation, Welfare and Flood response. A draft MoU with the Otago Civil Defence Emergency Management Group has been drafted.

LEGEND COMPLETED IN PROGRESS NOT STARTED UNLIKELY TO COMPLETE

October 2024 After-Action Review Recommendation Progress

Recommendation	Tracking	Progress Update
<p>Confirm all EOC/GECC shifts, identify staff, and communicate expectations. (Q1 - Q2)</p>		Awaiting CEG decision.
<p>Build familiarity with D4H, develop response playbooks, and use D4H as the training foundation.</p>		Underway
<p>Double annual training from 8 to 16 hours for EOC/GECC staff.</p>		Unable to deliver with current resourcing, awaiting CEG decision.
<p>Full Group-wide exercise including all EOCs, the GECC, and partners.</p>		The regional exercise is scheduled for 20 May 2026.
<p>Prioritise deployments and secondments for EMO staff.</p>		Maintain the current practice of sector surge deployment when available, evidenced by recent Nelson and interregional Clutha deployments.
<p>Increase communication, shared understanding, and clarity of roles.</p>		EMO is well-positioned to support this recommendation through existing committee forums (e.g. Readiness & Response, Welfare Coordination Group) and integration into upcoming exercises and training. Efforts to embed this into the Group Plan and refresh protocols are already underway.

LEGEND  COMPLETED  IN PROGRESS  NOT STARTED  UNLIKELY TO COMPLETE

Appendix 1

Training Overview

Purpose

This report provides a **strategic overview of training and capability** for Quarter 3 with a focus on system level readiness, sustainability, and strategic risk, rather than delivery detail.

This report is intended to:

- Support governance assurance of **emergency management capability**
- Identify **emerging trends or pressures** affecting readiness
- Confirm alignment with agreed **training pathways and capability settings**

Strategic Context

Training and capability activity in Quarter 3 continues to be guided by:

- **Training & Capability Development Strategy 2023–26**
- **Emergency Management Otago Group Workplan 2025–26**
- **Otago CDEM Group Plan 2018–2028**

The strategic objective remains to maintain a **capable, resilient, and sustainable emergency management system** across:

- ECC/EOC personnel
- Emergency Management Otago (EMO) staff
- Community response capability

Strategic Overview

Overall assessment:

Capability settings remain broadly aligned with strategic intent; however, Quarter 3 highlights increasing pressure on workforce depth and availability for training, particularly during sustained response periods.

This assessment reflects:

- Progress across agreed training pathways
- System reliance on experienced personnel
- Competing pressures between training, BAU, and response readiness

Key Strategic Training and Capability Area

Strategic intent

To ensure ECC/EOCs can be activated and sustained by sufficiently trained personnel across functional, leadership, and controller roles.

Quarter 3 strategic themes

- Overall participation in training pathways is variable but continues to support baseline capability
- Variability remains in workforce depth and role coverage across councils

- Ongoing reliance on experienced individuals for key functions is evident

Strategic implications

- Confidence in initial activation remains generally strong
- Sustained or concurrent events continue to present a strategic risk to workforce resilience

Training Pathways and Capability Progression

Strategic question for Quarter 3

Are the training pathways supporting **progression, retention, and leadership depth**, rather than compliance alone?

Quarter 3 overview

- Progression through training pathways continues, supported by foundation training and exercising
- Early signals suggest a need to strengthen participation beyond core cohorts to improve system depth

Where available, Appendix 1 data provides a baseline view of training engagement, but further analysis is required to confirm strategic trends.

Forward Strategic Focus

Strategic attention is expected to focus on:

- Strengthening **capability depth and succession**
- Improving **visibility of system level readiness**
- Ensuring training effort targets the **highest risk capability gaps**

Any matters requiring governance decision-making or additional oversight will be escalated through future reporting.

Table 2*

Quarter 3 January-March 2026						
Qualified	WDC	DCC	CDC	CODC	QLDC	ECC
Team Member - Trainee	68	112	14	66	28	16
Team Member - Qualified	19	49	23	32	38	31
% Team Members Foundation Qualified	22%	30%	62%	33%	58%	66%
Function Manager - Trainee	8	19	11	5	9	5
Function Manager - Qualified	1	2	2	11	14	2
% Function Managers Foundation Qualified	11%	10%	15%	69%	61%	29%
Response Manager - Trainee	0	0	1	1	0	0
Response Manager - Qualified	0	0	0	1	2	0
% Response Managers Qualified	0%	0%	0%	50%	100%	0%
Recovery Manager - Trainee	2	1	1	1	2	1
Recovery Manager - Qualified	0	0	0	0	0	0
% Recovery Managers Qualified	0%	0%	0%	0%	0%	0%
Controller - Trainee	3	2	0	1	5	1
Controller - Qualified	4	2	3	2	1	4

% Controllers Qualified	57%	50%	100%	67%	17%	80%
% of Response Team Qualified	23%	28%	51%	38%	56%	62%

***Note 1:** Table 2 captures Territorial Authority staff only. It does not include Emergency Management Otago staff.

Note 2: All Council Response Teams are to maintain an 80% (minimum) cohort of trained/capable staff. (Foundation Training) – as per the “Training & Capability Strategy 2023-2026”.

Table 2 Key:

- **Team Member “Foundation Qualified”** – Have completed the four introductory “Foundation Suite” courses comprising the:
 - ‘Integrated Training Framework (ITF) Introduction to Emergency Management’ course
 - ‘Coordinated Incident Management System (CIMS) Basics’ course
 - ‘D4H – Part 1’ course
 - ‘D4H - Part 2’ course

“Foundation Qualified” indicates a team member has covered the minimum level of knowledge to understand the basics of how an emergency response works under the Coordinated Incident Management System. It does not measure their competency within their designated function.

- **Function Manager “Foundation Qualified”** – Have previously gained “Foundation Qualified Team Member” and completed the three Function Manager Foundation courses comprising the:
 - ‘Coordinated Incident Management (CIMS) 4’ course
 - ‘Function Leadership’ course
 - Their relevant ‘1-Day Function’ course
- **Controllers** – The Joint Committee endorses controllers. Qualifications and training requirements are still under review. However, they do need a sound grounding in ‘CIMS’ and competency with D4H.

Appendix 2

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 focuses 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).

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

Community Engagement Activities

District	Activity	Aware	Connect	Enable	Capable
Dunedin City	Whanau Hauora Day				
	OUSA Flating Fest				
	Taieri A & P Show				
	Brighton Gala Day				
Central Otago	Central Otago A & P Show				
	Mt Benga A & P show				
	Maniototo A & P show				

District	Activity	Aware	Connect	Enable	Capable
	Dunstan Lions Club				
	Maniototo Hospital				
	Kopuwai Early Childhood Education				
	Roxburgh Debris Flow presentation				
	Naseby Fire Smart Group				
	U3A				
Queenstown Lakes	Southern Cross Hospital				
	Wanaka Community Expo				
Waitaki	Palmerston Waihemo A & P Show				
	Omarama Public meeting				

Community engagement activities (1 Jan – 31 March 2026)**Dunedin City (Total Attendees: 10,468)**

Dunedin City team attended several community wide events including attendance at the Brighton Gala day and Taieri A & P show. Attended the OUSA Flating fest and Whanau Hauora day to share preparedness messaging.

Central Otago District (Total Attendees: 5669)

Significant community events were well attended by the public with Roxburgh, Ranfurly and Omakau A & P shows being the feature this quarter. Preparedness presentations were delivered to Seniors Citizens and Dunstan Lions Club with the Roxburgh Debris flow presentation delivered by ORC Natural Hazards well attended.

Queenstown-Lakes District (Total Attendees:226)

Wanaka CRG in conjunction with emergency services hosted a Community Expo alongside emergency services with around 200 people attending throughout the day making this a highlight this quarter and Islands within Islands was presented to a number of Southern Cross staff.

Waitaki District (Total Attendees:20)

Waitaki attended the Palmerston & Waihemo A & P show and presented at a public meeting in Omarama.

Appendix 3

Community Resilience Groups

Community Resilience Group activities (1 January – 31 March 2026)

Each district is active in building community resilience through coordinated emergency planning, preparedness training, and local resource management. Here is a brief summary for each district based on recent CRG activities:

Central Otago District

Training was undertaken with the Roxburgh groups on radio operation.

An initial meeting to start a St Bathans Group was held in February.

Clutha District

The Clinton and Waipahi group had status report training.

The Taieri Mouth group is moving ahead, with training held on Hub roles, community vulnerability and response planning, and status reporting.

Dunedin City

Strath Taieri undertook further hub operations training.

Warrington have completed a Community Response Plan.

An initial public meeting to build the Otago Peninsula group was held in March.

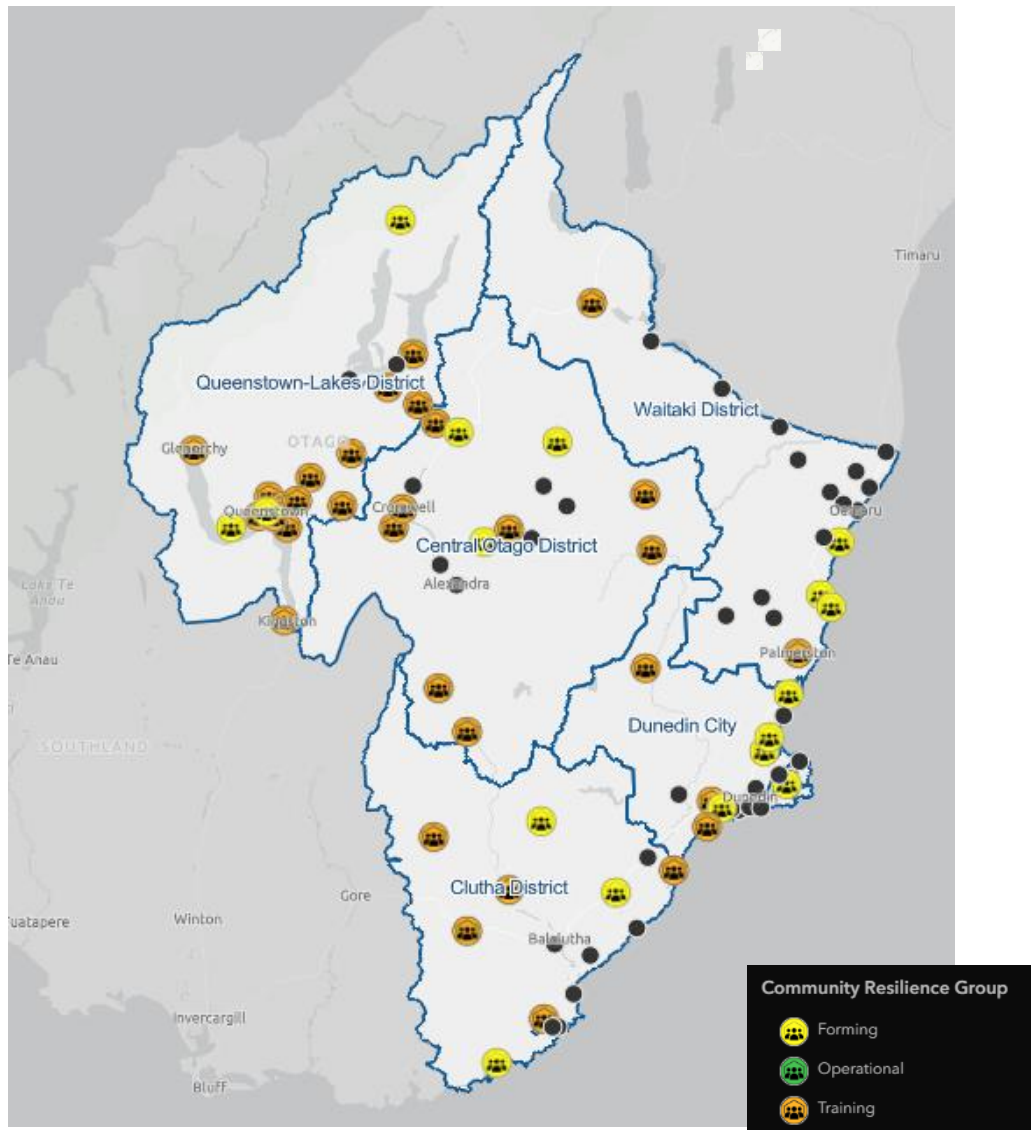
Queenstown-Lakes District

Training activities were undertaken with the Arthurs Point, and Frankton groups. Arthurs Point developed their training programme for the year, and Frankton held a desktop exercise. The Luggate group has just completed Community Hub training.

Waitaki District

The Palmerston group has a meeting to discuss operational expectations.

Community Resilience Groups in Otago



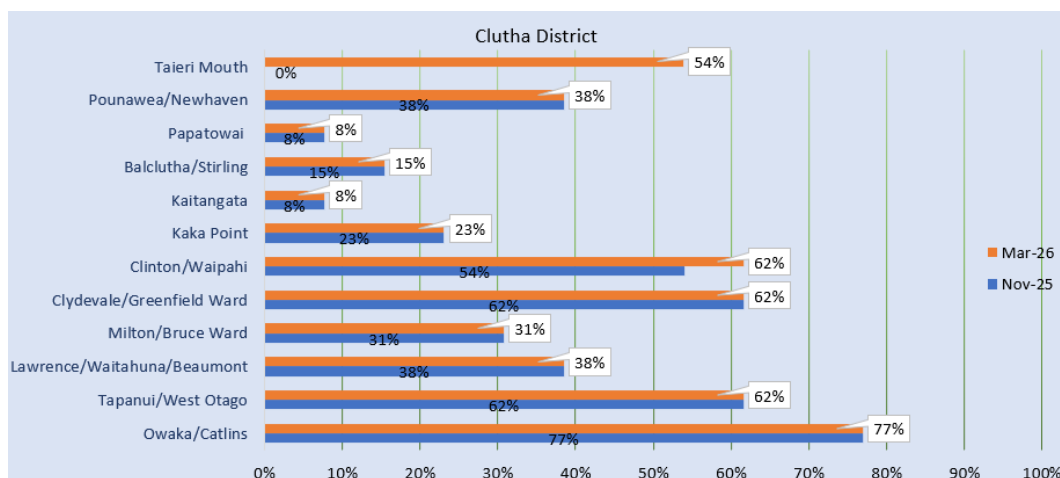
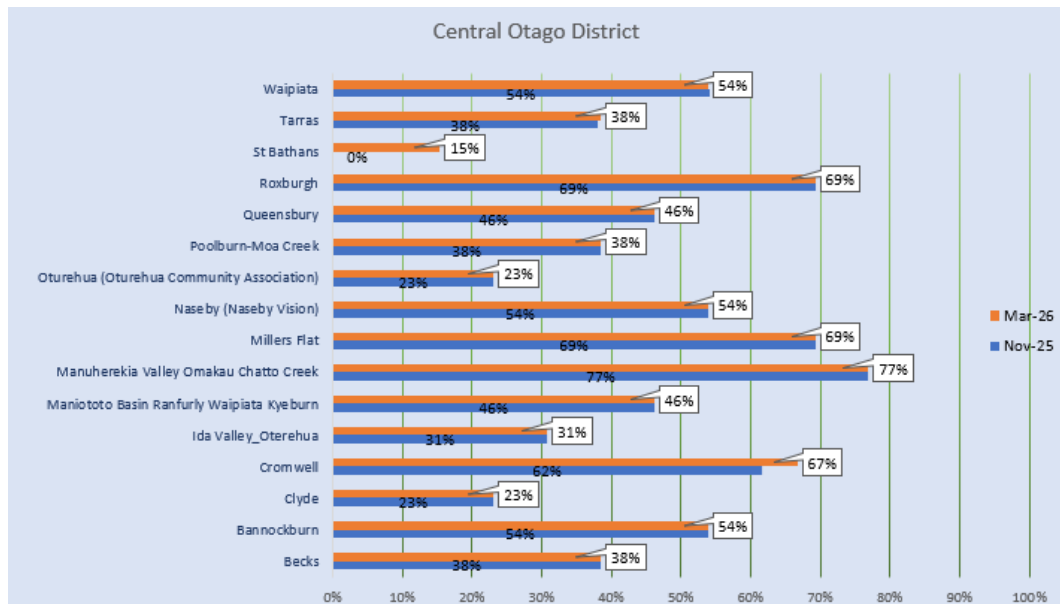
Community Resilience Groups in Otago – Operational Capacity

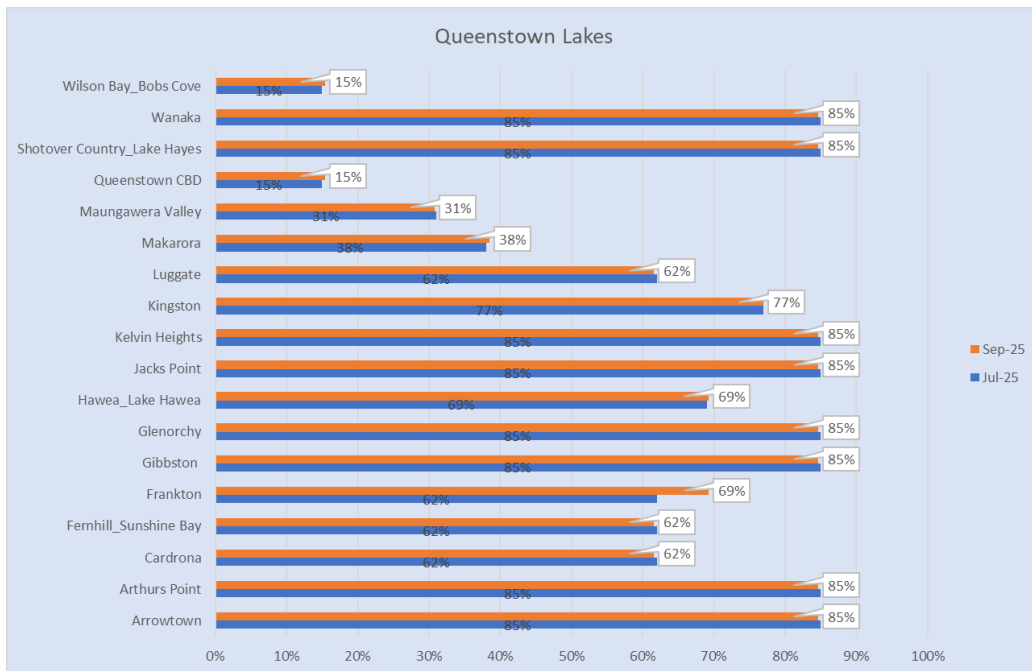
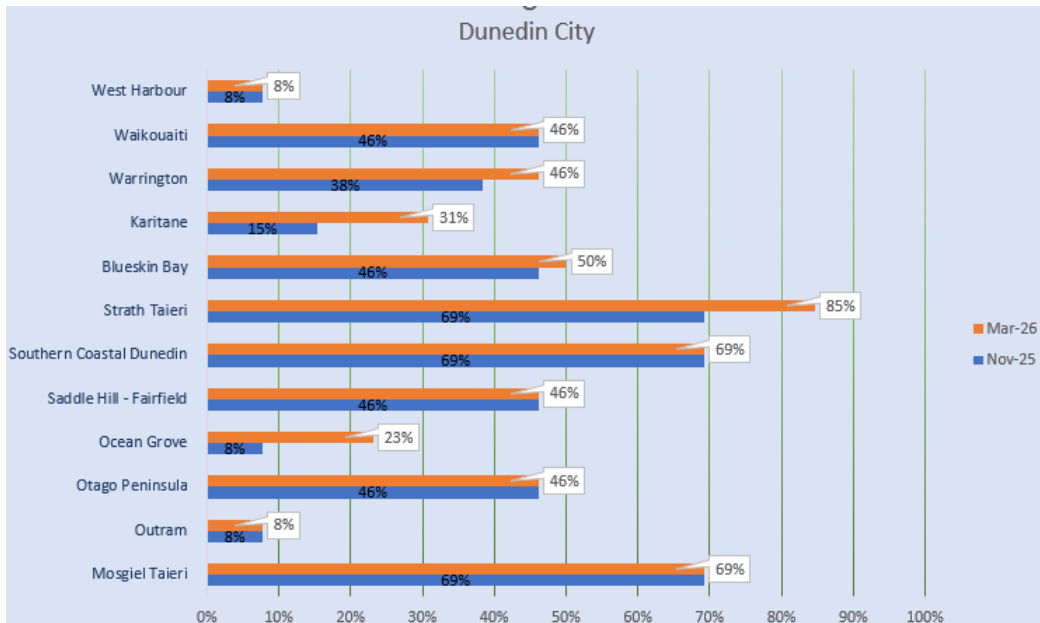
The map of Community Resilience Groups shows the location of the groups. The three categories of groups (Forming, Training, and Operational) are based on the stage of development as per the Otago Community Resilience Strategy.

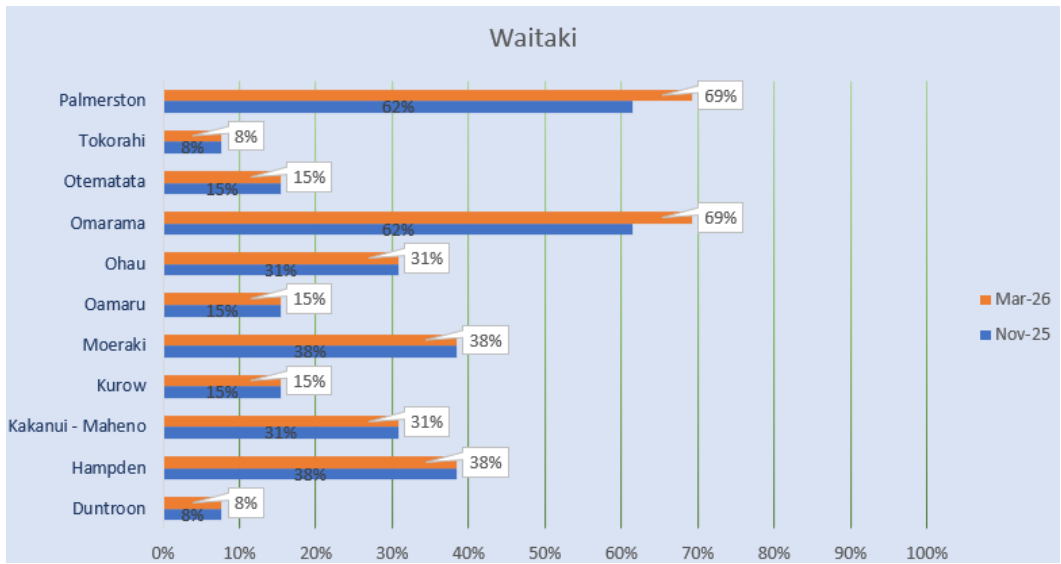
The black dots on the map are locations where community engagement activity is being planned or at a pre-forming stage of Community Resilience Group development. They can also represent known pre-existing groups that are in the process of being connected as Community Resilience Groups have established relationships with district Emergency Operation Centres but fall outside of the Strategy.

A Health and Safety Training module has been developed for Community Resilience Groups. Now that this has been developed and delivered, many groups will soon be able to be listed as fully operational.

It is worth noting that some of these groups are long-standing, functional, connected to the respective EOC, and well familiar with activating during emergencies, regardless of the relative level as described in the strategy.









Emergency Management Rules

Invitation to comment

Emergency Management Rule 1: Forms for Declarations of States of
Emergency and Transition Periods

DRAFT RULE FOR PUBLIC SUBMISSIONS

National Emergency Management Agency
May 2026

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods

**Introduction and Purpose**

1. The National Emergency Management Agency (NEMA) is seeking input on the draft Emergency Management Rule 1: Forms for declarations of states of emergency and transition periods.
2. To ensure the Emergency Management Bill (No 2) 2025 (EM Bill) operates effectively when it comes into force, the form and manner to declare states of emergency and transition periods needs to be prescribed in rules. This rule will update and replace the declaration forms that are currently in the Civil Defence Emergency Management Regulations 2003 (the Regulations) and allow for:
 - the use of electronic signatures for declarations, and
 - new forms to declare local emergencies over unaffected areas.
3. The EM Bill presupposes that there are forms for declaring states of emergency and transition periods specified in rules. Without these rules in place:
 - there will be legal and administrative uncertainty about if and how states of emergency and transition periods can be declared when the EM Bill comes into force, and
 - authorised persons will be unable to sign any declaration electronically, which is not always suitable in an emergency.

Overview of the Rule

4. The rule is broken down into three parts, and two related schedules:
 - Part A covers the forms of declarations of states of emergency.
 - Part B covers the forms of declarations of transition periods.
 - Part C covers the use of electronic signatures on declarations.
 - Schedule 1 contains the forms to be used to declare states of national and local emergency, including the various types of extensions and terminations.
 - Schedule 2 contains the forms to be used to declare national and local transition periods, including the various types of extensions and terminations.
5. The notes under each form are to assist in completing it correctly and provide a reminder of the requirements under the EM Bill for those making those declarations.

Making a submission

6. If you wish to comment on the proposed rule, please make a submission by:
 - emailing us at EMBillImp@nema.govt.nz

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



- posting the form available on our website, or an alternative written submission, to the EM Bill Implementation Team, NEMA, PO Box 5010, Wellington 6140
- making an online submission using the form provided on our website <https://www.civildefence.govt.nz/emergency-management-bill>

Submissions are public information

7. Please indicate clearly if your comments are commercially sensitive, or if for some other reason you consider they should not be disclosed. If your submission is subject to an Official Information Act (OIA) request, NEMA will consider your confidentiality request in accordance with the grounds for withholding information set out in the OIA. If you are an individual (that is, your comments are made personally and not on behalf of a company or an organisation), please indicate if you consider for some reason that your identity should not be disclosed.
8. We will acknowledge all submissions that we receive. Once the rules are finalised a summary of submissions will be published.

Legal authority for the Rules

9. The authority for making Emergency Management Rules is found in clause 212 of the EM Bill. The rules are secondary legislation and under the Legislation Act 2019 are required to be presented to the House of Representatives. The Regulations Review Committee is responsible for examining all secondary legislation.

Next steps

10. Once consultation has closed, NEMA will analyse the submissions, and consider whether to alter the draft rule in the light of the submissions received. We will publish this ITC and the submissions on it on the NEMA website.
11. This rule needs to be made immediately after the EM Bill comes into force on the day after royal assent.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods

**EMERGENCY MANAGEMENT RULE 1:
FORMS FOR DECLARATIONS OF STATES OF EMERGENCY AND
TRANSITION PERIODS****Part A: Forms of declarations of states of emergency****1.1 Minister declaring national states of emergency**

- (1) If the Minister makes a declaration -
 - (a) of a state of national emergency under 109 of the Act, the declaration must be in [form 1A of Schedule 1](#);
 - (b) extending a state of national emergency under section 117 of the Act, the declaration must be in [form 1B of Schedule 1](#);
 - (c) extending the location to which a state of national emergency applies under section 110 of the Act, the declaration must be in [form 1C of Schedule 1](#);
 - (d) extending a state of national emergency for a smaller location under section 117(4) of the Act, the declaration must be in [form 1D of Schedule 1](#);
 - (e) terminating a state of national emergency under section 119 of the Act, the declaration must be in [form 1E of Schedule 1](#).

1.2 Minister declaring local states of emergency

- (1) If the Minister makes a declaration -
 - (a) of a state of local emergency under section 113 of the Act, the declaration must be in [form 1F of Schedule 1](#);
 - (b) of a state of local emergency for an unaffected location to assist an affected location under section 114 of the Act, the declaration must be in [form 1G of Schedule 1](#);
 - (c) extending a state of local emergency under section 117 of the Act, the declaration must be in [form 1H of Schedule 1](#);
 - (d) extending a state of local emergency to a smaller location under section 117(4) of the Act, the declaration must be in [form 1I of Schedule 1](#);
 - (e) terminating a state of local emergency under section 119 of the Act, the declaration must be in [form 1J of Schedule 1](#).
- (2) Despite subrule 1.1(1) and 1.2(1), the Minister may, when making a declaration, -
 - (a) use a form of similar effect to a form specified in subrule 1.1(1) and 1.2(1);
 - (b) include additional information in any form.

1.3 A person, other than the Minister, authorised to make a declaration

- (1) If a person, other than the Minister, and who is authorised to declare a state of local emergency, makes a declaration—
 - (a) of a state of local emergency under section 113 of the Act, the declaration must be in [form 1F of Schedule 1](#);
 - (b) of a state of local emergency for an unaffected location to assist an affected location under section 114 of the Act, the declaration must be in [form 1G of Schedule 1](#);
 - (c) extending a state of local emergency under section 117 of the Act, the declaration must be in [form 1H of Schedule 1](#);

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



- (d) extending a state of local emergency to a smaller location under section 117(4) of the Act, the declaration must be in [form 1I of Schedule 1](#);
 - (e) terminating a state of local emergency under section 119 of the Act, the declaration must be in [form 1J of Schedule 1](#).
- (2) Despite subrule 1.2(1), the person may, when making a declaration, -
- (a) use a form of similar effect to a form specified in subrule 1.2(1):
 - (b) include additional information in any form.
- (3) Authorised persons are set out in sections 49 and 50 of the Emergency Management Act 2026.

Part B: Forms of declarations of transition periods

1.4 Minister declaring a national transition period

- (1) If the Minister makes a declaration:
 - (a) of a national transition period under section 142 of the Act, the declaration must be in [form 2A of Schedule 2](#);
 - (b) extending the duration of a national transition period under section 151 of the Act, the declaration must be in [form 2B of Schedule 2](#);
 - (c) extending the location to which a national transition period applies under section 143 of the Act, the declaration must be in [form 2C of Schedule 2](#);
 - (d) extending a national transition period to a smaller location under section 151 of the Act, the declaration must be in [form 2D of Schedule 2](#);
 - (e) terminating a national transition period under section 153 of the Act, the declaration must be in [form 2E of Schedule 2](#).

1.5 Minister declaring a local transition period when an authorised person has not done so

- (1) If the Minister makes a declaration -
 - (a) of a local transition period under section 146 of the Act, the declaration must be in [form 2F of Schedule 2](#);
 - (b) of a local transition period for an unaffected location to assist an affected location under section 147 of the Act, the declaration must be in [form 2G of Schedule 2](#);
 - (c) extending the duration of a local transition period under section 151(4) of the Act, the declaration must be in [form 2H of Schedule 2](#);
 - (d) extending a local transition period to a smaller location under section 151(5) of the Act, the declaration must be in [form 2I of Schedule 2](#);
 terminating a local transition period under section 153 of the Act, the declaration must be in [form 2J of Schedule 2](#).

1.6 A person, other than the Minister, authorised to make a declaration

- (1) If a person other than the Minister declares -
 - (a) a local transition period under section 145 of the Act, the declaration must be in [form 2F of Schedule 2](#);
 - (b) a local transition period for an unaffected location to assist an affected location under section 147 of the Act, the declaration must be in [form 2G of Schedule 2](#);

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



- (c) an extension of a local transition period under section 151(4) of the Act, the declaration must be in [form 2H of Schedule 2](#);
 - (d) extending a local transition period to a smaller location under section 151(5) of the Act, the declaration must be in [form 2I of Schedule 2](#);
 - (e) a termination of a local transition period under section 153 of the Act, the declaration must be in [form 2J of Schedule 2](#).
- (2) Despite subrule 1.1 and 1.2, the person making a declaration may—
 - (a) use a form of similar effect to a form specified in any of those subrules; and
 - (b) include additional information in any form.
 - (3) Authorised persons are set out in sections 49 and 50 of the Emergency Management Act 2026.

Part C: Electronic signatures

1.7 Scope

- 1) Part C applies to the use of electronic signatures for declarations of states of emergency and transition periods.
- 2) These Rules must be read consistently with sections 226 to 228 of the Contract and Commercial Law Act 2017.

1.8 Use of Electronic Signatures

- 1) Electronic signatures may be used to sign emergency management declarations provided they meet the requirements of sections 226–228 of the Contract and Commercial Law Act 2017.
- 2) The electronic signature must:
 - a) clearly identify the person signing the declaration;
 - b) clearly show the signatory's approval of the content of the declaration;
 - c) be reliable for the purpose it is being used.

1.9 Reliability (clause 3)

- 1) An electronic signature is treated as reliable if:
 - a) the method used to create the electronic signature is linked only to the person signing;
 - b) the method used to create the signature is under the sole control of the signatory;
 - c) any changes to the signature after signing are detectable; and
 - d) any changes to the signed information after signing are detectable.

1.10 Methods Not Presumed Reliable

- 1) For the purposes of 1.8 (2) (c), the following methods are not presumed to be reliable:
 - a) An image of a handwritten signature inserted into a document, or
 - b) a signature drawn on a touchscreen or similar device, unless the method used otherwise satisfies the criteria in 1.8 (2) (c).

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



Schedule 1: Forms relating to state of emergency

FORM 1A Declaration by Minister of state of national emergency

Section 109, *Emergency Management Act 2026*

Declaration of State of National Emergency by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] *

I, [full name], declare that a state of national emergency exists over the whole of New Zealand/exists in [specify names of Emergency Management Committee areas or districts]* owing to [describe emergency].

The state of national emergency comes into force immediately on the making of this declaration.

The state of national emergency expires 7 days after the time and date on which the state of emergency comes into force.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery/ [specify other Minister of the Crown]*

Time and date of declaration:

* Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration. See section 111 of the Emergency Management Act 2026 for when Parliament must meet if a state of national emergency is declared.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General.
3. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1B Declaration by Minister extending state of national emergency

Section 117, Emergency Management Act 2026

Declaration by Minister extending state of national emergency

I, [full name], extend the state of national emergency declared at [specify time and date][†] over the whole of New Zealand/for [specify names of Emergency Management Committee areas or districts]^{*} owing to [describe emergency].

The state of national emergency is extended for 7 days immediately before the expiry of the original declaration/the last extension^{*}.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery / [specify other Minister of the Crown]^{*}

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

^{*} Select one

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General.
3. Calculating the extension of “7 days” for a declaration extending the state of emergency: If the extension came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the extension came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. If this is a second or subsequent extension of a state of emergency, specify the time and date when each previous extension took effect and the time and date when the state of emergency was first declared.
5. For second or subsequent extensions of a state of emergency the form should include as follows (only including the sections relevant to the declaration):

“I, [full name], further extend the state of national emergency declared at [X Month 20XX][†] over the [whole of New Zealand/ specified areas/districts]

originally/further^{*} extended on X Month 20XX,

originally/further^{*} extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,

originally/further^{*} extended on X Month 20XX for Example Area A and Example Area B,

originally/further^{*} extended on X Month 20XX to include Example District A,

originally/further^{*} extended on X Month 20XX for Example Area A and Example District A only,

owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1C Declaration by Minister extending the location to which a state of national emergency applies

Section 110, Emergency Management Act 2026

Extension of State of National Emergency to include [specify names of Emergency Management Committee areas or districts]

I, [full name], extend the state of national emergency declared at [specify time and date][†] for [specify names of Emergency Management Committee areas or districts] to include [specify names of further Emergency Management Committee areas or districts now included]* owing to [describe emergency].

The state of national emergency over these area/districts* expires on the date of the original declaration/the last extension*.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery / [specify other Minister of the Crown]*

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

* Select one

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General.
3. Calculating the extension of “7 days” for a declaration extending the state of emergency: If the extension came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the extension came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. If this is a second or subsequent extension of a state of emergency, specify the time and date when each previous extension took effect and the time and date when the state of emergency was first declared.
5. For second or subsequent extensions of a state of emergency the form should include as follows (only including the sections relevant to the declaration):

“I, [full name], further extend the state of national emergency declared at [X Month 20XX][†] over the [whole of New Zealand/ specified areas/districts] originally/further* extended on X Month 20XX, originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C, originally/further* extended on X Month 20XX for Example Area A and Example Area B, originally/further* extended on X Month 20XX to include Example District A, originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1D Declaration by Minister of extension of State of National Emergency for a smaller location

Section 117, *Emergency Management Act 2026*

Declaration extending State of National Emergency for a smaller location by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown]

I, [full name], extend the state of local emergency declared at [specify time and date][†] for the whole of New Zealand/ [specify names of Emergency Management Committee areas or districts]* only owing to [describe emergency].

The state of national emergency is extended for 7 days. It will take effect immediately from the time the initial declaration of the state of emergency/ the last extension* was to expire.

Declared by: [signature]

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General.
3. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. If this is a second or subsequent extension of a state of emergency, specify the time and date when each previous extension took effect and the time and date when the state of emergency was first declared.
5. If the declaration has been extended and modified more than once the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,
 originally/further* extended on X Month 20XX for Example Area A and Example District A only,
 owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1E Declaration by Minister terminating state of national emergency

Section 119, Emergency Management Act 2026

Declaration Terminating State of National Emergency by Minister for Emergency Management and Recovery / [specify other Minister of the Crown] *

I, [full name], terminate the state of national emergency declared at [specify time and date] † over the whole of New Zealand/for [specify names of Emergency Management Committee areas or districts]* owing to [describe emergency].

The termination of the state of national emergency takes effect from the time and date this declaration is made.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery / [specify other Minister of the Crown] *

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

* Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General.
3. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. If any extension of the state of emergency was made, specify the time and date when each extension took effect, as well as the time and date when the state of emergency was first declared.
5. If the declaration has been extended and modified more than once the form should include as follows (only including the sections relevant to the declaration):

“I, [full name], terminate the state of national emergency declared at [X Month 20XX] † over the [whole of New Zealand/ specified areas/districts)
 originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,
 originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1F Declaration by Minister /Authorised Person of state of local emergency

Section 113. *Emergency Management Act 2026*

Declaration of State of Local Emergency by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], declare that a state of local emergency exists in [specify names of Emergency Management Committee areas, districts or wards] * owing to [describe emergency].

The state of local emergency comes into force immediately on the making of this declaration.

The state of local emergency expires 7 days after the time and date on which the state of emergency comes into force.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

* *Select one.*

Notes

1. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General or the relevant Emergency Management Committee.
2. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
3. Authorised persons declaring a state of emergency for an area or 1 or more districts or wards within the area must, if practicable, consult the mayor of any affected local authority.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1G Declaration by Minister/Authorised Person of state of local emergency for an unaffected location

Section 114. *Emergency Management Act 2026*

Declaration of State of Local Emergency for an unaffected location to assist an affected location by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], declare that a state of local emergency exists in [specify names of Emergency Management Committee areas, districts or wards] as an unaffected location to assist [specify names of Emergency Management Committee areas, districts or wards]* owing to [describe emergency].

The state of local emergency comes into force immediately on the making of this declaration.

The state of local emergency expires 7 days after the time and date on which the state of emergency comes into force.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [*select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency*].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

*Select one.

Notes

1. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General or the relevant Emergency Management Committee.
2. This form can only be used if a state of local emergency has already been declared for the affected location.
3. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. Authorised persons declaring a state of emergency for an area or 1 or more districts or wards within the area must, if practicable, consult the mayor of any affected local authority.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1H Declaration by Minister/Authorised Person of extension of State of Local Emergency

Section 117, Emergency Management Act 2026

Declaration extending State of Local Emergency by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], extend the state of local emergency declared at [specify time and date] † for [specify names of Emergency Management Committee areas, districts or wards] * owing to [describe emergency].

The state of local emergency is extended for 7 days. It will take effect immediately from the time the initial declaration of the state of emergency/ the last extension* was to expire.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General or the relevant Emergency Management Committee.
2. If you are extending only the location to which the state of local emergency applies then the end date will be the same as the original declaration and should be reflected in this notice.
3. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
4. If any extension of the state of emergency was made, specify the time and date when each extension took effect, as well as the time and date when the state of emergency was first declared.
5. If the declaration has been extended and modified more than once the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
originally/further* extended on X Month 20XX for Example Area A and Example Area B,

EMERGENCY MANAGEMENT RULE 1:

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**National Emergency
Management Agency**
Te Rākau Whakamarumaru

originally/further* extended on X Month 20XX to include Example District A,
originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an
Example Event.

6. Authorised persons declaring a state of emergency for an area or 1 or more districts or wards within the area must if practicable consult the mayor of any affected local authority.

DRAFT RULE FOR PUBLIC SUBMISSIONS

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

FORM 1I Declaration by Minister/Authorised Person of extension of State of Local Emergency for a smaller location

Section 117, *Emergency Management Act 2026*

Declaration extending State of Local Emergency for a smaller location by Minister for Emergency Management and Recovery / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], extend the state of local emergency declared at [specify time and date] † for [specify names of Emergency Management Committee areas, districts or wards] only owing to [describe emergency].

The state of local emergency is extended for 7 days. It will take effect immediately from the time the initial declaration of the state of emergency/ the last extension* was to expire.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General or the relevant Emergency Management Committee.
2. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
3. If any extension of the state of emergency was made, specify the time and date when each extension took effect, as well as the time and date when the state of emergency was first declared.
4. If the declaration has been extended and modified more than once the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,
 originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 1J Declaration by Minister/Authorised Person terminating state of local emergency

Section 119, Emergency Management Act 2026

Declaration Terminating State of Local Emergency by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], terminate the state of local emergency declared at [specify time and date] † for [specify names of Emergency Management Committee areas, districts or wards]* owing to [describe emergency].

The termination of the state of local emergency takes effect from the time and date this declaration is made.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

* Select one.

Notes

1. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site maintained by the Director-General or the relevant Emergency Management Committee.
2. Calculating “7 days after the time and date on which the state of emergency comes into force”: If the state of emergency came into force at 9.35 am on 1 January, it would expire at 9.35 am on 8 January. If the state of emergency came into force at 9.35 am on a Friday, it would expire at 9.35 am on the following Friday.
3. If any extension of the state of emergency was made, specify the time and date when each extension took effect, as well as the time and date when the state of emergency was first declared.
4. If the declaration has been extended and modified more than once the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,

originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



Schedule 2: Forms relating to Transition Periods

FORM 2A: Declaration by Minister of national transition period

Section 142, Emergency Management Act 2026

Declaration of national transition period by Minister for Emergency Management and Recovery/ [specify other Minister of the Crown] *

I, [full name], declare that a national transition period exists over the whole of New Zealand/ [specify names of Emergency Management Committee areas or districts] * owing to [describe emergency].

This transition period -

- a) comes into force at [time] on [date], which is the time and date when -
 - i. this notice is given*;
 - ii. the state of emergency declared at [time] on [date] for [area] expires*;
 - iii. the state of emergency declared at [time] on [date] for [area] is terminated*;
- b) is in force for 90 days; and
- c) ends at [time] on [date], unless extended or terminated earlier.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery/ [specify other Minister of the Crown]*

Time and date of declaration:

†Include if appropriate: The previous transition period over the whole of New Zealand/ [specify names of Emergency Management Committee areas or districts]* which was declared at [time] on [date], ceases to have effect.

*Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. Calculating “the end of a 90-day transition period”: If the transition period came into force at 9.35 am on 1 March, it would expire at 9.35 am on 30 May.
4. A state of national emergency does not have to have been declared to declare a national transition period.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2B Declaration by Minister extending national transition period

Section 151, *Emergency Management Act 2026*

Declaration by Minister extending national transition period

I, [full name], extend the national transition period declared at [specify time and date][†] over the whole of New Zealand/for [specify names of Emergency Management Committee areas or districts] * owing to [describe emergency].

This extension of the transition period—

- a) comes into force immediately before [time] on [date], which is when the current transition period ends;
- b) is in force for 90 days;
- c) ends at [time] on [date], unless terminated or further extended earlier.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery/ [specify other Minister of the Crown]*

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) notified to the public immediately by any means of communication that are reasonably practicable in the circumstances; and
 - b) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. Calculating “the end of a 90-day transition period”: If the transition period came into force at 9.35 am on 1 March, it would expire at 9.35 am on 30 May.
4. If this is a second or subsequent extension of a transition period, specify the time and date when each previous extension took effect and the time and date when the transition period was first declared.
5. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):

“I, [full name], further extend the transition period declared at [X Month 20XX][†] over the [whole of New Zealand/ specified areas/districts)

originally/further* extended on X Month 20XX,

originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,

originally/further* extended on X Month 20XX for Example Area A and Example Area B,

originally/further* extended on X Month 20XX to include Example District A,

originally/further* extended on X Month 20XX for Example Area A and Example District A only,

owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2C Declaration by Minister extending the location to which a national transition period applies

Section 143. *Emergency Management Act 2026*

Extension of national transition period to include [specify names of Emergency Management Committee areas or districts]

I, [full name], extend the national transition period declared at [specify time and date][†] for [specify names of Emergency Management Committee areas or districts] to include [specify names of further Emergency Management Committee areas or districts now included]* owing to [describe emergency].

This extension of the transition period—

- a) comes into force immediately; and
- b) ends at the same time and date as the original declaration, which is [specify time and date of original declaration end date.]

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery / [specify other Minister of the Crown]*

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. If this is a second or subsequent extension of a transition period, specify the time and date when each previous extension took effect and the time and date when the transition period was first declared.
4. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,
 originally/further* extended on X Month 20XX for Example Area A and Example District A only,
 owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2D Declaration by Minister of extension of national transition period for a smaller location

Section 151. *Emergency Management Act 2026*

Declaration extending national transition period for a smaller location by Minister for Emergency Management and Recovery/ [specify other Minister of the Crown]

I, [full name], extend the national transition period declared at [specify time and date][†] for [specify names of Emergency Management Committee areas or districts]* only owing to [describe emergency].

This extension of the transition period—

- a) comes into force immediately before [time] on [date], which is when the current transition period ends;
- b) is in force for 90 days;
- c) ends at [time] on [date], unless terminated or further extended earlier.

I terminate the national transition period declared at [specify time and date][†] for [specify names of Emergency Management Committee areas or districts] where the national transition period is not continuing].

Declared by: [signature]

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

1. The Minister must inform the House of Representatives as soon as practicable of the making of this declaration.
2. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. Calculating “the end of a 90-day transition period”: If the transition period came into force at 9.35 am on 1 March, it would expire at 9.35 am on 30 May.
4. If this is a second or subsequent extension of a transition period, specify the time and date when each previous extension took effect and the time and date when the transition period was first declared.
5. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
originally/further* extended on X Month 20XX for Example Area A and Example Area B,
originally/further* extended on X Month 20XX to include Example District A,
originally/further* extended on X Month 20XX for Example Area A and Example District A only,
owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2E Declaration by Minister terminating national transition period

Section 153, *Emergency Management Act 2026*

Declaration terminating national transition period by Minister for Emergency Management and Recovery / [specify other Minister of the Crown] *

I, [full name], terminate the national transition period declared at [specify time and date][†] over the whole of New Zealand/for [specify names of Emergency Management Committee areas or districts]* owing to [describe emergency].

The termination of the national transition period takes effect from the time and date this declaration is made.

Declared by: [signature]

Designation: Minister for Emergency Management and Recovery / [specify other Minister of the Crown] *

Time and date of declaration:

[†] Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
2. If any extension of the transition period was made, specify the time and date when each extension took effect, as well as the time and date when the transition period was first declared.
3. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
 originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 originally/further* extended on X Month 20XX to include Example District A,
 originally/further* extended on X Month 20XX for Example Area A and Example District A only,
 owing to an Example Event.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2F Declaration by Minister /Authorised Person of local transition period

Section 145, 146. *Emergency Management Act 2026*

Declaration of local transition period by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], declare that a local transition period exists over [specify names of Emergency Management Committee areas, districts or wards] * owing to [describe emergency].

This transition period—

- a) comes into force at [time] on [date], which is the time and date when—
 - i. *this notice is given;
 - ii. *the state of emergency declared at [time] on [date] for [area] expires;
 - iii. *the state of emergency declared at [time] on [date] for [area] is terminated:
- b) is in force for 28 days;
- c) ends at [time] on [date], unless extended or terminated earlier.

× The previous transition period over [Emergency Management Committee areas, districts or wards within that area], notice of which was given at [time] on [date], ceases to have effect.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

* *Select one.*

× *Include if appropriate*

Notes

1. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
2. Calculating the end of a 28-day transition period: if the transition period came into force at 9.35 am on 1 January, the period would end at 9.35 am on 29 January; if the transition period came into force at 9.35 am on a Friday, the period would end at 9.35 am on the fourth Friday following.
3. A state of local emergency does not have to have been declared to declare a local transition period.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2G Declaration by Minister/Authorised Person of local transition period for an unaffected location

Section 147, *Emergency Management Act 2026*

Declaration of local transition period over an unaffected location to assist an affected location by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], declare that a local transition period exists in [specify names of Emergency Management Committee areas, districts or wards] as an unaffected location to assist [specify names of Emergency Management Committee areas, districts or wards]* owing to [describe emergency].

This transition period—

- a) comes into force at [time] on [date], which is the time and date when—
 - i. *this notice is given;
 - ii. *the state of emergency declared at [time] on [date] for [area] expires;
 - iii. *the state of emergency declared at [time] on [date] for [area] is terminated:
- b) is in force for 28 days;
- c) ends at [time] on [date], unless extended or terminated earlier.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [*select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency*].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

* *Select one.*

Notes

1. The authorised person needs to inform the Minister if the extension is for the third or further time, and the Minister must then inform the House of Representatives as soon as practicable of the making of the declaration.
2. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. Calculating the end of a 28-day transition period: if the transition period came into force at 9.35 am on 1 January, the period would end at 9.35 am on 29 January; if the transition period came into force at 9.35 am on a Friday, the period would end at 9.35 am on the fourth Friday following.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2H Declaration by Minister/Authorised Person of extension of local transition period

Section 151(4), *Emergency Management Act 2026*

Declaration extending local transition period by Minister for Emergency Management and Recovery / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], extend the local transition period declared at [specify time and date] † for [specify names of Emergency Management Committee areas, districts or wards] * owing to [describe emergency].

This extension of the transition period—

- a) comes into force immediately before [time] on [date], which is when the current transition period ends;
- b) is in force for 28 days;
- c) ends at [time] on [date], unless terminated or further extended earlier.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. If the Minister is making this declaration, they must consult all Emergency Management Committees affected by the emergency, and the mayor of any affected local authority. The authorised person needs to inform the Minister if the extension is for the third or further time, and the Minister must then inform the House of Representatives as soon as practicable of the making of the declaration.
2. The authorised person needs to inform the Minister if the extension is for the third or further time, and the Minister must then inform the House of Representatives as soon as practicable of the making of the declaration.
3. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
4. Calculating the end of a 28-day transition period: if the transition period came into force at 9.35 am on 1 January, the period would end at 9.35 am on 29 January; if the transition period came into force at 9.35 am on a Friday, the period would end at 9.35 am on the fourth Friday following.
5. If this is a second or subsequent extension of a transition period, specify the time and date when each previous extension took effect and the time and date when the transition period was first declared.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



6. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):
- originally/further* extended on X Month 20XX,
 - originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 - originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 - originally/further* extended on X Month 20XX to include Example District A,
 - originally/further* extended on X Month 20XX for Example Area A and Example District A only, owing to an Example Event.

DRAFT RULE FOR PUBLIC SUBMISSIONS

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



**National Emergency
Management Agency**
Te Rākau Whakamarumarū

FORM 2I Declaration by Minister/Authorised Person of extension of local transition period for a smaller location

Section 151(5), Emergency Management Act 2026

Declaration extending local transition period for a smaller location by Minister for Emergency Management and Recovery / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], extend the local transition period declared at [specify time and date] † for [specify names of Emergency Management Committee areas, districts or wards] only owing to [describe emergency].

× I terminate the local transition period declared at [specify time and date] † for [specify names of Emergency Management Committee areas or districts where the local transition period is not continuing].

This extension of the transition period—

- a) comes into force immediately before [time] on [date], which is when the current transition period ends;
- b) is in force for 28 days;
- c) ends at [time] on [date], unless terminated or further extended earlier.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

× Include if appropriate.

Notes

1. If the Minister is making this declaration, they must consult all Emergency Management Committees affected by the emergency, and the mayor of any affected local authority.
2. The authorised person needs to inform the Minister if the extension is for the third or further time, and the Minister must then inform the House of Representatives as soon as practicable of the making of the declaration.
3. This declaration must be –
 - a) as soon as reasonably practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



4. Calculating the end of a 28-day transition period: if the transition period came into force at 9.35 am on 1 January, the period would end at 9.35 am on 29 January; if the transition period came into force at 9.35 am on a Friday, the period would end at 9.35 am on the fourth Friday following.
5. If this is a second or subsequent extension of a transition period, specify the time and date when each previous extension took effect and the time and date when the transition period was first declared.
6. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):
 - originally/further* extended on X Month 20XX,
 - originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
 - originally/further* extended on X Month 20XX for Example Area A and Example Area B,
 - originally/further* extended on X Month 20XX to include Example District A,
 - originally/further* extended on X Month 20XX for Example Area A and Example District A only,
 - owing to an Example Event.

DRAFT RULE FOR PUBLIC SUBMISSIONS

EMERGENCY MANAGEMENT RULE 1:

Forms for declarations of states of emergency and transition periods



FORM 2J Declaration by Minister/Authorised Person of termination of local transition period

Section 153(2), *Emergency Management Act 2026*

Declaration terminating local transition period by Minister for Emergency Management and Recovery/ / [specify other Minister of the Crown] / [do not need to specify if not a Minister but an authorised person] *

I, [full name], terminate the local transition period declared at [specify time and date] † over [specify names of Emergency Management Committee area, or districts or wards within that area] owing to the [describe emergency].

The transition period is terminated at the time and on the date when this declaration is given.

Declared by: [signature]

Designation: *Select the applicable designation.*

- Minister for Emergency Management and Recovery
- Other Minister of the Crown
- Person appointed and authorised by the Emergency Management Committee to declare a state of local emergency for its area.
- Representative of a member of the Emergency Management Committee [select this designation where no appointed person is or is likely to be able to exercise the power to declare a state of local emergency].
- Mayor of the district for which the state of local emergency is declared.
- Elected member of the district for which the state of local emergency is declared (designated to act on behalf of the mayor when the mayor is absent).

Time and date of declaration:

† Include times and dates when any extensions took effect. See notes for how to include subsequent extensions.

*Select one.

Notes

1. If the Minister is making this declaration, they must consult all Emergency Management Committees affected by the emergency, and the mayor of any affected local authority.
2. This declaration must be –
 - a) as soon as practicable:
 - i. published in the *Gazette*; and
 - ii. published on an internet site to which the public has free access.
3. If any extension of the transition period was made, specify the time and date when each extension took effect, as well as the time and date when the transition period was first declared.
4. For second or subsequent extensions of a transition period the form should include as follows (only including the sections relevant to the declaration):

originally/further* extended on X Month 20XX,
originally/further* extended on X Month 20XX for Example Area A, Example Area B, and Example Area C,
originally/further* extended on X Month 20XX for Example Area A and Example Area B,
originally/further* extended on X Month 20XX to include Example District A,
originally/further* extended on X Month 20XX for Example Area A and Example District A only,
owing to an Example Event.



National Emergency Management Agency

Te Rākau Whakamarumarū

8 May 2026

To: Joint Committee Chairs

Subject: National Emergency Management Plan Review – Formation of Steering Group

Tēnā koe

I am writing to advise that NEMA has begun work to review the National Civil Defence and Emergency Management Plan. This will result in issuing a new National Plan in compliance with the Emergency Management Bill by June 2028.

For this work we are establishing a Steering Group to provide strategic leadership and oversight of the review. The Steering Group will play a critical role in ensuring strong inter-agency and CDEM engagement in the development of the Plan, overseeing overall programme progress and make recommendations on Plan content.

As part of the legislative requirements of the CDEM Act (section 17(1)(j)), we are **seeking two CDEM Group representatives to participate as members of the Steering Group**, over the period June 2026-June 2028. The anticipated time commitment is attending 2–3-hour meetings each quarter (held in-person and online). It is not anticipated that there will be significant work allocated outside of this.

We acknowledge that regions will have several competing demands and therefore offer three possible avenues for filling these appointments, including:

1. The appointment of **a total of two** Coordinating Executive Group (CEG) members from across the 16 regions;
2. The **CDEM Special Interest Group (SIG) Chair and Deputy Chair** act as the CDEM representatives on the Steering Group; or
3. **CEG Chairs collectively delegate** representation to **two Group Managers** to participate on the Steering Group.

These options are offered as guidance only, and we are open to any alternative approach that ensures effective and representative CDEM Group input into the Steering Group. Please also note that there will be opportunities for a wider group of CDEM stakeholders to contribute to plan development as part of the engagement process.

Once identified, we ask that the names and contact details of the nominated representatives be provided to NEMA so that we can progress the establishment of the Steering Group and confirm next steps by **Monday 8 June**. We have pencilled in a first meeting of **29 June**.

NEMA values the leadership and insight of the CDEM Groups, and we look forward to working closely with you through this important review to ensure the National Plan remains fit for purpose and reflects the needs and experiences of the emergency management system.

If you have any questions, please do not hesitate to get in touch.

Nāku noa, nā

A handwritten signature in black ink, consisting of a long horizontal line with a stylized, looped flourish above it.

Stef Michie

Acting Director, Civil Defence and Emergency Management

National Emergency Management Agency

7.3. Finance Report

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2626
Activity: Emergency Management Otago
Author: Matt Alley, Group Manager, Emergency Management Otago
Endorsed by: Matt Alley (Group Manager, Emergency Management Otago)
Date: 22 May 2026

PURPOSE

- [1] This report provides an updated overview of the Emergency Management Group's financial performance for the period from July 2025 to February 2026. It includes actuals against budget, identifies key variances, and updates the previously reported position to reflect year to date data.

EXECUTIVE SUMMARY

- [2] As of February 2026, the CDEM Group is reporting a year-to-date operating surplus of \$152,000, compared with a budgeted deficit of -\$10,000, a favourable net variance of \$162,000.

Revenue

- [3] Total revenue is \$2.668m YTD, which is \$22,000 favourable to the budget. This is driven by:
- Rates revenue of \$2.676m, \$9,000 above budget; and
 - Other revenue (TEC Fund) of \$13,000

Expenditure

- [4] Total operating expenditure is \$2.537m YTD, which is \$140,000 favourable to the budget overall. This net underspend occurs despite overspends in two key lines:
- Employee benefit expenses are \$1.573 YTD, which is \$132,000 overspent against budget. This includes \$63,000 for unbudgeted staff time for last year's severe weather event.
 - Depreciation & amortisation is \$37,000 YTD, which is \$24,000 overspent against budget.
- [5] These overspends are more than offset by:
- Other expenses of \$260,000 YTD, which is \$184,000 underspent against budget; and
 - Internal charges/recoveries are \$666,000 YTD, which is \$113,000 favourable to budget (i.e., lower than budget).

Forecast

[6] The full-year forecast indicates a surplus of \$54,000, compared with a near break-even full-year budget position. This suggests the current favourable position is expected to narrow as planned expenditure is delivered through the remainder of the year.

RECOMMENDATION

That the Joint Committee:

1) **Notes** this report.

BACKGROUND

[7] Emergency Management Otago operates under a shared service agreement to deliver regional civil defence and emergency management functions. Sound financial oversight supports the delivery of core services, resilience initiatives, and emergency readiness.

DISCUSSION

Finance (July 25 – February 26)					
		Actual YTD (000)	Budget YTD (000)	Variance (000)	Full Year Budget
Income	Targeted Rate	2,688	2,667	22	4,000
	TEC Fund	13			
Total Revenue					
Expenditure (Direct Costs)	Depreciation	37	13	(24)	19
	Staff Time / Expenses	1,573	1,441	(132)	2,162
	Internal Charges	666	778	113	1,168
	Operations	260	444	184	651
Total Operating Expenditure		2,537	2,677	140	4,000
Surplus/(Deficit)		152	(10)	162	

Table 1: Year-to-date (July – Feb) financial consolidation by activity.

CONSIDERATIONS**Strategic Framework and Policy Considerations**

[8] No matters arising.

Financial Considerations

[9] No matters arising.

Significance and Engagement

[10] No matters arising.

Legislative and Risk Considerations

[11] No matters arising.

Climate Change Considerations

[12] No matters arising.

Communications Considerations

[13] No matters arising.

NEXT STEPS

[14] N/A.

ATTACHMENTS

Nil

7.4. Otago Lifelines Update

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2627
Activity: Emergency Management Otago
Author: Mel Banks (Lifelines Program Lead)
Endorsed by: Matt Alley (Group Manager, Emergency Management Otago)
Date: 22 May 2026

PURPOSE

- [1] This report informs the Joint Committee of the activity undertaken at the Otago Lifelines meeting on 13 March 2026.

EXECUTIVE SUMMARY

- [2] A summary of the activities Emergency Management Otago has undertaken in response to the National Fuel Response 2026 can be found in paragraphs 7 - 16.
- [3] 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 meets 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.
- [4] The Otago Lifelines Group is focused on delivering the recommendations that came from the Otago Vulnerability Assessment 2024, with an emphasis on business continuity planning to enable stronger resilience and capabilities in adverse situations, and to manage expectations.
- [5] In alignment with the Annual Plan, the recommendations from the Vulnerability Assessment are:
- a. Alternate Communication Plan
 - b. Fuel Plan
 - c. Generator Plan
 - d. Lifeline Utility Coordinator Exercise
 - e. Upgrade of the Otago Lifelines GIS Viewer

- [6] The membership of the group consists of representatives at a regional level from:
- a. Emergency Management Otago
 - b. Regional and District Councils
 - c. Electricity
 - d. Telecommunications
 - e. Transport
 - f. 3 Waters
 - g. Roothing
 - h. NEMA

RECOMMENDATION

That the Joint Committee:

- 1) **Notes** this report.
- 2) **Notes** the updates from the Otago Lifelines Group meeting.

DISCUSSION

- [7] On 27 March 2026, the New Zealand Government responded to the Middle East geopolitical situation by releasing the Fuel Response Plan 2026 and outlined 4 clear phases to respond proportionally to the risks to New Zealand's fuel security.
- [8] While this response is led by MBIE and local Councils, NEMA and regional Emergency Management Groups are supporting, providing feedback and undertaking concurrent event planning at a regional level.
- [9] Emergency Management Otago has been actively engaged with neighbouring CDEM groups in response to the current fuel security response.
- [10] Otago and Southland operate under a joint fuel plan. This plan was developed in 2019 and is hazard-based; therefore, it does not reflect the current geopolitical fuel environment. The plan is currently under review and aligns with the previous national fuel plans, noting that the current 2024 national plan does not differ significantly from the previous national fuel plan.
- [11] To ensure Otago meets the requirements of the plan, a critical customer list (aligned to the MBIE priority customer bands) is being developed and stored in our operational platform, and priority fuel stations have been identified and captured in the Emergency Management Otago Common Operating Picture (COP). Concurrent event planning is also underway e.g. seasonal fuel demand "especially diesel" underpinning economic activity across Otago.
- [12] Otago has participated in two online multi-agency, multi-region workshops, hosted by Canterbury CDEM. The first was a Hazard Consequence Analysis (HCA) to explore the high-level areas of concern or consequences if the current fuel security and supply deteriorate across New Zealand.
- [13] The second workshop was to review the Draft National Fuel Response Priority Banding to identify missing agencies, system co-dependencies, and test the appropriateness of the current priority allocations. The workshop report summary has been shared with NEMA.

- [14] Emergency Management Otago provided central government with feedback on the priority bands and concurrent event planning (as requested by NEMA).
- [15] The current indicative bands of customers, provided by MBIE:
- Band A: Life-supporting services – uncapped supply, e.g. emergency services, courts, corrections, hospitals, lifeline utilities and defence
 - Band B: Economically important services – e.g. critical transport services (e.g. road freight for supermarket and grocery supply chains, international air links), food supply and primary production during time-critical periods
 - Band C: Essential services – e.g. public transport, essential infrastructure maintenance, and rural GPs and district nurses
 - Band D: Other commercial customers – this comprises all other commercial and business fuel uses
 - Band E: General retail sales to customers
- [16] The wider Emergency Management Otago team have been upskilled on how to process critical customer requests and how to direct band requests to MBIE
- [17] Work is ongoing on the plans listed in paragraph 5, which are aligned with the Otago Vulnerability Assessment undertaken in 2024, with the Fuel Plan shared with Southland, which is largely completed from the Otago perspective.
- [18] A D4H desktop exercise was delivered to Otago Lifeline Utilities group members, who are not part of the district EOCs, as a preferred method of sharing and communicating information during responses.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [19] The Otago Lifelines Group is in alignment with the Otago Group Plan.

Financial Considerations

- [20] Costs associated with attending and contributing to committee meetings are met by participating agencies.

Significance and Engagement

- [21] The Co-Chair of the Otago Lifelines Group, Jon Mitchell, has indicated stepping down due to growing QLDC Councillor commitments. Engagement with members of the committee is active and ongoing.

Legislative and Risk Considerations

- [22] The Otago CDEM Group operates under the provisions of the CDEM Act 2002 and the Health and Safety at Work Act. The Otago Lifelines Group is in alignment with these provisions.

Climate Change Considerations

- [23] No matters arising

Communications Considerations

- [24] No matters arising

ATTACHMENTS

1. Mintues: Otago Lifelines Meeting 13 March 2026 [7.4.1 - 4 pages]
2. Otago Lifeline Utilities Group Workplan Report May 2026 [7.4.2 - 5 pages]

Otago Lifelines Group Meeting Minutes

DATE & LOCATION:

13 March 2026, CODC Council Chambers, Alexandra

MEETING TIME:

10:00 am-12:00 Noon

Attendees

Mel Banks (EMO)	Mallory Wood (TWO)	Juliet Breen (QAC)
Shane Watson (Network Waitaki)	Dave Grimes (EMO)	Jessica Cotton (Aurora)
Paul Llyod (Meridian Energy)	Paula Cathie (EMO)	Amy Francis (Network Waitaki)
Jon Mitchell (QLDC)	Andrew Welsh (ORC)	Kathryn Jolly (QAC)
Chris Brooker (EMO)	James Allison (CDC)	Pierre Kotze (CDC)
Nicole Felts (NZTA)	Tim van Woerden (ORC)	

Apologies

John Coutts (DCC)	Mat Scott (WDC)	Quinton Penniall (CODC)
Vanessa Jones (FSSI)	Matt Alley (EMO)	Cynthia Wilson (DCC)
Jean-Luc Payan (ORC)	Simon Mason (QLDC)	Glenn Hutton (Unifone)
Neil Gillispie (ORC)	Linda Till (CDC)	NEMA
Andrew Watson (CODC)	Taylor Hendl (EMO)	

Administration

- Apologies received from several members and recorded above.
- The agenda of this meeting took a different format from normal; the agenda was planned as a training exercise – D4H on a Page for utilities. Because many Otago Lifeline Utilities Group members were already familiar with D4H within their council EOC, the majority of participants were from non-council utilities, as reflected in the attendance table above.
- There was no work program update given at the meeting.
- The group was asked to submit their sector updates via email for inclusion in the minutes; only a handful were received.

Emergency Management Sector Update:

Updates to focus on current and upcoming projects, and learnings from recent responses.

NEMA: Peter Northcote

Legislative Reform:

- The Emergency Management Bill (2025) is being considered by the Governance and Administration Select Committee, which will report the Bill back to the House on 9 June 2026 and is expected to pass in 2026. Submissions have been heard/read by the Committee, which is currently deliberating.

Projects:

- Project progress has slowed as NEMA resources have been diverted to response and recovery activities associated with recent severe weather events.
- NEMA and MfE are finalising a Disaster Waste Management Guideline, which responds to feedback received, and should be published in March 2025. Please contact: infrastructure@nema.govt.nz.
- NEMA has drafted 'sector on a page' summaries for each lifelines sector, & feedback is invited from Lifeline Utilities Coordinators and Sector Coordinating Entities. These are currently being amended in response to feedback, and a template designer has been engaged. After a further iteration with stakeholders, we expect to make a first edition available mid-2026.
- The NZ Lifelines Council (NZLC), NEMA and North Island Regional Lifelines Groups have completed the priority routes study, with maps now available for both North and South Islands. GIS homing arrangements are being made.

Meetings, Exercises & Training

- NZ Lifelines Council quarterly meeting on Thursday 12 March at NEMA offices, Wellington.

Miscellaneous:

- MBIE has activated its National Fuel Plan due to recent supply challenges. Currently operating at Level 1 (minor impact on fuel sector, Sector Coordinating Entity monitoring the situation and planning for potential escalation).
- National Lifeline Utilities Forum 2025 slides are available on the NZ Lifelines Council website.

Roading Sector Updates:**NZTA: Nicole Felts**

- NZTA are finishing our summer construction programme and will begin winter maintenance preparation soon
- New maintenance contracts go live on 1 May across the entire country. There is a lot of preparation work underway
- In terms of resilience, NZTA are continuing to progress designs for the two business cases that were undertaken on SH6 Frankton to Kingston and SH6 Frankton to Cromwell, and is getting closer to delivering some work on these corridors

Waitaki District Council: Mat Scott

- The 127-year-old Kakanui Bridge has been replaced and is due to open at the end of March.
- The new bridge has increased capacity and can accommodate High Productivity Motor Vehicles when State Highway One is impassable at Maheno, but the Kakanui route remains open.
- Previously, the official Heavy traffic detour route from Maheno to Reidston was inland over the 'Pig Route' – adding five hours to the journey along State Highway One.
- An improved pile design presents less of an obstacle to flood debris and will lower flood levels based on flow when compared with the old bridge. Combined with an increased deck, this should translate to a longer open window for this route during flood events.
- The raised deck has also now conveys power across the river and has improved service security (Fibre, water, sewer) from flood water and debris.

- The bridge replacement has been 19 years in the making and was made possible by the perseverance of Gary Woock and through co-funding with Waka Kotahi.

Electricity Sector Update:

Aurora Energy: Jessica Cotton

Resilience Improvement initiatives

Vehicle-to-grid (V2G) trials

- Vehicle-to-grid trials are being undertaken in partnership with Rewiring Aotearoa and the Queenstown Electrification Accelerator. V2G export capability represents a significant flexibility resource that could materially contribute to peak management. The trial is being designed to generate real-world evidence on technical performance, commercial viability and consumer experience.

BESS

- We are working with retailers and developers to assess community battery solutions for our more remotely supplied communities. Community batteries can simultaneously deliver lower-cost DER access for consumers without behind-the-meter storage, provide network support for Aurora and improve community resilience.

Queenstown Regional Electrification Development Plan (QREDP)

Aurora, Transpower and PowerNet are jointly developing an integrated electricity development plan for Queenstown and the wider Wakatipu basin. Meeting capacity needs from around 2032 onwards will require a mix of distributed energy resources, consumer energy resources, demand management and targeted transmission and distribution network investment.

- Public consultation has now been completed, with Option 2 selected: a new dual-circuit 11 kV line from Cromwell with a new Grid Exit Point in the Arrow Junction area.
- Recent discussions with the QLDC Mayor and Councillors were held, at which a key topic was network resilience, with our shared objective being to ensure the electricity network provides multiple levels of resilience for the Queenstown area. Discussions with the Gibbstown Valley community have also been exploring what the selected option means for the local area.
- Transpower will commence the route investigation process, known as ACRE, toward the end of March 2026
- Distribution-level solar, battery storage, and smart technologies initiatives: Aurora Energy and PowerNet will actively progress initiatives relating to solar, battery storage, and smart technologies on their distribution networks. These initiatives are intended to strengthen resilience at the distribution level and may help defer the construction trigger point for the new transmission line.
- Load Forecasting Working Group: A working group will be established this month to monitor load growth and the uptake of solar, battery, and smart technologies. The purpose of this group is to help determine the optimal timing for triggering the construction of the new line.

Recent Responses

No major network outages since the October weather event, but we have seen a long tail of vegetation-related outages following the weather event.

Food and Logistics Sector Update:

Foodstuffs South Island: Vanessa Jones

- Continuing to have 1:1 discussions with stores regarding their preparedness levels/readiness
- Planning underway for next internal scenario, which will be a full day with multiple “shifts” to practice handovers as part of response
- Working through additional data sets to be added to our Urban Intelligence software
- Reviewing backup comms processes for IMT/Head Office

Regional Council Update:

Otago Regional Council, Natural Hazards: Tim van Woerden & Andrew Welsh

Roxburgh debris flow hazard and risk assessment

- Study completed and made public in February
- Technical report and other info on the project webpage (<https://www.orc.govt.nz/get-involved/projects-in-your-area/roxburgh-hazard-management/>)
- Modelling output layers shown in the ORC Hazards portal
- ORC is currently scoping for follow-up activities/investigations (e.g. review and evaluation of hazard mitigation approaches).

Natural hazards portal

All ORC natural hazards mapping datasets from the Natural Hazards portal can now be downloaded from ORC’s spatial data hub. (<https://orc-spatial-data-portal-orcnz.hub.arcgis.com/search?tags=hazard>).

Regional-scale LiDAR capture is ongoing

- Over the next few years, we are working to capture 100% LiDAR coverage for the region.
- So far, the supplier has captured about 70% of the QLDC district.
- The first processed & QC checked outputs expected to be available from about mid-2026, will be downloadable from the LINZ data portal.

Following the exercise, the group had discussions on the following topics:

- The format of the quarterly Otago Lifelines meeting, do we need to change it up?
- What are the utilities doing in response to the fuel situations?
- Emergency Management Otago Annual Exercise on 20th May

MEETING CLOSED:

12:00 pm 13 March 2026

Next meeting: 10 June, via MS Teams

Otago Lifeline Utilities Group

Work Plan Update: May 2026

Purpose

The Otago Lifeline Utilities Group is to enhance the connectivity of the Lifeline Utilities Organisations across agency and sector boundaries to improve infrastructure resilience.

Reporting

The Otago Lifeline Utilities Group reports to the Joint Committee (JC) with activity reported quarterly.

Meetings

The Otago Lifeline Utilities Group meets four times yearly, and otherwise as required. Membership of the group is defined in the National Plan Order 2015, though attendance and participation in activities have varied.

Membership

The Otago Lifeline Utilities Group has the following members:


- Otago Lifelines Co-Chair's
- Otago Lifelines Program Lead
- Representatives from:
 - Electricity Sector
 - Transportation
 - Roothing
 - Telecommunications
 - 3 Waters
 - Otago Regional Council
 - National Emergency Management Agency (NEMA)
 - Emergency Management Otago
 - Fast Moving Consumer Goods
 - Health


Overview

The projects in Table 1 have been identified as risks in the [Otago Vulnerability Assessment](#) undertaken in 2024, as plans that are not currently in place.

The projects in Table 2 have plans and projects currently in place that require a review and updating.

Table 1

Recommended Projects from the 2024 Otago Vulnerability Assessment for the Otago Lifeline Utilities Group						
	Project	Plan Status	Project Brief / Context	Activity	Risk	Work Status
1	Lifeline Utilities Communications Plan	No plan currently in place	Communication in an emergency is critical for clear coordination and the sharing of information, this can be supported by several methods. Therefore, it is critical to understand where key communications equipment is located who owns and operates the resource, which agencies have access to which services (e.g. VHF / UHF / Satellite etc), which frequencies are currently being used and the contacts within each organisation (both personnel and call signs). This would enable a clear communications plan for use in emergencies to be established and provide prioritisation for restoration of critical sites to enable its enactment.	<ul style="list-style-type: none"> Review the Otago Lifeline Utilities Coordinator Protocols (minor update required) Creation of a Starlink information pack Compile existing technology supporting alternate communications, i.e. One.NZ text-to-Satellite. Encourage the Otago Lifeline Utilities Group to understand their Business Continuity Plans to support the development of the Communication Plan An exercise with the Otago Lifeline Utilities Group to test the communications plan when completed. A D4H exercise delivered to Otago Lifeline Utilities group members, not part of the district EOCs. 		Underway

2	Regional Generator Plan	No plan currently in place	<p>There is a high reliance across lifeline utility providers for backup power generation. These resources are limited within the region and will require significant coordination to ensure their placement and use is prioritised for maximum effect</p> <p>in response and recovery. An Otago Regional plan would identify the requirements across lifeline utilities and other key response organisations, coordination and logistical arrangements and prioritisation for specific hazards and their impacts.</p>	<ul style="list-style-type: none"> • Feedback from the first draft indicated the scope of the plan to be broadened. Further data collection is required to capture the inventory of generators held by • rental equipment providers within Otago. • Collaboration with WellSouth to assist with information gathering from private GP's and Pharmacies. • The National Fuel Data set has been issued by NEMA on behalf of MBIE, providing partial information surrounding Fuel stations' backup power supply. • Aurora Energy to look at options for mobile and fixed infrastructure to support the plan. • An opportunity to capture critical information on generator distribution during the October 2025 Clutha District Local State of Emergency to be incorporated into the plan • Investigate locations in Otago that have large-sized generators (200kVa +) • Meet with the Rural Support Trust who coordinated the distribution and rotation of generators on dairy farms during the Clutha weather event. 		<p>Underway</p> <p>Increased scope of the plan and additional information collection required, delivery of the plan moved into Q4.</p>
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<p>3</p>	<p>Otago Lifeline Utilities training and exercising</p>	<p>No current training and exercise program for the Otago Lifeline Utilities Group</p>	<p>The coordination of lifeline utility providers in response is critical to ensuring an effective response and recovery. Familiarity with the systems and requirements of response, as well as the current plans and procedures, is vital to enable this to occur. Training and exercising are keyways to ensure readiness for response, and this should be encouraged across the Lifeline Group, both with utility providers to test their arrangements and across the wider Lifeline Group to ensure effective coordination. Where possible, collaboration should be sought between Otago Lifelines Group members when organising training events such as the Coordinated Incident Management System (CIMS), to further develop relationships and reduce the cost of training to each participating organisation.</p>	<ul style="list-style-type: none"> Integration of Otago Lifeline Utilities into D4H. D4H training session planned during the March Lifelines Meeting D4H exercise delivered to Otago Lifeline Utilities group members, not part of the district EOCs 		<p>Completed</p>
<p>4</p>	<p>Impacts of lifeline infrastructure failures on the wider environment</p>	<p>No current assessment</p>	<p>The identification of the social, economic, and natural impacts of lifeline utility failures can provide Emergency Management Otago partner lifeline utility organisations with critical information to support the prioritisation of reduction and mitigation works and planning for service restoration in an emergency. This may include the use of systems such as Riskscape to provide an analysis of the impacts of outages and the identification of critical assets.</p>	<ul style="list-style-type: none"> Investigate if any New Zealand Universities have had master's or PhD studies on the consequences of infrastructure failure concerning Lifeline Utilities. 		<p>Planned</p>

Table 2

Joint Projects (Otago Group Office, Otago Lifeline Utilities Group, Inter-Regional CDEM Groups)						
	Project	Plan Status	Activity this quarter	Activity planned	Risk	Work Status
1	Otago & Southland Fuel Plan 2019	The plan requires review and updating	<ul style="list-style-type: none"> Plan updated to reflect the National Fuel Plan 2024 and provided to key stakeholders and a separate critical customer list. 	<ul style="list-style-type: none"> Continue the review of the plan with support from the Fuel Sector Coordinating Entity from MBIE Expression of interest received from Canterbury CDEM to meet and discuss the inter-region dependencies of the fuel (02/04/26) 		Completed as a draft Otago Southland Fuel Plan 2026
2	Update Emergency Management Otago Alternative Communications Plan 2023	The plan requires a review		<ul style="list-style-type: none"> Review the current plan and assess new technology options and retiring older technology. 		Underway
3	Further development of the Otago Lifelines Geographic Information Systems Viewer 2018	The viewer requires review and update.		<ul style="list-style-type: none"> Request CODC Vulnerability Assessment and supporting GIS layers around infrastructure Request data set updates from utilities currently in the viewer. Integrate Otago Regional Council Hazard layers into the Otago Lifeline Utilities Geographic Information System viewer. 		Underway

Low Risk:  Medium Risk:  High Risk: 

7.5. NEMA Update

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2628
Activity: Emergency Management Otago
Author: Shaun O'Halloran, Senior Regional Emergency Management Advisor
National Emergency Management Agency
Endorsed by: Matt Alley (Group Manager, Emergency Management Otago)
Date: 22 May 2026

PURPOSE

[1] This report is to update the Coordinating Executive Group with the latest activity and matters that the National Emergency Management Agency (NEMA) is working on.

EXECUTIVE SUMMARY

[2] Details on the NEMA update are outlined in the attached report.

RECOMMENDATION

That the Joint Committee:

1) **Notes** this report.

CONSIDERATIONS

Strategic Framework and Policy Considerations

[3] Nothing arising.

Financial Considerations

[4] Nothing arising.

Significance and Engagement

[5] Nothing arising.

Legislative and Risk Considerations

[6] Nothing arising.

Climate Change Considerations

[7] Nothing arising.

Communications Considerations

[8] Nothing arising.

ATTACHMENTS

1. NEMA Update Otago Joint Committee - 22 May 2026 [7.5.1 - 2 pages]



NEMA Update

Otago CDEM Joint Committee

22 May 2026

Update on government reform and the Emergency Management (No 2) Bill

The Emergency Management Bill is now being considered by the Governance and Administration Select Committee, which is due to deliver a report on the Bill for the House on **9 June 2026**. We are still expecting the Bill to go through the remaining legislative stages during this term of Parliament.

To highlight the substantive changes that the new Emergency Management Bill would make to emergency management legislation, NEMA has published eight information sheets on our website. The information sheets cover everything from emergency management powers, roles and responsibilities to lines of accountability, assurance, planning, and set out what's changing and why, who the changes would affect, and when they would come into force.

With Government's recent announcement on simplifying local government, NEMA continues to work with colleagues across government to understand the implications for emergency management, and to ensure alignment. While the legislative implications will become clearer over the coming months, the move towards unitary authorities will undoubtedly result in changes to some CDEM Group structures. NEMA will be ready to respond to these changes, and to support the emergency management sector, as and when required.

Fuel Response Plan

The Government's recently announced Fuel Response Plan 2026 puts the framework from the National Fuel Plan into place, with a strong emphasis on partnering with industry. It shows how we monitor fuel supply, when we would act and, should conditions change, what people can expect at each step. The Plan will also help ensure that critical customers who are essential to the New Zealand economy have access to the fuel they need.

New Zealand is at Phase One – the market is working normally, fuel supplies are continuing to arrive, and there is no need for households or businesses to change behaviour or buy more fuel than usual.

MBIE is leading the response. NEMA is working with MBIE to lend our advice and expertise, and to establish what involvement or support may be needed from CDEM Groups and NEMA in the respective phases. We are keeping Group Offices informed as this work progresses.

Recovery across the motu – an update from the National Recovery Office

The early months of 2026 have been particularly challenging, especially across the North Island. Since January, there have been 21 states of emergency declared, and currently five regions are in active recovery with a further three regions managing recovery through council business as usual activities (see image below).

As the frequency of these storms increases, so too does the damage and, correspondingly, the costs of response and recovery.

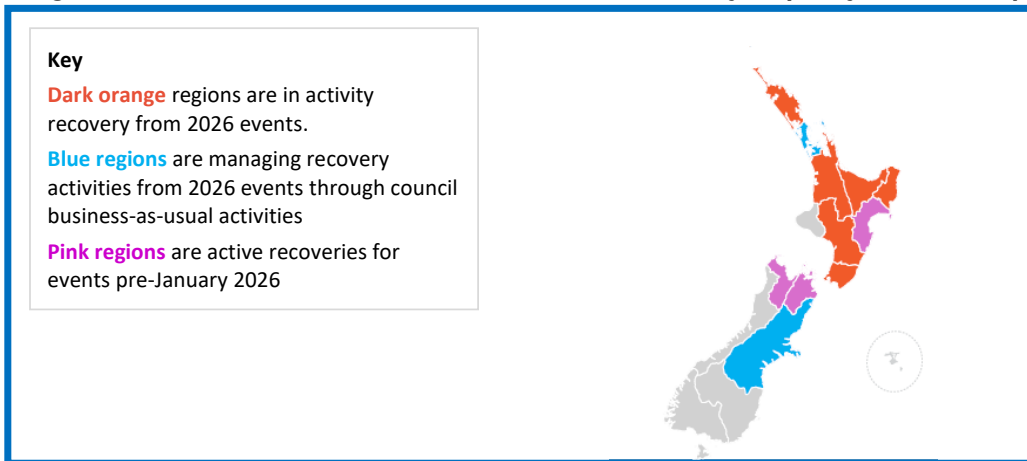
In response to the January/February Severe weather events, which saw 16 districts enter active recovery, NEMA established the Recovery Office (NRO). The NRO is responsible for coordinating central government agencies to support locally-led recovery efforts. In practice, this means coordinating an all-of-government process to:



- **Work with CDEM Group Recovery Managers and central government agencies** to coordinate recovery activities and identify what can be supported within existing settings and funding.
- **Provide a consolidated national picture** through ongoing assessment, monitoring and reporting to ensure decision makers across government are kept informed of recovery progress.
- **Provide guidance for regional and local councils** (in partnership with iwi) to prepare recovery plans for impacted communities.

We recognise the impact on communities and thank our regional and central government partners for their ongoing support.

Image title: Jan - March 2026 severe weather active recovery map – by CDEM Group



Shaun O'Halloran | Senior Regional Emergency Management Advisor
National Emergency Management Agency Te Rākau Whakamarumarū

7.6. Controller Appointment

Prepared for: Civil Defence and Emergency Management - Joint Committee
Report No. CDEM2629
Activity: Emergency Management Otago
Author: Matt Alley (Group Manager, Emergency Management Otago)
Endorsed by: Matt Alley (Group Manager, Emergency Management Otago)
Date: 22 May 2026

PURPOSE

- [1] To appoint the following four (4) people as Local Controllers (Waitaki x 2) and Alternative Group Controllers (x 2):
- Andrew Bardsley (Waitaki)
 - Lisa Baillie (Waitaki)
 - Glenn Mitchell (Otago Regional Council)
 - Rod Francis (Otago Regional Council)

EXECUTIVE SUMMARY

- [2] The Civil Defence Emergency Management Act 2002 empowers this committee to appoint local and group controllers, enabling these persons to carry out functions defined in the Act.

Section 27, CDEM Act 2002 - Appointment of Local Controllers

- [3] A Civil Defence Emergency Management Group may appoint 1 or more persons to be a Local Controller, and direct that person or persons to carry out any of the functions and duties of, or delegated to, the Group Controller of the Group and to exercise the powers of Controllers in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94.
- [4] Despite anything in subsection (1), a Local Controller must follow any directions given by the Group Controller during an emergency.

Section 26, CDEM Act 2002 - Appointment of Group Controllers

- [5] A Civil Defence Emergency Management Group must appoint, either by name or by reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area.
- [6] A Group must appoint, either by name or by reference to the holder of an office, at least 1 suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller on the occurrence of a vacancy in the office of Group Controller or the absence from duty of the Group Controller for any reason, for the duration of the vacancy or absence.

RECOMMENDATION

That the Joint Committee:

- 1) **Approves** the appointments of Lisa Baillie and Andrew Bardsley as Local Controllers for Waitaki, and Rod Francis and Glenn Mitchell as Alternative Group Controllers.

BACKGROUND

- [7] Lisa Baillie and Andrew Bardsley have been nominated by Waitaki District Council Executive as holding the appropriate skills, knowledge and experience for the role.

Rod Francis

- [8] Rod has held a range of emergency management and local government roles in New Zealand and North America. He has been with Emergency Management Otago since January 2026, currently serving as Group Office Team Leader.
- [9] Rod began his emergency management career as a regional emergency planner for a rural area with several ski resort destinations, where flooding was the most frequent and damaging natural hazard. He was also a member of a specialised radiological response team supporting communities that hosted a nuclear power station.
- [10] Across his career in emergency management and as a town planner, Rod worked on compliance with engineering and land use standards for flood-vulnerable structures, risk-reduction initiatives including relocation of vulnerable populations, and climate change adaptation projects that integrated natural stream processes into urban flood mitigation. He also directed the local COVID-19 response for a small local authority.
- [11] Rod has more than 20 years' experience working within the Incident Command System (ICS) and has completed training in the Coordinated Incident Management System (CIMS) since relocating to Dunedin.

Glenn Mitchell

- [12] Glenn has been in various emergency management roles, firstly with the Dunedin City Council, then with Emergency Management Otago since 2002.
- [13] His work roles over the past 25 years have included training development and delivery, and team management of the Dunedin-based Emergency Management Advisors and, later, the Group Office.
- [14] His current role is the Principal Advisor in the Emergency Management Otago Group Office.
- [15] During his time working in emergency management, he has undertaken response manager roles in several emergency events in the Dunedin City Emergency Operations Centre and, most recently, as the response manager in the Emergency Coordination Centre during the October 2025 windstorm event.
- [16] Glenn's operational experience has also included acting in the Operations Manager role at the Kaikoura Emergency Operations Centre in 2016 and, previously, a month-long

deployment to the Philippines as the team leader for a multi-national Red Cross telecommunications emergency response unit.

- [17] Glenn has trained extensively in Coordinated Incident Management System since its first iteration and has a deep understanding of the complexities of emergency management.

DISCUSSION

- [18] In approving the appointments to the role of local controller, this committee approves the following powers under the CDEM Act 2002.
- [19] **Section 86: Evacuation of premises and places:** This section provides the power for mandatory evacuation if necessary for the preservation of human life. In practice, during a state of emergency, the Controller orders evacuation and the emergency services will carry it out.
- [20] **Section 87: Entry on premises:** A Controller, member of the police, or authorised person may enter any premises or place if necessary for saving life, preventing injury, rescuing/removing persons, or carrying out any urgent measure for relief of suffering. For example, if the Controller wishes to put evacuees into a place of safety because of a storm, and a hall is locked, the Controller (or someone delegated by the Controller) could break into the premises.
- [21] **Section 88: Closing roads and public places:** A Controller may totally or partially close roads and public places to prevent or limit the extent of an emergency (e.g., closing a beach if a tsunami is approaching). This section is an 'enabling tool'. State Highways are generally closed by Transit NZ. Other agencies also have the power to close roads (e.g., NZ Police and NZ Fire Service). Because a Controller can partially close a road as well as close it, they can specify that the road is only open to high-clearance four-wheel drive vehicles, for example.
- [22] **Section 89: Removal of aircraft, vessels, vehicles, etc:** A Controller may remove from any place any vessel or vehicle and may break into the vessel or vehicle to do so, to prevent or limit the extent of the emergency. For example, if the Controller wants to use a landing stage or an airstrip, and a ship or aircraft is blocking the way, the Controller can have the ship (by asking the Harbour Master) or aircraft removed. Section 91 can be used in conjunction with this power by requesting someone to move a vessel or vehicle.
- [23] **Section 90: Requisitioning powers:** A Controller may direct those resources (not human) to be placed under their or another person's control or direction. For example, if building equipment (such as a digger for earthmoving) is required in the response and there is no formal contract with that company, the Controller can requisition the equipment, but not the driver. The Controller must provide the owner with a written statement detailing the property and under whose control it is being taken. It is important to note that requisition is not a free use of resources and that the owners of any equipment can apply for compensation (see section 107 of the CDEM Act).
- [24] **Section 91: Power to give directions:** The Controller can direct a person to stop an activity causing or contributing to an emergency (e.g. a radio station that is scaremongering). However, if the Controller wishes a person to do something (as opposed to stop doing something), they can request them to do so, but cannot force

them to (e.g., requesting the driver of a requisitioned digger to assist the response team by driving the digger).

- [25] **Section 92: Power to carry out inspections, etc:** The Controller or another authorised person has various powers relating to property. For example, the Controller could direct the destruction of a house to divert floodwaters. In a public health emergency, where property needs to be destroyed or disinfected, for example, the Public Health Officer also has those powers, under the Health Act 1956.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [26] No matters arising

Financial Considerations

- [27] No matters arising

Significance and Engagement

- [28] No matters arising

Legislative and Risk Considerations

- [29] No matters arising

Climate Change Considerations

- [30] No matters arising

Communications Considerations

- [31] No matters arising

ATTACHMENTS

Nil

KARAKIA WHAKAMUTUNGA

WHEN TO USE IT > To end the day • To close a meeting

**Kua mutu a mātou mahi
Mō tēnei wā
Manaakitia mai mātou katoa
O mātou hoa
O mātou whānau
Āio ki te aorangi**

**Our work is finished
For the moment
Bless us all
Our colleagues
Our families
Peace to the universe**

Alternative karakia whakamutunga

**Kia tau te rangimārie
Ki runga i ngā iwi o te ao
Let peace reign
On all peoples of the world**