



**Emergency
Management Otago**

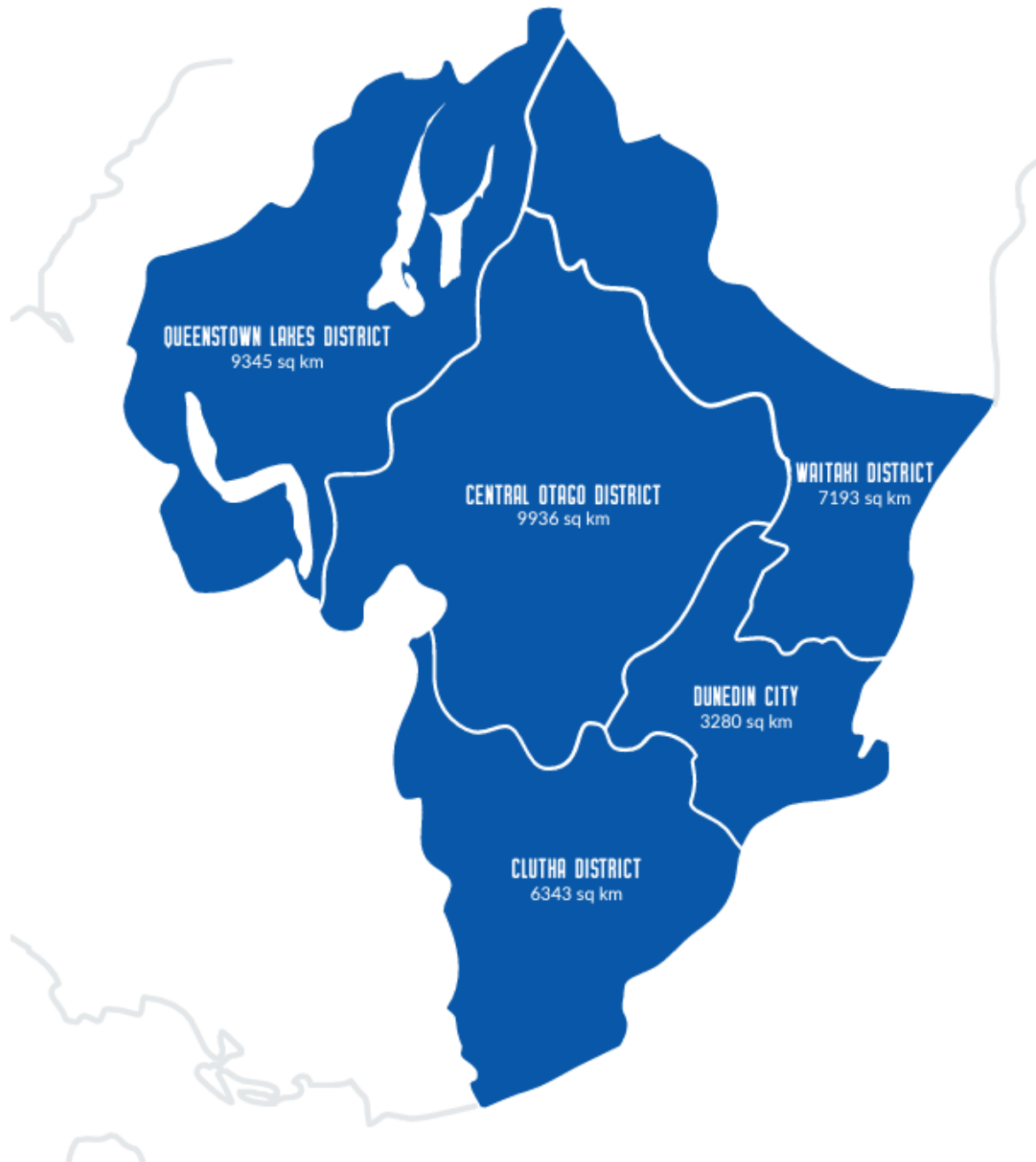
Te Rākau Whakamarumaru Ōtākou

Otago Civil Defence and Emergency Management Joint Committee

Date: Thursday, 7th December 2023

Time: 3.00 PM

Venue: ORC Council Chamber
Level 2, Phillip Laing House
144 Rattray St, Dunedin



Otago Civil Defence and Emergency Management Joint Committee

Membership

Members

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

Otago Civil Defence and Emergency Management Group - Joint Committee

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1. Karakia Timatanga - Opening

The meeting will be opened with a karakia.

2. Apologies

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

3. Minutes

3.1 Unconfirmed Minutes – Otago Civil Defence and Emergency Management Group – Joint Committee – 21st September 2023

Recommendations

1. That the Otago Civil Defence and Emergency Management Group – Joint Committee:
2. Confirms the minutes from the Otago Civil Defence and Emergency Management Group – Joint Committee meeting held on 21st September 2023.

Attachments

1. Otago Civil Defence and Emergency Management Group – Joint Committee Unconfirmed Minutes 21st September 2023 [**3.1.1** - 5 pages]



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 councilor) from Waitaki District, Queenstown Lakes District, Central Otago District, Clutha District, Dunedin City, and the Otago Regional Council. Although Waitaki District falls within the boundaries of both Canterbury and Otago Regional Councils, the Waitaki District Council has elected under section 14(2) of the CDEM Act to be a member of the Otago CDEM Group. The Otago CDEM Group may invite observers to attend its meetings. The CDEM group exercises governance and determines CDEM policy for member authorities in relation to risk analysis, reduction, readiness, response, and recovery from emergencies.

The powers and obligations of members of the Otago CDEM Group are set out in section 16 of the CDEM Act. The functions of the CDEM group and its members, as detailed in section 17 of the CDEM Act, are to:

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

The 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 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
NCMC	National Crisis Management Centre
NEMA	National Emergency Management Agency
NEMDG	National Emergency Management Development Group
NZ - EMAT	NZ Emergency Management Assistance Team
RAG	Rural Advisor Group
R & R	Readiness and Response Group
SIG	CDEM Special Interest Group
WCG	Welfare Coordination Group
4Rs	Reduction, Readiness, Response and Recovery

3.1.1 Minutes of the Otago Civil Defence and Emergency Management Group, Joint Committee held in Council Chambers and via Zoom, Philip Laing House, Rattray St, Dunedin on 21st September 2023.

Membership:

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

In Attendance:

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

Gretchen opened the meeting with a karakia.

1. APOLOGIES

Jules Radich, Steve Hill, Mike Theelen, Glyn Lewers, and Alex Parmley were apologies and Bryan Cadogan was an apology for lateness.

The apologies were accepted.

Moved: Gary Kircher

Seconded: Gretchen Robertson

CARRIED

2. ATTENDANCE

Gretchen Robertson, Sandy Graham, Richard Saunders, Gary Kircher, Tim Cadogan, Bryan Cadogan, Cherry Lucas (for Jules Radich), Rochelle Faimalo, Mel Banks, Matt Alley, John Mawhinney, Erica Andrews, Suzzanne Ellison, Paul Allen, and Kelly Taylor Covey (minute taker).

3. CONFIRMATION OF MINUTES

The minutes of the meeting held on 8 June 2023 were received and confirmed as a true and correct record, with minor amendments.

*Moved: Gary Kircher
Seconded: Gretchen Robertson
CARRIED*

4. ITEMS OF BUSINESS

4.1 Group Manager Report

Matt advised that most of the action items were in progress. Exercises had been completed and the post exercise report was attached here. A 7 December workshop was being planned for the Joint Committee. They had landed the first draft of the Lifelines protocol. The letter to the Metservice had been completed. He flagged the top three items in the LTP Planning section; formalizing the role of iwi maori, making the Lifelines Programme Lead role a permanent one and Engagement with 'Disproportionately Impacted Communities'. He mentioned NZ Response Teams and noted that we are currently only region in NZ that doesn't have them, and that we are looking at establishing two teams at this stage.

Recommendation

That the Joint Committee:

- 1) **Receives** the report.
- 2) **Adopts** the Terms of Reference.

*Moved: Gary Kircher
Seconded: Tim Cadogan
CARRIED*

4.2 Otago Lifelines Update

Mel Banks spoke to the report and took it as read. She added that the Lifelines Group TORs were currently under review. She also advised that the Priority Routes workshops were now being run in conjunction with AF8. It was proposed to have two workshops for Otago, hopefully in February next year.

Recommendation

That the Joint Committee:

- 1) **Receive and accept** this report.

*Moved: Gretchen Robertson
Seconded: Bryan Cadogan
CARRIED*

4.3 Community Resilience update

Paul Allen spoke to the report and advised he was happy for it to be taken as read. He noted the Otago Welfare Forum was coming up at the end of October. He also noted the community resilience matrix was being worked on, which would enable better recording of interactions with community response groups.

There was a question about response groups in each area and what oversight CDEM had to be able to check where those groups were at. Matt advised it was always challenging balancing council and the wants of the community, but it was at the discretion of the community.

Recommendation

That the Joint Committee:

- 1) **Receives** the report and notes the current state of Community Response networks.
- 2) **Notes** the update from the Welfare Coordination Group (minutes).

Moved: Bryan Cadogan

Seconded: Gretchen Robertson

CARRIED

4.4 Stakeholder Engagement Update

It was noted this was a general update and the report was for noting. Matt advised he was happy to take the report as read.

Recommendation

That the Joint Committee:

- 1) **Receives and notes** this report.

Moved: Bryan Cadogan

Seconded: Gary Kircher

CARRIED

4.5 Training and Capability update

John Mawhinney spoke to his report and noted that the staffing numbers were positive around the region. The draft training plan was under development and the strategy was now ready for signoff.

There was comment about Clutha being disproportionately in the orange, and John noted that they were starting to put in place the training programmes and focus on bringing those numbers up there.

Recommendation

That the Joint Committee:

- 1) **Receives** this report.
- 2) **Notes** the post exercise report.

Moved: Gretchen Robertson

Seconded: Gary Kircher

CARRIED

4.6 Community Resilience Strategy

Matt noted that this was a strategy they had been working on for some time now, and it would formalise their approach in the community space. There were four main objectives that the strategy was focusing on. They had looked to align this with legislation, and it had been widely circulated.

Recommendation

That the Joint Committee:

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

Moved: Gary Kircher

Seconded: Gretchen Robertson

CARRIED

4.7 Finance Update

Matt noted that there was an underspend. There had been no increase in the targeted rate so there had been lots of costs to absorb. They were in the black now but that was mostly due to carrying vacancies.

Recommendation

That the Joint Committee:

- 1) **Receives and notes** this report.

Moved: Gretchen Robertson

Seconded: Bryan Cadogan

CARRIED

4.8 Emergency Management Bill Submission

Matt spoke to the report and noted that they have done the first draft of the submission for the Bill, but certain aspects were in the air to some degree due to the upcoming election. Submissions were due to close on 3 November, which was out of cycle for the next Joint Committee meeting. The submission was here for the committee to review and then a session would be needed later for them all to support it. He noted he was happy for it to sit here tabled and for the committee to provide feedback in the coming weeks, and then post-election they could see where they head with it.

Recommendation

That the Joint Committee:

- 1) **Receives** this report.

Moved: Gretchen Robertson

Seconded: Tim Cadogan

CARRIED

5. CLOSURE

There was no further business and Gretchen Robertson closed the meeting with a karakia at 4.03pm.

4. Report Items

4.1 Managers Report

Prepared For: Otago CDEM Joint Committee

Activity: Group Manager Update

Author: Matt Alley

Date: 7th December 2023

Item 4.1.1 Staffing

At the time of writing this report one vacancy remains, to be filled.

Unfortunately, the candidate for the Coastal Team Leader role has withdrawn his candidacy.

This role is being advertised currently.

Item 4.1.2 Action Items

Source - Date	Action	Actioned By	Status
Joint Committee 08/06/2023	Produce and communicate a Public Information Management process that is agreed to by all CEG stakeholders	EMO	Completed
Joint Committee 08/06/2023	Complete a workshop with Joint Committee, inviting Iwi and Emergency Services to discuss aspects of declaration and confirm a process for multiple district – city declaration.	EMO	In progress – Planned for early 2024.
Joint Committee 08/06/2023	Complete and circulate and update Lifeline Utility Activation protocol	EMO	Completed
CEG 01/09/2023	CEG to support Mel Banks with prioritisation and expedition of lifelines project.	EMO	In progress

Item 4.1.3 Queenstown Weather Event – 23 September 2023

A 24 year-high rainfall event resulted in land instability, evacuations, and State of Emergency declared for Queenstown.

From Wednesday 20th September, the Emergency Management Otago team were monitoring the severe weather, including lake levels and rainfall and river flows. A D4H Channels were established across the region.

An Otago Gets Ready email was sent to 589 Wanaka and Upper Clutha residents regarding power outages and roading closures on Thursday.

That evening, Glenorchy Community Response Group stood up as the lagoon overtopped. They opened a Community Emergency Hub at the local school, and we sent an emergency text alert via Otago Gets Ready to the Glenorchy community. No evacuees turned up.

Late on Thursday night, 44 houses were evacuated from Reavers Lane due to flooding and debris flow.

An evacuation centre was set up at Queenstown Memorial Hall, and evacuees were met by QLDC and Emergency Management Otago staff. EOC Welfare Team met these evacuees and immediately started sourcing overnight accommodation for them in Queenstown.

While we thought the situation may be quieting down, Police advised of flooding and debris flow behind Queenstown Cemetery.

A team went up to investigate and found the debris flow ‘groaning’ and threatening to give way.

The decision to evacuate the nearby area in case the debris gave way was made.

Police and Fire and Emergency supported evacuations, which included a large backpacker’s hostel.

In total 136 people evacuated. The Welfare team supported 112 people.

Meanwhile, there was an increasing number of road closures, continuing heavy rainfall, debris across the roads, etc.

At 0633 on Friday 22 September Mayor Glyn Lewers declared a State of Emergency for Queenstown and an Emergency Mobile Alert was sent.

The Welfare team continued to support evacuated people and their immediate needs, including providing food and clothing for people who couldn’t get back into their house to access bank cards etc.

The Public Information Team managed multiple media queries and the mayor fronted national media interviews.

At daylight, Geotech reviews were undertaken for the slip areas, as well as mapping of debris flow and building integrity in affected areas. Drone footage was taken. Initial Rapid Building Assessments were done by the building team for the evacuated properties.

The Intelligence team continued to gain situational awareness, across the whole district. Cordon management was put in place and a major cleanup was underway in town.

Assessment of Queenstown Cemetery was undertaken. The EOC continued to communicate and work with tourism operators, local businesses, and media.

Otago CDEM Group Joint Committee

The CDEM Minister visited Queenstown on the 23rd and 24th for an event briefing, tour of the impacted areas and media stand up.

The state of emergency was terminated at 1500hrs in the 23/09/23.

At the time of writing this report we are in a second transition period of 28 days (starting from emergency termination).

Powers have been approved during this period to focus on.

- The need to mitigate, manage, monitor, and assess the safety on the Ben Lomond Reserve, adjoining reserves, public interface and leaseholder areas.

Quick Statistics:

- Otago Gets Ready email to 589 Wanaka and Upper Clutha residents regarding power outages and roading closures on Thursday.
- Otago Gets Ready alert sent to Glenorchy residents Thursday night advising to self-evacuate if unsafe.
- In town, 44 homes were evacuated from Reavers Lane area, most evacuees' foreign nationals.
- More evacuations took place following the Queenstown Cemetery slip, 136 people evacuated in total.
- People were supported with accommodation, and after 24 hours there were only 15 people with ongoing welfare needs.
- 24 dwellings required a Rapid Building Assessment, and initially resulted in 10 red, 2 orange and the rest white.
- The welfare team supported 112 people in total.

RECOMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

4.2 Readiness and Response Committee update

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Readiness and Response Committee Update

Author: Glenn Mitchell

Date: 7th December 2023

PURPOSE

This report is to inform JC of activity undertaken at the Readiness and Response Committee meeting 31 October 2023.

EXECUTIVE SUMMARY

The draft Emergency Management Otago Capability Strategy was presented to the committee for feedback and recommendation to Joint Committee for the adoption of the strategy. There was general agreement that the document was well presented, with clear objectives and pathway to achieve the objectives.

Other operational matters discussed include:

- The likely trigger levels emergency services will identify for escalation of incidents to Civil Defence Emergency Management. The consensus was this tends to happen organically, with good communication happening between Emergency Management Otago and the appropriate emergency service as a situation evolves.
- A presentation to the group on sectorisation – how we would break an area of operations into manageable sectors. Some work is being done in this space as part of the AF8 project. Initial scoping undertaken by Emergency Management Otago indicates the Stats New Zealand SA areas and mesh blocks are an appropriate, off the shelf, methodology – until a better solution is identified.
- In the August meeting it was decided the best mechanism for reports on local Emergency Services Coordinating Committee (ESCC) meetings was to have reports from Emergency Management Advisors on meeting updates. This meeting was the first time we received ESCC meeting reports.

A common thread was the implications of shortages in rural hospitals having an impact not only on the operational capability of these hospitals in an emergency, but also the additional work burden on ambulance resources throughout the region.

RECOMMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

BACKGROUND

The Otago CDEM Readiness and Response Committee is established to meet obligations under section 59 of the Civil Defence Emergency Management Act 2002 through addressing the operational, training, public information, resources, and communication requirements of the committee members, and promote effective readiness and response capability across the member organisations of the group.

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

- Emergency Management Otago
- Police
- FENZ
- St John
- Te Whatu Ora Southern
- New Zealand Defence Forces
- Mana Whenua

CONSIDERATIONS

Strategic Framework and Policy Considerations

The draft Capability Development Strategy if recommended that CEG approve the strategy will be the second strategy supporting Emergency Management Otago workplans.

Financial Considerations

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

Significance and Engagement

Engagement with members of the committee is active and ongoing.

Legislative and Risk Considerations

The Otago CDEM Group operate under the provisions of the CDEM Act 2002 and the Health and Safety at Work Act 2015 Act.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

Unconfirmed minutes for meeting held 31 October 2023.

Emergency Management Otago Readiness and Response Group Meeting

Date: Tuesday, 31 October 2023

Time: 1:00 – 3:00pm

Location: Otago CDEM office, Annex building, 70 Stafford Street / MS Teams

Attendees

Glenn Mitchell (Chair)	Emergency Management Otago Team Leader Group Office
Andrew Cunningham	Te Whatu Ora Health New Zealand
Doug Third	Hato Hone St John
James Knapp	Fire & Emergency New Zealand
Laurence Voight	Fire & Emergency New Zealand
Jared Kirk	New Zealand Police
Ewen Graham	Emergency Management Otago (Waitaki)
Taylor Hendl	Emergency Management Otago (Dunedin)
Jason Michie	Emergency Management Otago (Clutha)
Erica Andrews	Emergency Management Otago Stakeholder Engagement Advisor
Andy MacKenzie Everitt	Emergency Management Otago Projects & Planning Advisor
John Mawhinney	Emergency Management Otago Readiness & Response Advisor

Apologies

Mahanaga Baker	NZDF
Derek Shaw	Emergency Management Otago (Central Otago)

Minutes

1. Welcome

Glenn Mitchell opened the meeting and introductions were made.

2. Confirmation of previous minutes and Agenda

- The minutes from the previous meeting were confirmed.
- Matters arising – Action Points
 - Access to FENZ online status board – Laurence to follow up on this.
 - Multi-agency plans list – discussed in agenda item 6.

3. Emergency Management Otago Report

Glenn outlined some of the key activities undertaken by Emergency Management Otago in the last three months.

- Work continues on an operational GIS tool. GIS analysts attended a forum in Wellington last month bring back ideas that could be incorporated.
- The Community Resilience Strategy has been approved by Coordinating Executive Group and Joint Committee. Work is being done to develop a central repository of resources to operationalise this strategy. <https://www.otagocdem.govt.nz/media/1626/emergency-management-otago-community-resilience-strategy.pdf>

- MBIE data on fuel stations yet to be compiled as they are waiting to hear from several companies.
- Last of the OAR FM broadcasts planned for next month – focussing on holiday preparedness (James Knapp) <https://oar.org.nz/resilient-otago/>
- Initial planning is underway for the national exercise Rū Whenua, based on a major Alpine Fault earthquake. This is a national, multi-agency exercise, with activity down to limited Emergency Coordination Centre activity interacting with the National Crisis Management Centre. <https://www.civildefence.govt.nz/cdem-sector/exercises/ru-whenua/>
- The exercise is run over three days, each with a different focus:
 - 12 June 2024 Phase 1 – initial impact
 - 26 June 2024 Phase 2 – sustained response
 - 10 July 2024 Phase 3 – transition to recovery

4. **Emergency Management Otago Capability Development Strategy**

The draft strategy was circulated to the committee for review and recommendation. John Mawhinney provided an overview of the intent of the strategy.

The strategy looks to identify training pathways across three tiers – community volunteers, coordination centre staff and Emergency Management professional staff.

There was general agreement that the document was well presented, with clear objectives and pathway to achieve the objectives.

Andrew mentioned a brief training module is available for Emergency Management Advisors on the health system and how it works.

It was moved that “That the committee endorse the proposed Capability Development Strategy for Emergency Management Otago, for approval by the Coordinating Executive Group.”

Moved Doug Third/ Seconded Laurence Voight

5. **Sectorisation (Emergency Management Otago Project)**

Andy Mackenzie Everitt presented to the group our sectorisation plan for utilising in deploying field teams in a manageable workspace. Our current planning is utilising Statistics New Zealand Statistical Areas and Mesh blocks.

<https://statsnz.maps.arcgis.com/apps/webappviewer/index.html?id=6f49867abe464f86ac7526552fe19787>

There is a project within the AF8 programme looking at sectorisation however there is unlikely to be much progress without further funding. This solution using Stats New Zealand areas is seen as a working solution at least in Otago for the time being.

There was discussion around how this would be operationalised. If internet access is possible then teams being tasked in the field could access the online maps and be briefed ahead of time.

Offline copies of the data can be used for briefing in the coordination centres. James Knapp confirmed FENZ have these datasets in their GIS system.

6. **Multi agency plans**

The only current Emergency Management Otago multi-agency plan is the Coastal Tsunami Plan 2022. <https://www.otagocdem.govt.nz/media/1586/group-coastal-tsunami-plan-2022.pdf>

Police have a cruise ship plan which is due for review.

The Wenita Fire Plan has been circulated amongst emergency services.

Queenstown Red Zone plan

Airport plans

Hospital mass casualty plan will be exercised on 14 Nov and likely to be signed off early next year.

Andy Mackenzie Everitt presented to the group work underway on the Emergency Management Otago Catastrophic Event Plan, based on an Alpine Fault scenario. The intent is to have a draft plan ready for evaluating ahead of Exercise Rū Whenua 2024.

A planning meeting (multi-agency) is proposed for 21 November.

7. Updates from local ESCC meetings

Waitaki

- Ewen Graham advised that the pressure on staffing in the Health Sector was raised at the ESCC meeting held on 27th July. The Oamaru Hospital is struggling to maintain adequate doctor & nurse staffing levels, to the extent that on a few occasions now the ED has had to close. The flow on affect is significant as ambulance then must transport patients to either Timaru or Dunedin, leaving the area without cover for several hours.
- If an adverse event occurred simultaneously, Oamaru hospital would struggle to deal with emergency response or increased hospital admissions.

Next meeting due 30 November.

Dunedin City

- Previous meeting held 11 October.
- Planning is underway should there be displaced cruise ship passengers. Port Otago is working with i-Site for accommodation planning.
- Waka Kotahi have provided details on Variable Messaging Sign (VMS) boards across Otago.
- University of Otago is drafting a new Emergency Management plan.

Next meeting 7 February 2024

Clutha

- Limited ambulance resources an issue as per Waitaki. Several medical staff live in Dunedin which can impact on staff availability.
- Brendon Smith has stood down as the Clutha ESCC committee chair, with Stu Holgate taking on the role.
- There was discussion in this meeting around the higher level of serious criminals at OCF creating additional workload for Police and Ambulance.

Next meeting date 1 November

Central Otago / Queenstown Lakes (COLES)

- Derek Shaw advised prior to the meeting the last COLES meeting that took place was in Jan/Feb of this year.
- The one that was scheduled for September was cancelled due to being two days after the declaration in Queenstown.

Next meeting yet to be scheduled.

8. Thresholds for incident escalation

Discussion was held around what triggers a business-as-usual emergency services response to one that requires Emergency Management assistance, or a more active coordination.

FENZ	Significant numbers of people are being evacuated Facilitating managed access into a controlled area.
Ambulance	Disruptions to transport routes.
Police	Mass displacement of people
Health	Hospitals become overwhelmed and need additional resources / coordination.

Laurence commented the need for additional support seems to be happening more often and that preplanning efforts are being prioritised.

9. Member organisations updates

St John

- Difficult time for Christchurch staff involved in the mosque shooting inquiry.
- Tactical Commanders course being run for all managers 13-14 Feb Otago /Southland session.
- Queenstown receive their MIST truck this week (designed for 50 patients).



Te Whatu Ora | Health New Zealand

- Hosting age care / emergency services workshops to promote local connections.
- Mass casualty plans aimed for 1st quarter next year release.
- Coordinated Incident Management System training in Clutha / Dunstan in November
- Working with Health / QLDC for catastrophic event planning

- National Health Emergency Management structure being published on 2 November
- Updated single point of contact details provided – 03 474 0999 ask for “on-call emergency manager”.

NZDF

- No updates

New Zealand Police

- Ongoing training, including Te Anau SAREx in November.
- Workshops held for leadership teams on command and control underway.
- Getting better at setting up IMTs in major incidents.
- Tactical response model implemented in the city – some challenges in rural areas to double-team on calls.
- Summer holiday events planning underway with significant increase in workload for Police.

FENZ

- Planning for upcoming wildfire season
- Staff being deployed to Queensland for current wildfire.
- Operational review of recent major structure fire in Dunedin
- Station emergency plans updates ongoing, aiming on any brigade being on their own for first 72 hours.
- James commented that the Mount Iron group were only interested in planning for fire, working directly with FENZ.
- Waitati wildfire group – looking to purchase radios for intra-group communications.
- Naseby community meeting request to FENZ (via local brigade)
- FENZ approach to recovery defined – return to operational readiness and immediate relief for people impacts by fire / another emergency.

Mana Whenua

- No updates

10. **General Business**

No general business

The meeting concluded at 2:50 pm.

Proposed 2024 meeting dates:

- Tuesday 13 February
- Wed 17 April
- Tuesday 16 July
- Thursday 17 October

4.3 Otago Lifelines Update

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Lifelines update

Author: Mel Banks

Date: 7th December 2023

PURPOSE_

The final report is to inform JC of activity undertaken at the Otago Lifeline Utilities Group meeting 1 November 2023.

EXECUTIVE SUMMARY

The Otago LUC (Lifeline Utility Coordinator) Activation Protocol was reviewed and updated in August 2023; this was discussed at the Otago Lifeline Utilities Group meeting.

Engagement with Toa Consulting for the review and updating of the Otago Lifelines Program 2018 (Vulnerability Assessment) commenced in early October, Toa is to provide Emergency Management Otago with a proposal for scope of work, timeframe of deliverables and cost. This piece of work would also include the review and updating of the Otago CDEM Group Plan. Execution of this work with Toa Consulting is pending LTP Budget approval.

Initial scoping of work for the Otago Alternative Communications plan. First internal workshop was held with EMO Group members on 7th November 2023 where Primary, Alternative, Contingency, Emergency (PACE) plans were drafted.

Review will be undertaken of the Otago Lifelines Geographic Information System (GIS) viewer in preparation of the Alpine Fault magnitude 8 (AF8) Priority Routes and Critical Infrastructure Sites project.

Feedback from the National Lifelines Forum held at Te Papa, Wellington on 26-27 October 2023 was provided at the meeting. There were over 40 speakers at the forum with around 330 attendees from across New Zealand.

RECOMMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

BACKGROUND

The Otago lifelines program exists and is owned by the members of the Otago Lifeline Group, in alignment with sections 59 and 60 of the Civil Defence Emergency Management Act 2002. The group 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.

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

- Emergency Management Otago
- Regional and District Councils
- Electricity
- Telecommunications
- 3 Waters
- Transport
- Roothing
- NEMA

CONSIDERATIONS

Strategic Framework and Policy Considerations

The Otago Lifelines Group is in alignment with the Otago Group Plan.

Financial Considerations

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

Significance and Engagement

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

Legislative and Risk Considerations

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

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

N/A

Otago Lifelines Group Meeting

DATE & LOCATION:

1 Nov 2023, via Teams

MEETING TIME:

10:30am-12noon

Attendees		
Glyn Lewers (Mayor QLDC, Chair)	Mark Renalson (WDC)	Louis Perenara (Chorus)
Mel Banks (Otago CDEM)	Andy M-E (Otago CDEM)	Ewen Graham (Otago CDEM)
Taylor Hendl (Otago CDEM)	Paul Lloyd (Meridian Energy)	Jacqui Lambeth Otago CDEM)
Todd Trotman (Network Waitaki)	Andrew Welsh (ORC)	Matt Settle (Aurora)
John Mawhinney (Otago CDEM)	Peter Standring (Waka Kotahi)	Juliet Breen (QT Airport)
Vanessa Naidoo (DCC)	Jessica Cotton (Aurora)	Jason Michie (Otago CDEM)
Nicole Felts (Waka Kotahi)	Erica Andrews (Otago CDEM)	Ross Buchan (Port Otago)
Daniel Dodd (QT Airport)	Richard McKey (Contact Energy)	Glenn Hutton (Unifone)
Lisa Roberts (NZ L/L)	Rob Whaley (Chorus)	Derek Shaw (Otago CDEM)
Cynthia Wilson (DCC)	Suzanne Arthur (DCC)	Craig Gibson (Otago CDEM)

Apologies		
Glenn Mitchell (Otago CDEM)	Jean-Luc Payan (ORC)	Ajay Makhija (NEMA)
Bill Nicoll (QLDC)	Mark Gordon (IAMC)	Darren Brown (Transpower)
John Coutts (DCC)	Craig Sinclair (CD Southland)	Doug Tamatea (KiwiRail)
Louisa Prattley (NEMA)	Islay Laird (NEMA)	Malcom Johnstone (NEMA)
Michael Tannock (Waka Kotahi)	Arnold Storm (KiwiRail)	Shane Watson (Network Waitaki)

Minutes (Unconfirmed)

Welcome:

- Glyn Lewers Mayor QLDC and Chairperson welcomed everyone to the meeting.

Apologies:

- Apologies were received and noted.

Minutes:

- Minutes and actions were read from the previous meeting dated 21 July.

Outstanding actions:

- ToR of reference review delayed due to time commitments.
- BAU and Emergency contact list still being compiled.

Minutes confirmed by Glyn Lewers and second by Mel Banks

Discussion topics:

- Mel Banks presented “LUC activation Protocols and what does that mean for Utilities”. Matt Settle (Aurora) asked for clarification on what is the “Disaster Resilience Summary” Lisa Roberts stated that this was included in the original LUC Activation Protocols template and

would check with NEMA if it is still relevant or does this need to be removed from the LUC activation Protocols template.

- The Otago Vulnerability Assessment 3rd edition will commence 2024. Emergency Management Otago have engaged with Toa consulting for this piece of work. Toa will provide EM Otago with a proposal with scope of work, timeframes, and cost. This has been included in the Otago Regional Council LTP proposal yet to be approved. Lisa Roberts mentioned that the NEMA Resilience Fund is another option for funding.
- The Otago CATPLAN development is underway, captured within this will be an Alternative Communication Plan. An initial internal scoping meeting to be held in November. Matt Settle (Aurora) asked if utilities will be included in the planning and what the time frame might be (Jan-May 2024). Andy MacKenzie-Everett and Mel Banks confirmed that Utilities will be included.
- Mel Banks presented an overview of the National LUC Forum and National Lifeline Utilities held in Wellington 25-27 October, providing key points from each presentation. Approximately 40 speakers and 330+ attended the forum.

Action: Mel Banks / Lisa Roberts to check with Ajay if the “Disaster Resilience Summary” should remain in the LUC Activation Protocol template

Otago Lifeline Members updates:

Aurora Energy - Matt Settle and Jessica Cotton

- A new outage website went live 26th September provide near real-time outage data feed
- The Aurora Energy network performed well during the September wind/flood event where it experienced 2 days of sustained high winds and rainfall. 150 fault related interruptions were experienced over the network.
- Aurora has undertaken a self-assessment using the EEA’s Resilience Management Maturity Assess Tool (RMMAT). Aurora have prioritized actions to lift their maturity and performance in a range of areas that touch upon their contingency planning, response systems & processes and business continuity management.
- Aurora Energy is considering what learnings and improvement actions the business can take from the Energia Ltd review of TC Gabrielle.
- Aurora Energy are working on a Community Hubs Initiative to identify suitable community venues across their network and can be used as community support bases if a significant number of customers are without power for prolonged periods of time. Engagement with the district councils have so far been positive.

Action: Erica Andrews (EMO) will follow up with Aurora and their Community Hubs Initiative

Network Waitaki – Tod Trotman

- Network Waitaki are partway through a resilience audit using the Electricity Engineers Association RMMAT process. This will lead to a workplan for closing any gaps.
- Completing a GIS based vulnerability/risk assessment process with hazard information from various sources.
- Working with NIWA to look at a forecasting tool that can feed into the vulnerability map.

Otago CDEM Group Joint Committee

- Undertaking a major communications update – resilience is a key driver here.
- Planning final seismic strengthening work on our substations – 1 left to do. A combination of rebuild and new build will give us a very resilient head office within the next couple of years.

Waitaki District Council: Mark Renalson

- The Waitaki District Council we have been creating the GIS map layers for critical lifeline structures which belong to Water services and Network Waitaki, this is following on from the workshop Emergency Management Otago held a few months back.

Waka Kotahi: Nicole Felts and Peter Standing

- [Confirmed resilience projects](#) for 23/24, a number of these are in Otago
- SH8 Black Jacks culvert is now [completed](#), so all three resilience culverts in Roxburgh are complete
- Nevis and Bungy rock scaling happening soon
- SH88 cruise ship incident plan
- Seismic assessment map of structures and priorities of seismic strengthening

NEMA: Louisa Prattley

- A reminder that submissions for the Emergency Management Bill close this Friday (3rd November).
- The updated 2023 [National Vulnerability Assessment](#) was recently released.
- The review of Schedule 1 is currently underway to identify critical infrastructure sectors.

Emergency Management Otago: Mel Banks

- Otago CATPLAN which will include Alternative Communication Plan
- AF8 Priority Routes planning
- QLDC Alpine Fault Plan
- Otago Vulnerability Assessment Plan
- Generator Management Plan
- Review the Otago/Southland Fuel plan

MEETING CLOSED:

11:41am 1st November 2023

Next meeting to be confirmed

4.4 Community Resilience Update

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Community Resilience update

Author: Paul Allen

Date: 7th December 2023

PURPOSE

To update JC on the current state of Community Resilience activity

EXECUTIVE SUMMARY

The Otago Community Resilience Strategy forms the foundation of our approach in this area, with the following strategic objectives relevant to this activity:

Create awareness.

Awareness activity will seek to improve people's understanding of the local hazards and how to prepare for an emergency. This includes making information more accessible and building a collective understanding of risks, the hazards and disruptions communities face, and the collective exposure of people, animals, property, and assets, and vulnerabilities.

Increase connectedness.

Emergency Management Otago will support activities that create and strengthen relationships across diverse communities. Organisations such as Red Cross, Community Boards, and public safety organisations play a crucial role in coordinating resources and providing immediate response during emergencies. Informal community networks, such as Neighbourhood associations, faith-based organisations, and volunteer groups often have deep local knowledge and can provide valuable support in emergency situations.

Build capability.

Capability building is the process of developing and strengthening knowledge and skills that aid in the preparation for, response to and recovery from an emergency event. Emergency Management Otago will provide opportunities and tools that improve communities' ability to anticipate risk, limit impact, and bounce back rapidly after an emergency event.

Enable and empower.

In partnership with local councils, we will enable and empower communities by the creation, dissemination, and evaluation of emergency plans.

Managing Risk:

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

RECOMMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

BACKGROUND

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

This engagement occurs within formalised structures such as elected officials, religious organisations, and formal volunteer networks. Informal structures, community groups and individuals, and professional stakeholders.

DISCUSSION

Community Response Groups

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

There are three stages for the development of Community Response Groups.

- **Forming**
 - Scoping and Initial Engagement
 - Vulnerability/Hazard Assessment
- **Training**
 - Group Formed
 - Resilience Guide Completed
 - Response Plan Created
- **Operational**
 - Exercise Completed on hazard posing largest risk to the community.
 - Fully operational

The chart below now reflects the number, size and stage of Community Response Groups in each Territorial Authority as of 16 October. It is worthwhile noting that although some groups, are only part way through the Forming/Training/Operational pathway, they have been activated in exercises and events in the past.

Notable activity

2 July: Waitati Community self-activated to take care of about 50 motorists trapped by snow on the Northern Motorway.

20 September: QLDC – Weather Event and Slips in Queenstown – Declaration – Evacuations
QLDC EOC activated due to slips in Queenstown with about 120 people evacuated from affected area. The welfare response was managed well by the Queenstown EOC team.

Otago Neighbourhood Support (ONS) has closed its Dunedin operation and the Trust board has transferred to Waitaki where new board members have been appointed. ONS has operated in Dunedin for 23 years. Neighbourhood Support in Waitaki is operating well and is growing.

There have been several meetings with Community Response Groups and communities including Pacifica communities in Oamaru, recruitment events for CRG in Arthurs Point and discussions with various communities regarding establishing a Community Response Group in their area.

Terms of Reference Review

The Otago Welfare Coordination Group Terms of Reference is in the process of being updated to better reflect the purpose and function of the Otago WCG.

The Otago Rural Advisory Group will be reviewed in line with this next.

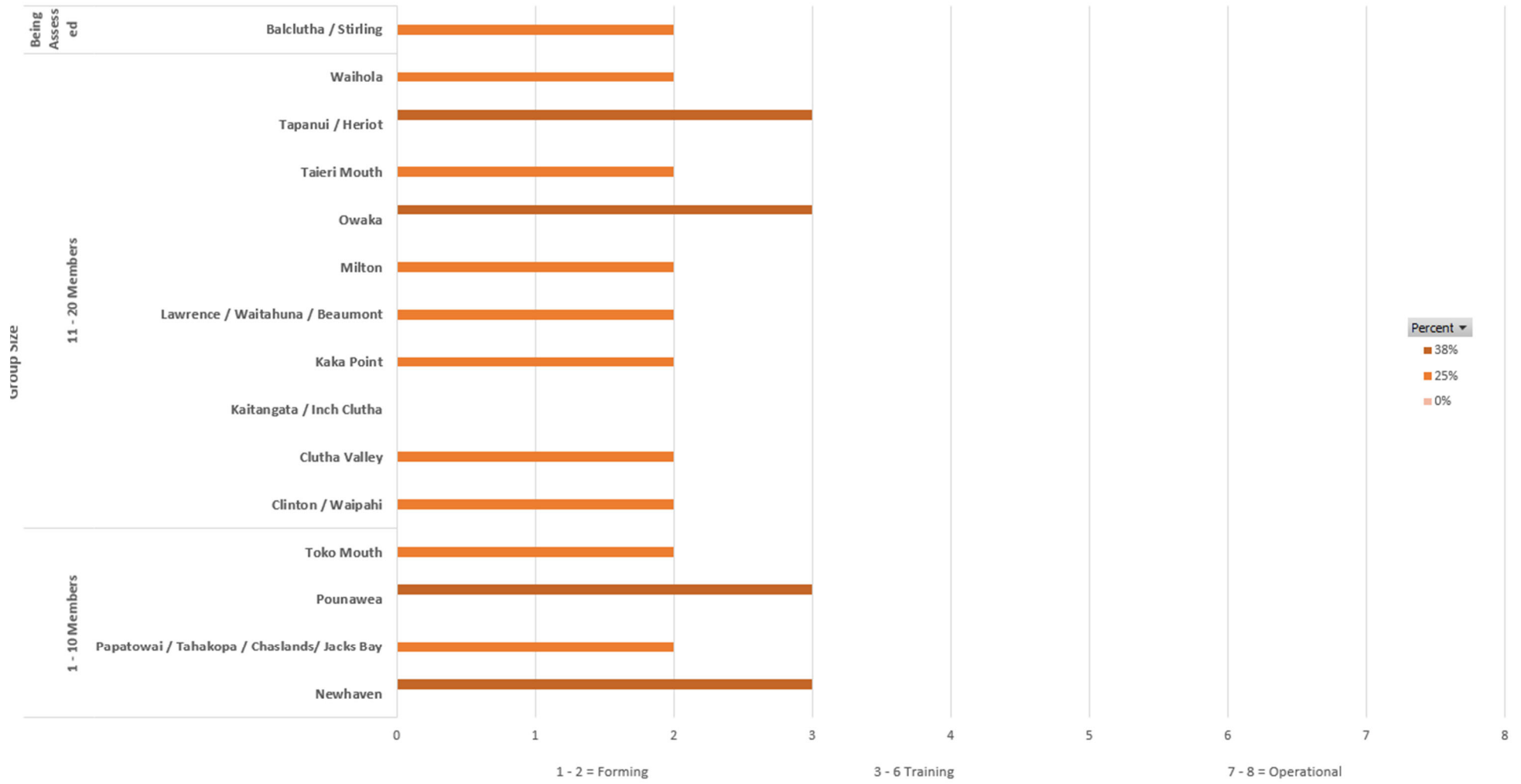
Otago Welfare Forum

The Otago Welfare Forum was held on 26 October. (Agenda in attachments)

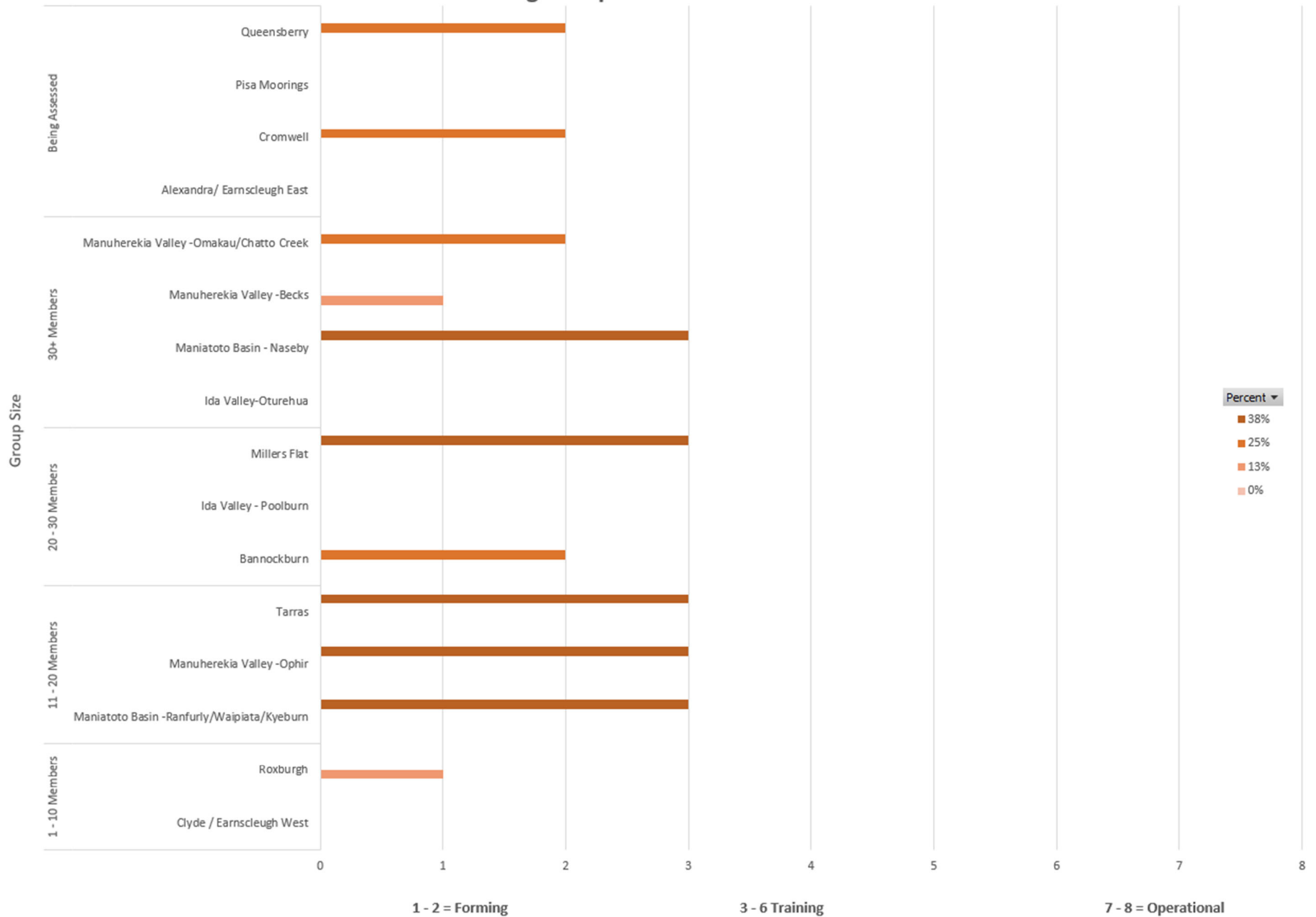
The Forum included presentations from Dallas Haynes, the Welfare Manager, in the response to Cyclone Gabrielle in Tairāwhiti/Gisborne, and Millie Lambess the Community Coordinator/Welfare Manager for the Wellington City Council regarding Loafers Lodge Fire in Wellington.

Approximately 47 people attended representing about 30 organisations.

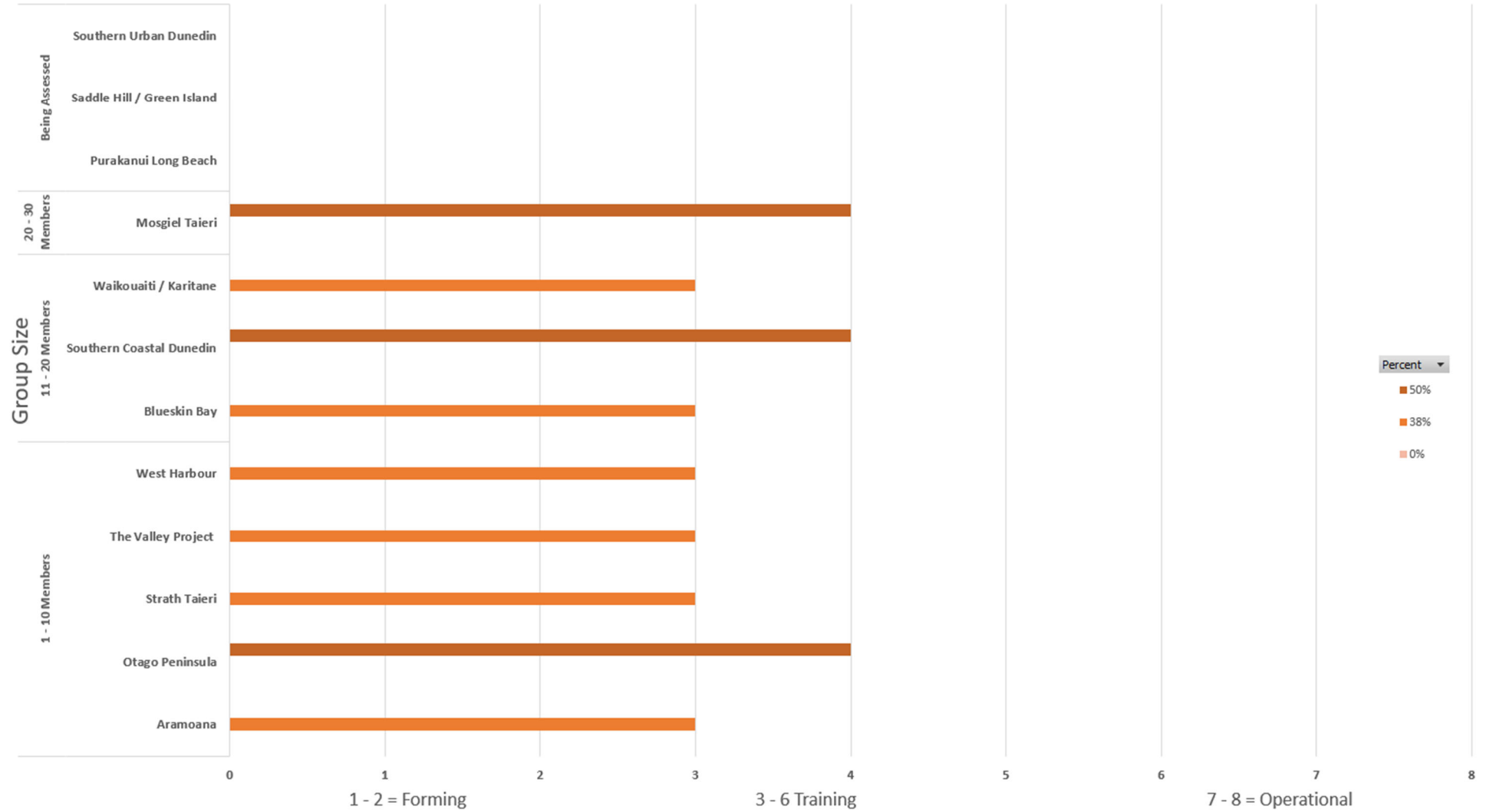
Percentage of operational readiness - CDC



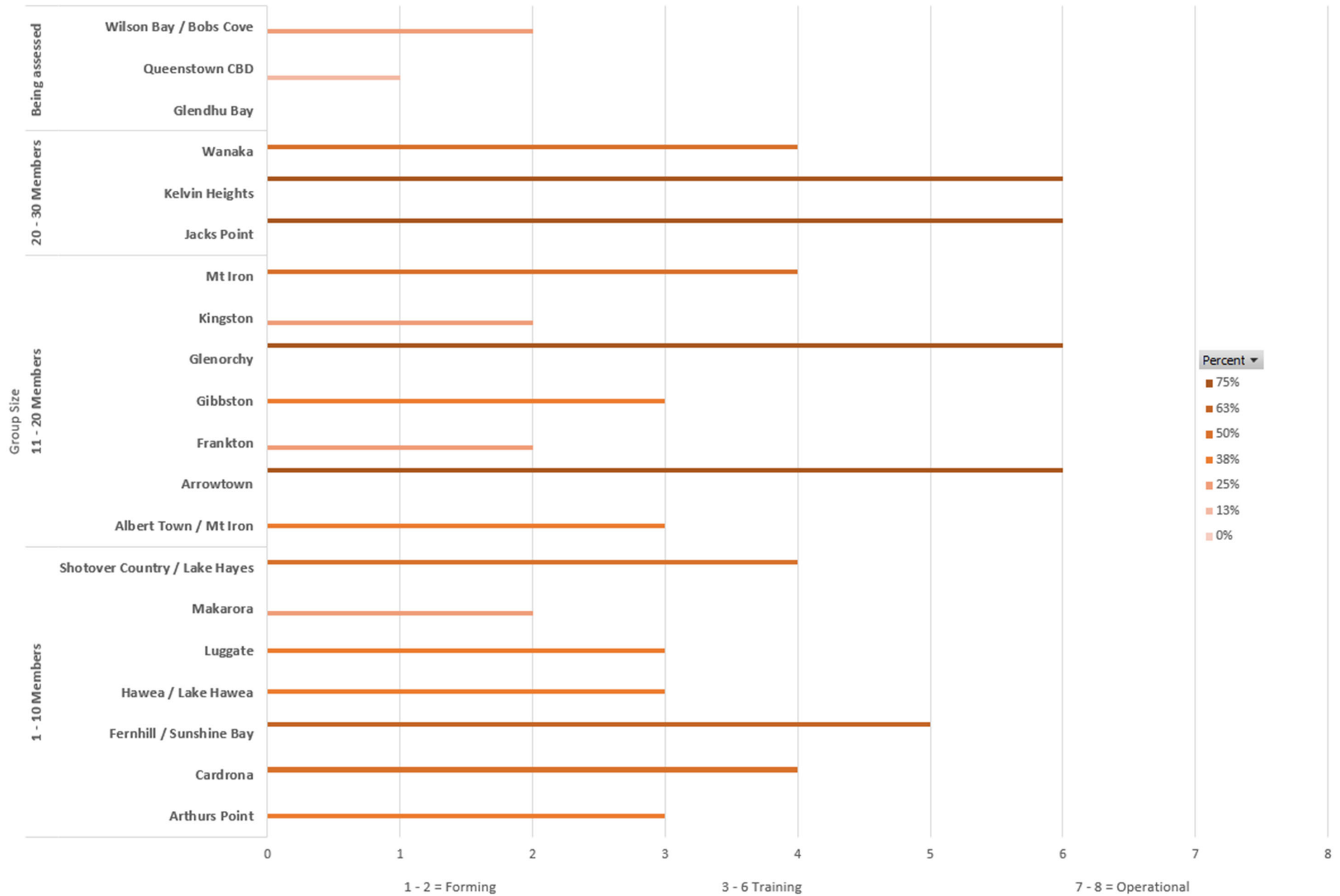
Percentage of operational readiness - CODC



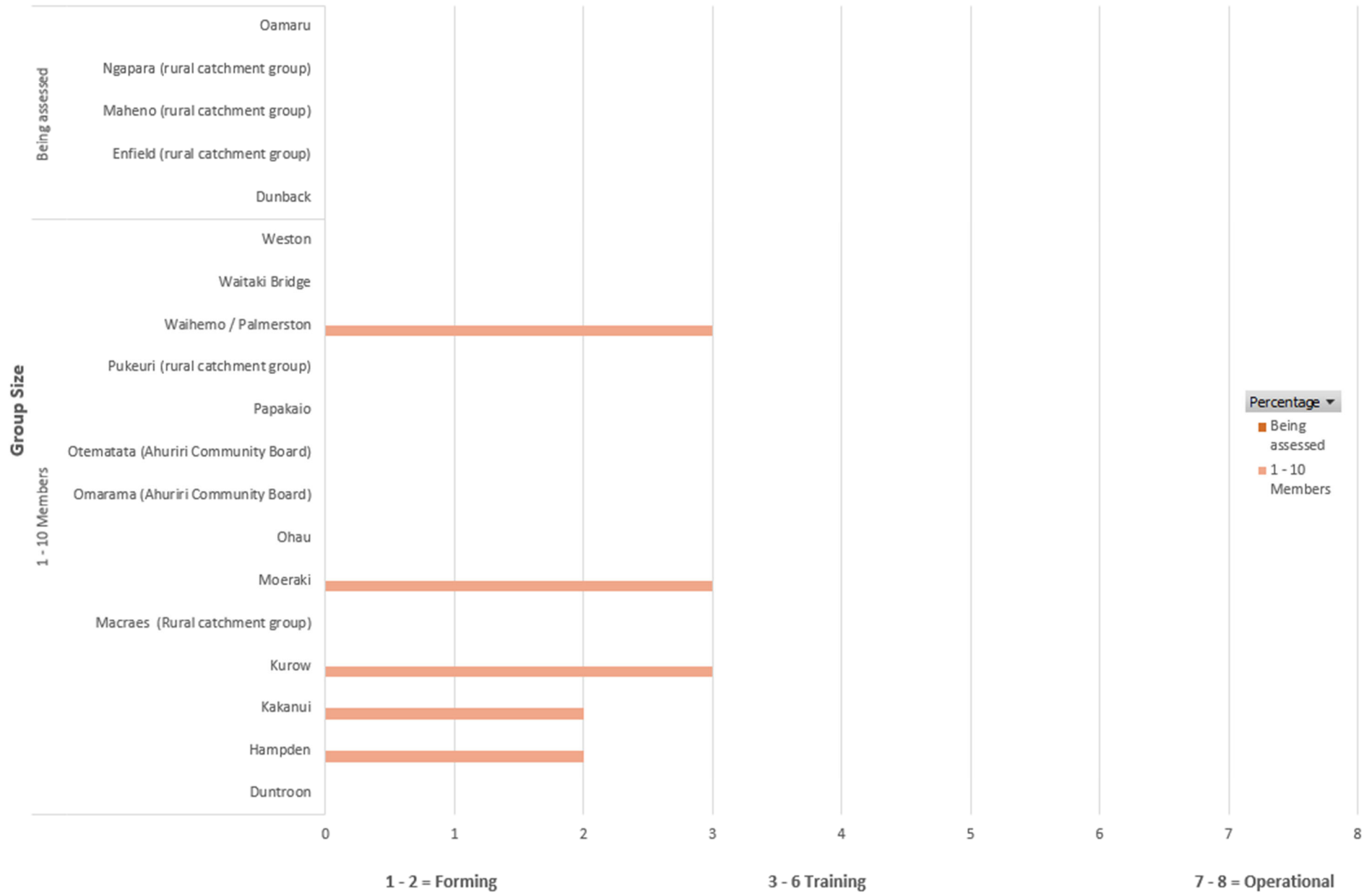
Percentage of operational readiness - DCC



Percentage of operational readiness - QLDC



Percentage of operational readiness - WDC



Otago Welfare Coordination Group

Terms of Reference

Purpose

The Otago Welfare Coordination Group (WCG) coordinates and supports the delivery of welfare services by local authorities and agencies prior to, and during, an emergency. The mandate for an establishment of a WCG is set out in the National CDEM Plan 2015 (section 65).

Reporting

The Otago Welfare Coordination Group (WCG) reports to the Otago CDEM Co-ordinating Executive Group (CEG) with activity reported quarterly.

Meetings

The Otago Welfare Coordination Group will meet quarterly in February, May, August, and November. During an emergency the WCG may meet as often as required, according to the scale, scope, and consequences of the emergency.

Membership

The Otago Welfare Coordination Group will comprise the following membership:

- Emergency Management Otago Group Welfare Manager (Chair)
- The Welfare Manager from each of Otago's Territorial Authority Emergency Operations Centres

And

- Core membership of the WCG includes representatives from:
 - Te Rūnanga o Moeraki
 - Kāti Huirapa Rūnaka ki Puketeraki
 - Te Rūnanga o Ōtākou
 - The Rūnanga o Ngāi Tahu
 - Ministry of Social Development
 - Ministry for Primary Industries
 - Oranga Tamariki
 - NZ Police
 - Te Whatu Ora Southern
 - Ministry of Business, Innovation & Employment

- The quorum of the committee is five.

The Otago Welfare Coordination Group may establish subcommittees and/or co-opt members with specific skills as required. Wider membership can include agencies in the support of the seven welfare services sub-clusters. (Inquiry, Children and Young People, Psychosocial, Household Goods and Services, Finance, Shelter and accommodation, and Animal Welfare.)

The Rural Advisory Group (RAG) is a formal subcommittee of the Otago WCG that provides support and advice for matters that effect the rural sector both in business as usual and in an emergency.

Key Responsibilities

- Anticipate and identify any needs or issues in welfare service delivery at the regional level.
- Plan for the coordination of any regional welfare resources into affected areas.

- Establish and maintain effective and resilient inter-agency communications systems and protocols.
- Facilitate the bi-directional information sharing between Otago WCG and the Otago CDEM CEG.
- Be consulted on and provide feedback on draft policy and strategies for Emergency Management Otago.
- Contribute to development and review of the CDEM Group Welfare plan.
- Championing the use of operational tools to develop a common operating picture and shared situational awareness.
- Identify training needs and contribute to a professional development strategy and training programme of benefit to all members.
- Contribute to the development of an exercise programme which ensures the regular involvement of CDEM Group Members and partner agencies.

Terms of Reference: biennial review to ensure currency.

Appendix 1

Welfare Sub Clusters

Welfare Subclusters	Lead Agency	Support Agencies
<p>Inquiry.</p> <p>Inquiry involves identifying people who have been affected by an emergency and assisting family, whānau, and significant others to make contact.</p>	NZ Police	NZ Red Cross, Hato Hone St John, CDEM, Te Whatu Ora, Ministry of Education, Ministry of Foreign Affairs and Trade,
<p>Care and protection services for children and young people.</p> <p>Care and protection services for children and young people deliver and coordinate statutory care and protection to children and young people who have been identified as being unaccompanied/separated from their parents, legal guardians, or usual caregivers during an emergency.</p>	Oranga Tamariki	NZ Red Cross, Ministry of Education, Te Puni Kōkiri, NZ Police
<p>Psychosocial support.</p> <p>Psychosocial support following an emergency involves focusing on the psychological and social interventions that will support community recovery.</p> <p>Psychosocial support during an emergency and throughout the recovery period (irrespective of the duration) is about easing the physical, psychological, and social difficulties for individuals, families/whānau, and communities, as well as enhancing wellbeing.</p>	Te Whatu Ora	NZ Red Cross, Salvation Army, Iwi, Rural Support Trust/MPI, Victim Support, Samaritans, Community and faith-based organisations, Ministry of Education, MSD.

<p>Household goods and services.</p> <p>Basic household goods and services are provided to people who have been displaced or who are sheltering in their usual place of residence as a result of an emergency. These services include food, water, clothing, bedding, and other items or services necessary for warmth, cleaning, preparing food, or general health and hygiene.</p>	CDEM	NZ Red Cross, Salvation Army, Local Authorities, NGOs/Foodbanks, Supermarkets/Suppliers, Community Groups, Iwi, Te Whatu Ora
<p>Financial assistance.</p> <p>The Ministry of Social Development (MSD) coordinates the provision of information about, and access to, the range of financial assistance available to people affected by an emergency.</p>	MSD	Toka Tū Ake EQC, Red Cross, Salvation Army, Local Authorities, Insurance Council NZ, Inland Revenue, MPI, Community Organisations
<p>Shelter and accommodation</p> <p>The provision of shelter and accommodation is for people who must leave their homes because of an emergency (displaced people). Sheltering in place (remaining in usual place of residence or home), when possible and safe to do so, is best practice, and the preferred option when providing this welfare service.</p>	MBIE & CDEM	
<p>Animal welfare.</p> <p>The role of the animal welfare sub-cluster is to help provide for the needs of animals when their owners (or persons in charge) are not able to do so themselves, because of the consequences of the emergency. The animal welfare sub-function includes the provision of animal rescue, animal shelter, food, water, husbandry, and veterinary care and other essentials for all animals.</p>	MPI	SPCA, NZ Veterinary Association, Federated Farmers, Local Authorities, HUHA (Helping You Help Animals), Animal Evac NZ

Appendix 2

Glossary

4Rs	Reduction, readiness, response, and recovery (see individual entries).
Agencies	Government agencies (including public service departments, non-public service departments, Crown entities, and Offices of Parliament), non-governmental organisations, local government bodies, emergency services, and lifeline utilities.
CDEM Group Plan	Each CDEM Group is required under the <i>CDEM Act 2002</i> to have a CDEM Group Plan, which is regularly reviewed. The CDEM Group Plan sets the strategic direction for the CDEM Group. It describes and prioritises the hazards and risks particular to the CDEM Group’s area and provides objectives and a framework for activities across the 4Rs.
Coordinated Incident Management System (CIMS)	The primary reference for incident management in New Zealand. The purpose of CIMS is to achieve effective coordinated incident management across responding agencies for all emergencies regardless of hazard, size and complexity.
Controller	The person in charge of an emergency, or an aspect of it. The level of their control is given by the name – National Controller (usually based at the NCMC), Group Controller (usually based at an ECC), and Local Controller (usually based at an EOC).
Emergency Management Office (EMO)	The office(s) where CDEM functions are carried out at a local level before an emergency occurs.
Emergency Services	Include the New Zealand Police, the New Zealand Fire Service, the National Rural Fire Authority, the rural fire authorities and health and disability services. Emergency services have duties under section 63 of the <i>CDEM Act 2002</i> .
Fast Moving Consumer Goods (FMCG)	Formerly referred to as the grocery sector; incorporates a diverse range of food producers, processors, manufacturers and retailers.
Group Emergency Management Office (GEMO)	The regional office where CDEM functions are carried out on behalf of the CDEM Group before an emergency occurs.
Guide To the National CDEM Plan 2015	Explains the <i>National CDEM Plan 2015</i> in detail, including the roles and responsibilities of all agencies involved in reducing risks from hazards, and preparing for, responding to, and recovering from emergencies.
Hazard	Something that may cause an emergency or contribute substantially to the cause of an emergency.
Lead Agency	The agency that manages the response to or recovery from a particular emergency. Some agencies are required by law to lead particular types of emergencies; other types of emergencies will have the lead agency determined by expertise.
Local Authority	A territorial authority, regional council, or unitary authority.
National Emergency Management Agency (NEMA)	The central government agency responsible for providing leadership, strategic guidance, national coordination, and the facilitation and promotion of various key activities across the 4Rs. It is the lead agency at a national level responsible for coordinating the management of the emergencies listed in Appendix 1 of the <i>National CDEM Plan 2015</i> .
National CDEM	Describes the intentions of the Crown regarding CDEM provisions. It outlines the

Strategy	vision, values, principles, and goals for CDEM, and is reviewed every ten years.
National Welfare Coordination Group (NWCG)	Provides strategic oversight for the planning and development of integrated welfare services. The NWCG provides coordination at the national level, and support to CDEM Groups at the regional level. Membership comprises the agencies responsible for each of the welfare services sub-functions, as listed in the <i>National CDEM Plan 2015</i> .
Primary Health Organisations	Primary health organisations are groupings of primary health care providers. These are local structures through which DHBs implement the Primary Health Care Strategy.
Public Health Units	Public Health Units (PHUs) provide health services to populations rather than individuals. There are 12 PHUs providing environmental health, communicable disease control, and health promotion programmes. PHUs are led by a manager and staffed by medical officers of health, public health nurses, communicable disease nurses, health protection officers, health promoters, and others.
Readiness	Involves developing operational systems and capabilities before an emergency happens, including making arrangements with emergency services, lifeline utilities, and other agencies, and developing self-help and response programmes for the general public.
Recovery	Involves the coordinated efforts and processes used to bring about the short-, medium-, and long-term holistic regeneration and enhancement of a community after an emergency.
Reduction	Involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level. In the welfare context, reduction involves activities that contribute to reduced individual and community vulnerability to the consequences of hazards, and subsequently, reduced consequences and loss in communities.
Regional Council	A region-based council, primarily responsible for natural resource management, including in the coastal marine area. It regulates land use for specific purposes (for example, soil conservation, water quality, and the management of natural hazards). It also regulates for and undertakes pest control and harbour navigation and safety and provides (in some cases) public transport services.
Response	Involves actions taken immediately before, during, or directly after an emergency to save lives and property and to help communities begin to recover.
Risk	The likelihood and consequences of a hazard.
Support Agency	Any agency that assists the lead agency by providing services, resources, information, or otherwise contributing to the response or recovery.
Territorial Authority (TA)	A city or district council or unitary authority that provides public services and regulates land use, buildings, public nuisances, and environmental health.
Welfare Coordination Group (WCG)	A collective of welfare services agencies that are active at CDEM Group and local levels. The WCG provides a mechanism for collaboration and coordination between agencies, who work together to plan for and establish arrangements for the effective delivery of welfare services and develop welfare work programmes. It provides planning input and coordination at the CDEM Group level, and support to local level CDEM welfare.
Welfare Manager	The Welfare Manager is the person who supports and coordinates (national and CDEM Group levels) or manages (local level) the delivery of welfare services across the 4Rs.

<p>Welfare Services</p>	<p>Welfare services support individuals, families and whānau, and communities in being ready for, responding to, and recovering from emergencies. Welfare includes the following welfare services sub-functions: registration, needs assessment, inquiry, care and protection services for children and young people, psychosocial support, household goods and services, shelter and accommodation, financial assistance, and animal welfare.</p>
<p>Welfare Services Agencies</p>	<p>Agencies who have responsibilities for coordinating or supporting the delivery of welfare services to communities affected by emergencies. These agencies are listed (and their responsibilities described) in clauses 62-75 of the <i>National CDEM Plan 2015</i>.</p>

Emergency Management Otago Otago Welfare Forum

Date: 26 October 2023 **Time:** 09:00 to 16:30

Location: Salvation Army Hall, 575 Princes Street, Dunedin

Representatives Requested from Attendee Organisations

MSD	Emergency Management Otago	Te Rūnanga o Moeraki
Oranga Tamariki	NEMA	Kati Huirapa Rūnaka ki Puketeraki
NZ Police	Central Otago District Council*	Te Rūnaka o Ōtākou
MBIE TAS	Clutha District Council*	Te Rūnanga o Ngāi Tahu
Kaianga Ora	Dunedin City Council*	Te Puni Kōkiri
Te Whatu Ora	Waitaki District Council*	Ministry of Education
Salvation Army	Queenstown lakes District Council*	SPCA
NZ Red Cross	Otago Regional Council*	MPI
Hato Hone / St John	<i>*Welfare Managers and Alternates</i>	DIA

Agenda

09:00 Welcome

09:10 NEMA update

09:40 Queenstown Slips Response

10:10 Morning Tea

10:30 Cyclone Gabrielle welfare response in Tairāwhiti Gisborne– when all lifelines are cut-off.

11:30 Loafers Lodge Fire – Welfare response as a support agency to Fire/Police

12:30 Lunch

13:30 Welfare considerations for people with disabilities.

14:30 Tabletop Exercise (scenario will be given on the day)

15:30 Afternoon Tea

15:45 Report back on exercise

16:15 Close

Dates for 2024

WCG Meetings	09:30 to 11:30,	8 February, 2 May, and 1 August
Otago Welfare Forum	09:00to 16:30,	31 October

4.5 Stakeholder Engagement Update

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Stakeholder Engagement

Author: Erica Andrews

Date: 7th December 2023

PURPOSE

This report is to inform JC of public education and engagement activities undertaken from July to September and advise of upcoming activities from September to December.

EXECUTIVE SUMMARY

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

RECOMMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

DISCUSSION

Recent activity by District July – September

District	Activity
Waitaki	<ul style="list-style-type: none">• Clued Up Kids• Grey Power presentation• Network Waitaki meeting• Neighbourhood Support meeting• Long Service Awards• Oamaru Pasifika Group presentation• Hampden Community Energy Inc presentation• Aged Residential Care workshop
Dunedin City	<ul style="list-style-type: none">• Mosgiel Boys Brigade EOC visit• Trinity College EOC visit x 4• Mosgiel Scout Group talk• Mornington Scout Group EOC visit• AREC branch members Alt comms meeting• Little Citizens Lock Down Drill
Clutha	<ul style="list-style-type: none">• Balclutha Kindergarten meeting• FENZ meeting re fire risk• Telford Polytech meeting
Central Otago	<ul style="list-style-type: none">• Alexandra Community house presentation• Aurora Energy meeting re CODC Hubs

	<ul style="list-style-type: none"> • Fulton Hogan /Aspiring Highways/Waka Kotahi presentation • Attentis Sensor Mt Iron drop in session • Tarras/Bendigo Loop residents meeting • Cromwell Neighbourhood Support meeting • Dunstan High School interview • FENZ meeting re fire risk
Queenstown Lakes	<ul style="list-style-type: none"> • Food Resilience Summit Meeting • MPI & Central Otago wine growers Association meeting • Wanaka SAR meeting • Downer meeting • TORQUE meeting • Arthurs Point CRG information evening

Preparedness Survey

AskYourTeam has been selected as the provider of the platform for the EMO preparedness survey, to be undertaken in Q3. This platform allows EMO to generate various surveys throughout the year, supports multiple channels, creates online reporting and analytics.

Shake Out

Over 26,000 across Otago signed up and participated in Shakeout on 19 October. Emergency Management Advisors joined Council teams to drop, cover and hold.

Resilient Otago radio series

The final episode of the Resilient Otago radio series airs at the end of November. Ten episodes were written and produced over the past year covering hazards, personal & community preparedness. All recordings are available as podcasts and shared across our channels. Thanks to OARFM and the many participants for supporting this mahi.

Public Alerting Arrangements

Feedback has been received and operational alerting arrangements are now finalised. An Emergency Mobile Alert was sent out from the Group office to support the recent declaration at QLDC.

Otago Southland PIM forum

The 2023 PIM forum will be held on November 16 at the Otago Museum. This year's theme is "Enhancing Operational Capability", and we are thrilled to have several SMEs presenting to the delegates.

To date, 56 people have registered with representatives from the below agencies and organisations attending:

- Dunedin City Council
- Central Otago District Council
- Clutha District Council
- Waitaki District Council
- Otago Regional Council
- Fire and Emergency NZ
- Aurora Energy
- Kainga Ora
- Otago University

- Emergency Management Otago
- Enterprise Dunedin
- Environment Canterbury
- Environment Southland
- NEMA
- National Public Health Service
- Southland Rural Support Trust
- Waka Kotahi
- Ministry Social Development
- South roads

The agenda for the day was as listed below.

Welcome address	Gretchen Robertson, <i>EMO Joint Committee Chair</i>
(In) Accessible information when people need it the most	Jaime Campbell Briony Tustanowski <i>Ministry of Social Development</i>
Geospatial intelligence for PIM	Jo Paterson, <i>AF8</i> Gareth Andrews <i>Otago Regional Council</i> Ingrid Darragh <i>Otago Regional Council</i>
Old school PIM in a digital world	Lisa Glass, <i>Bay of Plenty CDEM</i>
Wellbeing in the world of PIM	Rachel Thornton, <i>Emergency Management Canterbury</i>
Media Stand-ups	Rachel Kelleher <i>Auckland EM Controller</i>
Web response tools	Pete Lister <i>Effect.</i>
Working with media	Jo Galer, <i>Otago Regional Council</i> Simon Hartley, <i>Otago Regional Council</i>
Together we can achieve more	Regional Public Service Team

CONSIDERATIONS

Strategic Framework and Policy Considerations

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

Financial Considerations

N/A

Significance and Engagement

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

Legislative and Risk Considerations

N/A

Climate Change Considerations

N/A

Communication Considerations

N/A

ATTACHMENTS

N/A

4.6 Training and Capability Update

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Training and Capability

Author: John Mawhinney

Date: 7th December 2023

PURPOSE

This paper outlines the training and capability status of CDEM Otago for the previous quarter. It also indicates any training opportunities currently being planned beyond the reported quarter. Recommendations and considerations concerning training and capability are also noted.

EXECUTIVE SUMMARY

Following the annual exercises held earlier this year, this quarter has been one in which to consolidate. There has been a focus on recruitment, particularly for the ORC and it is pleasing that 16 ORC staff indicated their interest in becoming part of the Group Emergency Coordination Centre response team. Foundation training is already underway for this group and those who complete the training will become eligible to respond to the GECC by the end of the year. This is only the start of their training, and more function skills training will become their focus as they progress.

Several people attended the planned training week in early November. The format involved three one-day courses across Intelligence Function, Planning Function, and a Coordinated Management System (CIMS) Refresher course and a two-day CIMS course.

The 2-day CIMS course is targeted to Function Leads and Function 2IC's to further upskill their emergency response understanding. The training was open to all response team members across Otago and run by external provider Moorebrook Ltd.

The Training and Capability Strategy is ready to present to CEG for approval. This sets the direction for future training, and an operational training framework currently being developed from this.

The Emergency Management Advisors have conducted varying degrees of training this quarter with council staff. Training has been impacted due to significant changes in EMO staff, through resignations and new appointments. The focus is on consolidation and bringing new EMO staff up to speed within the group.

The chart below shows the staffing levels across the region is improving. This is the minimum level of training required to be signed off as an EOC team member. Team member numbers for ORC will reach close to 100% once all the new ORC GECC staff complete their foundation training.

There are still several training sessions scheduled around the region between now and the end of the year.

RECOMMENDATION

That the Otago Joint Committee

1. **Receives** this report
2. **Notes** the information contained herein.

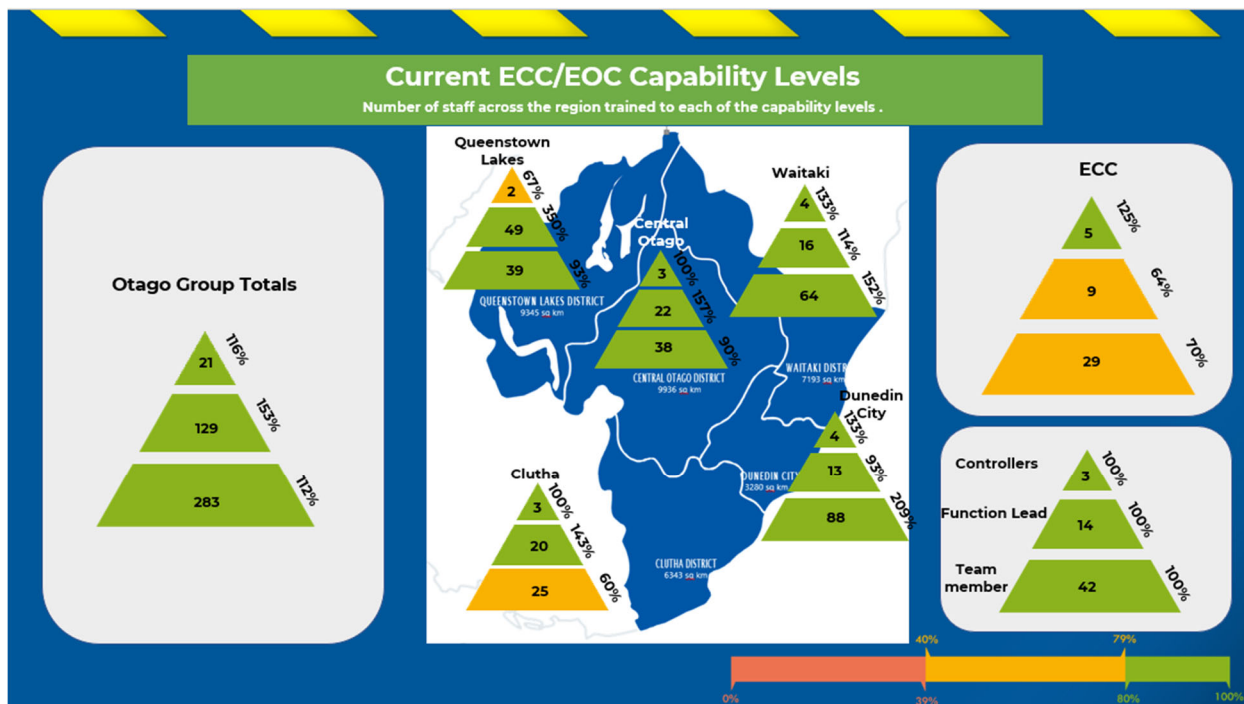
Training Overview

Key:

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

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

#	TOGF#		FRGF#		FGF#		GFF#		JHFF#		ZGF#	
	#	%	#	%	#	%	#	%	#	%	#	%
Incident Management Team	8#	6%	9#	83%	0#	0%	6#	68%	6#	49%	8#	55%
Function Specific Training	46#	7%	5#	56%	5#	5%	4#	6%	9#	74%	6#	55%



Strategic Framework and Policy Considerations

The new Training and Capability Strategy document is on this agenda for discussion, once adopted the strategy will set the direction for future training. An Operational Training Programme is in the final stages of development, which will allow delivery of the training strategy in a practical and functional format.

Financial Considerations

No matters arising.

Significance and Engagement

No matters are arising from this plan.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

4.7 Training and Capability Strategy

Prepared For: Otago CDEM Joint Committee (JC)

Activity: Training and Capability Development Strategy

Author: Matt Alley – Group Manager, Emergency Management Otago

Date: 7th December 2023

PURPOSE

The purpose of the training and capability development strategy is to enhance the skills, knowledge, and abilities of people engaged in the Emergency Management sector to improve their performance and overall effectiveness. This strategy aims to identify and address any gaps in the current capabilities of the workforce, and to provide targeted training that aligns with the sectors goals and objectives as defined in the National Disaster Resilience Strategy (NDRS). The purpose of this document is to detail how Emergency Management Otago (EMO) training and exercise opportunities will be offered and delivered across the Otago Region during the life of the strategy, which will be reviewed on a 3-year cycle in conjunction with the EMO Community Resilience Strategy and the Otago Group Plan 2018-28.

EXECUTIVE SUMMARY

This strategy looks to both formalize and align our training and capability effort. Current efforts are largely aligned around response capability across councils, however additional focus is required in the areas of volunteer training and CDEM work force development. This strategy seeks to deal with these deficiencies.

This strategy has three defined strands that focus on:

- Community Volunteers
- Coordination Centre and Operation Centre Staff
- CDEM Workforce

RECOMMENDATION

That the Otago Joint Committee:

1. **Endorse** the proposed Training and Capability Development Strategy for the Otago CDEM Group.
2. **Approve and adopt** the strategy for the next three years.

BACKGROUND

The [CDEM Act 2002](#), *section 17(1-b)*, requires EMO Groups to have adequately trained and competent personnel, including volunteers. This requires individuals and organizations at the local, regional, and national level to exercise proactive relationship management and leadership. Individuals and organizations need to take responsibility for building on existing capability by participating in needs analyses and undertaking development activities.

Local Authorities have an important part to play and are bound by *sections 64(1)* of the EMO Act 2002, where they must plan and provide for *Civil Defence Emergency Management* within their districts.

This strategy is in alignment with Objective 11 of the National Disaster Resilience Strategy, *“Build the capability and capacity of the emergency management workforce for response and recovery”*.

DISCUSSION

Objectives

Emergency Management Otago will lead and coordinate the delivery of training to maintain agreed response capacity and capability to: -

- Develop and deliver professional development opportunities for the region's emergency management workforce.
- Administer the EMO Tertiary Education Commission (TEC) training budget.
- Coordinate the Otago regions response capability of EMO staff, Territorial Local Authority staff and Community Response Groups by providing consistent training, deployment processes, and legislative compliance.
- Manage the Group's Learning Management Systems (Takatū and D4H) and incorporate national-level enhancements to the system as required.
- Support national level capability.
- Engage with the regions communities to develop and train Community Response Groups.

Deliverables and Key Performance Indicators

Through governance, coordination, and resource provision, Emergency Management Otago will provide for adequate capability and capacity as set out in the *'Emergency Management Otago Group Plan 2018-28'*.

There are several 'Key Performance Indicators' set to reflect the objectives and stated deliverables, as set out in the *Otago Civil Defence & Emergency Management Group Plan 2018–2028*.

- Number of local authority staff who express confidence in their EMO training and are involved as response team members. (KPI #5)
- EOCs and GECC are sufficiently staffed to become functionally operational within one hour of local or Group controller's decision to activate. (KPI# 11)
- Percentage of staff trained to carry out functional roles in the EOC/GECC. (KPI# 12)
- EMO Group participates in or leads at least one multi agency exercise per year. (KPI# 14)

Outcomes

Delivery on meeting the objectives and Key Performance Indicators will be achieved by:

- Developing and delivering training and exercise opportunities for each community across the five Territorial Local Authorities districts of the EMO Group.
- Ensuring training and exercising opportunities are tailored to each district, enabling people to undertake a range of training that is suited to their individual or collective levels of emergency management skill, knowledge, and experience (where possible).
- Ensuring training and exercising opportunities are well planned, prepared, delivered, and evaluated in a professional manner following sector best practice.
- Making the best use of the available time of participants.

CONSIDERATIONS

Strategic Framework and Policy Considerations

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

Financial Considerations

Councils:

Training expectations, in terms of staff time is largely in line with current levels of staff time investment.

Emergency Management Otago:

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

Significance and Engagement

Engagement in this area is well entrenched and ongoing.

Legislative and Risk Considerations

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

Climate Change Considerations

No matters arising from this plan.

Communication Considerations

No matters arising from this plan.

ATTACHMENTS

Emergency Management Otago – Training and Capability Development Strategy

4.8 Finance Update

Prepared For: Otago CDEM Joint Committee

Activity: Finance Update

Author: Matt Alley

Date: 7th December 2023

PURPOSE

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

EXECUTIVE SUMMARY

Income for the year to date has largely tracked as expected with a slight variance of -\$6,511.80.

Expenditure is tracking as expected across direct operational costs.

District support budgets are generally tracking under expected levels largely due to current vacancies.

RECOMMENDATION

That the Otago Joint Committee

3. **Receives** this report
4. **Notes** the information contained herein.

DISCUSSION

The two tables contained within this paper represent income and expenditure between July 2023 and October 2023.

Expenditure within the Council Support lines, and Group Activity lines relate to staff time, overheads, expenses, (including vehicles).

Expenditure within the other budgets lines relate to direct costs and activity expenses.

The 'TEC' Fund (Tertiary Education Commission) relates to a central government funding stream that we utilise to fund some of our costs relating to internal and externally delivered training. An annual budget for around \$80,000 is available during each calendar year.

Direct costs account for around 9% of the annual CDEM budget.

Finance (July 23– October 23)

		FY Budget	Actual (YTD)	Budget (YTD)	Variance
Income	Targeted Rate	3,497,012.17	1,118,511.80	1,112,000.00	(6,511.80)
	TEC Fund	80,000	15,000		
	Total	3,577,012.17	1,133,511.80	1,112,000.00	(21,511.80)
Expenditure	Operations		97,721	97,784	(63)
	Public Education		3,012	11,668	8,656
	AF8		20,886	6,668	(14,218)
	Forums		2,642	5,000	2,358
	Community RP's		3,492	5,000	1,508
	Training		1,001	6,668	5,667
	ORC Staff Training		513		(513)
	Group Activity		471,426	453,340	(18,086)
	CDC Support		67,754	77,571	9,817
	CODC Support		114,835	119,847	5,012
	DCC Support		102,452	141,492	39,040
	QLDC Support		152,755	179,773	27,018
	WDC Support		71,339	83,230	11,891
	National Support				
	Total		1,109,828	1,188,042	78,214
	Reserve	128,175			

Finance (Direct Costs) 23/24 Budget

	Category	Activity	Budget	Actual (YTD)	Total
Expenditure	Operations	D4H Platform	65,000.00	21,688	203,719
		Repeater Network	27,300	9,148	
		Radio Leases	10,886	3,629	
		ECC IT	16,000	5,246	
		GIS Licencing	2,386	2,800	
		Website Upgrade	35,000	3,240	
		Carpark Leases DCC	4308	1,245	
		Uniforms / PPE	6,000	1,758	
		Starlink x 3	6120	808	
		Collateral	15,000		
		Gets Ready	15,000	3,220	
		OAR Radio	719		
	Public Education	BCP Roadshow	15,000		35,000
		Annual Survey	20,000	14,750	
		Clued up Kids		2,540	
	Training	Staff Development	20,000	1,001	20,000
	Forums	Lifelines, WCG & PIM	15,000	2,642	15,000
	Community RP's	Design & Print	15,000	3,492	15,000
	Mana Whenua Support	EM Project	88,176		88,176
	AF8	Project Contribution	20,000	20,886	20,000
	Total		396,895	98,093	396,895

CONSIDERATIONS

Strategic Framework and Policy Considerations

No matters arising.

Financial Considerations

No matters arising.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

4.9 National Emergency Management Agency | Te Rākau Whakamarumaruru Update

Prepared For: Otago CDEM Joint Committee

Activity: National Emergency Management Agency

Author: Simon Chambers

Date: 7th December 2023

NEMA updates

1. Manager National Operations and National Controller.

Roger Ball has resigned from his role as Manager National Operations and National Controller. His last day with NEMA is 27 October. NEMA has appointed Wendy Wright as the National Controller and Ajay Mahika as the interim National operations Manager

2. Secondment of Charlie Blanch to WREMO

On 2 October 2023 Charlie Blanch, Chief Advisor National Operations - started a 12-month secondment to Wellington Regional Emergency Management Office (WREMO) as Manager Operational Readiness / Group Controller. This is a development opportunity that will broaden his already deep experience in the Sector by allowing him to gain hands-on experience with CDEM Group and Local Government arrangements.

3. National Exercise Rū Whenua

On 12 October NEMA issued a warning order to provide advance warning of Exercise Rū Whenua 2024, a Tier 4 (national) exercise under the National Civil Defence Emergency Management (CDEM) Exercise Programme and a national exercise on the Interagency National Exercise Programme (NEP). The exercise will be led by the National Emergency Management Agency (NEMA) and will be conducted over three dates in 2024 (12 June, 26 June and 10 July 2024), with accompanying lead-up activities taking place prior to the main exercise days. Your agency will be formally invited to participate in the main exercise later in 2023.

4. Annual Readiness Training 2023

In early October emergency managers of the NZ Emergency Management Assistance Team (NZEMAT) completed their annual readiness training exercise at Ellerslie Racecourse in Tāmaki Makaurau / Auckland. The training brought together NEMA's Regional Emergency Management Advisors and Rapid Response Team, Emergency Management Leadership Development Programme alumni and the NZ Police Nga Pirihi mana O Aotearoa to train alongside NZEMAT for austere emergency environments and develop their technical capabilities.

The annual event packed a massive amount into the programme ensuring participants got the most out of the experience. Based on a large tsunami generating earthquake which impacted a large part of Aotearoa New Zealand, participants were tasked with establishing the Alternative National Crisis Management Centre (aNCMC) at Ellerslie Racecourse and coordinating the national response to the simulated emergency. Two of New Zealand's Auckland based Response Teams (NZ-RT 3 and 5) joined

in on their training night to help establish a temporary Civil Defence Centre and conduct needs assessments alongside NZEMAT staff.

5. **Recovery Update**

There are currently 14 transition-to-recovery notices in force across the country with the most recent being Southland Region and Queenstown Lakes District as a result of severe weather events in September. A map of the affected regions and districts is included as an appendix.

6. **EM Bill Update**

The last day for submissions on the Bill was 3 November. Submissions on the Bill are able to be viewed on the [New Zealand Parliament Website](#).

7. **National Vulnerability Assessments (NZLC Lead)**

On 15 September the New Zealand Lifelines Council released the 2023 edition of *the Aotearoa-New Zealand's Critical Infrastructure: A National Vulnerability Assessment (NVA)*. This report is intended to:



- provide a unique strategic perspective of all infrastructure services as they act in combination to support the wellbeing of New Zealanders,
- stimulate awareness particularly about interdependencies,
- drive a change in approach to prioritising resilience investment in infrastructure, to best meet our community needs.
- Check out the NVA [here](#)

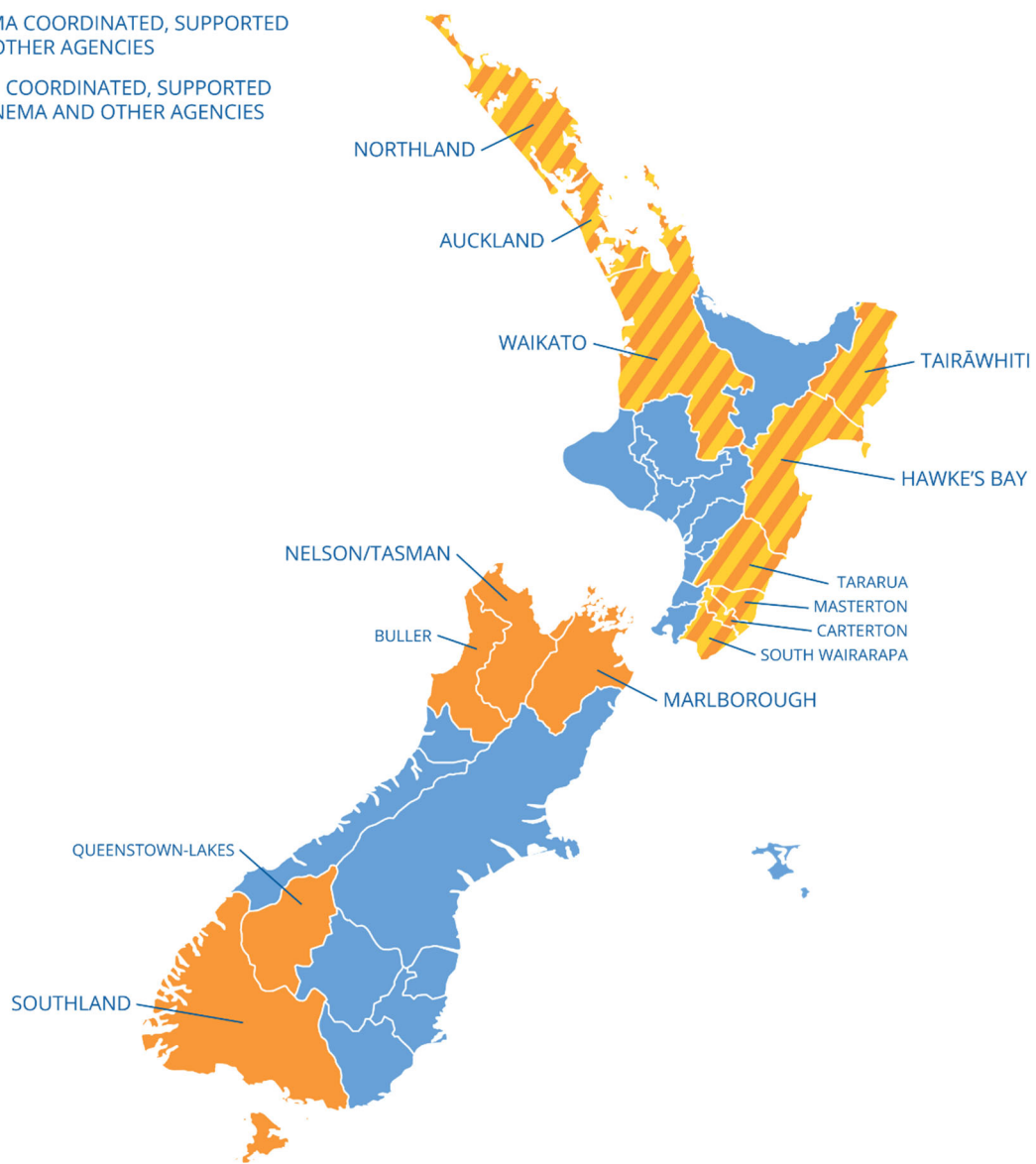
8. **North Island Severe Weather Event After Action Review (AAR)**

NEMA has conducted its AAR to identify actions that need to be undertaken to ensure that NEMA is ready for future large and potentially catastrophic natural hazard events. The AAR is focused on NEMA's role and actions and is not an All-of-Government review. Civil Defence and Emergency Management (CDEM) Groups and other agencies have completed their own debrief.

A national level after action review workshop (a combined multi-agency/CDEM workshop) was held on 17 October 2023.

Appendix One – Groups and Districts Currently in Recovery

-  NEMA COORDINATED, SUPPORTED BY OTHER AGENCIES
-  CRU COORDINATED, SUPPORTED BY NEMA AND OTHER AGENCIES



4.10 Appointment of Local Controller – Central Otago District Council

Prepared For: Otago CDEM Joint Committee

Activity: Appointment of Local Controller

Author: Matt Alley

Date: 7th December 2023

Purpose:

To appoint Garreth Robinson to the role of Local Controller for the Central Otago District.

Executive Summary:

The Civil Defence Emergency Management Act 2002 empowers this committee to appoint local; controllers and recovery managers enabling this person to carryout functions defined in the act.

Section 27, CDEM Act 2002 - Appointment of Local Controllers

(1)

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.

(2)

Despite anything in subsection (1), a Local Controller must follow any directions given by the Group Controller during an emergency.

Recommendation:

That the Joint Committee

Approves the appointment of Garreth Robinson as Local Controller for the Central Otago District Council.

Background

Presently the Central Otago District Council has three appointed local controllers:

- Louise Van der Voort
- Dylan Rushbrook
- Sanchia Jacobs

The process for Central Otago District Council to ratify the appointment of a Local Controllers is for Council to recommend to the individual in question to the Otago Civil Defence Emergency Management Group. This recommendation comes by way of a resolution in the respective council, confirming the person in question has the appropriate skill, knowledge, experience, and attributes required to undertake the role. The formal appointment being made by the Group under the Civil Defence Emergency Management Act 2002, section 27 (1).

The appointment of additional Local Controllers meets the need for succession planning and avoid risks associated with the absence of more than one Local Controller at any one time, or when there is a prolonged response to an emergency event.

On the 27th of September 2023 the Central Otago District Council passed a resolution recommending Gareth Robinson be appointed as a Local Controller for their district.

CONSIDERATIONS

Strategic Framework and Policy Considerations

National Disaster Resilience Strategy, Otago Group Plan.

Financial Considerations

No matters arising.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

N/A