



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

OTAGO CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE AGENDA

Thursday 16th March 2023

The Harbour Room, ORC Annex Building

70 Stafford Street, Dunedin

Members

Gretchen Robertson
Jules Radich
Tim Cadogan
Bryan Cadogan
Glyn Lewers
Gary Kircher

Chairperson, Otago Regional Council (Chairperson)
Mayor, Dunedin City Council (Deputy Chairperson)
Mayor, Central Otago District
Mayor, Clutha District Council
Mayor, Queenstown Lakes District
Mayor, Waitaki District Council

In Attendance:

Sandy Graham
Sanchia Jacobs
Pim Borren
Steve Hill
Mike Theelen
Alex Parmley
Matt Alley
Kelly Taylor Covey

Chief Executive, Dunedin City Council
Chief Executive, Central Otago District
Chief Executive, Otago Regional Council
Chief Executive, Clutha District Council
Chief Executive, Queenstown Lakes District
Chief Executive, Waitaki District Council
Manager, CDEM
Minute Taker

1. Apologies

2. Confirmation of Agenda

3. Confirmation of Minutes

Recommendation

That the minutes of the meeting held on 9th December 2022 be received and confirmed as a true and correct record.

4. Action Items

Meeting	Actions	Action By	Status

5. Items of Business

5.1 Manager's Report

5.2 2023 – 2024 Annual Plan

5.3 2022 – 2023 Half Year Update

5.4 Ngai Tahu Proposal – Mana Whenua Emergency Facilitator role

6. Closure



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Minutes of the Otago Civil Defence Emergency Management Joint Committee Meeting held on 9 December 2022 at 1.30 pm in the Council Chambers and via Zoom

Membership:

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

In Attendance:

Sandy Graham	Chief Executive, Dunedin City Council
Sanchia Jacobs	Chief Executive, Central Otago District Council
Pim Borren	Interim Chief Executive, Otago Regional Council
Steve Hill	Chief Executive, Clutha District Council
Mike Theelen	Chief Executive, Queenstown Lakes District
Alex Parmley	Group Manager, Waitaki District Council
Matt Alley	Regional Manager, CDEM
Mike Gillooly	Regional Emergency Management Advisor, NEMA
Kelly Taylor	Minute Taker

1. APOLOGIES

Sandy Graham and Tim Cadogan were apologies.

The apologies were accepted.

Moved: Gary Kircher

Seconded: Gretchen Robertson

CARRIED

2. ATTENDANCE

Gretchen Robertson, Mike Theelen, Gary Kircher, Pim Borren, Jules Radich, Alex Parmley, Steve Hill, Matt Alley, Bryan Cadogan, Glyn Lewers, Sanchia Jacobs, Heather Newbury, Rochelle Faimalo, David Coetzee, Mike Gillooly, Jason Michie, Andy McKenzie-Everitt, Glenn Mitchell, Erica Andrews, Paul Allen, Kelly Taylor (minute taker).

3. CONFIRMATION OF AGENDA

It was moved that item 6.1, Appointment of Chair and Deputy Chair, be brought forward.

Moved: Gary Kircher
Seconded: Steve Hill
CARRIED

6.1 APPOINTMENT OF CHAIR AND DEPUTY CHAIR.

A report from Matt Alley updated on the two voting options for the election of the Chairperson and Deputy Chairperson of the committee, with voting system B being the preferred option.

Recommendation

That the Joint Committee:

1. *Resolves a voting option for the election or appointment of positions defined by the Local Government Act 2002 as certain appointments, namely:
b. Voting system B (election by the majority of members)*
2. *Agrees that in the event of a tie between voting systems A and B, it will be resolved by lot as described in paragraph 5 of the report.*
3. *Agrees that in the event of a tie under voting system B, the candidate to be elected or appointed shall be resolved by lot as described in paragraph 5 of the report.*

Moved: Bryan Cadogan
Seconded: Gary Kircher
CARRIED

It was moved that Gretchen Robertson be appointed as Chair.

Moved: Gary Kircher
Seconded: Steve Hill
CARRIED

It was moved that Jules Radich be appointed as Deputy Chair.

Moved: Glyn Lewers
Seconded: Gary Kircher
CARRIED

4. CONFIRMATION OF MINUTES

The minutes of the meeting held on 15 September 2022 were received and confirmed as a true and correct record, with one minor amendment.

Moved: Bryan Cadogan
Seconded: Steve Hill
CARRIED

5. ACTION ITEMS

There were no action items.

6. ITEMS OF BUSINESS

6.2 Manager's Report

Matt Alley spoke briefly to the report. He noted particularly that a new staff member is due to start on a fixed term contract in January.

Recommendation

That the Joint Committee:

1) *Receives the report.*

Moved: Gretchen Robertson

Seconded: Gary Kircher

CARRIED

6.3 Presentation – Foot and Mouth Disease (MPI)

Heather Newbury from the Ministry for Primary Industries gave a presentation on Foot and Mouth (F&M) disease. The presentation went over what F&M was, the various ways it could arrive here, what MPI were doing to keep it out, the F&M taskforce, a snapshot of what an outbreak could look like and farmer support options. Heather reinforced that it was unlikely to arrive here but as it has now been found in Indonesia, planning by the MPI has been pushed forward, and they move into Stage 2 of the planning for it early next year. She emphasized that the key focus on an outbreak here would be eradication.

There was discussion about the Civil Defence aspect of an outbreak. Matt advised there was sufficient scope in the Biosecurity Act to deal with this, but Civil Defence may need to support the practical side of the work. There was also discussion about what Councils' roles would be. Heather advised that the moment there was an outbreak, they would need Councils and the community to start coming together. A full nationwide lockdown would go into place if evidence of an outbreak was found.

6.4 National Emergency Management Agency Update

David Coetzee gave an update on the new Emergency Management Bill and catastrophic event planning.

He went over the background for the new Emergency Management Bill and why it was being updated, and advised that it will be introduced early next year. That would start the Select Committee process to which submissions would be made, and he noted they would advise the CDEM JC of when that is to happen. He noted the intent of the new Bill was not to be transformational but to clarify things like lead agency responsibilities, role of Māori, role of disproportionately affected communities and the intent for a more flexible framework. It would bring more consistency across the system and strengthen the level of engagement across communities.

He went over catastrophic event planning for natural hazards events, advising that the current plans they have were fairly high level, so this planning was to be more detailed. The aim is for this to be completed by the end of next year. He advised the two scenarios to be worked on were a large earthquake in the Hikurangi Trench and the AF8 scenario, went over what would be involved with each and noted the Trench scenario would begin first and the AF8 one would follow in the middle of next year. He advised that they would be working with the CDEM groups in the regions later to see what needed done.

7. CLOSURE

There was no further business and Gretchen Robertson closed the meeting at 2.36pm

Actions:

Meeting	Actions	Action By	Status



Item 5: Group Managers Report

To: Otago CDEM Joint Committee
From: Matt Alley, Manager
Date: 16th March 2023

Item 5.1.1 Staffing

Emergency Management Otago have carried six vacancies through most of this financial year to date. This has impacted our budget with an underspend projected for this financial year.

One of the Dunedin based Emergency Management Advisors has resigned from their role.

Two vacancies remain for the following positions (currently advertised):

- Team Leader – Coastal
- Emergency Management Advisor – Dunedin City

Item 5.1.2 Annual Plan

The 23 / 24 annual work plan has been completed as is attached for approval (item 6.2).

Item 5.1.3 Cyclone Gabrielle

To date Emergency Management Otago have supported the national response with 10 deployments to date:

Ewen Graham – Auckland (Operations)

Derek Shaw – Auckland (Operations)

Andy MacKenzie Everitt (x2) – Auckland (Intelligence) + Wairoa (Intelligence)

John Mawhinney – Auckland (Intelligence)

Tash Black – Auckland (PIM)

Erica Andrews – Auckland (PIM) x 2

Matt Alley – Far North (Controller)

Dan Andrew – Hawkes Bay – (Welfare)

An initial debrief of staff that deployed into Auckland has been held with some common themes identified:

- The need for Operation Centre staff to have a sound understanding of CIMS and systems used within the EOC.
- The need for integrated processes between Council BAU and Operation Centres.
- Reliance on community boards to manage the event created confusion when governance inserted themselves operationally.
- The need for a robust community resilience strategy that mobilises and empowers communities and reduces the operational burden on councils.

Item 5.1.4 Lifelines

My thanks to Mayor Glyn Lewers who has agreed to chair the Otago Lifelines Group.

The next Lifelines Group meeting is planned for April 4th.

Work is underway on our Priority Routes project. This project aligns our activity with a broader piece of work that the South Is lifelines (AF8) group is undertaking. This project is being led by the Canterbury Lifelines Group with an additional funding bid sought from the National Resilience Fund. This will involve a collection of what we believe is largely readily available data from councils on such things critical facilities communities need access to, and vulnerabilities in the road access to these facilities.

A review of our current state of Alternative Communications is underway as a prelude to more detailed Alternative Communication planning.




A scoping exercise is also underway into the viability of a wide area damage assessment tool.

The National Lifelines Infrastructure Vulnerability Assessment (draft) is due in mid-March, this will be circulated amongst the Lifelines Group with the final report due in early May 2023.

Item 5.1.5 Half Year (22/23) – Workplan Report

Reporting as it relates to our annual workplan is now contained in the attached workplan report (item 6.3).

This is a departure from the status quo reporting and contains key metrics and activity as they relate to our main areas of focus;

-  Managing Risk
-  Effective Response to and Recovery from Emergencies and Enabling
-  Empowering and Supporting Community Resilience.

All financial reporting is also contained in this report.

Item 5.1.6 Training and Capability

A question was raised during the CEG meeting in November 2022 regarding the recording of council staff time during events as a gauge of experience obtained.

These are metrics that we record and are available.

The last event of note for Otago (July 2022 weather events) had councils committing the following resources.

Dunedin City

26th July – 27th July: 64 Staff activated

Waitaki DC

12th July – 13th July 4 Staff activated
18th July – 25th July 16 Staff Activated
25th July – 28th July 9 Staff Activated




Group ECC

25th July – 28th July 6 Staff Activated

Item 5.1.7 Upcoming Activity This Quarter

Resilience Strategy

Work is well underway on an Otago CDEM Group Resilience Strategy. This strategy will cover three strategic objectives:




-  Building Capacity
-  Increasing Connectedness
-  Fostering Cooperation

In addition, this strategy will propose a Community Engagement Framework and supporting toolkit.

This strategy will be socialised with the Liaison Group, Readiness and Response Committee and the Welfare Coordination Group this quarter with the first draft presented to CEG in June.

Training and Capability Strategy

Work has also commenced on formalising our approach to Training and Capability. This strategy will focus on three areas:

-  CDEM Workforce Capability
-  Response Team (EOC / ECC) Capability and recommended capacity
-  Volunteer training toolkit (to support Resilience Strategy)

This strategy will be socialised with the Liaison Group, Readiness and Response Committee and the Welfare Coordination Group this quarter with the first draft presented to CEG in June.

District Exercises

Exercises will be held in each respective District this quarter; they have been planned for:

Waitaki DC	20 th April
Dunedin City	23 rd June
Queenstown Lakes	25 th May
Central Otago	17 th May
Clutha	14 th June
Group ECC	27 th June

A debrief and lessons learned report will be submitted to CEG in due course.

Business Continuity Roadshow

EM Otago are facilitating five district-based workshops on Business Continuity Planning to be delivered by Resilient Org's NZ.

These have been planned for:

Dunedin City	27 th March
Balclutha	28 th March
Queenstown	29 th March
Cromwell	30 th March
Oamaru	31 st March

Invitations have been circulated to each of the respective Chambers of Commerce.

Recommendations:

That the Joint Committee receives this report.



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Prepared For: Otago Joint Committee

Activity: Annual Plan

Author: Matt Alley – Manager, Emergency Management

Date: 16th March 2023

PURPOSE

This paper tables the 2023/24 Annual Plan for approval and adoption by the Joint Committee (JC) of Otago.

EXECUTIVE SUMMARY

The 2023/24 Annual Plan delivers on the seven key objectives (and associated activities) identified in the Otago Group Plan 2018-28.

The plan identifies high level metrics and deliverables that will be tracked throughout the year.

The annual budget is also defined and remains unchanged from last year (dependent on Ngai Tahu proposal).

RECOMMENDATION

That JC:

1. **Approves** the 2023/24 Emergency Management Annual Plan.
2. **Endorses** the 2023/24 Annual Plan for adoption commencing 1 July 2023 and ending 30 June 2024.

BACKGROUND

The plan as it currently exists is the product of a collaborative effort by all Emergency Management Otago staff. Learnings have been taken from the 2022/23 Annual Plan and have evolved into this year's work activity.

This plan operationalises the Group Plan with direct reference to the objectives and activities defined in that document.

This plan has been socialised with the CEG Liaison Group (Council Exec Managers).

The Coordination Executive Group (CEG) met on the 10th of March 2023 and passed a motion endorsing the plan and recommending it be forwarded to JC for approval.

CONSIDERATIONS

Strategic Framework and Policy Considerations

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

Financial Considerations

Current budget projects see no need to increase the CDEM targeted rate. However, this may change should the Ngai Tahu proposal be accepted, and a joint 'Mana Whenua Emergency Facilitator' position be supported.

Significance and Engagement

No matters are arising from this plan.

Legislative and Risk Considerations

The Otago CDEM Group operate under the provisions of the CDEM Act 2002, this plan is in alignment with these provisions.

Climate Change Considerations

No matters arising from this plan.

Communication Considerations

No matters arising from this plan.

ATTACHMENTS

Otago CDEM Annual Plan 23/24



EMERGENCY MANAGEMENT OTAGO

Draft business plan
2023 - 2024

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**Emergency
Management Otago**

Te Rākau Whakamarumarū Ōtākou

Introduction

The Otago Civil Defence Emergency Management Group was established under the Civil Defence Emergency Management Act 2002 which requires every regional council and every territorial authority within that region to unite to establish a Civil Defence Emergency Management Group.

Members of the Otago CDEM Group are:

- Central Otago District Council
- Clutha District Council
- Dunedin City Council
- Otago Regional Council
- Queenstown Lakes District Council
- Waitaki District Council

National alignment

Our areas of focus are defined within the National Disaster Resilience Strategy. These are:

1. Managing Risk
2. Effective response to and recovery from emergencies
3. Enabling, empowering, and supporting community resilience

Objectives

Our objectives are set out in the Emergency Management Otago Group Plan 2018/2028.

1. Establish the priorities for coordinated risk management and improvements in resilience in Otago.
2. Improve people's knowledge of the region's vulnerability to hazards.
3. Collaboratively plan and implement reduction and or mitigation measures for risk priorities.
4. In partnership with local councils support and assist communities with emergency planning.
5. Collaboratively develop plans for emergencies.
6. Identify and apply lessons from events outside and within Otago.
7. Through governance, cooperation, coordination, and resource provision provide for adequate capability and capacity.

Vision

Otago is a stronger, more connected, and adaptable region.




Principles

- Accountability – Collective and individual responsibility for the delivery of CDEM demonstrated via regular monitoring, evaluation, and reporting.
- Collaboration – A broad and sincere relationship is created and sustained between organisations and individuals to ensure trust, good communication, consensus building and a good team atmosphere.
- Integration – Unity of effort among all levels of Otago CDEM and all parts of our communities.
- Professionalism – Knowledge-based approach underpinned by science and knowledge, education, training, experience, best practice, and continuous improvement.
- Risk Driven – Sound risk management principles (hazard identification, risk, and impact analysis) are used in assigning priorities and tasks




Coordination – CDEM activities of all relevant organisations and individuals will be to an agreed level of service and synchronised to achieve a common purpose.

High level metrics 2023 – 2024




MANAGING RISK

- | | |
|---|--|
|  Measure: People who have an emergency kit (stored food, water, a radio, batteries, and a torch). | Method of collection: Preparedness survey
2018 – 29%
2022 – 57% |
|  Measure: People who have an emergency plan for when they are at home. | Method of collection: Preparedness survey
2018 – 42%
2022 – 48% |
|  Measure: Have at least three litres of water stored per person, per day for seven days. | Method of collection: Preparedness survey
2018 – 57% (3 Days)
2022 – 57% (7 Days) |

EFFECTIVE RESPONSE TO AND RECOVERY FROM EMERGENCIES

- | | |
|--|---|
|  Measure: Appropriate Coordination and Operation Centre Staff are trained and capable. | Method of collection:
As per training and capability framework. |
|  Measure: Coordination and operational (ECC and EOC) facilities have the appropriate resilience and functionality. | Method of collection:
Facility and equipment W.O.F. checks. |
|  Measure: Annual recovery workshop is well attended. | Method of collection:
Attendance figures and representation from all districts. |

ENABLING, EMPOWERING, AND SUPPORTING COMMUNITY RESILIENCE

- | | |
|--|--|
|  Measure: Number of residents who have a good understanding of the risks and effects of disasters in their area. | Method of collection:
Preparedness survey |
|  Measure: Increase in groups registering for National Shakeout and Tsunami Hikoï campaign. | Method of collection:
Registration statistics – NEMA |
|  Measure: Number of people subscribing to Gets Ready alerts platform. | Method of collection:
10,000 subscribers. |

Budget 2023 – 2024

Item	Amount (000)	Income (000)
Staff Time, Overheads and Expenses	2,900	
Operations	260	
Public Campaigns / Education	40	
Forums	25	
AF8	25	
Community Response Plans	60	
Ace Training Fund		80
Total	3,310	80

The Otago CDEM Group has been allocated **\$79,249.64** Adult and Community Education (ACE) funding available for volunteer training to approved courses. This is not included in the budget outlined above and is limited to volunteer training for unit standard based courses. This allocation is aligned per calendar year.

Deliverables and key performance indicators

Establish the priorities for coordinated risk management and improvements in resilience in Otago		
Activity	Deliverable	Measure
Maintain and ensure further development of the Lifeline Utilities Programme.	<p>Create Lifelines event activation protocols including alternative communications contingency.</p> <p>Complete Priority Routes Project.</p> <p>Investigate solution for a wide area damage assessment tool.</p>	<p>Plan received and accepted by Lifeline Partners.</p> <p>All relevant data captured on Lifelines GIS viewer; initial analysis completed on hazards impacts with workshop to present findings.</p> <p>Options analysis completed.</p>
Develop and maintain strong public engagement across the region.	<p>Maintain growth in Gets Ready.</p> <p>Host annual PIM forum.</p> <p>Continue to grow social media presence.</p>	<p>10% growth in each council district.</p> <p>Evidenced by agenda and attendance info.</p> <p>Facebook + 10% - Twitter + 100%</p>

Improve people's knowledge of the region's vulnerability to hazards

Activity	Deliverable	Measure
Support the development of credible research and investigation across all risk groups.	Continued support for the AF8 project. Leith / Lindsay flood / storm water modelling to support emergency planning. Balclutha trigger levels – evacuation plan.	Maintain funding contribution. Steering Committee Membership. Operational plan reviewed and accepted by local Emergency Service Committee. Operational plan reviewed and accepted by local Emergency Service Committee.
Provide access to information from credible sources.	Map Viewer on website.	Operational Map Viewer integrated into website for use during response – live feeds from NZTA and Metservice to be established.
Review the level of knowledge in relation to the hazardscape and risks within the region.	Completion and review of annual preparedness survey.	Survey reviewed with priorities established for 24 – 25 AP.
Undertake public and internal education to raise awareness of risks and hazards in the region.	Deliver a training and capability strategy to meet this need. Complete and deliver Resilience Strategy. Covertex Exercise with CDC volunteers.	Strategy completed and accepted by CEG. Strategy completed and accepted by CEG. One exercise to be held in each district with volunteers.

Collaboratively plan and implement reduction and or mitigation measures for risk priorities

Activity	Deliverable	Measure
Continually review the risks and hazards cape.	<p>Participate in the ORC Regional Risk Assessment Project to ensure the product is fit for CDEM consumption.</p> <p>Develop a business case for Level 3 tsunami zone mapping in coastal Otago.</p> <p>Define a collaborative process for wildfire planning with FENZ at a community level.</p>	<p>Risk assessment is completed with known hazard data encompassing impacts across the four environments.</p> <p>Presented to CEG as part of LTP process.</p> <p>Documented framework accepted at R and R and ESCC meetings.</p>
Work with strategic partners and neighbouring regions to ensure a collaborative approach to risk and response.	<p>Maintain a high level of proficiency across the D4H platform.</p> <p>Development of geospatial platform to include:</p> <ul style="list-style-type: none"> • Wide area damage assessment • Rapid Building assessment • Welfare needs assessment • Vulnerability planning tool • Lifelines viewer <p>Each EOC / ECC to workshop D4H plays for wildfire / flood / EQ / tsunami with the team.</p>	<p>Frequent training and desktop exercise delivered – reported to CEG.</p> <p>Functional platform available for use.</p> <p>Objective reviews completed by team leader group, reported on to liaison committee.</p>

In partnership with local councils support and assist communities with emergency planning

Activity	Deliverable	Measure
Work with communities that do not yet have plans to develop such plans.	<p>Complete and deliver CRG Framework as part of the Resilience Strategy.</p> <p>Contribute to the creation of a multi-agency Outram flood plan.</p>	<p>Each district to have 3 new response plans developed.</p> <p>Completed plan socialised with all agencies involved.</p>
Support communities that already have plans to maintain or update these as needed.	Complete and deliver CRG Framework as part of Resilience Strategy.	Each district to have 3 CRGS completed the framework.
Communicate with communities about changes in risk and readiness.	Complete and deliver CRG Framework as part of Resilience Strategy.	Vulnerability workshops delivered to 3 CRGS.
Provide information that is robust, credible, and trusted, so that during an emergency Otago CDEM is the preferred source of information for communities.	Duplicate – see website map viewer.	Duplicate – see website map viewer.
Include recovery in emergency plans and leverage the current process to talk to the community about recovery.	Recovery workshop developed for CRGs to attend collectively.	One forum per district delivered.

Collaboratively develop plans for emergencies		
Activity	Deliverable	Measure
Develop and maintain relationships with other emergency management groups throughout New Zealand.	Participate in SI regional training and exercises. Continue to develop staff with surge support opportunities.	Updates fed into lessons learned framework and team meeting updates Debrief reports – presented to CEG.
Encourage and support business continuity planning.	Resilient Orgs roadshow delivered annually.	1 x presentation per district each year.
Actively support welfare, rural support and lifeline utilities programmes and committees.	Chair and deputy chair both committees.	Report on activity to CEG.
Develop and maintain relationships with Te Rūnanga o Ngāi Tahu to prepare for and respond to and recover from adverse events.	Implement the Mana Whenua Liaison Role.	Survey completed with Mana Whenua and Ngāi Tahu.
Identify and apply lessons from events outside and within Otago		
Activity	Deliverables	Measure
Review lessons from past events to identify best practice.	Quarterly agenda item for team meeting – case study to be presented.	Evidenced by meeting minutes and agendas.
Apply lessons learnt from others.	Create and maintain and actions register – reported on to CEG.	Register created and reported on.

Through governance, cooperation, coordination, and resource provision provide for adequate capability and capacity

Activity	Deliverable	Measure
Align processes and training across all areas of business.	<p>Create Training and Capability Strategy.</p> <p>Deliver Training and Capability framework.</p>	<p>Delivered and accepted by CEG and JC (duplicate).</p> <p>Delivered and accepted by CEG and JC (duplicate).</p>
Plan for a seamless transition to recovery.	Creation of a recovery tool kit.	Tool kit available online as a resource for all recovery managers.
Report against the Group Plan, keeping this plan 'living' and adapting it as necessary.	CEG and JC reporting – formal review of Group Plan due August 2024. Investigate options for consultants to deliver on this.	Paper on recommendations to CEG and JC.

Group Plan (2018 – 2028) – Key Performance Indicators

Reduction					
KPI REF	Measure	Method of Collection	Frequency of Measure	Baseline	Target
1	Percentage of residents who have a good understanding of the risks and effects of disasters in their area.	Preparedness survey	Triennially	NEW	Increasing
2	Number of people accessing hazard information provided by linking from Otago CDEM Group to the ORC hazards database.	Through website statistics	Yearly	NEW	Increasing
3	Annual Otago Lifelines and Risk Reduction Forum is well attended	Attendance statistics	Annually	NEW	Consistent attendance
Readiness					
KPI REF	Measure	Method of Collection	Frequency of Measure	Baseline	Target
4	Number of residents who take part in national CDEM campaigns.	Through national activity data collection.	2-yearly	26,684	10% increase

5	Number of local authority staff who express confidence in their CDEM training and are involved as response team members.	Through training course evaluations.	Evaluations completed for every ITF Foundational, ITF intermediate CIMS 4 and functional managers training courses.	New	Increasing
6	Number of people following the Otago CDEM Facebook page.	Through Facebook statistics.	Yearly	4,847 (October 2018)	10% increase
7	EM Otago's locally based staff engage directly with community response groups once their community response plans/ guides are adopted.	Through monthly reporting.	Bi-annual	New	100%
8	Community response groups exercise their community response plans/guides.	Through participation.	Every two years	New	100%
9	Number of people following the Otago Twitter feed.	Through Twitter analytics.	Yearly	315 (October 2018)	10% increase
10	All critical lifeline utilities within the region have consistent representation at meetings and contribute towards relevant Otago CDEM programmes of work.	Through meeting attendance and project contribution.	Annually and via Regional Forum	New	Increasing and sustained

Response					
KPI REF	Measure	Method of Collection	Frequency of Measure	Baseline	Target
11	EOCs and ECC are sufficiently staffed to become functionally operational within one hour of local or Group controller's decision to activate.	Through event debrief reporting.	For each activation	NEW	100%
12	Percentage of staff trained to carry out functional roles in the EOC/ECC.	Through ITF database and records.	Yearly	NEW	Increasing
13	EM Otago issues public warnings and alerts for rapid onset emergencies within 20 minutes of first receipt of official advice, 24/7.	By comparing time of verified information received with time of alerts issued.	For each rapid onset emergency	NEW	100%
14	Otago CDEM Group participates in or leads at least one multi agency exercise per year.	Through tracking by Otago CDEM Group.	Yearly	NEW	At least one per year
15	Members of the public understand where to get official information and advice relevant to their local communities in emergencies when the local EOC or Group ECC has been activated.	Through Survey Monkey surveys on the www. otagocdem.govt.nz website and Facebook page.	Yearly	NEW	75% of participants

16	Ongoing effect is given to Project AF8 through multi-agency operational planning focused on the development of coordinated multi-regional response plans and activities.	Through the Group business plan and individual work plans.	Yearly	NEW	Consistent progress reported annually
Recovery					
KPI REF	Measure	Method of Collection	Frequency of Measure	Baseline	Target
17	Group recovery structure is established, operational, and complies with the NZ CDEM Amendment Act (2016).	Reported through the NEMA Capability Assessment Review.	As per the MCDEM National Review Programme	NEW	By 2020
18	Local recovery managers are appointed and trained to national standards in each district.	Through tracking by Otago CDEM Group.	Yearly	NEW	100%
19	One workshop is held per year for local recovery managers.	Through tracking by Otago CDEM Group.	Yearly	NEW	Increased attendance participation
20	Demonstrate active encouragement and support for lifeline utilities to develop business continuity plans and benchmark every two years.	Resilience benchmarking tools.	Once every two years	NEW	Increasing



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Prepared For: Otago Joint Committee

Activity: Q2 Workplan Report

Author: Matt Alley – Manager, Emergency Management

Date: 16th March 2023

PURPOSE

This paper tables the Q2 Workplan Report for noting by the Joint Committee (JC).

EXECUTIVE SUMMARY

The 2022/23 Q2 workplan report gives an update on EM Otago's progress on our 22/23 Annual Plan key objectives (and associated activities).

The workplan report comments on high level metrics and deliverables that are tracked throughout the year.

Financial tracking is for the year to date is contained in this report.

RECOMMENDATION

That JC:

Notes the Q2 workplan and the completed activity contained therein.

CONSIDERATIONS

Strategic Framework and Policy Considerations

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

Financial Considerations

There are no broader budgetary issues to disclose outside of the commentary contained in the report.

Significance and Engagement

No matters arising.

Legislative and Risk Considerations

No matters arising.

Climate Change Considerations

No matters arising.

Communication Considerations

No matters arising.

ATTACHMENTS

Q2 Workplan Report



Emergency Management Otago

Half Year Report

July – December 2022

March 2023

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General Outputs for 2022 (July – Dec)



Table: Delivery outputs for engagement and training by Council

Managing Risk – Metrics

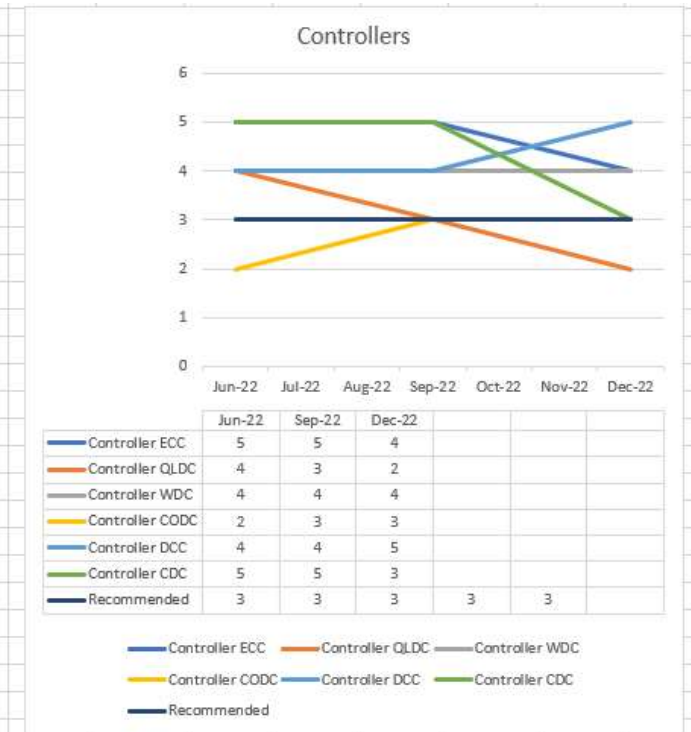
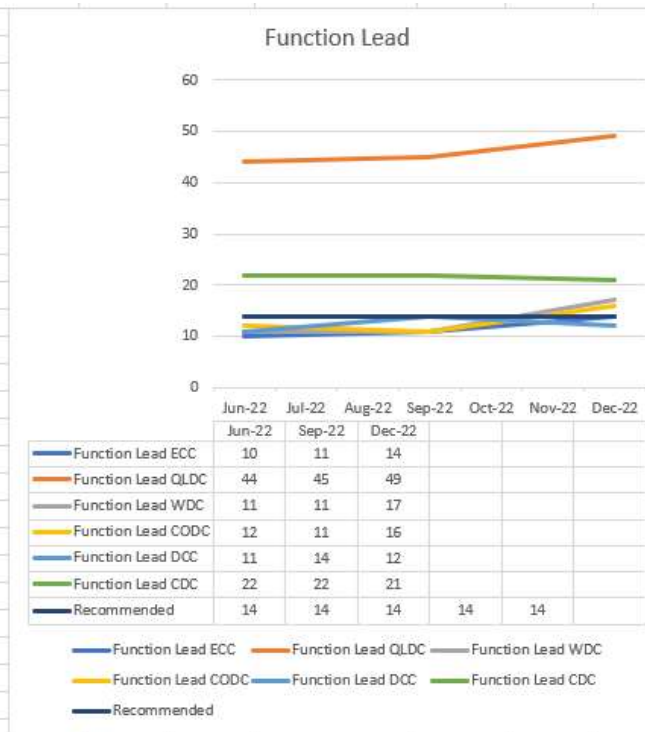
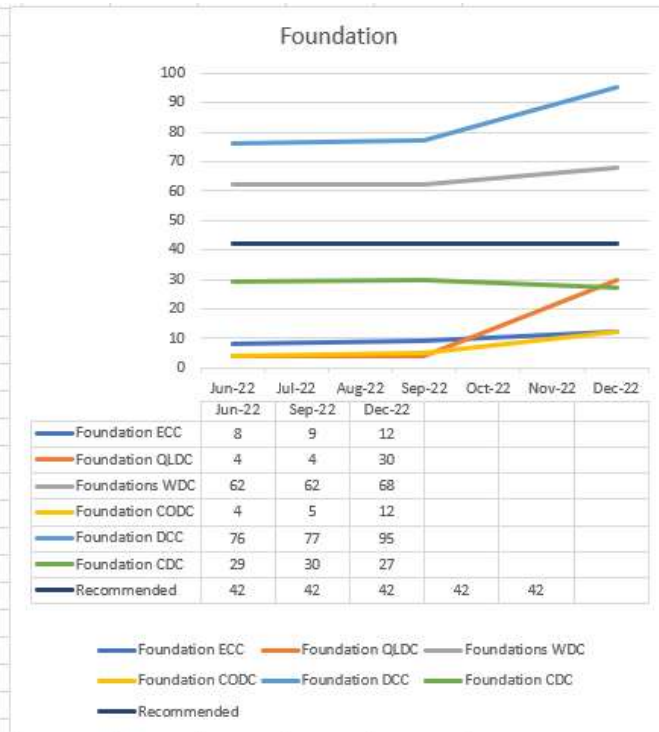
People who have an emergency kit (stored food, water, a radio, batteries, and a torch)	People who have an emergency plan for when they are at home	Have at least three litres of water stored per person, per day for seven days
Preparedness Survey 2018 – 29%  2022 – 57%	Preparedness Survey 2018 – 42%  2022 – 48%	Preparedness Survey 2018 – 57% (3 Days)  2022 – 57% (7 days)

Managing Risk – Activity

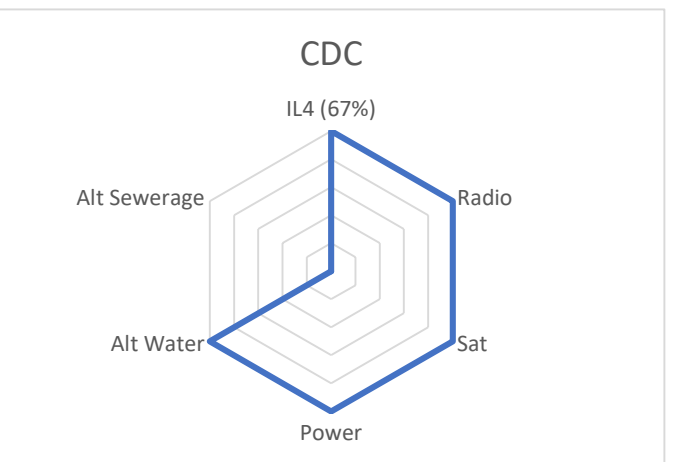
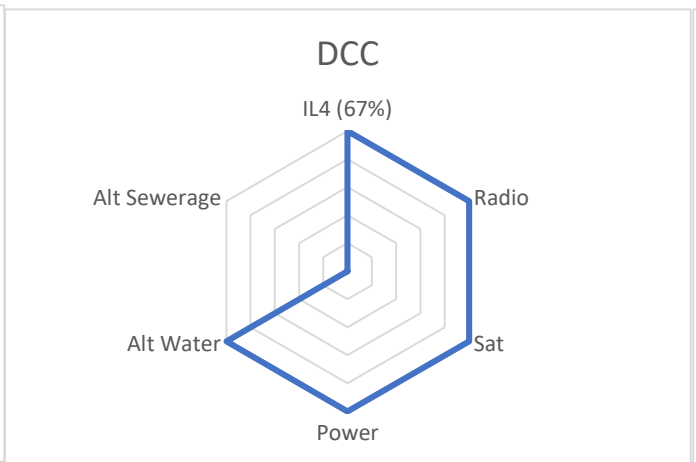
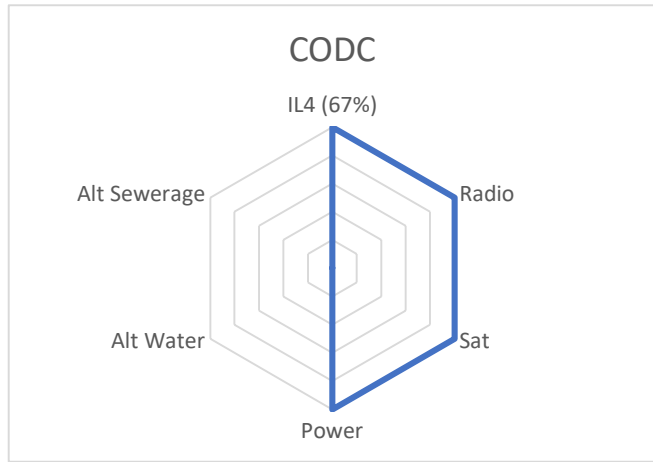
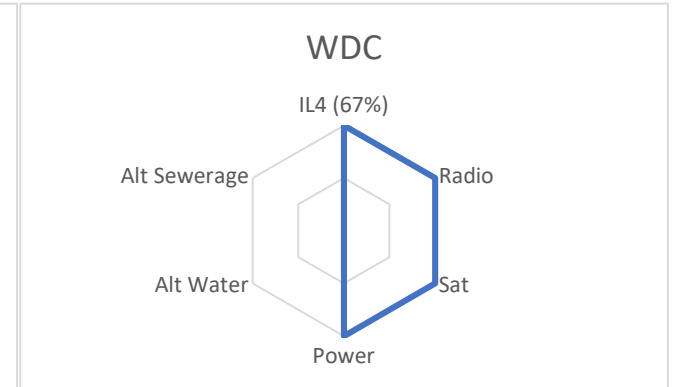
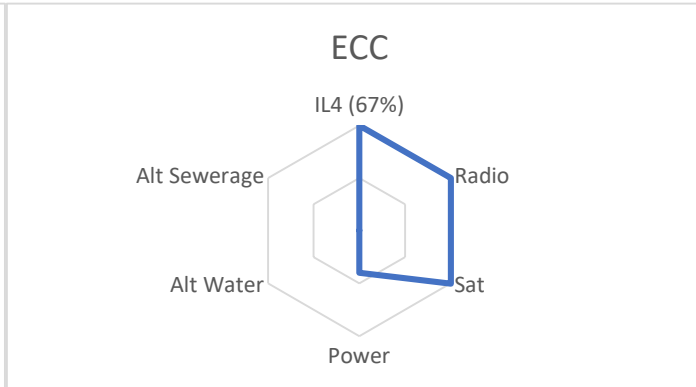
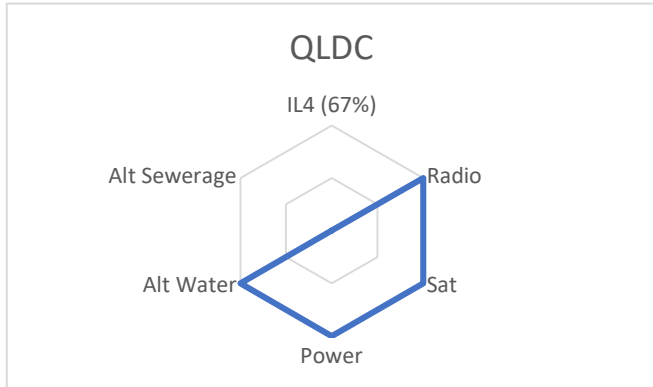
<u>Objective</u>	<u>Deliverable</u>	<u>Activity last quarter</u>
Improve people’s knowledge of the region’s vulnerability to hazards	Establish and maintain communication channels to keep communities informed about hazards, impacts and preparedness actions.	Pilot OAR FM programme developed with 4 sessions running Jan – April 2023 Significant community events in Waikouaiti, South Dunedin, Mosgiel and Port Chalmers Clued Up Kids programme run in Queenstown and Wanaka.
Collaboratively plan and implement reduction and or mitigation measures for risk priorities	Coordinate the efforts of councils and other CDEM Group partners to align and enhance approaches to natural hazard risk reduction practices.	Supporting QLDC and National Lifelines Council with event planning for National Lifelines Forum (September). Support ORC Natural Hazards Team with Regional Risk Assessment Project.

Effective response to and recovery from emergencies - Metrics

Appropriate Coordination and Operation Centre Staff are trained and capable



Coordination and Operational (ECC and EOC's) facilities have the appropriate resilience and functionality



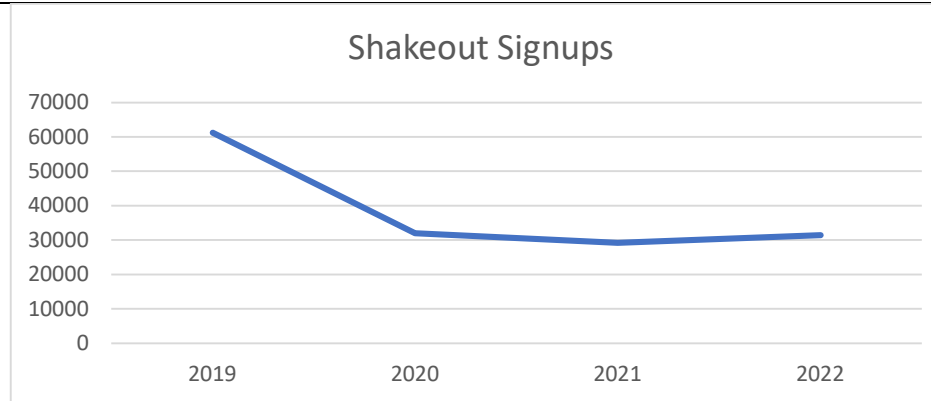
Effective response to and recovery from emergencies – Activities

<u>Objective</u>	<u>Deliverable</u>	<u>Activity last quarter</u>
In partnership with local councils support and assist communities with emergency planning	Develop and maintain effective relationships with CDEM Group partners, including the community, to ensure a timely and effective response to an emergency	Ongoing facilitation of Emergency Service Coordination Committees.
Collaboratively develop plans for emergencies	Lead and coordinate the development, implementation, and review of CDEM Group operational response plans and processes.	Further refinement of EOC / ECC response plans for flood, tsunami, wildfire support and regional operational processes
	Lead and coordinate a consistent approach to Public Information Management (PIM) across the region	Hosted the South Island PIM forum – Dunedin. Attendance from each Council across Otago plus partner agencies.
	Lead and coordinate a consistent approach to Welfare across the region.	Needs Assessment Process exercise. Welfare Needs Assessment training for all Emergency Operations Centre in Q3 planned.
	Lead and coordinate the delivery of CDEM training to maintain agreed response team capacity and capability levels for councils.	DCC – 9 Training Days QLDC – 10 Training Days ORC – 6 Training Days CODC – 2 Training Days WDC - 6 Training Days CDC - 2 Training Days Training and Capability – levels as defined in the metric above.

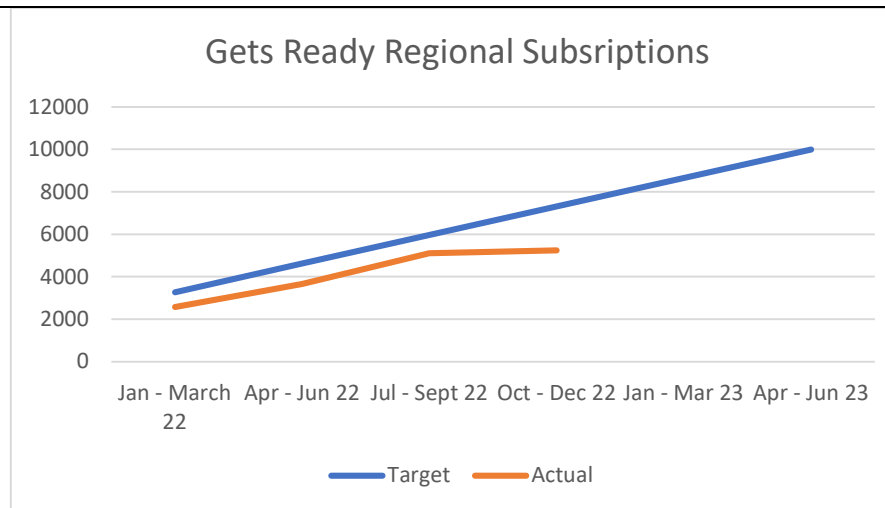
<p>Through governance, cooperation, coordination, and resource provision provide for adequate capability and capacity</p>	<p>Develop and maintain equipment, systems and tools for EMO, the ECC and EOCs.</p>	<p>D4H equipment management now utilised for equipment compliance checking.</p>
	<p>Lead the development, implementation and review of CDEM Group and public alerting functions, including systems, tools, processes and personnel including a 24/7 CDEM Group and public alerting function.</p>	<p>Growth in Gets Ready subscriptions as defined above below target for this quarter.</p> <p>Discussions ongoing with ORC flood team to consolidate flood alerting into one system.</p>
	<p>Work with CDEM Group partners to plan for alternate communications and mass evacuation as a result of an Alpine Fault Earthquake</p>	<p>Project plan for Lifelines Programme Lead (starting January 2023) investigating alternate communications.</p>

Enabling, empowering, and supporting community resilience - Metrics

Increase in groups registering for National Shakeout and Tsunami Hikoï campaigns



Number of people subscribing to Gets Ready alerts platform



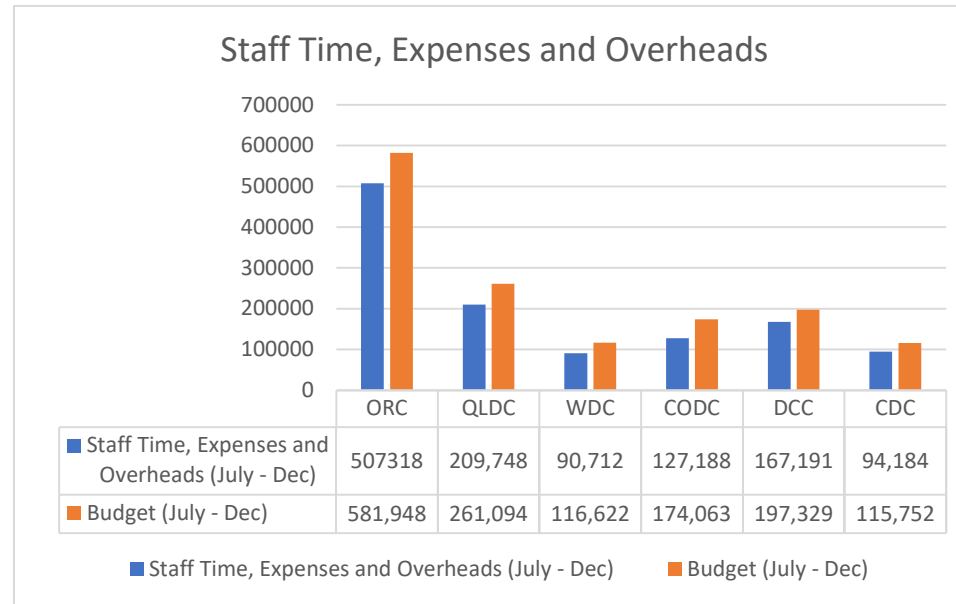
Enabling, empowering, and supporting community resilience - Activities

<u>Objective</u>	<u>Deliverable</u>	<u>Activity last quarter</u>
In partnership with local councils support and assist communities with emergency planning	Lead planning efforts for a timely and effective community response to an emergency	Continued engagement with Community Groups, (see general outputs table).
	Support community and CDEM Group partner initiatives to increase social connectedness and preparedness.	Delivery of 'Clued Up Kids' program in Queenstown and Wanaka

Administration

<u>Objective</u>	<u>Deliverable</u>	<u>Activity last quarter</u>
Establish the priorities for coordinated risk management and improvements in resilience in Otago	Lead the development and implementation of the CDEM Group Plan, and report on progress against the strategic outcomes identified in the Plan.	23/24 annual plan work progressing – as reported on in this document.
	Provide administrative support, guidance, and advice to CDEM governance groups.	
Collaboratively develop plans for emergencies	Lead and coordinate the development, implementation, and review of CDEM Group operational response plans and processes.	Business case to increase on call capacity in the region currently sitting with GM Operations, ORC.

Finance (July – December) – Staff Time, Expenses and Overheads



Total Expenditure

Item	YTD Actual (000)	Budget YTD (000)	Total Budget (000)	Tracking	Comment
AF8	25	25	25	0%	
Operations	189	130	260	45%	Overspend relates to increase in overheads for Q1 and Q2. Other expenditure tracking as budgeted.
Public Campaigns / Education	20	20	40	0%	Tracking as budgeted
Forums	12	17	25	-30%	Delivered Lifelines and SI PIM forum under budget.
Community Response Plans	0	29	60	-100%	Work underway (Q3) to renew existing Resilience Guides, underspend relates to workplan sequencing.
Staff Time, Expenses and Overheads	1,194	1,448	2,900		Underspend due to vacancies throughout the year.
Totals	1,440	1,669	3,310	-15%	



Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

Prepared For: Otago Joint Committee

Activity: Te Arotahi Matua – Mana Whenua Emergency Facilitator

Authors: Matt Alley – Manager, Emergency Management, Jamie Ruwhiu – Programme Manager – Whanau and Emergency Response, Te Rūnanga o Ngai Tahu.

Date: 16th March 2023

PURPOSE

This paper outlines a proposal from Ngai Tahu for a jointly funded (CDEM Group / Ngai Tahu) Mana Whenua Emergency Facilitator role and seeks approval for funding from Otago's Joint Committee.

EXECUTIVE SUMMARY

This position is focussed on the development of strong resilient Ngāi Tahu communities based around the Papatipu Rūnanga, Marae and whānau living within the Rūnanga takiwā . The role will support papatipu rūnanga tino rangatiratanga in emergency readiness, reduction, response and recovery. It will support manawhenua input into emergency planning to ensure manawhenua values and needs are factored into regional planning, preparedness and response for emergencies.

Activities associated with this work will include supporting Papatipu Rūnanga develop marae-based response plans, including Ahi Kaa and marae community planning and preparedness. It will provide assistance to Papatipu Rūnanga to exert their rangatiratanga in the planning process by developing strong relationships with these rūnanga, understanding their aspirations and promoting these aspirations within the Civil Defence Emergency Management groups and other planning fora.

The Mana whenua Emergency Facilitator will provide information, briefings and support to Papatipu Representatives sitting on Joint Committees. They will facilitate relationships between CDEM and other emergency organisations with Papatipu Rūnanga. The role will also prepare regular reports for Papatipu Rūnanga and be available to meet their staff, Executives and whānau to provide updates and information.

The role will provide advice and assistance for the implementation of the Ngāi Tahu Climate Change Strategy, Te Kōunga Paparangi, particularly within marae settings.

The Manawhenua Emergency Facilitator will support the host Papatipu Rūnanga and the Programme Manager of Whānau & Emergency Response to provide leadership to support whānau emergency preparedness planning, Marae Response Plans, supporting Papatipu Rūnanga engagement with Local Territorial Authorities and engaging with national emergency response agencies.

The Manawhenua Emergency Facilitator will ensure Papatipu Rūnanga interests and aspirations are met through representational activities, protecting the rights of Arai Teuru Whānui and delivering social and cultural programmes. Ultimately, this role will contribute to the outcomes that enfold the essential components aligning with our vision of Tino Rangatiratanga, “Mō tātou, ā, mō kā uri ā muri ake nei (for us and our children after us).”

This role is the first of its kind between Ngai Tahu and a CDEM group and will run for a period of 24 months (fixed term), prior to any permanent position being proposed or agreed upon.

RECOMMENDATION

That JC:

Approves the proposal for a jointly funded Mana Whenua Emergency Facilitator.

Approves the additional funding required to support the role for a period of 24 months.

BACKGROUND

Te Tiriti o Waitangi recognises the role of iwi and Māori as Treaty partners through a range of partnering processes. Work on the Trifecta Programme (CDEM reform) focusses specifically on ensuring effective partnerships with Papatipu Rūnanga and Ngāi Tahu across the emergency management system (4R's). As these changes are implemented, it is expected that Manawhenua contributions are recognised, resourced, and reflected at all levels of the emergency management system. This includes valuing the role Māori communities, marae, hapū, iwi and Māori organisations play.

Te Rūnanga o Ngāi Tahu have responded to a large number of emergencies, both inside and outside of their takiwā. This has provided great challenges for the Whānau & Emergency Response Team, who at times, have been unable to show some physical presence when these events have occurred.

With the experience of previous emergency response efforts and consideration for the

increased occurrence of emergencies due to climate change and recent research regarding the Alpine Fault, it was agreed that additional staff are needed, to be present, for future emergency responses within the Ngāi Tahu takiwā.

Te Rūnanga o Ngāi Tahu and Papatipu Rūnanga aspire to increase the capability of whānau in emergency resilience and have Ngāi Tahu emergency facilitators trained with CDEM staff in their respective Emergency Coordinator Centres (ECC) and Emergency Operations Centres (EOC).

Otago's Coordination Executive Group (CEG) met on the 10th of March 2023 and endorsed the proposal in principle and recommended the proposal be forwarded to Joint Committee for approval. It was noted that there were operational matters outstanding that would need to be confirmed and clarified outside of the Joint Committee.

DISCUSSION

Current reforms are taking place at government level, with proposed changes being made to the Civil Defence Emergency Management Act 2002, the National CDEM Plan 2015 and the National Disaster Resilience Strategy 2019 (known as the Trifecta Programme). In these acts there is no reference to Iwi / Māori involvement or responsibilities within the ECC's or EOC's.

Papatipu Rūnanga, Te Rūnanga o Ngāi Tahu and CDEM Groups have identified the need for a coordinated approach and stronger relationships, so whānau can deal with all natural hazard emergencies and develop their resilience.

Papatipu Rūnanga have expressed the desire to exert their rangatiratanga within emergency management, by having key people representing them at governance and operational levels in Emergency Management.

The ability of crown emergency management agencies to respond to Manawhenua during emergency events is improved, which leads to resilient whānau in emergencies.

In planning for an emergency event, four areas of activity are the focus within the integrated approach used by the Civil Defence Emergency Management Groups within Te Wai Pounamu – 4R's:

- Reduction – Identifying and analysing risks to life and property from hazards, taking steps to eliminate or reduce those risks if practicable.
- Readiness – Developing operational systems and capabilities before an emergency happens.
- Response – Actions taken immediately before, during, or directly after an emergency to save lives and property, and to help communities recover.
- Recovery – The coordinated efforts and processes used to bring about the regeneration and enhancement of a community following an emergency.

The Manawhenua Emergency Facilitator will be trained to assist Manawhenua responses to

these 4R activities within their regions.

These four activities will need to be considered when Papatipu Rūnanga develop their individual Emergency Preparedness Plans. The Manawhenua Emergency Facilitator will be tasked to assist Papatipu Rūnanga and the Whānau & Emergency Response Team to complete these.

The priorities and actions at a Papatipu Rūnanga, marae, Te Rūnanga and regional CDEM level will require careful consideration.

The roles and responsibilities for the Manawhenua Emergency Facilitator will need to be defined and articulated, with regular communication between the Whānau & Emergency Response Team, Papatipu Rūnanga and the CDEM Group. These may mirror the roles of a Senior Advisor in the Whānau & Emergency Response Team, with additions/adjustments.

MATTERS OUTSTANDING

A preferred employer has yet to be agreed upon by Mana Whenua, four options have been discussed:

1. Employed by the CDEM Group (not supported)
2. Employed by Te Rūnanga o Ngai Tahu (live option)
3. Employed by Aukaha (live option)
4. Employed by Rūnanga (live option)

Agreement on workplan between all parties.

Agreement on reporting requirements.

Agreement on metrics for measuring performance.

CONSIDERATIONS

Strategic Framework and Policy Considerations

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

Financial Considerations

A 60% / 40% funding split has been proposed by Ngai Tahu.

The Otago CDEM Groups contribution is likely to be \$100,000.00 per annum. This will cover our contribution towards Salary, Vehicle, Equipment and overheads. A slight reduction is

anticipated for year two as year one is inflated with additional costs for establishment of the role. The remuneration for this role is comparative to Otago Emergency Management Advisors.

The table below articulates the cost break down for the role per annum.

The CDEM financial contribution cannot be absorbed within the current budget and an increase to the targeted rate would be required to support this role.

Annual Costs	Amount
Salary - \$90,000.00 (range \$80,000.00 - \$100,000.00)	\$100,000.00
Resources	
Lease Vehicle	\$15,000.00
Fuel Card	\$5,000.00
Laptop	\$2,000.00
Monitors / Screens	\$660.00
Docking station	\$250.00
Varidesk	\$300.00
Computer apps/programmes	\$2,000.00
Laptop bag	\$100.00
iPhone	\$1,000.00
Uniform	\$900.00
Professional Development Fund (TRoNT)	\$10,000.00
Project Costs & Volunteer Expenses	\$25,000.00
TOTAL	\$162,210.00 (per annum)

Table: Indication of cost breakdown

Significance and Engagement

No matters are arising from this proposal.

Legislative and Risk Considerations

The Otago CDEM Group operate under the provisions of the CDEM Act 2002, this proposal is in alignment with these provisions.

Climate Change Considerations

No matters arising from this proposal.

Communication Considerations

No matters arising from this proposal.