



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

OTAGO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE AGENDA

Thursday 31st March 2022 3.00pm

Members

Aaron Hawkins	Mayor, Dunedin City Council (Chair)
Andrew Noone	Chairperson, Otago Regional Council (Dep Chair)
Tim Cadogan	Mayor, Central Otago District
Bryan Cadogan	Mayor, Clutha District Council
Jim Boulton	Mayor, Queenstown Lakes District
Gary Kircher	Mayor, Waitaki District Council

In Attendance:

Sandy Graham	Chief Executive, Dunedin City Council
Sanchia Jacobs	Chief Executive, Central Otago District
Sarah Gardner	Chief Executive, Otago Regional Council
Steve Hill	Chief Executive, Clutha District Council
Mike Theelen	Chief Executive, Queenstown Lakes District
Alex Parmley	Chief Executive, Waitaki District Council
Matt Alley	Manager, CDEM
Simon Chambers	Regional Emergency Management Advisor, NEMA
Kelly Taylor Covey	Minute Taker

1. Apologies

2. Attendance

3. Confirmation of Agenda

4. Confirmation of Minutes

Recommendation

That the minutes of the meeting held on 23rd September 2022 be received and confirmed as a true and correct record.

5. Action Items

Meeting	Actions	Action By	Status
23.09.21	1.1 Invite Otago Marae Managers to attend the next Joint Committee Meeting.	Matt Alley	Completed
23.09.21	Speak with other relevant Runanga regarding iwi representation on Joint Committee.	Matt Alley	In Progress

6. Items of Business

6.1 Managers Report

6.2 Otago CDEM Partnership Agreement

6.3 Tsunami Plan

7. Closure



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

MINUTES OF THE OTAGO CIVIL DEFENCE EMERGENCY MANAGEMENT
JOINT COMMITTEE MEETING
HELD IN THE OTAGO REGIONAL COUNCIL CHAMBER
144 RATTRAY STREET, DUNEDIN
THURSDAY 23 SEPTEMBER 2021, AT 3.00 PM

Members

Aaron Hawkins	Mayor, Dunedin City Council (Chair)
Andrew Noone	Chairperson, Otago Regional Council (Deputy Chair)
Tim Cadogan	Mayor, Central Otago District
Bryan Cadogan	Mayor, Clutha District Council
Jim Boulton	Mayor, Queenstown Lakes District
Gary Kircher	Mayor, Waitaki District Council

In Attendance:

Sandy Graham	Chief Executive, Dunedin City Council
Sanchia Jacobs	Chief Executive, Central Otago District Council
Sarah Gardner	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
Simon Chambers	Regional Emergency Management Advisor, NEMA
Glenn Mitchell	CDEM
Dianne Railton	Minute Taker - ORC Governance Support

1. WELCOME

Mayor Hawkins opened the meeting at 3:09pm

2. APOLOGIES

Recommendation

That the apology be received from, Mayor Bryan Cadogan.

Moved: Mayor Hawkins

Seconded: Mayor Cadogan

CARRIED

Cr Noone, Sarah Gardner, Alex Parmley, Simon Chambers and Glenn Mitchell attended the meeting electronically. Sandy Graham and Steve Hill were not present.

3. CONFIRMATION OF AGENDA

That the agenda was confirmed with no changes.

4. CONFIRMATION OF MINUTES

Recommendation

That the minutes of the meeting held on 23 June 2021 be received and confirmed as a true and correct record, with the correction that item 6.1 was seconded by Mayor T. Cadogan, not Mayor B. Cadogan.

Moved: Mayor T. Cadogan

Seconded: Mayor Boulton

CARRIED

5. ACTIONS

There were no outstanding actions.

6. ITEMS OF BUSINESS

6.1 Manager's Report

Matt Alley spoke to his report and responded to questions:

- **Staffing**

An overview of the new organisation structure following the reorganisation process in the CDEM team was provided. Roles have been redesigned to provide better coverage of response roles. As the restructure was done after the LTP process, additional funding will be looked at in the annual plan process next year.

- **COVID Resurgence**

CDEM's role has changed significantly for the second COVID lockdown. CDEM were ready to activate if necessary, and are keeping a watching brief with food banks etc. There is a new caring for communities workstream out of MSD with leads all of the welfare, which was previously led through CDEM. Now CDEM have a small part within that around assisting logistical support into health and access to food. Mayor Boulton expressed concern with for areas where financial and energy levels are low.

- **Training**

Approximately \$100,000 has been received from the national fund for additional for training. Otago having the Emergency Advisors in each district and having a dedicated trainer which sets us apart from the rest of the country.

- **Lifeline Utilities Update**

Queenstown is hosting the planned national forum which has visits scheduled to Glenorchy and the Clyde Dam. It is possible this may be postponed due to COVID.

- **Community Response Planning**

This is an ongoing piece for CDEM. Work to be done in Queenstown Lakes, and everything else is about maintaining contact and making gains in Queenstown, Waitaki and Clutha. It is a challenge if you don't have the community on board or can't get in contact with the right people.

- **Risk Scape – Pilot (Balclutha)**

Risk Scape starts a wider discussion of how we are staffed, where we look to put our resources, what we focus on in terms of hazard scapes Otago. Looking at Balclutha as proof of concept for risk scape, which is an opensource programme created by NIWA and GNS Science. They will quantify the data and bring evidence to the table, and utilising the modelling that we have, we are hoping to have most of it put together by the end of the year.

- **Financial Report**

There was an underspend last year mainly due to vacancies. There has been an increase this year to meet reserves with Emergency Management targeted rate. Flagged with those additional positions as part of the reorganisation, there will be a likely increase, should that be approved as part of the ORC annual plan process.

6.2 AF8 (Alpine Fault Magnitude 8)

Caroline Orchiston (Science Director AF8) and Alice Lake-Hammond (Programme Lead AF8) from AF8 spoke to their presentation on Alpine Fault Magnitude 8.

6.3 Iwi Representation on Joint Committee

Following questions raised at last Joint Committee, Matt Alley said that he undertook a fact-finding mission with Taranaki on iwi representation on their Joint Committee, and also attended Mana to Mana with ORC in July 2021.

Mayor Theelen asked said that part of the region is represented by Murihiku and that it perhaps as a courtesy Runanga Murihiku should be asked if they wanted to give a mandate to Otakou a mandate.

Recommendation:

- 1) *That Otago Marae Managers from; Te Runguna o Otakou, Kati-Huirapa Rūnaka Puketeraki and Te Rūnanga o Moeraki be invited to attend the next Joint Committee meeting to observe and comment on proceedings.*
- 2) *That the Joint Committee delegates Matt Alley to speak to the other relevant Runanga.*

Moved: Cr Noone, and Seconded: Mayor Kircher

CARRIED

7. CLOSURE

There was no further business and Mayor Hawkins closed the meeting at 4.17pm.

Actions:

Meeting	Actions	Action By	Status
23.09.21	1.2 Invite Otago Marae Managers to attend the next Joint Committee Meeting.	Matt Alley	
23.09.21	1.3 Speak with other relevant Runanga regarding iwi representation on Joint Committee.	Matt Alley	



Item 6: Group Managers Report

To: Otago CDEM Joint Committee
From: Matt Alley, Manager
Date: 31st March 2022

Staffing

All vacancies have now been filled with the following staff appointed to positions since the last meeting.

Erica Andrews – Stakeholder Engagement Advisor, Erica comes to us from the West Coast CDEM Group having held the position of emergency management advisor for Buller.

Taylor Hendl – Admin Systems Support, Taylor comes to us from the Dunedin City Council where she worked in an IT admin position.

Keryn Robertson – Readiness and Response Advisor, Keryn comes to us from roles in the NZ Defence Force and Fire and Emergency NZ.

Three additional roles have been forecast for the 22/23 financial year; Team Leader Coastal – based in Dunedin, Team Leader Central and Planning Insights Advisor based in the Group Office. These roles are subject to Regional Council annual planning consultation and approval.

Partnership Agreement

This agreement has been socialised within the Regional Council and the CDEM Liaison Committee.

The Liaison committee met four weeks ago to provide feedback on the agreement as the final step in the engagement process prior to a formal resolution with CEG and Joint Committee.

This agreement formalises the roles and responsibilities of group members including additional clarity around the Regional Councils role as administering authority.

This agreement has been endorsed by the Coordinating Executive Group.

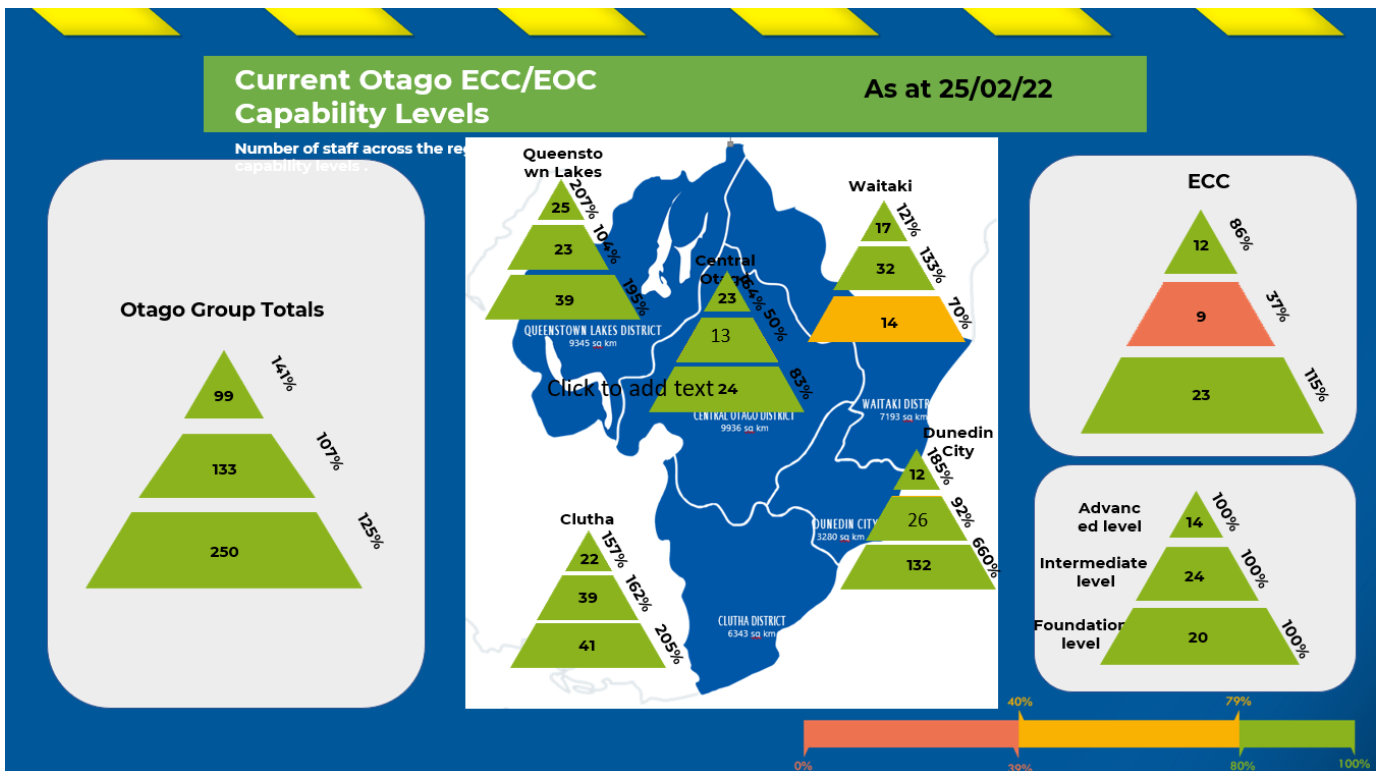
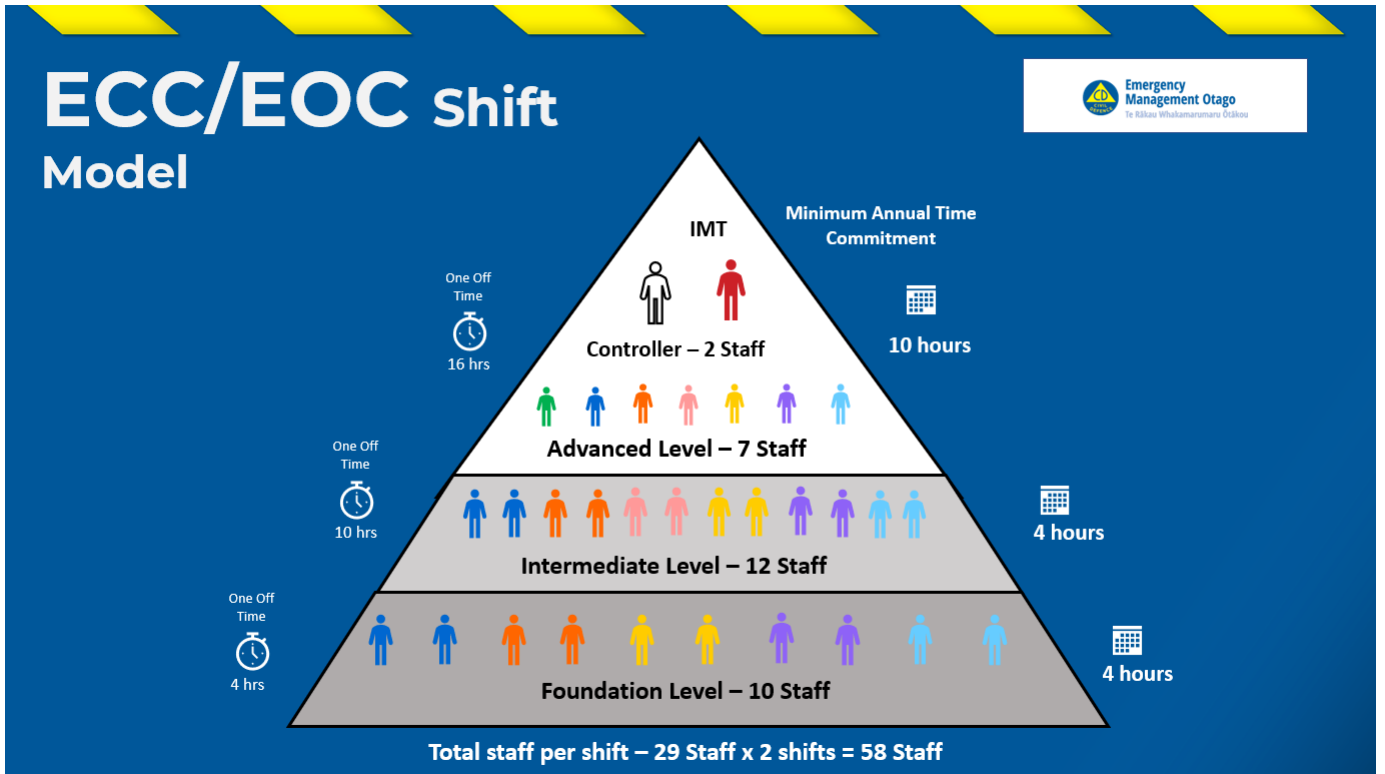
A paper is attached (agenda Item 6.2) for resolution.

Readiness and Response Update – Keryn Robertson

Access to training providers and staff remains an issue due to COVID restrictions.

Staff churn within councils is having a flow on affect to capacity and capability of CDEM trained staff.

On the whole training levels are 'within the green' across the region.



Resilience Update – Paul Allen

Rural Advisory Group activity

RAG have been meeting fortnightly for the last quarter to discuss COVID-19 response for the rural sector and implications for the farming communities. In particular how to get support for animal welfare on farm / crop management for horticulture if there is a COVID case(s) on a farm.

Welfare Coordination Group meeting via Zoom with 32 people

The WCG met in February, naturally the focus was on Covid preparedness and response. The meeting also included updates from MSD, Southern District Health Board, NEMA including the Trifactor reviews, MPI, Rural Support Trust, Te Rūnanga o Ngāi Tahu, Kāti Huirapa Rūnaka ki Puketeraki, Te Puni Kōkiri, MBIE, Red Cross and others.

COVID welfare issues

Fortnightly meetings are being held with MSD, Public Health South, SDHB, Well South and also CDEM Southland, specifically to discuss the welfare support and response for Covid.

This includes discussion regarding Supported Isolation and Quarantine. It is clear that MSD are leading the welfare response and are preparing for an influx of welfare related contacts.

MSD have also produced a map of Community Connectors across the Southern Region.

There are some teething issues at this early stage of the resurgence, but this is being worked on by SDHB and MSD.

Community Response Group interaction protocols ('b')

We are continuing to develop a protocol for establishing and developing Community Response Groups across Otago. This process starts at the identification of areas that need or request the development of a CRG, through identification of local hazards and vulnerabilities, to forming groups, public education, community owned response plans, training and exercises.

"b" process attached overleaf.

Meeting with Recovery Managers

Meetings have been held with all recovery managers and Welfare Managers across the region either in person or via Teams (due to Covid). No issues to report at this stage.

Planned activity for next quarter

Continue to develop the Community Response "b" and Aide Memoirs to support this, in collaboration with Stakeholder Engagement Advisor and local EMAs.

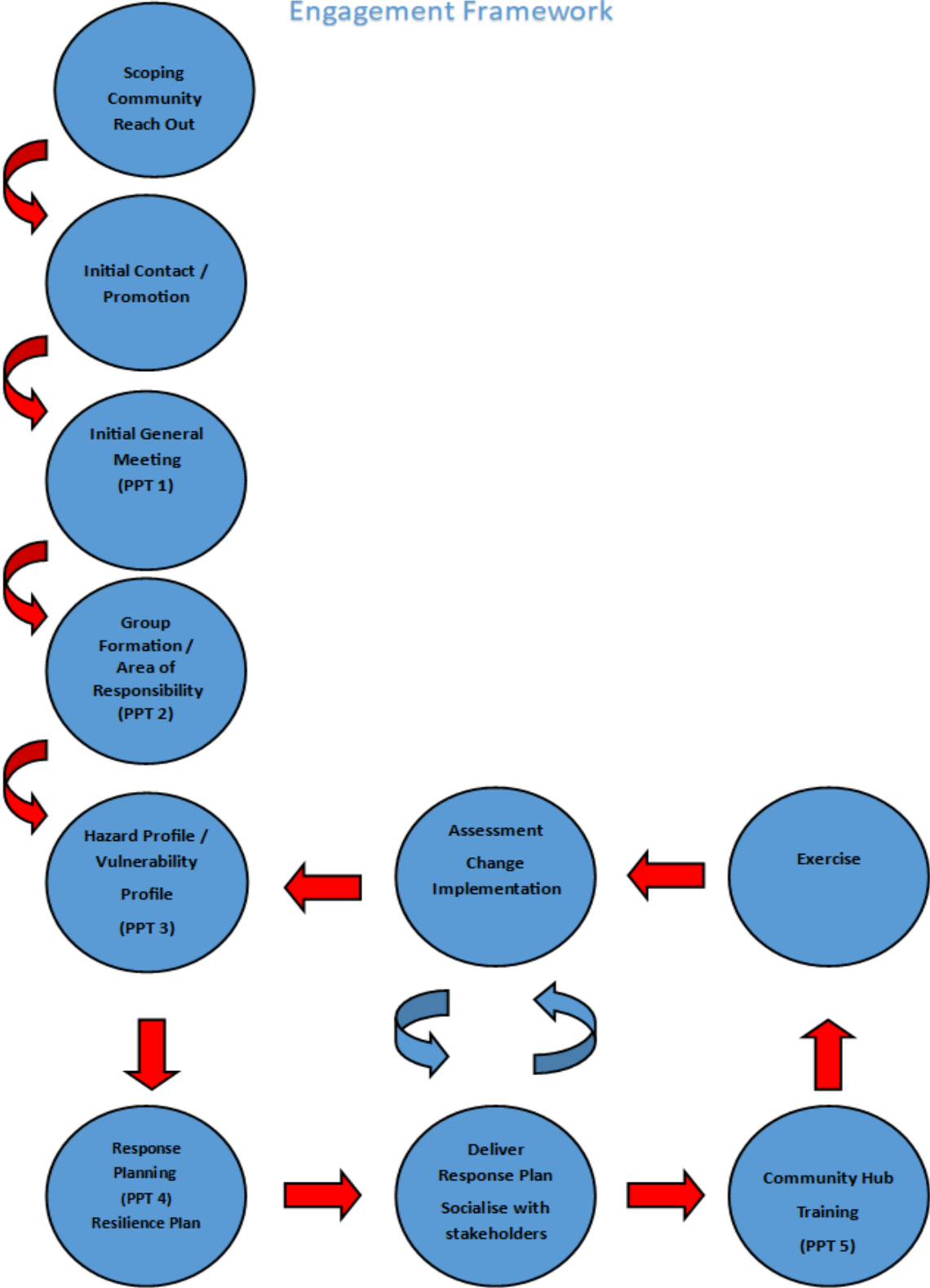
Ongoing connections with Ngāi Tahu and Otago papatipu. Also, with Pacifica communities. Investigate support of disability sectors.

Regular meetings with local Welfare & Recovery Managers.

Organise Monthly catch up with South Island Group Welfare Managers

Community Response Group

Engagement Framework



Stakeholder Engagement Update – Erica Andrews

Introduction:

- Joining the team in December 2021 after spending four years with the West Coast Emergency Management Group, I am thrilled to be part of the EMO team. The welcome I have received combined with an in-depth induction; excellent team structure and planned activities provide reassurance that we have strong foundation to support creating and empowering resilient communities.

Training:

- PIM function training was scheduled for this month in Dunedin and Queenstown however due to COVID-19 disruptions; this has been postponed to a later date. Over 40 people from across the region had registered to attend these sessions, including partner agencies communications specialists.

National Warning System (NWS) and Emergency Mobile Alerts (EMA):

- NWS is an online tool used by the National Emergency Management Agency (NEMA) to issue hazard alerts and warnings to various agencies including Groups for dissemination and/or action at a local level. A review of who receives these warnings across the region is underway.
- EMAs are messages about emergencies sent by authorised agencies to capable cell phones. These alerts are designed to keep people safe. A review of who has access to the live portal, understanding existing capability and identifying training opportunities is underway.

ORC Comms team:

- Have met with Jo Galer and most of the ORC comms team, plus Waitaki comms team , continue to build this relationship with the intention to collaborate with all TA comms teams to create a unified PIM group.

Template consistency:

- Following the Planning “b” document, draft power points are being created to support a consistent, professional approach when EMAs present to community meetings pre response group formation, public meetings, community response groups and local organisations.

Current activities further to the above:

- Continued familiarisation with DH4 tool
- Introduction to key stakeholders (virtually)
- Review Gets Ready tool with colleagues
- Monitor and update social media page (plus review access)
- Internal e-newsletter to EMO (bi-monthly)

Meetings:

- NPERG- National Public Education Reference Group meetings – monthly
- AF8 – PIM planning - monthly
- Attended the RLG Southern Communications Subfunction group hui last week where representatives from health, MSD, local authorities, police and education met to discuss sharing consistent COVID -19 messaging across our networks –monthly
- Maritime NZ PIM workshops have begun providing an opportunity to work with partner agencies, upskill and broaden the PIM network across the country – six weeks
- National PIM meetings to reconvene in March - monthly

Gets Ready Update – Craig Gibson

Introduction:

1. Background:

This report is the fifth to the EM for Otago Gets Ready. These reports track the growth of the platform, the engagement Emergency Managements Advisors and outlines the goals for the following quarter.

2. Objectives:

- Focus efforts on growth of the subscriber base.
- Workshop EMA understanding for alert procedures and thresholds.
- Work with stake holders to increase the understanding and awareness of the platform and its functions
- New Otago EM PIM to bring fresh perspective to the platform and the review the first year

3. Critical Success Factors:

- Achieving a critical mass of registered households (30%) within each TLA
- Commitment:
 - The Otago CDEM Group to allocate budget, administration and marketing resources ongoing
 - from all EM Otago staff to promote and support Gets Ready as part of BAU ongoing, and to allocate sufficient time to manage/administer their area in the system

4. Success Measures:

- The number of registrations per district will feed the success of the model regionally. Each district has an ultimate target of 30% of registered households based on recent census data.
- The targeted subscription numbers below reflect the desired number of subscriptions for the platform to be considered embedded and effective.

○ Queenstown Lakes	3,951
○ Central Otago	2,604
○ Dunedin	14,500
○ Waitaki	2,751
○ Clutha	2,106

5. Administrative Objectives:

- Identification of sectors of poor uptake and implement targeted marketing to achieve critical mass registrations.
- Tidy up the Business rules and privacy statement that sit behind the platform.

Work Completed:

6. Summary:

- Reduced public engagement resulted in slowing of overall growth since the traffic light system was introduced.
- Clutha is consistently outshining the other TLA's with a huge effort by Brendon and the CDC staff.
- Great work by the Dunedin EMA's Andy and Karen to wake the sleeping giant. Dunedin has exceptional growth in January/February.
- Reduction in annual cost of the platform as the targeted registration has been less than initially projected.
- Onboarding of new staff in Otago CDEM to grow the knowledge and acceptance of the platform within the group.

7. Objectives:

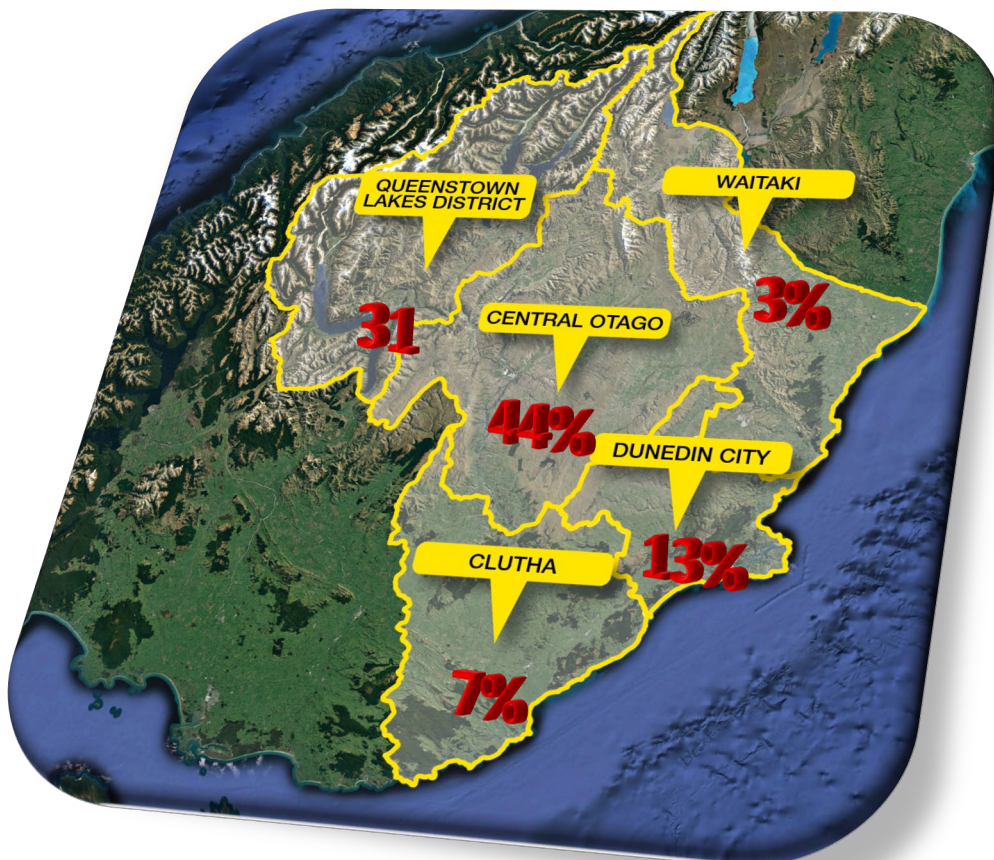
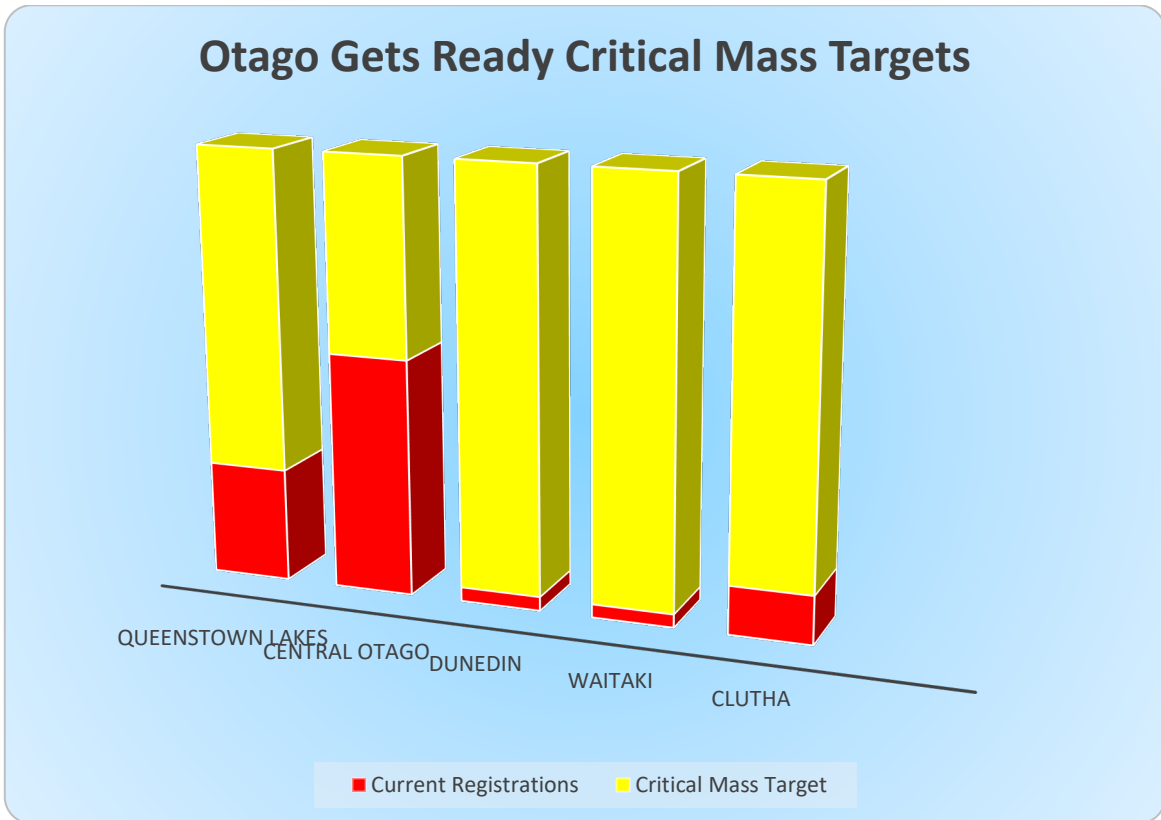
- Remain the same, achieve critical mass representing the number of household registrations as a percentage of the targeted critical mass outlined in Success Measures.

- Additionally, work has started on developing the knowledge and skills of the EMA's to understand how best to use the alert function and how to employ the skills, needs and resource's function.
- Working with WebMad to improve platform security with 2FA.

8. Growth

- Public engagement opportunities have been limited during the last quarter. The pandemic and the Christmas/New Year's break have restricted public engagement opportunities which has resulted in a reduction in weekly growth across the district.

The exception to that statement is Dunedin and Clutha (who've both had their best quarter since the inception of the platform)



Clutha has been best in show during the last quarter. A significant effort to raise their stake in the regional numbers is evident. Engagement by both the CDC and the EMA has seen them more than double their numbers.

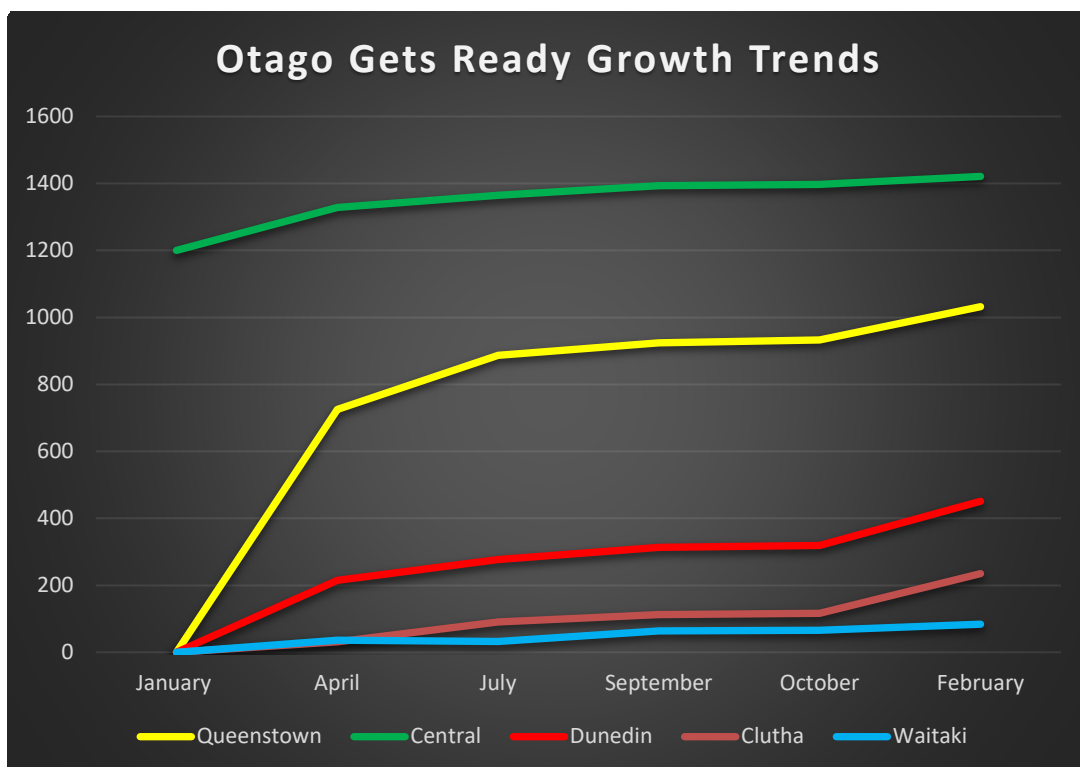
Dunedin the arrival of new EMA's in Dunedin has woken the giant. We are finally seeing registration growth in the city.

The expected subscriber import from Otago Neighbourhood Support has not occurred and the reality is that this is unlikely to occur. A significant draft of the Neighbourhood Support member database was factored into the Dunedin figures at the inception of the project, but it appears that Otago Neighbourhood Support are unable to gather their subscriber base into a format that is satisfactory or accurate enough to feed into the Otago Gets Ready platform.

Central Otago have the advantage of having obtained registrations over the trial period. They have registered over half of their targeted critical mass and continue to grow at a steady rate.

Queenstown Lakes continues to show good growth with an accelerated effort at the end of 2021 keeping them on track to becoming the strongest and most connect community in Otago.

Waitaki numbers are showing limited improvement.



Marketing/Promotion:

9. Promotional Focus:

Initial promotion of Otago Gets Ready focused on a broad range of media outlets, both regional and local. Leveraging off partner agencies reach such as the LTA's communications networks, community associations' websites, sector groups and business' have been the most effective promotional vehicles to generate registrations.

Promotion of the platform appears to carry little momentum. The greatest conversion of promotional effort to registrations are social media listings. Clear surges in registrations are apparent directly following a community association posting the prepared social media listing provided by the Otago CDEM Communications contractor.

Item 6.1.7 CDEM Sector Partnership Charter

A final draft of the CDEM *Sector Partnership Charter* was agreed at the last meeting of the NEMDG (23-24 February). This joint initiative between the CDEM Group Managers and NEMA was started in 2019 to achieve greater alignment between NEMA and the 16 CDEM Groups and unite all parties as a single sector. Initially starting out as a Sector Strategy, the initiative changed to a Partnership Charter in 2021 after the National Disaster Resilience Strategy (NDRS) was published in 2019 and work on the Trifecta (CDEM Act, CDEM Plan and Guide, and NDRS Roadmap) started in 2020.

The Charter outlines our shared vision for an effective and enduring strategic partnership between NEMA and the 16 CDEM Group offices to provide a strong "backbone" to support the development of the wider emergency management sector and its stakeholders, and the roadmap to achieve this. It uses the NDRS and other existing documents (such as the NEMA Strategic Framework and the NEMDG Sector Priorities) as its basis and is aligned with the Trifecta work that is currently underway. The quarterly NEMDG meetings between NEMA and Group Managers will serve as the ongoing monitoring, planning and coordination mechanism for implementing the Charter, with the NEMDG's terms of reference to be adjusted accordingly.

Specifically, the Charter includes:

- Our shared kaupapa (vision)
- How our functions align and support each other
- How we work together
- Our partnership aspirations
- What actions we should take to support the achievement of our partnership aspirations.

Next steps:

At the last NEMDG a number of adjustments were identified for the Charter. These adjustments have now been made. The intent is that CDEM Group Managers will now socialise the draft Partnership Charter with CEGs and JCs as they deem necessary and report back at the next NEMDG meeting in May with a view to making any final changes and signing it off before the end of the financial year in June. The Charter will then provide the basis for the development of a series of supporting protocols and practices, as well as an integrated and prioritised work plan for all 17 entities.

The Charter is attached as appendix A.

Item 6.1.8 TRIFECTA

Engagement with NEMA is ongoing in this area. The first round of stakeholder feedback was sought in February with a number of virtual presentations with CEG's and Joint Committees.

The National Emergency Management Agency (NEMA) had an engagement focus on

- Roles and Responsibilities
- Disproportionally Impacted people
- Critical Infrastructure
- Iwi and Māori Participation

Of Note:

As this was seen as engagement with the practitioners and not considered official consultation by the Trifecta team, significant detail to inform meaningful feedback was not provided.

This briefing note (attached as Appendix B) has been designed to highlight the initial thoughts of the EM Otago team.

Item 6.1.9 Financial Report (July 2021 – March 2022)

<u>21 / 22 Annual Budget</u>	<u>21 / 22 YTD</u>	<u>Tracking</u>
\$2,959,065.31	\$1,685,487.09	-6%

The 6% underspend has been as a result of a number of staff vacancies that were carried over 5 months.

Events and activities have also been cancelled due to COVID restrictions that have also had financial implications.

The Emergency Management reserve (\$167,810) remains in deficit due to the 2020 COVID response.

Recommendations:

That the Joint Committee receives this report.

Partnership Charter

between Civil Defence Group Emergency Management Offices
and National Emergency Management Agency (NEMA)

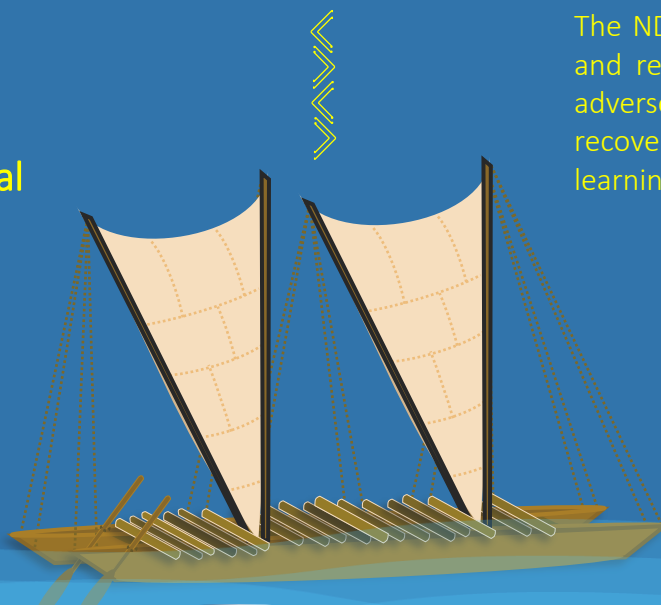


A strong partnership between the Civil Defence Group Emergency Management Offices and NEMA provides the back-bone required to support the broader emergency management system and its stakeholders, in response to emergencies and to support delivery of the National Disaster Resilience Strategy (NDRS). Each entity operates independently with their own governance structures, but with a common purpose and desire to work together to improve outcomes for the communities of Aotearoa New Zealand. This document summarises our partnership aspirations and plans to achieve those aspirations over the next three years.

Who we are...

16 Civil Defence Group Emergency Management Offices and our National Emergency Management Agency...

working in partnership with each other...
alongside our Iwi Māori partners...
with connections across the emergency management system.



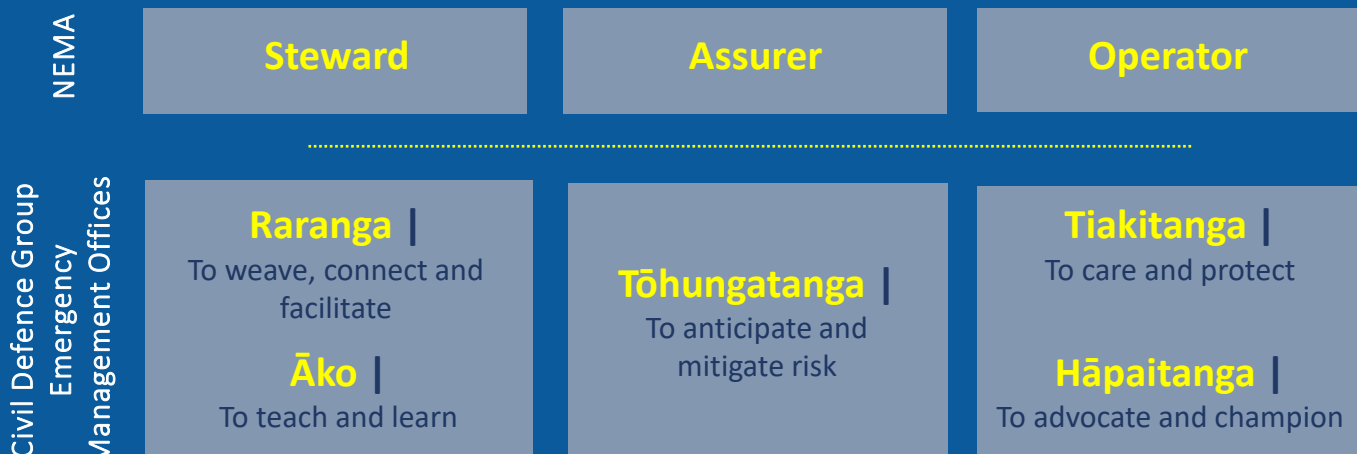
The NDRS defines resilience as the ability to anticipate and resist the effects of a disruptive event, minimise adverse impacts, respond effectively, maintain or recover functionality, and adapt in a way that allows for learning and thriving.

Our kaupapa...

To be **trusted leaders** in emergency management... **working together to empower and support communities across Aotearoa...** and increase our collective **resilience**.

Tā tātou mahi | What we do

Together we support and enable the emergency management system, with NEMA providing national enablement through its steward, assurer and operator functions, and Civil Defence Group Emergency Management Offices have an aligned set of functions focussed at the regional level.



Tō tātou tikanga | How we work

The NDRS identifies six principles that are important in pursuing a resilience goal. These same principles guide how we work, with the addition of an additional two principles reflecting attributes critical to our partnership.



Partnership Charter

between Civil Defence Group Emergency Management Offices
and National Emergency Management Agency (NEMA)



Tā mātou whanaungatanga | Partnership Aspirations

We want a partnership relationship, that increases our collective readiness and resilience.

Clear and aligned roles
and responsibilities

Clear and consistent
channels to engage
each other

Collaborative problem
solving and openness to
new ideas

Connected leaders and
clear strategic
direction

Capable, supported
and safe teams

Shared intelligence
and insights

Consistent approach
and narrative

Joint project planning
and prioritisation

Tā tātou arotahinga | Partnership Focus Areas

To achieve our partnership aspirations we have identified six focus areas, each with some key initiatives that address current challenges and strengthen how we work together.

1 Role clarity and ways of working

- ✓ Align and ensure broad understanding of NEMA-CDEM responsibilities, operating environments and ways of working
- ✓ Explore and establish nationally-consistent policies and processes where appropriate (e.g. legal advice)
- ✓ Assess understanding and adoption of new ways of working

2 Collaboration and decision-making

- ✓ Agree key information types, protocols and channels for sharing
- ✓ Agree principles and approach for co-design, collaboration and reflection
- ✓ Confirm recurring forums and refresh Terms of Reference (ToRs)
- ✓ Facilitate greater exec-level engagement (CE to CE)

3 Aligned work programmes and communications

- ✓ Establish channels for new initiatives and regional resource/SME requests
- ✓ Develop integrated and prioritised CDEM-NEMA work programme
- ✓ Establish strong project and programme management function and disciplines to oversee CDEM-NEMA work programme
- ✓ Identify common national stakeholders and agree national relationship management approach
- ✓ Align national and regional hazard communications

4 Staff deployment and wellbeing

- ✓ Develop staff wellbeing plan
- ✓ Develop resource deployment guidelines, considering:
 - National resource pool when deploying to local events, to support both capability development and fatigue management
 - Pre, during and post deployment support

5 Critical capabilities and development plan

- ✓ Identify critical capabilities, KPIs and development programmes
- ✓ Identify current capability and capacity gaps (incl. succession plans for key roles) and develop remediation plans
- ✓ Identify and activate individual development and secondment opportunities

6 Options to optimise funding and resources **

- ✓ Improve equity of funding and resource distribution
- ✓ Reduce functional and administrative duplication

** Mandate to implement identified options does not reside with the parties to this Partnership Charter. This initiative is therefore limited to identification of opportunities and options to drive national efficiency and effectiveness based on our collective experiences and observations of how we work day-to-day. These options will be shared with relevant decision-making authorities for consideration.



Briefing Paper Otago Council Chief Executives

RE: Modernising the emergency management framework

Background

The trifecta workshops (Modernising the emergency management framework) were held during the week starting 17/01 were intended to be part of the ongoing engagement with the practitioners of the Civil Defence Emergency Management Act 2002 (CDEM act) There a number of proposed changes that were presented over the 6 workshops.

It is important to note that the literature provided confirmed that all matters pertaining to Emergency Management delivery are contained within the TRIFECTA program:

Alongside the trifecta programme, much work is underway across Government that connects with the Emergency Management system. We are working with partner agencies, and you, to support alignment.

This means that some issues with implications across multiple sectors are not included in the Emergency management bill. For example, questions about the nationalisation of the CDEM sector are too intertwined with the Local Government review to pursue as part of the Trifecta programme

This engagement is not the only engagement intended for 2022, as part of the Emergency Management Framework Review (Trifecta) Program.

The Trifecta program includes a roadmap for the National Disaster Resilience Strategy, a review of the National Civil Defence Emergency Management (National CDEM plan) and the Emergency Management Bill, which these workshops addressed.

The National Emergency Management Agency (NEMA) had an engagement focus on

- Roles and Responsibilities
- Disproportionally Impacted people
- Critical Infrastructure
- Iwi and Māori Participation

Of Note:

As this was seen as engagement with the practitioners and not considered official consultation by the Trifecta team, significant detail to inform meaningful feedback was not provided.

This briefing note has been designed to highlight the initial thoughts of the EM Otago team and for you to provide feedback on.

I am seeking confirmation as to how councils wish to consolidate their views.

1. Individually?
2. As part of a consolidated view with the CDEM team?
3. As part of the full group (Including CEG and Joint Committee)?

Roles and Responsibilities:

Section 17 and 64(1)

The bill is seeking information from Governance, Executive and Practitioners on the role of both CDEM Act Sections 17 and 64(1) seeking information on whether to:

- Keep the current state:
- Distinct Local Functions
- Strengthen Regional Approach
- Regional Approach with Local Support

Discussion

Current state Section 17 setting out the functions of each CDEM group, while Section 64(1) requires local authorities (separate to section 17) to plan for and provide for civil defence emergency management within its district.

In option 2, Section 17 applies to CDEM Groups, with Local Authorities removed from the section and have distinct functions from the CDEM group (functions will be defined dependant on Regional, Local or Unitary authorities)

However local planning would be required to align with regional planning

Option 3 states that CDEM groups retain section 17 functions and include an explicit function to coordinate across the region, Local Authorities (removed from section 17) must give effect to the decisions of CDEM groups.

Lastly, option 4 CDEM groups retain functions of section 17 and must coordinate across the region, Local Authorities are removed from those functions but are expected to have capability and capacity to support CDEM group integrating BAU work for emergency management (Note: more detailed local requirements maybe contained in subordinate legislation such as rules)

Interim Decision:

Option 2 is supported as we feel this adds greater clarity to roles and responsibilities.

This option still gives council autonomy and ownership of local issues.

We are well positioned to leverage this approach with our operating model, i.e., embedded district staff.

Membership of CDEM Group:

(Inclusion of a new status of member for iwi Māori.)

Currently member is defined in the act as:

member means a local authority that is a member of a Civil Defence Emergency Management Group

Section 16 states

Powers and obligations of members of Civil Defence Emergency Management Groups

Each member of a Civil Defence Emergency Management Group—

- (a) may acquire, hold, and dispose of real or personal property for the use of the Group; and*
- (b) may remunerate its representative for the cost of that person's participation in the Group; and*
- (c) must provide to the Group the information or reports that may be required by the Group; and*
- (d) must pay the costs of administrative and related services in accordance with [section 24](#); and*
- (e) must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay; and*
- (f) may carry out any other functions or duties conferred on a member of a Group under this Act.*

The proposed 'member' status relating to iwi Māori will be defined in the act to have separate roles and responsibilities from section 16.

The obligations of the proposed iwi Māori member are not covered in the engagement as this is an addition to CDEM groups.

Interim Decision:

Having the addition of Member status for iwi Māori aligns with the current Otago model of involvement in both CEG and Joint Committees.

There will be requirement for consultation on what the duties, role or responsibilities the iwi Māori member will be expected to fulfil and what that would mean to funding.

At present EM Otago cannot see any alternative approaches to this proposal that would meet the objective of inclusion of Iwi Māori, **this is supported**.

(Note: the new member status will be centrally funded).

Legal Status of CDEM groups:

There is a lack of clarity regarding the legal status of CDEM groups (when not in a state of emergency) in both the CDEM Act and the Local Government Act 2002. The goal of this part of the engagement is to standardise the legal status of CDEM groups to clarify duties and liabilities (outside of a state of emergency).

Currently CDEM groups formed as joint committees differ from those of unitary authorities

The Trifecta team have proposed three options being

- Current State
- Explicit recognition of legal status of CDEM groups
- Mandatory delegations to allow CDEM groups to enter contracts.

Discussion:

It is unknown what unintended consequences may arise from making CDEM obtain a legal status, for instance 'what standing do the CDEM groups have in the Health and Safety at Work Act'.

At present there is the need to authorise expenditure through the local authorities LTP / annual plan processes, EM Otago assume that with a legal entity status this would be modified.

EM Otago has concerns that correct reporting lines and expenditure will be affected with the possibility of not reflecting the decisions of councils (and rate payers).

Interim Decision:

At this stage without more clarity regarding what is meant by developing a CDEM legal status or why there is a need for mandatory delegations, EM Otago favours remaining as **status quo**.

Questions also arise regarding additional liability for the group if CDEM was recognised as a PCBU.



Accessibility of CDEM group Plans

Currently there are no clear formats or explicit provision about the publication requirements of the group plan, documents deemed too large or impracticable to be printed as part of the CDEM plan.

The explicit requirement from the information provided suggests that there would be a national framework that must be followed

There are three options provided for this proposal to consider

- Current State
- Explicit requirement to publish (referenced extra documents)
- Explicit requirement to publish (include extra documents)

Discussion:

At present there are as many formats for group plans as there are groups, lack of standardisation between groups can prove problematic for the central agency when authorising plans and for groups to understand what to include in the plan

With the current ability to access information via links and internet sites it seems practical to correctly reference the documentation that is long, complex, affects very few people or covers technical matters only.

Combining the Group plan and lengthy or technical information as one printed plan does not seem practical and we suggest it would limit interest rather than increase accessibility.

Interim Decision:

Option B seems to modify the act enough to achieve consistency and understanding (by introducing a framework to plans of what was required) with the ability to reference documents that are long, complex or are technical.

Undeclared Emergencies:

This is a recognition that some of the events involving CDEM capabilities are required or are utilised outside of a declared state of emergency. This is when the group is included for coordination rather than directing the response.

In cases where the CDEM group is coordinating there is no protection from liability for personnel acting in this state.

Examples of this coordination for Otago was assisting or coordinating in the early stages with the Ohau fire.

There is a proposal to either amend to parts 4 (Declaration of state of emergency) and 5 (Powers in relation to civil defence emergency management) or alternatively an addition of a new part of the act that deals with undeclared emergencies.

Options are:

- Current State
- Include response thresholds for coordination
- Liability protections for undeclared events

Discussion:

Including an undeclared event status would, it is assumed in certain circumstance absolve people from liabilities that are acting under direction of a controller. The current state does not cover undeclared emergencies and can leave some areas not covered for liabilities of actions and leads to ad-hoc coordination of undeclared events.

The second option suggests that there would be a set of criteria needed to operate in an undeclared emergency which will provide functions and powers, however there are no details relating to what those functions and powers might be.

Option C provides for protections from liabilities.

Interim Decision:

Option B is preferred as we believe this gives clarity for local decision making whilst protecting those involved.



Concurrent emergencies.

This is a change to the act that would give greater clarity about the roles and responsibilities should there be a national and regional state of emergency. Currently the national state of emergency takes precedence over any other state of emergency.

Three options are

- Current State
- Provide guidance and clarity when responding concurrent emergencies (Via Act, Rules Regs)
- Provide guidance and clarity when responding concurrent emergencies (Via alt mechanisms)

Discussion:

In 2020 Emergency Management Southland responded to regional floods under a local of regional emergency, a few weeks later Covid 19 became a national state of emergency had the two events overlapped the national state of emergency would mean that the local state of emergency would cease to have effect.

Therefore, staying with the current state is concerning, having legislation provide the ability to run the two concurrent events through a legal framework provide surety and security for the responding CDEM Group.

Interim Decision:

Having the same surety through a national plan EM Otago submits having this clearly defined in legislation is preferred rather than undisclosed 'alternative mechanisms', **Option 2 is supported.**

Ambulance services

Currently emergency services are described in the CDEM act as the New Zealand Police, Fire and Emergency New Zealand, and providers of health and disability services, but does not include the ambulance service, regardless of their attendance at incidents and their involvement in CIMS.

There were two options

- Current state
- Amend definition of emergency services to include emergency ambulance (with definition)

Interim Decision:

Recognising the Ambulance Service as an emergency service corresponds with their current status as recognised by the Otago CDEM Group as a partner in the Coordinating Executive Group, **this is supported.**



Lead Agencies

There is no definition of 'Lead Agency' described in the CDEM Act. At present these are contained in National and Regional Plans.

Two options being proposed:

- Current State
- Put into the CDEM Act

Discussion:

The addition of a definition of the Lead Agency role to the act, will provide clear statutory definitions for the continuation across the 4R's. Part of this proposal has the ability to create a framework in subordinate legislation such as rules, regulations and supporting guidance.

Interim Decision:

For EM Otago it makes sense to have as much clarity as possible for a lead agency and around the roles and responsibilities of that and supporting agencies. If the role of Lead Agency is added clarification of support agencies must also be included to provide some context to the lead agency definition, **a change is supported**.

Animal Welfare

There is ambiguity across legislation about animal welfare in emergencies

There are two options

- Current State
- Expressly provide for welfare of animals in emergencies

Discussion:

Although not recognising animal welfare in emergencies within legislation currently, The CIMS welfare function is well aware of the importance of companion and production animals and caters for them.

It is unsure what class of animals were being referred to with the change of legislation, however the legislation would encompass being able to seize animals for their safety / rescue or clarify entry onto property.

Interim Decision:

The status quo is preferred until such time that greater clarity is forthcoming regarding what animals are included, i.e., companion vs live stock.



Disproportionally impacted people

The Trifecta team want to include disproportionately impacted people in to future legislation to meet the requirements of NZ Treaty obligations, Sendai Framework and UN rights for indigenous peoples, an example will be provided at a later stage regarding the National CDEM Plan and roadmap.

Planning Requirements

Planning requirements should reflect the impacts on disproportionately impacted peoples

Section 36 CDEM Act state that all persons exercising functions in relation to the development of civil defence and EM plans 'have regard' to NZ international obligations.

There are two options proposed

- Current State
- Inclusion of disproportionately impacted people in planning

Discussion

There is concern that staying with the current state and the above generic statement in Section 36 does not go far enough, the second proposal makes CDEM groups complete mandatory engagement with disproportionately impacted people in CDEM group planning activities. It is anticipated that the following would be completed with disproportionately impacted communities identifying the needs, developing plans to address those needs, collaboration across the 4Rs and communicate this information to them.

Interim Decision:

EM Otago supports the inclusion of disproportionately impacted people in the planning process but would want greater clarity of which communities the definition would include.

Note, this work (communication and contact) is being currently completed by groups without this addition. I believe there would be very little impact with its inclusion.

Critical Infrastructure (lifelines)

There are a number of changes being proposed in this area:

- Changing the terminology from Lifelines to critical infrastructure brings terminology in line with international practice and is seen as more fit for purpose.
- Changing the listing of Critical infrastructure from being contained as schedules in the Act, a notice made by the Minister in the NZ Gazette
- Developing a criteria for categorisation of Critical infrastructure to better inform ministers decision making
- Introduce a requirement for Critical infrastructures to share information with lead agencies, risk owning agencies, other Critical infrastructure entities and CDEM groups for monitoring and planning
- Imposing obligations for sector specific response plans updated 3 yearly, allowing for response in majorly disrupted

Interim Decision:

EM Otago supports these proposals, being able to make Critical infrastructure more inclusive could see the banking sector and fast-moving consumer goods included in planning. There is current ambiguity if these changes require amendments to other acts or legislation.

Planning Level of Emergency Services

Currently CDEM Act sets out obligations for Lifeline utilities across 5 infrastructure sectors. The Act also requires that the Lifeline utility be operational to the fullest extent possible, even at a reduced level.

The proposal seeks to have Lifeline utilities stating their planning emergency level of service 3 yearly with the following criteria

- Measurable and timebound
- Meaningful to end users
- Publicly available
- Stated against a known hazard
- Developed in conjunction with CDEM group (+ sector responsible agencies)
- Shown whether achievable with geographic locations (region, town, city or suburb)

Interim Decision:

EM Otago supports the proposal, however, questions the capacity of lifelines ability to meet the above goals in the current environment.

Reporting, monitoring and evaluation

Currently there is no obligation for Lifeline utilities to proactively report on how the sector is meeting their obligations under the existing legal framework or auditing requirement.

There are two options

- Current State
- New Monitoring evaluation and annual reporting requirements

The new requirements state that Critical infrastructure must provide an annual statement affirming that the organisation has the capacity and capability to meet obligations (signed by CE) and that there are audit capabilities by a responsible agency prior to and post emergency

Interim Decision:

EM Otago support this amended proposal.



Iwi and Māori

Iwi and Māori Representation

Proposal to improve Māori and Iwi representation and participation.

Under the current legislation iwi and Māori representation is not recognised. Despite the key role iwi and Māori play in emergency management and response.

There are two options:

- Keep the current state
- Establish the Māori Emergency Management Advisory Group (**MEMAG**).

Discussion:

It is proposed that a new advisory body is established to contribute to the improvement of the Emergency Management sector to ensure there is Māori representation at a national level to provide advice, guidance, and assurance on a range of matters.

Interim Decision:

EM Otago support this amended proposal in principle, The representation and participation of Mana Whenua is appropriate and should be provided for. Clarity over the reach and representation rights of the MEMAG will be important and must not usurp mana whenua views

Joint Committee

Iwi and Māori can be invited to attend Joint Committee to provide specialist knowledge and advice currently, but do not have voting rights. Representation with voting rights will ensure Māori are able to provide meaningful strategic input into response and recovery at local level.

There are two options:

- Current state
- Iwi and Māori representation on Joint Committee

Discussion:

Māori representation on Joint Committee including voting rights to provide meaningful strategic input into response and recovery at the local level. Iwi and Māori may elect two members with full voting rights to JC. MEMAG will give guidance on electoral processes.

Interim Decision:

EM Otago support the inclusion of representation, however, requires more clarity on numbers of members and process involved in appointment (areas with more iwi have more representation?)

Co-ordinating Executive Group

Currently each CDEM Group has a CEG responsible for the management, oversight and monitoring of CDEM activities in their region. Iwi and Māori representation is through co-opting arrangements but is not mandatory. Māori representation on Coordinating Executive Group would provide meaningful and strategic input into response and recovery at regional level.

Two options:

- Keep the current state
- Legislate change to achieve participation of iwi and Legislation change to achieve participation of iwi and Māori in all CEGs.

Discussion:

The proposed MEMAG to provide guidance to support the ways that this can occur noting it may vary across regions.

NEMA will undertake analysis to establish a funding mechanism, with this likely drawn from NEMAs baseline.

Interim Decision:

EM Otago support this amended proposal – Formal consultation or discussion has not been undertaken with Mana Whenua, ultimately, we will align ourselves with their wishes.

Iwi and Māori Roles and responsibilities in the National CDEM Plan

Current State:

Part 5 of the National CDEM Plan specifies the roles and responsibilities of participants in the emergency management system. However, despite the contribution iwi and Māori make to emergency management, specific roles and responsibilities are not assigned to iwi and Māori entities.

Discussion:

Including specific roles for iwi and Māori entities will enable Māori participation in the emergency management system and strengthen partnerships with Māori.

Strengthen the requirement for JC to respond to the needs of Māori and support the participation of Māori in regional CDEM. This will change legislative requirements for groups to identify needs of iwi and Māori in Otago, develop plans to address these needs, identify contributions and communicate information and planning accordingly.

Currently, section 52 of the Act requires CDEM groups to notify the public before making a CDEM Group Plan. At their discretion, CDEM groups may notify entities and individuals. Some CDEM groups do notify and consult with iwi and Māori, but this is not required and there is no consistent practice across the country. Proposed changes to mandate requirements to collaborate with iwi and Māori on the development of group plans and strategies.

Two options:



- Keep the current state
- Explicit requirements to iwi and Māori in developing CDEM plans and strategies

Interim Decision:

EM Otago supports the changes to include iwi and Māori, as well as provide potential advice around the implementation for other CDEM groups. Otago CDEM has always incorporated iwi and Māori needs into our planning via input from community, CEG, Joint Committee and our local Rūnaka. We strongly support the formalisation of iwi and Māori representation in legislation and believe this is long overdue. Iwi and Māori must be consulted over these proposals and their views given substantial weight.

Iwi Māori roles and responsibilities in the National CDEM Plan.

Current state:

Section 3 of the CDEM Act sets out the purpose of the Act.

However, there is no recognition of the Treaty or the interests of iwi and Māori in this statement.

This does not recognise the contribution iwi and Māori make to the emergency management system, is inconsistent with representation in CDEM Groups and does not reflect the trajectory of the Māori Crown Treaty relationship or the reality of ongoing, significant contributions of iwi and Māori to emergency management.

Discussion:

The new Emergency Management Act will clearly demonstrate that the interests of iwi and Māori, along with the principles of the Treaty of Waitangi, are central to achieving the overarching objectives of the Act.

The Iwi/Māori component under S5 would outline a very similar framework to that for science and research organisations.

Interim Decision:

EM Otago agree with the proposed change. The establishment of the MEMAG before anything else may allow for this process to have the Kaupapa it deserves.



Permanent Legislative Authority to reimburse iwi and Maori

Current State:

Iwi and Māori carry out vital work in ensuring the welfare of their people, and those in the communities surrounding them.

Iwi and Māori entities often incur similar costs as local authorities and are unable to access reimbursements directly from Government. Instead, they are required to lodge claims with local authorities, who in turn request the reimbursement from the government. This unnecessarily increases the burden of administration and reduces the security and confidence of iwi to continue performing essential activities in an emergency.

Discussion:

Enabling iwi and Māori to be provided government financial support directly for costs incurred while caring for affected people in an emergency (rather than having to go via local government mechanisms) and using the same criteria that currently provide reimbursement for such welfare services to Territorial Local Authorities. Iwi and Māori must be consulted on this change and their views given substantial weight.

Interim Decision:

EM Otago support this change.

New Rule Making Powers

Current state:

The prescriptive form of the current legislation has created issues in terms of enabling flexibility and durability of systems, processes, roles and responsibilities. Regulation making powers are rarely used due to the time and resource required to make and update regulations.

Discussion:

Create a new power which authorises the Chief Executive of NEMA to make 'Emergency Management Rules' during 'peacetime' to deal exclusively with technical, administrative and operational matters related to the implementation of the Act (e.g., mechanics of implementing the Bill, specifying roles and responsibilities).

Interim Decision:

EM Otago supports this proposal. This proposal will make the implementation of the Act smoother and allow for the assignment of roles and responsibilities as issues arise. However it is important to consider how such rules might interact with the roles and responsibilities of the employer.



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Otago CDEM Partnership Agreement

Otago's Joint Committee

March 2022

PURPOSE

To seek Joint Committee approval of a written agreement describing the partnership arrangement between Otago Regional Council (ORC) and the five territorial authorities of Otago for the delivery of Civil Defence and Emergency Management (CDEM) responsibilities within the Otago CDEM Group area.

EXECUTIVE SUMMARY

Although Emergency Management Otago as an entity has existed since 2016, the roles and responsibilities of all parties involved, particularly the Regional Council in its role as administering authority have not been clearly established.

- This document seeks to give clarity to area's including but not limited to:
- Governance and Management
- Equipment
- Facilities
- Financial Management
- Hazard and Risk Management
- Lifeline Utilities

Clarity around these areas benefits all parties in understanding their individual and collective responsibilities across the '4R's' in Otago

There is no legislative requirement to have a written agreement however an agreement is good practice and reduces risk for all parties by ensuring responsibilities are clear.

To date to partnership agreement has been socialised with affected business units within the Regional Council.

The agreement was supplied to the C.E.G. Liaison Committee in November 2021. This Committee met earlier in March 2022 to provide feedback on the agreement prior to review.

The Coordinating Executive Group met on the 18th of March 2022 and endorsed this agreement recommending that it be forwarded to Joint Committee for ratification.

RECOMMENDATION

That the Joint Committee:

- 1) **Receives** this report.
- 2) **Endorses** the proposed Otago Civil Defence and Emergency Management Partnership Agreement.
- 3) **Notes** that the proposed agreement has been endorsed by the Otago Civil Defence and Emergency Management Coordinating Executive Group.
- 4) **Ratifies** this arrangement by having all Mayors sign the document.

BACKGROUND

Emergency Management Otago as it exists in its current form was created in 2016 following a review in 2015 by Cornwall Strategic. The purpose of this review was to assess CDEM arrangements and to investigate options for ensuring appropriate readiness and the delivery of an effective response in the Otago region.

To date the Otago CDEM scenario can best be described as collaborative arrangements developed by all the councils within the Otago region to manage our responsibilities under the Civil Defence and Emergency Management Act 2002.

Although the formation of Emergency Management Otago was supported at the time by a resolution of the Joint Committee, this was not ratified with the signing of a formal agreement.

Throughout this time there has been some confusion on occasion as to the roles and responsibilities of parties.

In 2019 the Coordinating Executive Group again sought an independent review of CDEM arrangements in Otago.

Bruce Roberston was engaged and submitted a formal review document in January 2020.

Three of the eight core findings directly spoke to this.

The role of ORC as the administering authority needs to be better defined. It is either assuming, or expected to assume, a role that is more than supporting the work of the Joint Committee and the CEG. This is compounded by a lack of clarity about the funding arrangements through the regionally collected CDEM targeted rate and how it is determined. The uncertainty around the role of the administering authority diverts focus from the primacy of Joint Committee and CEG working with the EMO to provide effective CDEM services.

Associated with defining the role of the administering authority, it would be beneficial to also define what ORC does to meet its own CDEM responsibilities. This would assist the relationship – professionally and administratively – between ORC and EMO and also between ORC and its fellow group partners.

A corollary to better definition of ORC's roles (as an administering authority and as a regional council) is also greater clarity on the individual territorial authorities' responsibilities, their activities and level of funding.

Bruce Robertson went on to recommend the following

The review recommends that C.E.G.:

Notes the current structural arrangements are fit for purpose; however, those arrangements would be enhanced by:

- *Developing a detailed description of roles of EMO, ORC as the administering authority, ORC as an authority in its right and in terms of its regional responsibilities and the constituent territorial authorities*

It is important to note that the lack of a formal agreement should not speak to the nature of arrangements here in Otago, as stated above current arrangements are fit for purpose.

Otago's arrangement is also supported by an August 2018 report

'Delivering better responses to natural disasters and other emergencies – Government response to the Technical Advisory Group's recommendations.

Require Groups to take a regional approach consistent with the intent of the CDEM Act (2.1).

We support a strengthened regional approach to emergency management while still providing flexibility for local delivery to suit local needs and characteristics.

We intend to amend the CDEM Act so that the CDEM Group and member local authorities have clear and separate responsibilities for emergency management. Groups (local authorities collectively) would continue to be responsible for planning and providing for emergency management. Groups would have an explicit function to coordinate emergency management activity across the region through the Group Plan, work programme, and shared emergency management service agreement. Local authority members would be required to give effect to the decisions of the Group, including to resource the decisions of the Group.

We intend to also provide more flexibility for Joint Committee Groups to agree which member local authority will act as the Group's statutory administering authority. The regional council remains as a default unless the Group agrees otherwise. This reinforces the current intent of the CDEM Act that the regional council does not have any greater governance role than any other member. We intend to also enable Group members, in an emergency when an urgent decision is required, to attend a Group (Joint Committee) meeting by audio/visual link, rather than having to be physically present, in order to achieve a quorum. This has been an issue in the past for Group leadership in an emergency.

From this, we expect increased economies of scale, capability, capacity, and interoperability between regions to deliver better emergency management services across the 4Rs. There is still flexibility to tailor activities to suit local needs and characteristics. Emergency management personnel can be embedded in local authorities to take account of the needs of, and maintain connections with, local communities.

The document as it sits before you today is a representation of roles and responsibilities as they currently exist. It is not envisaged that any of the material will add additional burden to parties in excess of activity that should have been occurring to date.

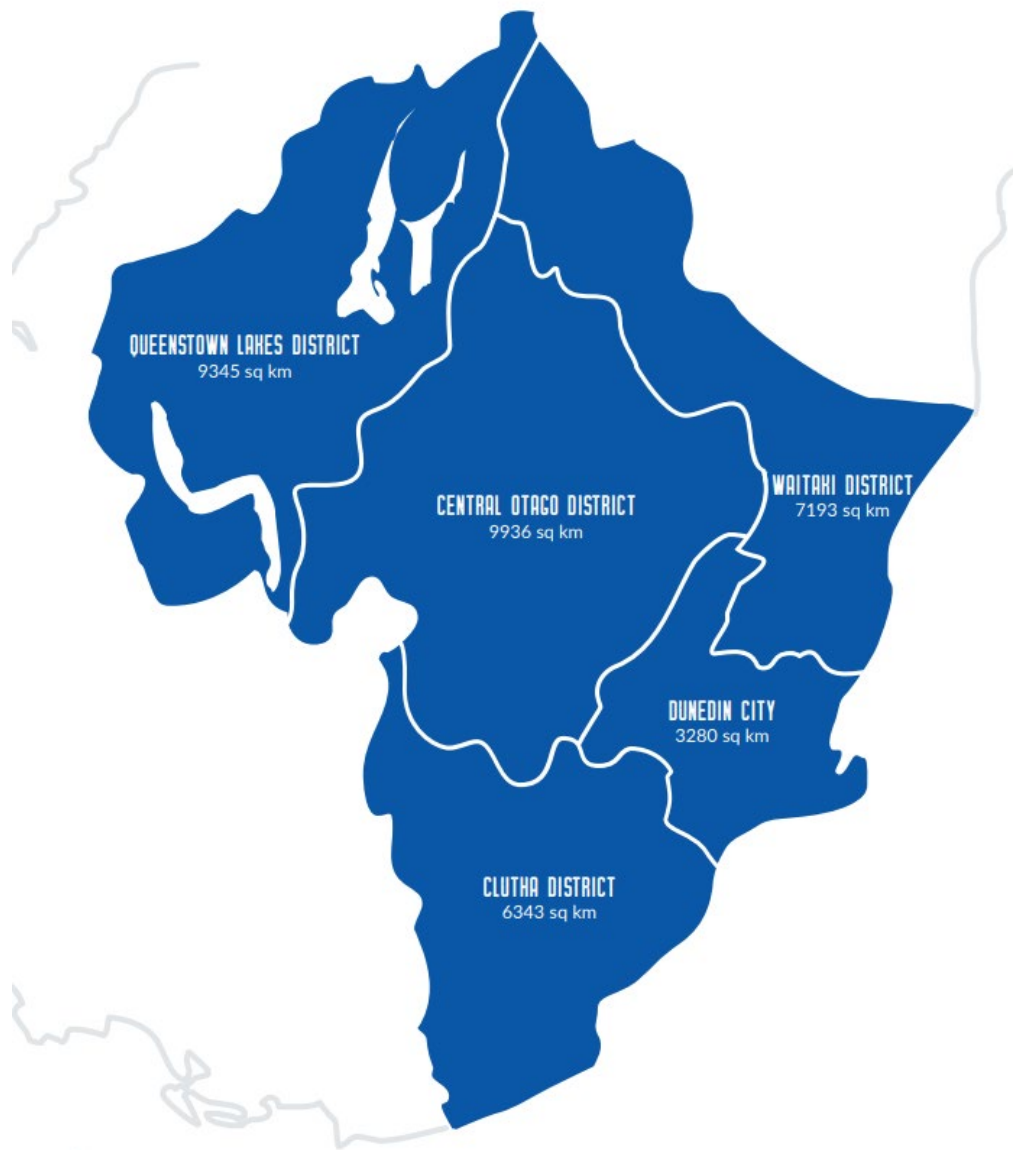


Figure 1 The Otago CDEM Group area

DISCUSSION

The 2016 reorganisation of CDEM arrangements in Otago has achieved its intent. However, clarity of roles and responsibilities that are prescribed in a manner to remove doubt from all parties is advantageous.

As you are all aware NEMA are actively consulting on sector reform (TRIFECTA). This reform is in response to a National Technical Advisory Groups (TAG) review into CDEM arrangements in New Zealand.

The governments response to this review has been referenced earlier in this document confirming that the joint approach to CDEM activities in Otago is seen as an exemplar.

This agreement clearly defines roles and responsibilities as defined in Section 17 and 64 of the CDEM Act 2002.

OPTIONS

This committee has two options:

Option 1 – Status Quo. Continue to deliver in absence of a formal agreement

Option 2 – Endorse the proposed agreement accepting the roles and responsibilities as documented.

Financial Considerations:

As defined in Schedule B, an integrated planning cycle that fits with the Regional Councils Annual and Long-Term planning calendars.

Significance and Engagement

This is formalising a current arrangement, no further engagement other than the consultation completed to date is required.

Legislative and Risk Considerations

The relevant legislation allows the arrangement. There is no legislative requirement to have a written agreement however an agreement is good practice and reduces risk for all parties by ensuring responsibilities etc are clear.

Communications Considerations

The proposed agreement helps ensure distinction between ORC and EMO is clear in its role as the administering authority, as well as matters funded locally vs the targeted rate.

NEXT STEPS

That Joint Committee ratify the partnership agreement by having all Mayors sign it as representatives of the Otago Emergency Management Group

ATTACHMENT

Otago CDEM Partnership Agreement



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

OTAGO CIVIL DEFENCE AND EMERGENCY MANAGEMENT

AGREEMENT

AGREEMENT dated this @@ day of @@@@

Otago Regional Council ("ORC")

Central Otago District Council ("CODC")

Clutha District Council ("CDC")

Queenstown Lakes District Council ("QLDC")

Dunedin City Council ("DCC")

Waitaki District Council ("WDC")

1. DEFINITIONS

Terms used in this Agreement (including Schedules) which are defined in the CDEM Act have the same meaning.

- 1.1 **Administering authority** means the Otago Regional Council¹.
- 1.2 **Agreement** means this Otago CDEM Agreement signed by all Parties; and includes Schedules A, B and C that may be amended from time to time.
- 1.3 **CDEM** means Civil Defence Emergency Management
- 1.4 **CDEM Act** means the Civil Defence Emergency Management Act 2002.
- 1.5 **Otago Civil Defence Emergency Management Group region** means the area covered by Otago CDEM Group. This is based on the boundaries of the territorial authority members of the Otago CDEM Group.
- 1.6 **Otago Civil Defence Emergency Management Group ('Group')** means the joint standing committee² of representatives of local authorities within the Otago CDEM Group.
- 1.7 **CEG** means the Civil Defence Coordinating Executive Group established in accordance with the CDEM Act.³
- 1.8 **EMO or Emergency Management Otago** are CDEM career professionals employed by the ORC, responsible for delivering a range of services on behalf of the Group that enables the Group to fulfil its role.
- 1.9 **Local Authority** means both regional council and territorial authorities that are members of the Group, hereafter also referred to as **Parties**.
- 1.10 **ORC** means the Otago Regional Council
- 1.11 **ORC Executive Manager** means the direct supervisor to the Manager Emergency Management Otago.
- 1.12 **TA or Territorial Authority** means a city council or a district council.
- 1.13 **Lead** means to be accountable for, organise, direct deliver and fund CDEM activity.
- 1.14 **Support** means to give direct or indirect assistance in the development and delivery of CDEM activity.
- 1.15 **Coordinate** means to bring different elements (resources, activities or organisation) together, for development of efficient and effective delivery of CDEM activity.

¹ Civil Defence Emergency Management Act, Section 23

² Local Government Act 2002, Schedule 7, Clause 30 (1) (b)

³ CDEM Act, Section 20 (1)

2. BACKGROUND

- 2.1. On the 31st May 2003 the Local Authorities established the Otago Civil Defence Emergency Management Group ('Group') as a joint standing committee of the Local Authorities as required by the CDEM Act'.⁴
- 2.2. The Local Authorities and the Group have functions, powers and duties under the CDEM Act.
- 2.3. Following a comprehensive review of CDEM in the Otago region in 2016, the Group resolved that its operational responsibilities for CDEM under the CDEM Act be combined and delivered through one team to be known as EMO, with the intention that each Council is to be an active equal participant in the establishment, development and control of EMO.
- 2.4. This new Agreement signed by all Parties, supersedes all previous agreements associated with Group arrangements for the delivery of joint CDEM services.

3. PURPOSE OF CIVIL DEFENCE EMERGENCY MANAGEMENT

The purpose of CDEM is to:

- Improve and promote the sustainable management of hazards in a way that contributes to the social, economic, cultural and environmental well-being and safety of the public and also to the protection of property.
- Encourage and enable communities to achieve acceptable levels of risk including, without limitation, identifying, assessing, and managing risks; consulting and communicating about risks; identifying and implementing cost-effective risk reduction; and monitoring and reviewing the process.
- Provide for planning and preparation for emergencies and for response and recovery in the event of an emergency.
- Coordinate through regional groups, planning, programmes and activities related to CDEM across the areas of reduction, readiness, response and recovery and encourage co-operation and joint action within those regional groups.
- Provide a basis for the integration of national and local CDEM planning and activity through the alignment of local planning, with a national strategy and national plan.
- Encourage the coordination of emergency management, planning, and activities related to CDEM across the wide range of agencies and organisations preventing or managing emergencies.

⁴ CDEM Act 2002, Section 12

4. PURPOSE

- 4.1. The purpose of this Agreement is to define the roles and responsibilities between the Group, CEG, the ORC and TA's to deliver CDEM for the Group's area under the CDEM Act.
- 4.2. ORC is the Administering Authority for the Civil Defence Emergency Management Group and employs EMO personnel). This agreement sets out the lines of command and control for EMO in respect of the relationship between Group, CEG and ORC.

5. VISION AND PRINCIPLES

Otago CDEM Vision:

Otago is a stronger, more connected, and adaptable region

- 5.1 This Agreement is intended to reflect and give effect to the guiding principles in the Group Plan.

6. FUNCTION, GOVERNANCE, AND OBLIGATIONS

Governance

- 6.1. The Group oversees the delivery of the functions, duties and power of the Group, under the CDEM Act.
- 6.2. The CEG is established under the CDEM Act to provide management oversight to Otago CDEM.
- 6.3. The CEG is statutorily responsible for providing advice to the Group and implementing as appropriate, the decisions of the Group.
- 6.4. The CEG is statutorily responsible for overseeing the implementation, development, maintenance, monitoring and evaluation of the Otago CDEM Group Plan.

Otago Regional Council's Role In relation to CDEM

- 6.5. There are three roles of ORC in respect to CDEM. The first is the statutory role as the administering authority for the Group as required by the CDEM Act. The second is the role as employer of the Emergency Management Otago staff. The third is a member of the Group and CEG (The role of ORC on the CEG and Group is as for all members).
- 6.6. In its role as the Administering Authority, the ORC is responsible for the provision of administrative and related services that may from time to time be required by the Group..
- 6.7. In its role as the employer and facilitator of Emergency Management Otago, the ORC shall provide the following services in support of the entire Group:
 - The administration of Group finances and budgets, entering into contracts with service providers and procurement on behalf of the Group.

- Staff management of EMO staff, including oversight of Emergency Management Otago's work programme, performance management, health and safety policy and systems, equipment and fleet vehicles.
- For the avoidance of any doubt, all ORC policies including but not limited to staff conduct, performance, health and safety, procurement, financial management and ORC delegations apply to all EMO staff and Group activities at all times.

6.8. In its role as a member of the Group and CEG, the ORC shall provide the following services in support of the entire Group:

- a) An area adequate for the Group Emergency Coordination Centre (building to meet appropriate standard – IL4), and to a scale to meet its role in a major regional level response⁵. This facility must have capacity, workspace and adequate trained staffing to support 24-hour extended operations where required.
- b) Expertise in hazard knowledge in the region.

Recruitment

6.9. In terms of the position of Manager Emergency Management Otago, the interview panel must include a member of CEG independent of the ORC.

Parties Specific Obligations

6.10. The functions, roles and responsibilities for Parties and EMO are set out in full in Schedule A to this Agreement. The mandate for these roles and responsibilities are in line with the CDEM Act or as agreed by all Parties.

6.11. Schedule B to this Agreement sets out the roles and responsibilities with reference to CDEM revenue and finances.

6.12. The Group commits to the prudent management of its annual operating budget (i.e. within a variance of no more than 5% at year-end). This commitment is subject to resource demands from civil defence emergencies. For the avoidance of doubt the Group budget process is via the Otago Regional Council Long Term or Annual Planning Process and ORC policies for sensitive expenditure, contract management, procurement, travel and all other relevant policies apply.

6.13. All Parties must use their best endeavours to implement and perform the duties outlined in Schedules to this Agreement.

General Obligations

6.14. Each Party must act in accordance with the purpose and principles of this Agreement.

6.15. Each Party must do all things necessary to give effect to this Agreement.

6.16. Each Party must make all necessary delegations to enable this Agreement to be implemented in full.

⁵ Major regional level response as per CIMS 3rd edition

Indemnity

6.17. Each party must, on demand, fully indemnify the other parties for any liability or loss whatsoever which they incur as a result of any act or omission of the first party.

CDEM Staff Management

6.18. Emergency Management Otago staff are CDEM career staff. All EMO staff are the employees of ORC. Otago TAs under this agreement, will not employ any career CDEM staff outside of this Agreement.

6.19. The ORC Executive Manager will liaise with the CEG chair when conducting an annual and half year performance review of the Manager Emergency Management Otago so that the operational performance can be fairly assessed and reported on.

7. FINANCE MATTERS

7.1. From the date of signing of this Agreement, the methodology for funding for the Otago CDEM service to deliver CDEM functions outlined in this Agreement, specifically Schedule A, will be through:

- Group CDEM service delivery: CDEM Regional Targeted Rate⁶.
- TA CDEM service delivery: Respective Territorial Authority budget.

7.2. A revenue and financial statement is detailed in Schedule B of this Agreement.

7.3. A review of the financial methodology for funding CDEM services in the Otago should be undertaken consistent with the duration and review under section 9 of this Agreement.

8. DURATION AND REVIEW OF AGREEMENT

The duration of the Agreement is 10 years from @@@@ (expiration date), provided that the provisions of this Agreement shall continue to apply if the Parties agree that it shall continue for a specified period. This Agreement shall bind successors.

8.2. Any of the Parties may terminate their partnership in this Agreement at the first specified expiration date of this Agreement, by sending to all other Parties, one year's notice of termination in writing. At the date of the coming into effect of the notice that Local Authorities right to participate in this Agreement and the negotiations for the renewal or extension of this Agreement shall cease, but without prejudice to any liabilities and responsibilities up to the date of the coming into effect of the notice.

⁶ CDEM Regional Targeted Rate means the annual rate set by Otago Regional Council under the Local Government (Rating) Act 2002 to fund the budget approved by the Group for CDEM services.

- 8.3. Review of this Agreement shall commence eighteen months prior to the expiration date, or as agreed otherwise by the Parties; the Group shall meet in good faith to negotiate the renewal or extension with or without amendments.
- 8.4. Review and amendments to the Schedules in this Agreement are to occur on changes to legislation impacting CDEM, or further policy guidance and procedures stemming from the National Emergency Management Systems Reform, CDEM Reviews, emergency event reviews or as a result of all Parties agreeing amendments for enhanced CDEM service delivery.
- 8.5. The Parties acknowledge review and amendment to the Schedules in this Agreement will be instigated, considered and recommended by CEG. Amendments to the Agreement can only be authorised by the Parties in writing.

9. DISPUTES

The primary object of this section is to ensure that any dispute between Parties will be resolved as quickly and as informally as possible. Particular regard is to be had to that primary object in the interpretation or implementation of this section.

- 9.1 The purpose and principles of this Agreement must be applied by all Parties to try and resolve disputes.
- 9.2 Parties to any dispute must try in good faith to resolve that dispute by direct negotiation.
- 9.3 One Party must give written notice of a dispute on the other Parties(s).
- 9.4 If the dispute is not resolved within 10 working days of receipt of the notice of dispute, or such longer time as the Parties may agree, then the dispute must be referred to the Chairperson of CEG.
- 9.5 The Chairperson of the CEG will attempt to facilitate agreement. If no agreement is reached within a further 10 working days, then the dispute must be referred to mediation.
- 9.6 If referred to mediation, then such mediation will be conducted by a mediator jointly appointed by the Parties. If the Parties fail to agree on a mediator within 10 working days of the expiry of the date in clause 10.7, then the mediator shall be appointed by the President of the New Zealand Law Society or his or her nominee.
- 9.7 The costs of mediation must be paid equally by the Parties to the mediation.
- 9.8 Nothing in this section precludes any party seeking interim relief from any Court or initiating legal proceedings. However, Parties must utilise the dispute procedures in clauses 10.1 to 10.9 before taking legal action(s).

10. DISSOLUTION

In the event that EMO is dissolved for any purpose other than as a result of a Local Government reorganisation then:

10.1 Any lease or arrangement between the Parties for the purpose of EMO shall be deemed to be at an end as at the date of dissolution.

11. NOTICES

Any notice under this Agreement is to be in writing and may be made by email, personal delivery or post to the address of each Local Authority.

11.2. No communication shall be effective until received. A communication shall be deemed to be received by the addressee, unless the contrary is proved:

- In the case of a transmission by email on receipt of confirmation of receipt by the sender of the email,
- In the case of personal delivery, when delivered, and
- In the case of post on the third working day following posting.

12. COUNTERPARTS

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

Agreement signed by...



Andrew Noone
Chair
Otago Regional Council

Signature

Date



Aaron Hawkins
Mayor
Dunedin City Council

Signature

Date



Tim Cadogan
Mayor
Central Otago District Council

Signature

Date



Clutha
District Council

Bryan Cadogan
Mayor
Clutha District Council

Signature

Date



Waitaki
DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Gary Kircher
Mayor
Waitaki District Council

Signature

Date



**QUEENSTOWN
LAKES DISTRICT
COUNCIL**

Jim Boulton
Mayor
Queenstown Lakes District Council

Signature

Date

Schedule A Otago CDEM Roles and Responsibilities

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

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

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<p>Business Continuity Management</p> <p>Disruptions are an expected part of business, so it's important to be prepared for when they occur. Disruptions can be internal events that impact on organisation alone (eg: IT system failure), or external events that could impact across several organisations and locations (e.g., earthquake).</p>		
<ul style="list-style-type: none"> Undertake business continuity planning for Emergency Management Otago to be capable of delivering essential services and a functioning GECC during a crisis / emergency event and through the recovery. 	<ul style="list-style-type: none"> Undertake business continuity planning for Otago Regional Council to be capable of delivering essential services and a functioning GECC during a crisis / emergency event and through the recovery 	<ul style="list-style-type: none"> Undertake business continuity planning for the territorial authority to be capable of delivering essential services and a functioning EOC during a crisis / emergency event and through the recovery
<p>Capability Development, Training and Exercises</p> <p>Training and exercising progressively enhances individuals, local authorities and the Otago CDEM Group's capability to prepare for and manage emergencies and resources, using lessons learnt. The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.</p>		
<ul style="list-style-type: none"> Develop, deliver and report on training and exercise programmes for all local authority staff with a CDEM role. Coordinate professional development of all CDEM career staff. 	<ul style="list-style-type: none"> Agree sufficient access to all ORC staff identified in CDEM roles with supervisors to ensure they're available for, attend and complete all competencies associated with training and exercises in accordance with the agreed training schedule. 	<ul style="list-style-type: none"> Make all staff identified in CDEM roles available for, attend and complete all competencies associated with training and exercises in accordance with the agreed training schedule. Support community training and exercises
<p>Community Resilience and Partnership</p> <p>Community resilience in the Civil Defence and Emergency Management context, can best be described as the community's ability to cope with, bounce back and learn from adversity encountered during and after disasters. There are activities to support in building community resilience. These activities are community engagement, community planning, public education, monitoring and evaluation to measure community resilience. The integration and inclusion of iwi in community resilience activities cements the Otago CDEM principles of Māori partnership.</p>		
<p>Community Resilience</p> <ul style="list-style-type: none"> Development and implementation of community planning guidance documents and templates to support local CDEM Community Resilience activities and planning processes. Support regional and local level Community Resilience activities and planning. Support the development of Community Response Plans for local communities with relevant Territorial Authority as required. Ensure that the CDEM component of iwi and hapū management plans are coordinated at Group and local level (as required). <p>Public Education</p>	<p>Community Resilience</p> <ul style="list-style-type: none"> Support EMO and local level Community Resilience activities by commitment of staff resources and technical information to assist in local Community Resilience activities (hazard specific) as required. Ensure whole-of-council approach to Regional Council Community Resilience activities. 	<p>Community Resilience</p> <ul style="list-style-type: none"> Partner with EMO planning for all Community Resilience activities at the local level. Commitment of local council staff / resources to conduct Community Resilience activities. Support CDEM engagement with local communities. Support the development of Community Response Plans. Ensure whole-of-council approach to local level Community Resilience activities. Consider the CDEM component of iwi and hapū management plans and coordination at local level (as required).

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<ul style="list-style-type: none"> • Lead the planning for and coordination of Public Education activities at the Group level. • Support local level Public Education activities. • Fund and maintain Group resources for Public Education. • Develop and maintain an Otago CDEM Group website and social media presence. 		<p>Public Education</p> <ul style="list-style-type: none"> • Support Public Education activities at the local level. • Fund and maintain local resources for Public Education.
<p>Equipment</p> <p>Includes all equipment to support readiness, response and recovery activities.</p>		
<ul style="list-style-type: none"> • Provide and implement guidance and set policy on minimum specifications and standards, and functionality of CDEM equipment required for EOCs/ GECC across the region. • Ensure procurement and maintenance of equipment, software and Information Communications and Technology (ICT) systems owned by Otago Regional Council in accordance with Otago Regional Council policies. • Coordinate all CDEM Group responsibilities for effective interoperability with National CDEM systems 	<ul style="list-style-type: none"> • Fit out and provide associated Information Technology (IT) equipment and infrastructure for EMO staff and GECC facilities (and alternate sites). • Implement minimum equipment standards required for GECC in line with CDEM Group policy. • Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. • Provide EMO with furniture and equipment for staff located at Otago Regional Council offices. • Undertake fleet management of all Emergency Management Otago vehicles. • Procure any priority equipment required by the activated GECC to ensure effective operational capability of the GECC. <p>For the avoidance of doubt equipment and fleet will be managed under the relevant policies of the Otago Regional Council, including procurement, replacement and asset management.</p>	<ul style="list-style-type: none"> • Fit out and provide associated Information Technology (IT) equipment and infrastructure for EOC facilities (and alternate sites). • Implement minimum equipment standards required for EOC, ICPs and CDCs as required in line with CDEM Group policy. • Own equipment and associated infrastructure, to cover costs to maintain it to an operational standard and to manage and conduct maintenance programme. • Provide EMO with furniture and equipment for Emergency Management Officer staff embedded within districts. • Provide ICT and property support, procure any priority equipment required to the EOC or Recovery Office in activation to ensure effective operational capability of the EOC equipment.
<p>Facilities</p> <p>Includes any facility to support readiness, response and recovery activities.</p>		
<ul style="list-style-type: none"> • Serve as custodians of the GECC to ensure operational readiness, in consultation with ORC Support Services who are responsible for building management, maintenance, changes to building layout or function and cleaning of the GECC. • Provide guidance on functionality and safety of EOC and GECC facilities. • Activation of GECC facility as required for response. 	<ul style="list-style-type: none"> • Provide and maintain GECC facilities (and alternate facilities) for operational response. • Provide EMO with fit for purpose office space. • Support the activation of the GECC facility if required for response if requested by the Group Controller. 	<ul style="list-style-type: none"> • Provide council-based EMO staff with fit for purpose office space. • Provide and maintain EOC (and alternate) facilities for operational response. • Provide facilities or enter into agreements for the provision of facilities to serve as Civil Defence Centres (CDCs). • Activation of EOC facility as required for response. • Activation of CDCs as required in response.

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<p>Financial Management</p> <p>The CDEM Group is to ensure allocation of financial budget to ensure effective delivery of the of CDEM services as outlined in the Group Plan.</p>		
<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> • Lead, develop, manage and administer CDEM Group budgets, including Capital Expenditure (CAPEX) and operational expenditure (OPEX), for the endorsement of CEG and approval by Joint Committee. However, the decision regarding the budget rated for annually ultimately sits with the Otago Regional Council. • Manage costs in line with budget. • Manage and administer specific contractual arrangements for services delivered by EMO. • Coordinate and provide reporting on the CDEM Group budget and resourcing. 	<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> • Provide financial management and accounting services for CDEM Group budget. • Manage, administer and submit reporting to the CDEM Group of Regional Council budgets for regional CDEM delivery • Provide staff time and travel and accommodation costs associated with attendance at training and exercises. 	<p>Emergency Management Budgets</p> <ul style="list-style-type: none"> • Manage, administer and submit reporting to the CDEM Group of Territorial Authority CDEM budgets. • Fund any operating costs for Territorial Authority EOCs (including catering, stationery and contractors). • Provide staff time and travel and accommodation costs associated with attendance at training and exercises. • Fund community training and exercises. • Submit reporting to the CDEM Group on Territorial Authority CDEM budget and resourcing.
<p>Governance and Management</p>		
<p>Joint Committee</p> <ul style="list-style-type: none"> • Implements the CDEM Group Plan on behalf of the Joint Committee. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations on Group matters to the Joint Committee. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Supports the CEG in carrying out its directions from the Joint Committee and its obligations under the CDEM Act. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations to CEG. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Coordinates those activities arising from the CEG Sub-Committees and reports to them on a regular basis. • Coordination, management and preparation of all agendas, reports, supporting papers and presentations to CEG Operations Sub-committee. 	<p>Joint Committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates. • As Administrating Authority provide governance and secretarial support to the Joint Committee. • Provide reports and recommendations on Regional Council matters to the Joint Committee. • Provide reports, decisions and recommendations back to Regional Council on CDEM Group matters <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Active participation through appointed designates and provide support as agreed to lead delivery of the regional CDEM work programme. • Develop and implement specific Regional Council Annual Plan tasking in a Regional Council CDEM work programme with alignment to CDEM Group Annual Plan. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates and support the CEG Sub-committees. 	<p>Joint Committee</p> <ul style="list-style-type: none"> • Active participation through appointed designates. • Provide reports and recommendations on Territorial Authority matters to the Joint Committee. • Provide reports, decisions and recommendations back to Territorial Authorities on CDEM Group matters. <p>Coordinating Executive Group (CEG)</p> <ul style="list-style-type: none"> • Active participation through appointed designates and provide support as agreed to lead delivery of local CDEM work programme. • Develop and implement specific Territorial Authority Annual Plan tasking in a local level CDEM work programme with alignment to CDEM Group Annual Plan. <p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Active participation appointed designates and support the CEG Sub-committees. • Ensure the alignment of CDEM Group Annual Plan and local CDEM work programmes.

Emergency Management Otago	Otago Regional Council	Territorial Authorities
	<ul style="list-style-type: none"> Ensure the alignment of CDEM Group Annual Plan and Regional CDEM work programmes. 	
<p>Hazard and Risk Management</p> <p>In relation to relevant hazards and risks: identify, assess, and manage those hazards and risks; consult and communicate about risks; identify and implement cost-effective risk reduction. Identification of the hazards and risks in a Group area that may result in an emergency that requires national-level support and co-ordination.</p>		
<ul style="list-style-type: none"> Ensure effective planning and response to all hazards and risks in line with legislated responsibilities. Develop and monitor the hazard profile for the Otago CDEM Group as per the hazardscape detailed in the Otago CDEM Group Plan. Lead effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts. This activity is undertaken in concert with the expertise of the ORC Natural Hazards Team. 	<ul style="list-style-type: none"> Lead identification of hazards (as required) in accordance with the hazard scape outlined in the CDEM Group Plan at the regional level. Own and manage the hazards (as required) and risk within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Otago CDEM Group Plan. Fund and manage hazard investigation within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Otago CDEM Group Plan Support effective planning for response through collaboration on hazard risk management for hazards with cross regional and national impacts. 	<ul style="list-style-type: none"> Own and manage the hazards and risk (as required) within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Otago CDEM Group Plan. Fund and manage hazard research within the appropriate area of responsibility as mandated through the Regional Policy Statement in alignment with the hazardscape detailed in the Otago CDEM Group Plan Support communicating hazards and risks to respective communities.
<p>Lifeline Utilities</p> <p>Lifeline’s failures can disrupt and endanger the wellbeing of local and regional communities. Effective relationships, priority of response protocols and lead agency role definition can reduce the risk such failures may pose. Lifeline utility means an entity named or described in the CDEM Act 2002 in Part A of Schedule 1, or that carries on a business described in the CDEM Act, Part B of Schedule 1</p>		
<ul style="list-style-type: none"> Support Lifelines Utilities in the hazard risk assessment and planning for hazard risk reduction activities on lifelines utilities infrastructure in alignment with the hazardscape detailed in the Otago CDEM Group Plan. Provide administrative and project management support, networking, development opportunities and exercising for to the Otago Lifelines Group. Represent the Otago Lifelines Group and Otago CDEM Group at National forums. 	<ul style="list-style-type: none"> Lead hazard risk assessment and planning for hazard risk reduction and response activities on key Regional Council services and infrastructure. Support lifelines projects and activities. 	<ul style="list-style-type: none"> Lead hazard risk assessment and planning for hazard risk reduction and response activities on key Territorial Authority services and infrastructure defined as Lifeline Utilities under Schedule 1 of the CDEM Act. Support lifelines projects and activities through appointing a lifelines representative to the Otago Lifelines Group and active participation of its key lifelines managers. Provide LUCs for services defined under the CDEM Act. Activate staff to lead, coordinate and support the delivery of Lifeline Utilities (Territorial Authority) functions in response and recovery at the local level.
<p>Planning</p>		

Emergency Management Otago	Otago Regional Council	Territorial Authorities
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Fundamental to any successful undertaking is attention to planning and preparation. Whilst we pay attention to the plans that are produced, the process of planning is important to ensure that the plans developed meet the needs of the people affected.

CDEM Groups and agencies are expected to routinely incorporate CDEM arrangements into their business planning and risk management processes, and to regularly monitor and report on their progress as appropriate. This is an important role to play in making progress towards the vision of a 'Resilient New Zealand'.

<p>Otago CDEM Group Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the Otago CDEM Group Plan using approved processes. <p>Otago CDEM Business Plan</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance, monitoring and evaluation of the Otago CDEM Business Plan. Provide advice and guidance on the development of regional and local level CDEM work programmes in alignment to the Otago CDEM Business Plan. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Lead CDEM Group response planning. Support the development, implementation, maintenance of regional and local level response plans. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of CDEM Group Standard Operating Procedures as required. <p>Recovery planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of the Otago CDEM Group Recovery Plan. Provide advice and guidance on the development of the Local Recovery Plan. <p>Financial planning</p> <ul style="list-style-type: none"> Lead the development, implementation, maintenance of a CDEM Group policy on the management of response and recovery claims. 	<p>Otago CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the Otago CDEM Group Plan. Ensure alignment between the Otago CDEM Group Plan and Regional Council Long Term Plans. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of CDEM response planning for Regional Council. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Standard Operating Procedures as required <p>Recovery planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of Regional Council Recovery Plan for key council infrastructure and assets. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims. 	<p>Otago CDEM Group Plan</p> <ul style="list-style-type: none"> Support, the development, implementation, maintenance, monitoring and evaluation of the Otago CDEM Group Plan. Ensure alignment between the Otago CDEM Group Plan and Territorial Authority Long Term Plans. <p>Pre-event response action planning</p> <ul style="list-style-type: none"> Support development, implementation, maintenance of CDEM response planning for Territorial Authorities. <p>Standard Operating Procedures</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Standard Operating Procedures as required. <p>Recovery planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of Local Recovery Plan with alignment to Group Recovery Plan. <p>Financial planning</p> <ul style="list-style-type: none"> Support the development, implementation, maintenance of CDEM Group policy on the management of response and recovery claims.
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Public Information Management

Public information management (PIM) enables people affected by an emergency to understand what is happening and take the appropriate actions to protect themselves. This is achieved by making sure that timely, accurate, and clear information is shared with the public in an emergency.¹⁵ Strategic communications¹⁶ is a core component of Public Information Management activities.

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<p>Public Information Management (PIM) staff</p> <ul style="list-style-type: none"> Group Public Information Manager provided by EMO. Coordinate the provision of a 24/7 duty Group PIM function. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Lead and manage all Group level PIM activities. Develop and implement consistent messages in line with national messaging and where required develop SOPs for the Group and provide coordination and advice for Group and Local PIMs. Administer and maintain Group level PIM forums and meetings. Conduct PIM for CDEM Group and support local PIMs (if established) during response and recovery. 	<p>Public Information Management staff</p> <ul style="list-style-type: none"> Alternate Group Public Information Managers provided by Regional Council. Provide staff to support a 24/7 duty Group PIM function. Provide communications/ media staff to receive training and support the Group and local PIM functions, including strategic communications. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Support all CDEM Communications and Social Media activities at the Group and local level as required. Support consistent CDEM messaging across all Regional Council social media platforms and websites. Provide communications/ media staff to support the Group and Local PIM function during response and recovery if required. 	<p>Public Information Management staff</p> <ul style="list-style-type: none"> Local Public Information Manager and alternates provided by Territorial Authorities. Provide the agreed number of PIM staff to receive training and assist with the dissemination of CDEM information via any platform as required. <p>Public Information Management planning</p> <ul style="list-style-type: none"> Lead and manage all local level PIM activities. Support all CDEM Communications and Social Media activities at the Group and local level as required. Support consistent CDEM messaging across all Territorial Authority social media platforms and websites. Ensure effective delivery of PIM in response and recovery at the local level.
<p>Reporting, Monitoring and Evaluation</p> <p>All members of the CDEM Group must provide reports that may be required by the Group. Monitoring and evaluation provide a method for learning from experience, analysing capability, planning and allocating resources, and demonstrating results as part of accountability to stakeholders.</p>		
<p>Reporting</p> <ul style="list-style-type: none"> Facilitate agreed reporting to Joint Committee, CEG and CEG Operations Subcommittee. Coordinate and publish annual report against the Otago CDEM Group Annual Plan and the Otago CDEM Group Plan to CEG, Joint Committee and ORC Council Provide reporting to Territorial Authorities and Regional Council on staff training registration, attendance and completion of competencies associated with training. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Lead and implement Monitoring and Evaluation process for CDEM Group. Monitor progress against the goals, objectives and outcomes of the CDEM Group Plan on behalf of the Joint Committee. Develop and implement a framework for conducting post-event reviews and corrective action plans for the CDEM Group. 	<p>Reporting</p> <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions and decisions. Provide reporting to Joint Committee, CEG and CEG Sub-Committee on specific Regional Council Annual Plan tasks related to CDEM. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support, contribute and implement a lessons learned/ knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group. 	<p>Reporting</p> <ul style="list-style-type: none"> Ensure Elected Officials and Leadership Team are informed of Joint Committee and CEG resolutions, directions and decisions. Provide reporting to Joint Committee, CEG and CEG Sub-Committee on specific territorial authority Annual Plan tasks related to CDEM. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support, contribute and implement a lessons learned/ knowledge management process for CDEM Group. Support Monitoring and Evaluation process for CDEM Group.

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<p>Staff</p> <p>All staff with CDEM responsibilities including CDEM career staff, CDEM appointed staff, Regional Council and Territorial Authority staff fulfilling CIMS functions as part of an Emergency Coordination Centre (ECC) or Emergency Operations Centre (EOC) and any CDEM volunteers providing support to any CDEM function.</p> <p>The CDEM Group and each member of the Group are to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management.</p>		
<p>CDEM career staff</p> <ul style="list-style-type: none"> • Manager EMO to appoint CDEM career staff to deliver CDEM outlined in the CDEM Group Plan and this Agreement. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide adequate 24/7 staff cover for duty roster for the Otago CDEM Group. • Ensure support to 24/7 Local Duty Controller capability. <p>CDEM Forums</p> <ul style="list-style-type: none"> • Appoint staff to represent the Otago CDEM Group at national, regional and local CDEM forums as required. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Lead the development and implementation of the competency, capability and capacity criteria for EOC/GECC staff in CIMS functions. • Make recommendations on staff to fulfil GECC CIMS functions. • Provide CDEM career staff to support Group and Local Controllers. • Management and coordination of a database of all CDEM personnel at the Group and local level. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Activate CDEM career staff to support delivery of response. • Activate GECC staff for delivery of response as required. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Appoint a Senior Manager as CDEM designate to represent Regional Council. <p>CDEM career staff</p> <ul style="list-style-type: none"> • The Otago Regional Council is the employer of CDEM career staff (EMO) to deliver CDEM outlined in the CDEM Group Plan and this Agreement. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide staff to support a 24/7 duty Group Controller capability. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Group Emergency Coordination Centre Incident Management Team and alternates provided by Regional Council. • Provide staff to CIMS functions within the GECC. • Consult with EMO on appointments of staff to CIMS functions for the GECC. • Ensure all CDEM GECC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct GECC operations and deliver 24/7 response. • Support the provision and deployments of surge regional council CDEM staffing to support Group and Local level response and recovery within the Otago or across New Zealand. 	<p>CEG Operations Sub-committee</p> <ul style="list-style-type: none"> • Appoint a Senior Manager as CDEM designate to represent Territorial Authority. <p>24/7 Duty staff</p> <ul style="list-style-type: none"> • Provide a 24/7 Duty Local Controller capability. <p>Staff for CIMS functions</p> <ul style="list-style-type: none"> • Local Incident Management Team and alternates provided by Territorial Authorities. • Provide staff to all CIMS functions within the EOC. Consult with EMO on key appointments to their EOCs. • Ensure all CDEM EOC staff have respective CDEM role included in Job Description, KPI in annual performance plan, required training and exercising in annual professional development plan and be allocated the time for active participation. <p>Activation in response / recovery</p> <ul style="list-style-type: none"> • Ensure availability and prioritisation of staff to conduct EOC operations and deliver 24/7 response. • Support the provision and deployments of surge territorial authority CDEM staffing to support Group and Local level response and recovery within the Otago or across New Zealand
<p>Warning Systems</p>		

Emergency Management Otago	Otago Regional Council	Territorial Authorities
<p>When there is an imminent threat to life, health or property from hazard events the issue of official warnings is the responsibility of CDEM agencies.</p>		
<ul style="list-style-type: none"> • Develop, implement and maintain CDEM Group warning systems and protocols. • Procure, maintain, promote, test and activate CDEM Group public alerting systems. • Ensure the functioning of an effective GECC/ EOC staff activation system. • Monitor and respond to emergencies 24/7 on behalf of the CDEM Group including the dissemination of warnings and coordinating response in accordance with CDEM Group warning systems and protocols. 	<ul style="list-style-type: none"> • Ensure an effective flood event monitoring and information system. • Promote the flood warning system to partners, emergency services and communities. • Support the dissemination of warnings from the CDEM Group to communities. 	<ul style="list-style-type: none"> • Support Otago CDEM Group in promoting the public alerting systems. • Maintain, test and activate local public alerting systems. • Support the dissemination of warnings from the CDEM Group to communities.
<p>Welfare Management</p> <p>Management of welfare across all welfare services and clusters: 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>The objective of the welfare services function is to carry out activities across the 4Rs to provide for the needs of people affected by an emergency and to minimise the consequences of the emergency for individuals, families and whānau, and communities.</p>		
<ul style="list-style-type: none"> • Lead planning for the delivery of welfare services for the Otago CDEM Group. in accordance with Director's Guidelines. • Appoint Group Welfare Manager to deliver and coordinate Group welfare functions across the '4Rs'. • Lead the development, implementation, maintenance of an Otago CDEM Group Welfare Plan. • Support local welfare planning. • Provide relevant reporting and recommendations at Group level on Welfare to CEG and Joint Committee. 	<ul style="list-style-type: none"> • Support Group (GECC) and local (EOC) welfare activities in response. 	<ul style="list-style-type: none"> • Lead planning and delivery of local welfare arrangements in accordance with Director's Guidelines. • Appoint Local Welfare Managers (Primary and Alternates) to deliver and coordinate welfare functions to local communities across the '4Rs'. • Support, contribute and implement the Otago CDEM Group Welfare Plan. • Ensure coordination for the delivery of welfare at the local level in accordance with the National CDEM Plan Order and Group Welfare Plan. • Ensure coordination and delivery of welfare at the local level in response and recovery.

Schedule B

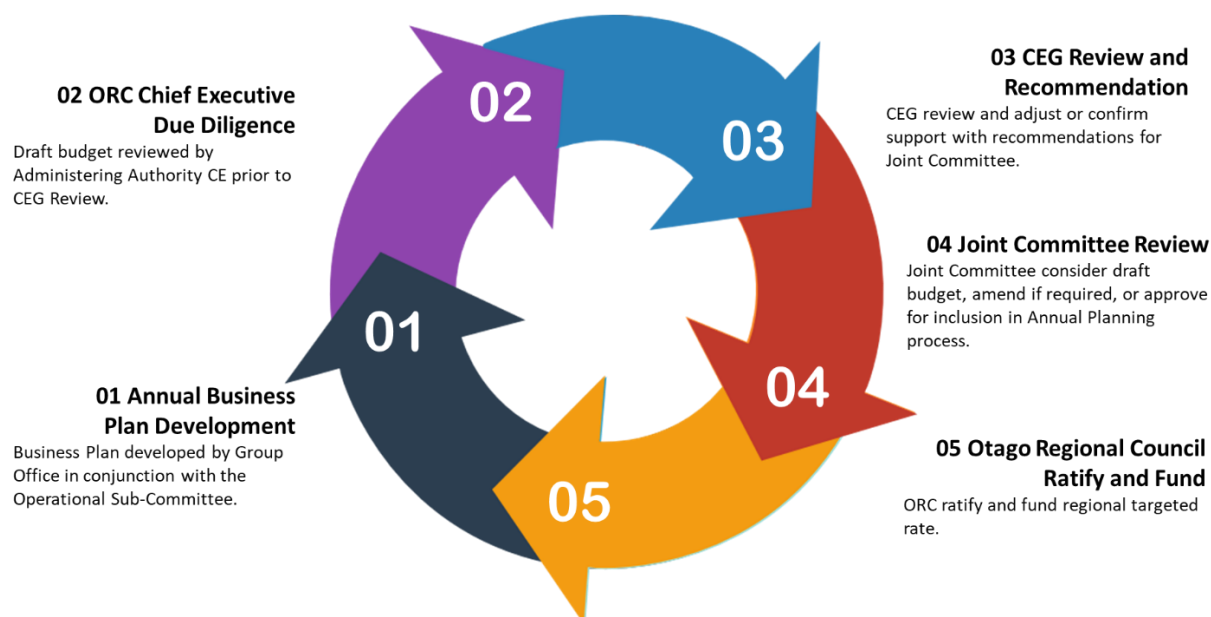
Otago CDEM Financial Arrangements

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

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

Budgeting process for CDEM Regional Targeted Rate

Emergency Management Otago Group Budget Development Process



¹

A targeted rate may be set on a uniform or differential basis in accordance with Sections 16,17 and 18 of the Local Government (Rating) Act 2002.



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Otago CDEM Coastal Tsunami Plan

Joint Committee

March 2022

EXECUTIVE SUMMARY

Although a tsunami cannot be prevented, the impact of a tsunami can be mitigated through community awareness, preparedness, timely warnings and effective response.

It is therefore important that the Otago CDEM Group plans for the provision of coordinated public and community information, timely consistent warnings and effective response for a tsunami event on the Otago coast.

This plan is to detail the preparedness, warning processes and systems, risk evaluation, activation, evacuation and other response arrangements in the event of a tsunami threat on the Otago coast. An inland tsunami risk is recognised as a hazard to lakeside communities in Queenstown Lakes and Central Otago districts but are out of scope for this plan.

Scope of Plan

- Identify at risk coastal areas and communities.
- Describe the risk of tsunami on Otago Coast.
- Warning and notification arrangements procedures, including links with national warning systems and public alerting processes.
- Media arrangements. - Incorporating pre-scripted messages in the Public Information plan.
- Testing and exercising of warning systems as part of the overall exercise programme.
- Provision of education to support Community based plans.

Tsunami continues to be a hazard which covers multiple districts in Otago and requires regional coordination.

Standard Operating Procedures (SOPs) are in place in each of the coastal districts and planned for the Group Coordination Centre. This plan documents the thinking behind SOPs, response plans and will assist in guiding future revisions.

To date this plan has been socialised with the Readiness and Response Committee and the Welfare Coordination Group.

The agreement was supplied to the C.E.G. Liaison Committee in November 2021. This committee met earlier this month to provide feedback on the agreement prior to review by C.E.G. on the 18th of March 2022

RECOMMENDATION

That the Joint Committee:

- 1) ***Receives*** this plan.
- 2) ***Endorses*** the proposed Otago Coastal Tsunami Plan.
- 3) ***Notes*** that the proposed agreement has been endorsed by the Otago Civil Defence and Liaison Committee and Coordinating Executive Group.
- 4) ***Ratifies*** this report with signing by the Chair.



EMERGENCY MANAGEMENT OTAGO

Tsunami Response Plan

2022




Emergency
Management Otago
Te Rākau Whakamarumarū Ōtākou

Draft Group Coastal Tsunami Plan

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 Emergency Management Otago Te Rākau Whakamarumaru Ōtākou	Document Name: Otago CDEM Group Tsunami Plan
	Document Owner:
	Authorised By:
	Implementation Date: March 2022 (Ver 0.9)
	Review Period: 5 yearly, following an exercise, or use.
	Last Reviewed: N/A
	Next Review: March 2027

Introduction

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- Identify at risk coastal areas and communities.
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Tsunami continues to be a hazard which covers multiple districts in Otago and requires regional coordination.

Standard Operating Procedures (SOPs) are in place in each of the coastal districts and planned for the Group Coordination Centre. This plan documents the thinking behind SOPs, response plans and will assist in guiding future revisions.

Description of vulnerable area

In Otago the coastal districts of Waitaki, Dunedin and Clutha consist of 480 kilometres of coastline¹.

Significant communities at risk from a coastal tsunami (north to south) are¹:



- Oamaru
- Kakanui
- Taranui
- Waikouaiti
- Karitane
- Warrington
- Blueskin Bay
- Purakanui
- Long Beach
- Aramoana
- Otago Harbour (Harwood / Harington Point)
- St Kilda / St Clair / Ocean Grove
- Ocean View / Brighton
- Taieri Mouth
- Toko Mouth
- Clutha delta
- Jacks Bay
- New Haven
- Kaka Point
- Pounaweia
- Papatowai

Figure 1 Coastal communities included in ORC report - Community vulnerability to elevated sea level and coastal tsunami events in Otago. (2012)

Other areas at risk may include river mouths during recreational fishing seasons, or coastal areas during significant events such as regattas, ship movements etc.

Definition of the risk

The New Zealand tsunami hazard is outlined in the National Hazardscape Report².

The Otago coastline could be affected by tsunami of varying amplitudes and originating from many sources. NIWA³ investigated all credible sources of tsunami that could impact on the Otago coast. The sources include a distant (far-field) source from around the perimeter of the Pacific Ocean (often referred to as the 'Pacific Ring-of-Fire'), and local source (near-field) tsunami, sourced from local

¹ Community vulnerability to elevated sea levels and coastal tsunami events in Otago (ORC, 2012)

² NZGovt. (2007). *National Hazardscape Report*.

³ NIWA. (2007). *Otago Region hazards management investigation: tsunami modelling study*.

offshore faults and nearby subduction zones, such as the Puysegur trench to the south of New Zealand's South Island.

NIWA concluded that both near and far-field earthquakes can generate tsunami that could affect the Otago coast. The northern stretch of the Otago coastline (north of the Otago Peninsula) generally has a greater level of exposure to tsunami generated from South America, while the southern stretch of coastline (south of the Otago Peninsula) generally has a greater level of exposure from near-field subduction zone events in the Puysegur Trench. This difference is mainly due to the local geography and aspect of these two sections of coast. The coastline north of the Otago Peninsula has a more easterly aspect and is therefore more exposed to tsunami waves approaching from South America. The Otago Peninsula may also have a moderating effect during a Puysegur Trench tsunami, with refraction of waves occurring along the coastline to the north of this feature. Communities to the south of the Otago Peninsula are also closer to the Puysegur Trench.

NIWA identified that the largest tsunami faced by the Otago region is likely to be associated with a large subduction zone earthquake on the Puysegur Fault. This is due to the proximity of this potential tsunami source and its potential to generate large earthquakes. The impact of a tsunami generated from the Puysegur Trench is likely to be considerable for the southern part of the coast.

Other sources of tsunami include offshore local faults, such as the Castle Hill, Akatore, Takapu and Waihemo fault systems and the continental shelf submarine landslides. NIWA concluded that the effects of tsunami generated by offshore local faults are likely to create 'small' tsunami with water-surface displacement of up to two metres.

Whilst not well researched or reported on, the threat of an inland lake tsunami exists from the same triggers – i.e. large earthquake or landslip into the lake. Research work on this is planned for inclusion in the 2021-2031 10-year plan for the Otago Regional Council.

Reports offering more detail of the tsunami threat for Otago include:

- GNS national report *Review of Tsunami Hazard in New Zealand (2013 Update)*
- ORC report *Community vulnerability to elevated sea level and coastal tsunami events in Otago.* (2012)
- NIWA reports: *Otago Region hazards management investigation: tsunami modelling study.* (2007); *Modelling tsunami inundation of Aramoana and Harrington Point Dunedin A 1:500 year 50th percentile scenario.* (2015)

The GNS report "Review of Tsunami Hazard in New Zealand⁴ (2013 Update)" contains a probabilistic tsunami hazard model covering the entire NZ coastline. The coastline was divided into 268 sections each approximately 20km long. The model produces a hazard curve that illustrates the expected maximum tsunami height as a function of return period.

⁴ Report downloadable from civildefence.govt.nz

The GNS Report⁵ has divided the Otago Coast into 13 sections each approximately 20km long. The maximum wave amplitudes the modelling provided for 1:500(50%) and 1:2500(84%) return period tsunami scenarios are shown in the following table.

Sect No.	District/City	Section Location	1:500(50%)	1:2500(84%)
			Amplitude height (metres)	
165	Waitaki	Oamaru	4.6	8.5
166	Waitaki	Kakanui	4.4	8.3
167	Waitaki	Hampden	4.3	8.0
168	Waitaki	Shag Point / Matakaea	3.5	6.7
169	Dunedin	Waikouaiti	5.0	9.4
170	Dunedin	Dunedin City	4.8	9.2
171	Dunedin	St Clair	3.6	6.9
172	Dunedin	Brighton	5.3	10.3
173	Clutha	Chrystalls Beach	5.1	9.8
174	Clutha	Clutha River	5.1	10.0
175	Clutha	Catlins River	4.8	9.3
176	Clutha	Tahakopa Bay	4.5	10.3
177	Clutha	Makati (Chaslands Mistake)	4.8	9.1

Evacuation zone boundaries are best estimates based on forecast maximum wave heights at the coast and do not necessarily reflect the area that will be inundated by a tsunami wave. Some properties/dwellings etc. will not necessarily be inundated but have been included within the evacuation zone because access may be affected, and they would be isolated.

Evacuations of zones on the Otago coast have been aligned with the National Emergency Management Agency (NEMA) threat levels as follows.

NEMA Threat Level	Threat Definition	Zones Evacuated along Otago coast
0.3 – 1 m	Strong and unusual currents activity (incl. harbours, estuaries & small boats)	Red Zone
1 – 3 m	Land & Marine Threat	Red and all Orange Zones
3 -5 m		Red, all Orange, and all Yellow Zones
5 – 8 m		Red, all Orange, and all Yellow Zones
> 8 m		Red, all Orange, and all Yellow Zones

More detailed information on the determination of the evacuation zones is in the “2017 Tsunami Evacuation Zone Project Background” prepared by Emergency Management Otago for the zone mapping project.

⁵ GNS national report Review of Tsunami Hazard in New Zealand (2013 Update)

National warning system description

The revised national Tsunami Advisory and Warning Plan [SP 01/20] outlines the national procedures for National Emergency Management Agency to advise local authorities, national agencies and the media of possible tsunami that could affect coastal areas of New Zealand. It deals with the arrangements to receive and assess tsunami information at the national level, and the dissemination of national official notifications via the National Warning System (NWS) and the Emergency Mobile Alert (EMA) system.

NEMA Response indicators⁶

Region	Location	Thresholds	Possible notification issued via the National Warning System
1	New Zealand (0-1 hour to nearest coast Local source)	$M \geq 6.5$ and <100km depth	<p>Natural, felt signs are the primary warning for local source tsunami (Region 1).</p> <p>If possible and as appropriate, NEMA will issue one or a sequence of the following Advisories and Warnings:</p> <ul style="list-style-type: none"> • <i>National Advisory: Earthquake Being Assessed</i> • <i>National Advisory: Tsunami Activity – Strong Unusual Currents</i> • <i>National Warning: Tsunami Threat</i> • <i>Emergency Mobile Alert (to areas where land inundation is forecast)</i> • <i>National Advisory: No Tsunami Threat</i> • <i>National Advisory: Earthquake - No Tsunami Threat</i>
	Southern Kermadec (<1 hour to nearest coast Local source)	$M \geq 7.9$ and <150km depth	<p>Natural, felt signs are the primary warning for local source tsunami (Region 1), however Southern Kermadec earthquakes located between 25°S and 33°S may not be widely felt in New Zealand.</p> <p>If possible and as appropriate, NEMA will issue one or a sequence of the following Advisories and Warnings:</p> <ul style="list-style-type: none"> • <i>National Advisory: Earthquake Being Assessed (local/regional boundary holding message)</i> • <i>National Advisory: Tsunami Activity – Strong Unusual Currents</i> • <i>National Warning: Tsunami Threat</i> • <i>Emergency Mobile Alert (to areas where land inundation is forecast)</i> • <i>National Advisory: No Tsunami Threat</i>
2	South-West Pacific (1-3 hours Regional-source)	$M \geq 7.5$ and <100km depth	<p>Initial message:</p> <ul style="list-style-type: none"> • <i>National Advisory – Large Pacific Earthquake Being Assessed holding message</i> <p>Followed by (as appropriate, once confirmed data and advice received from GNS Science):</p> <ul style="list-style-type: none"> • <i>National Advisory: Tsunami Activity – Strong Unusual Currents</i> • <i>National Warning: Tsunami Threat</i> • <i>National Advisory – No Tsunami Threat to New Zealand</i> • <i>Emergency Mobile Alert (to areas where land inundation is forecast)</i>
3	Wider Pacific (>3 hours Distant-source)	$M \geq 8.0$ and <100km depth	<ul style="list-style-type: none"> • <i>National Advisory: Tsunami Activity – Strong Unusual Currents</i> • <i>National Warning: Tsunami Threat</i> • <i>National Advisory – No Tsunami Threat to New Zealand</i> • <i>Emergency Mobile Alert (to areas where land inundation is forecast)</i>

NEMA and GeoNet receive tsunami notifications directly from the Pacific Tsunami Warning Centre (PTWC), and NEMA receives earthquake (or other potential tsunami sources e.g. offshore volcano) reports from GeoNet.

When the first National Warning is issued by NEMA, information about the expected threat may be provided if available in the form of estimated wave arrival times and/or a threat map (or table) that shows coastal regions at risk. Often this data is not available at the time of the initial warning.

⁶ MCDEM (NEMA) Tsunami Advisory and Warning Plan [SP 01/20]

Subsequent National Warnings will include any new information as it becomes available, including new or revised wave arrival times, amplitudes, and threat maps (see figure 2).

All CDEM Groups and CDEM Group members receive official national tsunami advisories and warnings via the NWS. When time and expertise is available, CDEM Groups are responsible for further local threat assessment and deciding on appropriate local public alerting and response for regional and distant-source tsunamis. For example, designating which evacuation zones are relevant to evacuate, dependent on the threat.

Initial Threat Assessment

NEMA receives tsunami notifications directly from the PTWC, as well as earthquake notifications (for local earthquakes) from GeoNet. The initial PTWC message will include:

- Preliminary earthquake parameters – magnitude, time (UTC), coordinates of epicentre, depth and description of location (e.g. southeast of Loyalty Islands).
- An initial evaluation e.g. “* BASED ON THE PRELIMINARY EARTHQUAKE PARAMETERS... WIDESPREAD HAZARDOUS TSUNAMI WAVES ARE POSSIBLE.”
- A tsunami threat forecast e.g. “* HAZARDOUS TSUNAMI WAVES FROM THIS EARTHQUAKE ARE POSSIBLE WITHIN THE NEXT THREE HOURS ALONG SOME COASTS OF (countries listed)
- Recommended actions for government agencies (NEMA) and public.
- Estimated times of arrival for potentially affected localities – noting actual arrival times may differ and the initial wave may not be the largest. E.g.
“NORTH CAPE NEW ZEALAND 34.4S 173.3E 1520 02/10”
“AUCKLAND WEST NEW ZEALAND 37.1S 174.2E 1624 02/10”

Emergency Management Advisors also receive tsunami notifications directly from the PTWC (this is a publicly subscribed service) and will make an initial risk assessment of the to-be-expected first wave arrival time. This allows for an indication of the urgency for response actions to be taken ahead of the first alert through the NWS.

A group meeting via teleconferencing is undertaken to ascertain the appropriate initial response requirements to ensure we are ready to act in response to the National Emergency Management Agency advice.

Any decisions made need to take into account that the PTWC messages are received by media and members of the general public at the same time Civil Defence Emergency Management. Expectations by the public for authoritative messaging and action will be high.

Depending on the assessment of the information received for an earthquake, NEMA may issue one or more of the following official notifications:

National Advisories:

- *National Advisory – Earthquake Being Assessed*
- *National Advisory – Large Pacific Earthquake Being Assessed*
- *National Advisory – No Tsunami Threat to New Zealand*
- *National Advisory – Earthquake – No Tsunami Threat to New Zealand*
- *National Advisory – Tsunami Activity – Strong Unusual Currents*

National Warnings:

- *National Warning – Tsunami Threat*

Tsunami cancellation messages:

- National Advisory – *Tsunami Activity CANCELLED*
- National Warning – *Tsunami Threat CANCELLED*

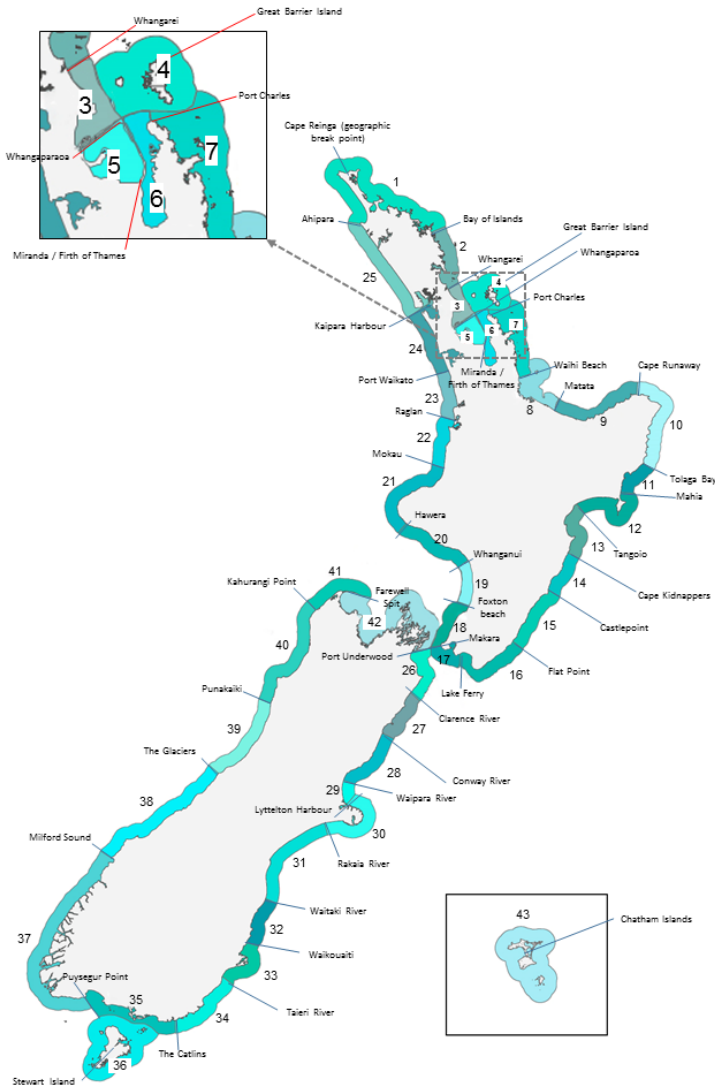


Figure 2 Coastal regions for wave height estimations issued in National Warnings (NEMA)
The different colours only reflect the different regions. Maps produced during an event will be colour-coded to indicate potential wave heights for each region.

In Otago the national warning system is received by Emergency Management Otago staff, who will then activate their Incident Management Teams as appropriate to the level of advisory / warning. See *Response Planning*, pages 11-12 for more information.

Public tsunami notifications using Emergency Mobile Alert (EMA)

The Emergency Mobile Alert (EMA) system delivers alerts directly to people’s mobile phones in targeted areas, without subscription required. NEMA and the CDEM Groups have agreed the optimum arrangements to alert people via EMA once a credible tsunami threat has been established.

Use of EMA during a tsunami

	Upon receipt of Threat Forecast Map or Rapid Threat Evacuation Map from GNS Science/GeoNet that includes at least one coastal region with land inundation.	Upon receipt of a further Threat Forecast Map or Rapid Threat Evacuation Map from GNS Science/GeoNet that increases or decreases the number of coastal regions with land inundation.	Upon advice from GNS Science/GeoNet that immediate threat has passed.
Local / Regional-source tsunami threat			
NEMA	Issue EMA to those coastal regions that are subject to a land threat telling people to evacuate from coastal areas.	Issue EMA with updated locations to the new and old coastal regions telling people to evacuate from coastal areas.	
Distant-source tsunami threat			
NEMA	Issue EMA to those coastal regions that are subject to a land threat advising people to be prepared to move and check with local authorities for further information.	Issue EMA with updated locations to the new and old coastal regions advising people to be prepared to move and to continue to check and listen to local authorities for next steps.	Teleconference between NEMA and CDEM Groups to agree further EMA messaging and responsibility for issuing, including cancellations.
CDEM Groups	If at least one coastal region with land inundation in their Group, issue EMA to those coastal regions with the locally appropriate evacuation messages, after the EMA issued by NEMA, supporting that national message.	If at least one coastal region with land inundation in their Group, issue EMA to new and old coastal regions with the locally appropriate evacuation messages, after the EMA issued by NEMA, supporting that national message.	

The Otago Group Stakeholder Engagement Advisor is responsible for ensuring there are sufficiently trained staff in each local authority in Otago to operate the emergency mobile alerting system. These staff are typically the Emergency Management Officers and public information teams for each Emergency Operations Centre.

Roles and Responsibilities

National Emergency Management Agency / GNS

- Research and updating hazard knowledge relating to tsunami
- Maintaining capability to activate a national warning system and public emergency mobile alert system
- Update Civil Defence Emergency Management Groups and partner agencies on tsunami impact risks during an event

Otago Regional Council

- Maintaining currency in hazard knowledge relating to tsunami – both coastal and inland (lake tsunami)
- Considering current knowledge of the tsunami hazard in planning and consent decisions
- Maintaining capability to establish and operate the Group Emergency Coordination Centre in response

Territorial Authorities in Otago

- Maintaining capability to establish and operate the local Emergency Operations Centre in response
- Considering current knowledge of the tsunami hazard in planning and consent decisions
- Maintaining the ability to send an emergency mobile alert and initiate other public information processes to warn / advise / inform impacted communities
- Educate communities on the hazards and response actions

Emergency Management Otago

- Maintaining currency with, and evaluating standard operating procedures for all Civil Defence Emergency Management co-ordination centres
- Maintaining capability of coordination centres through training and exercises
- Maintaining the ability to send an emergency mobile alert and initiate other public information processes to warn / advise / inform impacted communities.
- Maintain engagement and collaboration with key sector partners.

Fire and Emergency New Zealand

- Utilise all available fire resources to assist in the response
- Assist with evacuation where appropriate
- Undertake rapid post-impact assessments

New Zealand Police

- Utilise all available police resources to assist in the response
- Assist with evacuation where appropriate, including cordon management
- Plan for and undertake Disaster Victim Identification as required

District Health Board

- Identify any health facilities at risk and plan for effective response
- Plan for post-impact health response

- Coordination of the health sector to assist in response, this can include being the conduit to community health providers enabling the identification of vulnerable populations in the community

Critical Infrastructure

- Considering current knowledge of the tsunami hazard in asset planning and identify appropriate mitigation measures where necessary.
- Critical infrastructure network operators will consider tsunami response actions in their plans

Coastal communities

- Community response groups will consider tsunami response actions in their plans
- Community response groups will promote tsunami awareness within their communities

Risk Reduction measures

District plans have included consideration of natural hazards in the next generation plans. Coastal inundation zones form a layer in plan maps and will influence the decision for future development of these at-risk areas.

The significant risk area of South Dunedin has mitigation in place through the St. Clair Seawall and the managed dune system from St. Clair to Lawyers Head.

Readiness actions

The Otago Civil Defence Emergency Management website provides public access to the tsunami evacuation zone map prepared in 2017. The evacuation zones are included in coastal community emergency response guides distributed in each community and available on the Otago Civil Defence Emergency Management website. In 2017-2018 community flyer mail-outs were done for all the at-risk coastal communities. The zones are also mapped on community response plans for these communities.

Awareness campaigns through social media remind communities of how to find out what the tsunami risk is for them. Inland lake tsunami awareness is also being undertaken in this manner.

There is currently no tsunami signage in these communities, however a budget for the 2021-2031 long term plan is set for considering signage in accordance with technical standard TS-01/08. A pilot programme is being developed to create on-ground visibility of tsunami evacuation zones using coloured markers on power poles.

The three coastal territorial authorities have tsunami specific response plans primarily focussed on the warning and evacuation of at-risk communities. Briefings for emergency services and community response group are periodically undertaken to keep responders informed.

There are several warning mechanisms for the Otago communities, primarily using the emergency mobile alerting system, with supplementary arrangements for local community warning through phone contacts with community response groups or the use of portable sirens in accordance with the technical standard TS-03/14, or emergency services alerting residents in communities. NEMA has an MOU with all national broadcasters, ensuring that tsunami alerts will be broadcast on radio and television as priority messages, 24/7.

Response planning – Territorial authorities

The local Emergency Operations Centres are responsible for all activity required to warn at risk communities, assist in any necessary evacuations, provide emergency welfare assistance and local public information to evacuees and undertake post-impact assessments, planning and response for their communities.

The response plans in each of the coastal authorities includes:

- Identifying the at-risk communities, creating manageable sectors for evacuation and assessment.
- Warning arrangements – particularly for communities where cellular coverage is poor and EMA alerts may not be received. This will include locally specific instructions on established assembly areas for evacuees.
- Identification and activation procedures for evacuee assistance centres, principally supported by and managed through community contacts and response groups.
- Cordon arrangements including information on areas protected through the cordons and resources required to affect these.
- Intelligence gathering procedures to ascertain information on the efficacy of evacuation efforts, initial severity of tsunami impacts on the shoreline and activity at evacuee assistance centres.
- Reporting arrangements from field resources to the Emergency Operations Centre and also between the Emergency Operations Centre and Group Emergency Coordination Centre.
- Post-impact assessment procedures to facilitate an early understanding of the impact and workload on the Emergency Operations Centre and rapid repatriation of evacuees whose homes remain habitable.

These plans are templated in the D4H operational platform in each Emergency Operations Centre.

The inland authorities should plan for activating to assist coastal areas after tsunami inundation.

Response Planning – Group Emergency Coordination Centre

The Group Emergency Coordination Centre is responsible for providing regionally consistent warning messaging, liaison with the emergency services and providing logistical support to Emergency Operations Centres that have a high post-impact workload.

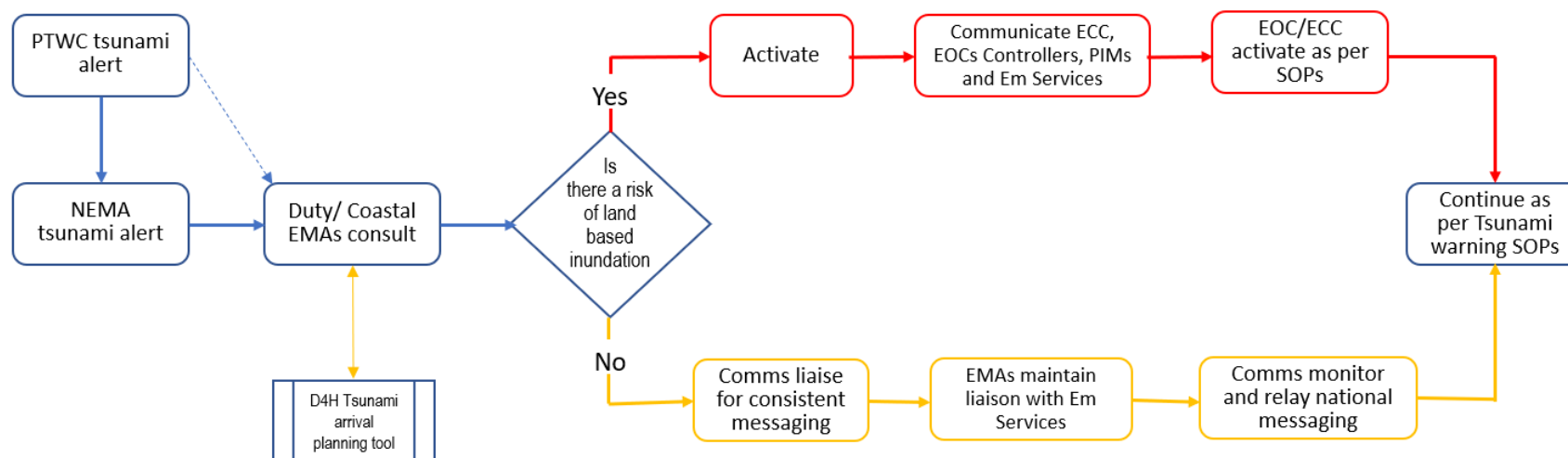
Initial emergency services coordination is expected to take place at the EOC level for any event where the first wave arrival time is less than 3 hours from time of the first tsunami warning issued by NEMA.

The response plan for the Group Emergency Coordination Centre includes:

- Duty Officer responsibilities (Emergency Management Officer with 0800 phone)
- Warning receipt / notification (SAR/Coastguard, harbour master, ports)
- Alerting / warning, Declaration protocol
- Initial actions
- EOC coordination
- NCMC communication
- Public Information

This plan is templated in the D4H operational platform for the Emergency Coordination Centre.

EM Otago Activation Process



Disclaimer: This process is subject to many factors. This is a process that would be followed if there was a 'textbook' activation. There are many contributing factors and this process is designed to give the user the initial concept of operations.

Response planning – Emergency Services

The following response plans are also in place for tsunami response:

- Te Kei Tsunami Plan – Local Procedure (Fire Emergency New Zealand)⁷
- District Emergency Management Plan (New Zealand Police) – tsunami specific tactical plans are to be developed
- Tsunami Tactical Plan (St John) - a specific tactical plan being developed.

In the event CDEM is activating in response to a tsunami warning for Otago, both Police and Fire would activate their regional coordination centres to coordinate their response.

Response planning – Community

Community response plans for communities at risk of tsunami include details on how the community itself will respond when it becomes aware of a tsunami threat. These plans will include:

- Phone contact lists
- Pre-determined assembly areas
- May include identified vulnerable members of the community

In the communities of Moeraki, Karitane and the lower Otago Peninsula, local marae are actively involved in these local plans and will act as a focal point for the evacuation.

Critical contacts in response

Each local authority's Emergency Operations Centre and the Group Emergency Coordination Centre D4H platform have key contacts including:

- Community contacts, marae
- Port / harbour authorities, emergency services
- Subject matter experts – GNS, Otago Regional Council Hazards team

Recovery issues

A state of emergency is likely to remain in place for the period after tsunami impact until immediate welfare needs are addressed, and rapid building assessments have been completed to inform the transition to recovery report. Each impacted district will be required to appoint a Recovery Manager, with the Group Recovery Manager providing regional coordination and support to recovery.

Any tsunami with significant land impact is going to require recovery planning across the four environment sectors of Social, Economic, Natural and Built. Recovery structures should be established in line with the Director's Guideline on Recovery Preparedness and Management [DGL 24/20].

⁷ Available from Fire Emergency New Zealand, Te Kei Region - Planning and Performance

Testing, monitoring and evaluation

This plan should be reviewed at least 5-yearly (i.e. in 2025) or after an actual tsunami warning event affecting Otago and requiring activation.

The Otago Civil Defence Emergency Management Group should hold a tier 2 exercise for a tsunami scenario within 5 years. This requirement would be superseded if the Group activates for an actual event.

Local Standard Operating Procedures will be reviewed at least every three years.

Any exercise or activation in response to a tsunami warning should have a full debrief, identifying a corrective action plan and this Group Tsunami Plan should be carefully reviewed as part of this process.

Appendix 1: Pre-determined Emergency Mobile Alert messages

OTCDEM-TS01-Tsunami Activity

CIVIL DEFENCE TSUNAMI ADVISORY: Strong and unusual currents and unpredictable surges at the shore are expected following a M@@Magnitude@@ earthquake near @@Location@@. Strong currents and surges can injure and drown people. There is a danger to swimmers, surfers, people fishing, small boats, marinas and anyone in or near the water close to shore.

PEOPLE IN COASTAL AREAS DO NOT NEED TO EVACUATE, but should:

1. Stay out of the water (sea, rivers, and estuaries)
2. Stay off beaches and shore areas and away from marinas
3. Do not go sightseeing
4. Listen to local Civil Defence and radio/TV for updates
5. Share this information with family, neighbours and friends

This advisory is for @@LOCATIONS@@. For more information go to @@www.URL.govt.nz@@

Issued at @@Time@@ @@DayDateMonth@@.

OTCDEM TS02-Evacuate Immediately

CIVIL DEFENCE TSUNAMI WARNING: A M@@Magnitude@@ earthquake near @@Location@@ has caused a large tsunami that will impact New Zealand. A tsunami is a LIFE-THREATENING surge of sea water flooding coastal land, carrying debris.

People in coastal areas MUST LEAVE IMMEDIATELY out of all evacuation zones and move to high ground or as far inland as possible. DO NOT STAY AT HOME. **Walk, run or cycle if you can.**⁸ Take only essential items (and pets) with you and share this information if it doesn't delay you. DO NOT RETURN until Civil Defence gives the all-clear message. Stay out of the sea, rivers and off beaches. Dangerous waves will continue for many hours.

This warning is for those in areas near the coast between @@LOCATION to LOCATION@@, including @@LOCATIONS@@.

OTCDEM-TS03 -Change in Evacuation

CIVIL DEFENCE TSUNAMI UPDATE: A life-threatening tsunami has been caused by today's @@Name@@ earthquake. Impacts have occurred from this tsunami. Dangerous waves will continue for many hours. STAY OUT of coastal areas.

Evacuation now ONLY applies to the following areas - LEAVE NOW, walk, run or cycle: The @@Direction@@ of the South Island from @@LOCATION to LOCATION@@, including @@LOCATIONS@@. DO NOT RETURN until an all-clear message is given by Civil Defence.

All NZ coastal waters may have unusual strong currents lasting for several more hours. Stay out of the water, rivers, & off beaches.

⁸ National Emergency Management Agency's consistent-messages-part-B-tsunami-revised-Oct-2017 recommends "Walk or bike quickly if possible, drive only if essential. If driving, keep going once you are well outside of all evacuation zones, to allow room for others behind you." Given the relatively low population centres on the Otago coastline, it may be appropriate to remove the current statement all together. – **For consideration**.

OTCDEM-TS04- Stay Out

CIVIL DEFENCE TSUNAMI UPDATE: The tsunami from @@Location@@ is still flooding land along New Zealand's coasts. This tsunami (surge of sea water) is LIFE-THREATENING and is causing MAJOR IMPACTS. This is a serious event.

DO NOT RETURN to coastal areas until an official all-clear message is given by Civil Defence. STAY WELL AWAY FROM THE WATER, including beaches, rivers, inlets, and shore areas. Dangerous waves will keep coming for many more hours. The first waves are usually not the largest.

People in areas near the coast between @@LOCATION to LOCATION@@, including @@LOCATIONS@@. should have left for high ground, or be as far inland as possible. If you haven't already done so, LEAVE NOW.

OTCDEM -TS05-Don't return Home

CIVIL DEFENCE TSUNAMI UPDATE: Following the @@Name@@ earthquake and tsunami this @@morning/afternoon/evening@@, the situation has changed. Unfortunately, due to damage from the tsunami, it remains unsafe to go back into coastal areas, including @@LOCATIONS@@. People from those areas need to stay with friends or family, or go to a Civil Defence Centre once they are setup. Help others if you can. New Zealand's coastal waters may still get unusual, strong currents and surges lasting for several more hours. Stay out of the water, off beaches, rivers and shore areas until further notice.

@@www.URL.govt.nz@@. Issued: @@Time@@ @@DayDateMonth@@.

OTCDEM -TS06- Return Home

CIVIL DEFENCE TSUNAMI UPDATE: Following the @@Name@@ earthquake and tsunami this @@morning/afternoon/evening@@, the situation has changed. There will be no more flooding of coastal areas in New Zealand from the tsunami. You no longer need to evacuate. New Zealand's coastal waters may still get unusual, strong currents and surges lasting for several more hours. Stay out of the water, off beaches, rivers and shore areas until further notice.

If you are returning to, or travelling through an area that has been impacted by the tsunami or earthquake, TAKE EXTREME CARE. You may have experienced or come across damage. Look for, and report, broken utility lines to appropriate authorities. The flood water will be unsafe and contaminated. Take notes and photos of damage, and contact your insurance company. Help others if you can.

Issued @@Time@@ @@DayDateMon@@.