



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## Otago Civil Defence and Emergency Management Joint Committee

**Date:** Thursday, 12<sup>th</sup> December 2024

**Time:** 3:00 PM

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



# **Otago Civil Defence and Emergency Management Joint Committee Membership**

## **Members**

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

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## 1.0 Karakia Timatanga - Opening

# KARAKIA TIMATANGA

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

Tuia ki runga  
Tuia ki raro  
Tuia ki waho  
Tuia ki roto  
Tuia ki te here tangata  
Ka rongo te pō  
Ka rongo te ao  
Haumi e, hui e  
Tāiki e!

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



## **2.0 Spaceweather Presentation**

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## **3.0 Confirmation of Agenda**

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## **4.0 Apologies**

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# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 5.0 Meeting Minutes of the Otago Civil Defence Emergency Management Joint Committee Meeting held on 5<sup>th</sup> September 2024 at 3.00pm in the Council Chambers and via Zoom

### Membership:

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

### In Attendance:

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

Gretchen opened the meeting with a karakia.

### 1. APOLOGIES

Jules Radich was an apology.

The apology was accepted.

Moved: Gretchen Robertson

Seconded: Gary Kircher

### 2. ATTENDANCE

Gretchen Robertson, Richard Saunders, Tim Cadogan, Gary Kircher, Glyn Lewers, Peter Kelly, Mike Theelen, Alex Parmley, Steve Hill, Suzanne Ellison, Matt Alley, Paul Allen, Glen Mitchell, Mel Banks, John Mawhinney, Erica Andrews, Jason Michie, Mike Gillooly, Jamie Ruwhiu, Courtenay Jamieson, Danny Fountaine, Andy Everitt and Kelly Taylor Covey (minute taker)

### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on 6 June 2024 were received and confirmed as a true and correct record.

Moved: Tim Cadogan

Seconded: Gretchen Robertson

CARRIED

### 4. ITEMS OF BUSINESS

#### 4.1 Group Manager Report

Matt spoke to his report and took it as read. He noted that they were now at full staffing and gave an update on deliverables as relating to last years annual plan.

##### **Recommendation**

That the Joint Committee:

1) **Receives** the report.

Moved: Gretchen Robertson

Seconded: Tim Cadogan

CARRIED

#### 4.2 Lifelines Update

A report from Mel Banks informed the Committee of the activity undertaken at the Otago Lifeline Utilities Group meeting on 12 August 2024. Mel spoke to the report and took it as read. Jim Tetlow from Toa Consulting gave a presentation on the Otago Lifelines Vulnerability and Dependency Study, covering the background to the study, why it had been commissioned and then went over what had been found and what the pinch points were. Matt advised that an action plan will be made out of the findings of this and brought back to the Committee.

##### **Recommendation**

That the Joint Committee:

1) **Receives** this report.

2) **Notes** the updates from the Otago Lifeline Utilities Group (minutes).

Moved: Glyn Lewers

Seconded: Gary Kircher

CARRIED

#### 4.3 Community Resilience Update

A report from Paul Allen updated the Committee on the current state of Community Resilience activity. Paul spoke to the report and took it as read, and gave a few further updates. He noted that the Emergency Management Otago website was now live, the NZ earthquake drill was scheduled for 24 October and that Clued Up Kids had now made its debut.

### **Recommendation**

That the Joint Committee:

- 1) **Receives** the report.

Moved: Gretchen Robertson

Seconded: Tim Cadogan

CARRIED

## **4.4 Stakeholder Engagement Update**

A report from Erica Andrews provided insights into the results of the 2024 Emergency Management Otago Community Resilience Survey, and where gaps had been identified. It also highlighted opportunities for future activities to support a targeted increase in community resilience before and during emergencies. Erica shared the survey results on the screen and went over the highlights. She noted they could drill down further into to bring up more in-depth information if anyone was wanting it for their community.

### **Recommendation**

That the Joint Committee:

- 1) **Receives** the report.

Moved: Gary Kircher

Seconded: Tm Cadogan

CARRIED

## **4.5 Training and Capability Update**

A report from John Mawhinney outlined the training and capability status of CDEM Otago for quarter 4 of the 2023-24 financial year. John took the report as read. He updated where it was sitting currently around the Annual Plan deliverables. He commented on where they sat for three of their major KPIs. They were looking at a formalised evaluation of the training process. Regarding the Training Capability Strategy operational plan, they now had people going through their new training pathway process, which would give them more consistency. They were also running six multiagency exercises per year.

### **Recommendation**

That the Joint Committee:

- 1) **Receives** and accept the report.

Moved: Bryan Cadogan

Seconded: Gary Kircher

CARRIED

## **4.6 Finance Update**

A report from Matt Alley provided an update on financial activity as it related to the Otago CDEM Group. Matt spoke to the report and took it as read. He gave an update also on table 1, noting that the group will now be funded under general rates



from ORC. He also advised that as ORC were currently in the process of updating their financial systems he was unable to provide a full financial report.

#### **Recommendation**

That the Joint Committee:

- 1) **Receives** the report.
- 2) **Notes** the current financial status of the CDEM group.

Moved: Gretchen Robertson

Seconded: Tim Cadogan

CARRIED

#### **4.7 National Emergency Management Agency - Update**

Mike Gillooly spoke to the update. He noted that space weather was going to be an event for 2025, as a solar maxima will cause disruptions to navigation and GPS systems, amongst others, and that NEMA will be the lead agency on this. He advised Lifeline groups were also beginning to engage on it.

He noted the DPMC review on the North Island severe weather event was going to Cabinet soon, and that it would result in some changes in the NEMA structure. He noted also that the North Island event had resulted in some temporary provisions being made for local councils. These provisions were due to expire at the end of this month. LGA has just amended these to allow them to endure but this can only be if that is reflected in a council's Standing Orders, so councils needed to amend these to reflect that.

#### **4.8 Otago CATPLAN Update**

Andy Everitt spoke to the update. He advised that he has been working on the catplan for the last few months and that it was going to take them another few months to get to a consolidated plan. He went over a presentation of what they have at present. He noted the plan was primarily written for the operations centre. Matt noted today was the first step in formal acknowledgement of it and that they will be looking at sending this to the Liaison Group.

#### **Recommendation**

That the Joint Committee:

- 1) **Receives** this report.
- 2) **Notes** the first draft of the Otago Catastrophic Event Plan (Alpine Fault).

Moved: Tim Cadogan

Seconded: Gary Kircher

CARRIED

#### **5.0 CLOSURE**

There was no further business and Gretchen Robertson closed the meeting with a karakia at 5.01pm.



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 6.0 Coordinating Executive Group (CEG) Chairs Report

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**Prepared For:** Otago CDEM Group-Joint Committee

**Activity:** Coordinating Executive Group (CEG) – Chairs Report

**Author:** Steve Hill, Chair, Otago CDEM Group - CEG

**Date:** 12<sup>th</sup> December 2024

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### **PURPOSE**

This report provides an update to the Joint Committee on key activities, developments, and outcomes from recent meetings and initiatives of the Otago CDEM Group. It focuses on readiness, response, welfare coordination, lifeline updates, and liaison efforts, highlighting progress and challenges.

### **EXECUTIVE SUMMARY**

The Otago CDEM Group has made significant strides in emergency readiness and response, including the successful operationalisation of the D4H alerting tool and advancements in centralised road closure mapping for enhanced situational awareness. The Welfare Coordination Group continues to address automation in needs assessment and inter-agency collaboration, while the Lifelines Group is reviewing critical vulnerabilities and infrastructure challenges.

Key highlights include:

- Implementation of the D4H tool, improving activation communication and response tracking.
- Development of a centralized, region-wide road closure map to streamline information sharing during emergencies.
- Ongoing updates to the Otago Lifelines Group Plan, with an emphasis on addressing funding and infrastructure repair challenges.
- Discussions around the new EMSIP framework and space weather preparedness in alignment with national emergency management priorities.
- Enhanced focus on community-level preparedness, such as the use of Marae Emergency Pods (E-pods).

## RECOMMENDATION

That the Otago CDEM Group Joint Committee:

**Receives** this report.

## DISCUSSION

### Readiness and Response Committee Update

- The **D4H alerting tool** is operational, offering automated communication during Emergency Operations Center (EOC) activations. It improves response tracking and was notably effective during the Queenstown event.
- A centralized **road closure map** now provides comprehensive situational awareness, addressing past issues of duplication between districts. This tool was instrumental in the October event.
- A recent site visit to a Marae E-pod showcased its potential in supporting isolated communities during emergencies.

### Welfare Coordination Group Update

- Efforts are underway to **automate needs assessment**, transitioning from manual inputs in D4H to a more streamlined system.
- Collaborations between Rural Support Trust, Rural Advisory Group, and MPI are addressing flood impacts on farms.
- Concerns around **unconfirmed minutes** from meetings were raised, emphasizing the need for accuracy and proper review processes.
- Clarity is required on welfare responsibilities and website information, particularly distinguishing business-as-usual (BAU) activities during emergencies.

### Otago Lifelines Update

- The Otago Lifelines Group is preparing for an upcoming meeting to refine its plan and address vulnerabilities, with feedback on the **Vulnerability Assessment Document** being incorporated.
- Concerns regarding **road repair funding** were discussed, highlighting the increasing financial strain on local communities due to shifting cost responsibilities.

### NEMA Update

- National discussions on the **EMSIP framework** and **space weather preparedness** are ongoing, with significant implications for regional lifelines and planning.
- The potential impacts of coronal mass ejections (CMEs) on infrastructure were outlined, stressing the importance of regional awareness and preparedness.

### Member Updates

- Health - Updates included **Starlink services** being trialled for emergency communication and heightened public health risks, including measles and heatwave-related concerns.

- Mana Whenua - Recent flooding events highlighted the value of coordinated responses, particularly through E-pods and welfare communication channels.

## **CONSIDERATIONS**

### **Strategic Framework and Policy Considerations**

- No matters arising.

### **Financial Considerations**

- No matters arising.

### **Significance and Engagement**

- No matters arising.

### **Legislative and Risk Considerations**

- No matters arising.

### **Climate Change Considerations**

- No matters arising.

### **Communication Considerations**

- No matters arising.

## **ATTACHMENTS**

- Unconfirmed minutes (CEG) from the 15<sup>th</sup> of November 2024.



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

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## 6.1 Meeting Minutes of the CEG Meeting held on 15th November 2024 at 1.00 pm in the Council Chambers and via Zoom

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### Membership:

Steve Hill	Clutha District Council (Chair)
Phil Marsh	Fire and Emergency New Zealand (Deputy Chair)
Richard Saunders	Otago Regional Council
Hywel Lloyd	Te Whatu Ora Southern
Victoria Campbell	Moeraki Rūnanga
Alex Parmley	Waitaki District Council
Steph Voight	Ministry of Social Development
Matt Alley	Emergency Management Otago
Matt Scoles	NZ Police
Nadia Wesley - Smith	Te Rūnanga o Ōtākou
Mike Theelen	Queenstown Lakes District Council
Doug Third	St John
Sandy Graham	Dunedin City Council
Peter Kelly	Central Otago District Council
Simon Chambers	National Emergency Management Agency
Suzanne Ellison	Kati Huirapa Rūnaka Puketeraki

Steve Hill opened the meeting with a karakia.

### 1. APOLOGIES

Sandy Graham, Richard Saunders, Doug Third, Phil Marsh and Andrew Rouvi were apologies.

*Moved: Alex Parmley*

*Seconded: Mike Theelen*

**CARRIED**

## 2. ATTENDANCE

Steve Hill, Mike Theelen, Alex Parmley, Peter Kelly, Tom Dyer, Lisa Little, Matt Alley, Andrew Cunningham, Glenn Mitchell, Mike Gillooly, Matt Scoles, Suzanne Ellison, Steph Voight, Jamie Ruwhiu, Paul Allen, John Mawhinney, Erica Andrews, Mel Banks, Paula Cathie, Jason Michie, Andy Everitt, Courtenay Jamieson, Claire Charleton, Mary Ferguson, Taylor Hendl, and Kelly Taylor Covey (minute taker).

## 3. CONFIRMATION OF MINUTES

*The minutes of the meeting held on 9 August 2024 were received and confirmed as a true and correct record.*

*Moved: Peter Kelly*

*Seconded: Mike Theelen*

*CARRIED*

*The minutes of the Extraordinary meeting held on 16 October 2024 were received and confirmed as a true and correct record.*

*Moved: Steve Hill*

*Seconded: Mike Theelen*

*CARRIED*

## 4. REPORT ITEMS

### 4.1 Group Manager's Report

A report from Matt Alley updated CEG on workplan activity completed for the year to date and other relevant operational matters. Matt took the report as read. He noted the report had been done in a different format now and things had changed around a bit. He noted they were one staff member down now in Queenstown Lakes and recruitment was currently underway. There was a proposal from a consultant on the AAR in the report. He noted also there was no Finance update in this agenda as ORC was still in the process of updating their systems and he doesn't have access to be able to get enough information to put together the update. They should hopefully be able to provide one in the new year. He noted the logistics exercise at Lake Whakatipu was a great day and a good opportunity to test the systems.

Alex asked about engagement with the farming community and whether there was more that could be done around that space to both clarify how they can respond and support them to respond. It was agreed that this would be helpful.

**Action:** Review communication/messaging to rural networks, confirming how they can support a response.

Steph commented on the Welfare Needs Assessment System and noted that MSD was happy to do this as a test of their welfare space and suggested they consider using the

stakeholders. Matt agreed and took this as an action point.

**Action:** Ensure MSD involvement in Q3 testing of the Welfare Needs Assessment System.

**Recommendation**

*That the Coordinating Executive Group:*

- 1) **Receives** this report.
- 2) **Notes** the workplan update.

*Moved:* Steve Hill

*Seconded:* Alex Parmley

**CARRIED**

#### **4.2 Otago Readiness and Response Committee Update**

A paper from Glenn Mitchell informed CEG of activity undertaken at the Readiness and Response Committee meeting on 29 October 2024. Glenn took the report as read. He noted that the D4H alerting tool has now been implemented, which was an operational tool to auto-send out voice emails or calls and track responses, and it will help streamline the activation process. He noted they also now have a region-wide closures map operational which would give an overall situation awareness. He noted that there were also now Emergency Services Coordination Committees reestablished in each district in Otago.

**Recommendation**

*That the Coordinating Executive Group:*

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

*Moved:* Steve Hill

*Seconded:* Peter Kelly

**CARRIED**

#### **4.3 Welfare Coordination Group Update**

A paper from Paul Allen informed CEG of activity undertaken at the Welfare Coordination Group meeting on 30 October 2024. Paul took the report as read. The meeting had focused on the recent severe weather event's impact, ongoing recovery efforts, and improvements for future emergency responses. He noted that they were currently looking at how to get those needs assessments into D4H. The Rural Support Trust and MPI were still engaged in contacting those farms affected in the last flood.

Steph noted that some of the things in the minutes was a bit incorrect and went over some changes that needed made. She advised she would go back through their representative to get those corrected.

**Action:** Update Welfare Coordination Group minutes to accurately reflect MSD updates at the 30 October meeting.

### **Recommendation**

*That the Coordinating Executive Group:*

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

*Moved: Steve Hill*

*Seconded: Mike Theelen*

**CARRIED**

## **4.4 Otago Lifelines Update**

A report from Mel Banks informed CEG of activity undertaken at the Otago Lifelines Utilities meeting on 12 August 2024. Mel spoke to the report and took it as read. She noted the Otago Vulnerability and Interdependency Assessment had completed an extensive review phase and has been released to Emergency Management Otago for distribution to its stakeholders. The assessment recommendations would be tabled at the November Otago Lifelines Group meeting, prioritised, and then incorporated into the Otago Lifelines Workplan. She noted that was a live document and it would be updated as they go.

Mike Theelen noted that NZTA were not budgeting much for emergency related repair work for roads and that they were also proposing to change the thresholds for what is classified as emergency work. It did not give him a lot of confidence they would be able to maintain the roading network in his area.

### **Recommendation**

*That the Coordinating Executive Group:*

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

*Moved: Steve Hill*

*Seconded: Peter Kelly*

**CARRIED**

## **4.5 NEMA Update**

A report from NEMA gave an update on the current activities of NEMA. Mike Gillooly spoke to the report and took it as read. He noted that there is still a lot of detail to work



through for the government inquiry into the response to the North Island Severe Weather Event. The Emergency Bill was still occupying a lot of NEMA's time. The Interim Response Plan on space weather was currently with the director to be signed off, and Mike stressed the importance of this and that the Lifelines people were aware of it. NEMA was also currently finalizing an agreement to provide Starlink services. The trial would end this month and then it would be rolled out to all the groups.

## **AGENCY UPDATES**

### **NZ Police update from Matt Scholes**

Matt advised they were still to run an executive level debrief from the last activation. They had stepped up their D4H training, and were appreciative of the support they were getting from DCC to help them with that.

### **Te Whatu Ora update from Andrew Cunningham**

Andrew advised that the biggest health risks over this summer will likely be measles, whooping cough and avian flu. He said there is also a heatwave risk over summer with the new wind patterns. Hospital systems exercises are being postponed till next year. There is big pressure forecast to be on them from cruise ships and the Rhythm and Alps concert. He also noted that when the recent flooding occurred some of their people supported the DCC and they were very happy with how they performed.

### **Runaka update from Suzanne Ellison**

Suzanne advised the recent flood events and heavy rainfall had been a good test of some aspects of things for them and they now have a few things they need to follow up on. They were very happy with the new Epod and were looking at how they could make it a good resource for the local community.

### **Runaka update from Jamie Ruwhiu**

Jamie agreed that they were keen to get good use out of the Epods and they were working on getting more funding for more of them. They had secured some funding from MBIE. Massive work had been done by the Manawhenua Emergency Facilitator around the floods and it had really shown the value of that role.

### **MSD update from Steph Voight**

Steph noted that they had taken learnings from the recent flood event and it was good to be able to test all their networks. For grants given out, food was the main reason for support being needed and then clothing and bedding. She noted one of the biggest areas of learning was finding out who is funded and who is mandated to take the lead. She noted also that Civil Defence payments are not automated but are rather pushed up through MSD. She noted that the minister doesn't get to see enough proof for these so takes them on faith at the moment.

Lisa asked if MSD could be given viewing access in D4H to be able to pull out some of the information that they need, as the Sitreps do often not give them enough detail. Matt advised that they can look at granting this access.

**Action:** Ensure MSD access to the D4H response platform and support users with initial training.

## 5. NEXT MEETING

Matt advised that they were waiting for the governance calendar to be confirmed for next year and then they will be able to set a date for the next meeting.

## 6. CLOSURE

There was no further business.

A karakia was given from Steve Hill to close the meeting and the meeting ended at 1.51pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Meeting	Action	Officer	Status
1	Review communication/messaging to rural networks, confirming how they can support a response.	Matt	
2	Ensure MSD involvement in Q3 testing of the Welfare Needs Assessment System	Matt	
3	Update WCG minutes to accurately reflect MSD updates at the meeting.	Steph	
4	Ensure MSD access to the D4H response platform and support users with initial training.	Matt	



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 7.0 Group Manager Update

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**Prepared For:** Otago CDEM Group – Joint Committee

**Activity:** Group Manager Update

**Author:** Matt Alley

**Date:** 12<sup>th</sup> December 2024

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### **Purpose:**

To update the Otago CDEM Group Joint Committee on work activity completed for the year to date, current staffing and vacancies, arrangements for our after-action review for the severe weather event in October, and an update on emergency management system reform.

### **Recommendation:**

That the Otago CDEM Group Joint Committee.

**Receives** this report

**Notes** the work plan update

### **Staffing:**

At the time of writing this report, the Emergency Management Otago team is carrying one vacancy for an Emergency Management Advisor in the Queenstown Lakes District.

Recruitment is underway with strong interest in the role evident.

### **After Action Review (AAR) – September Severe Weather Event:**

#### **Situation**

Otago Civil Defence Emergency Management Group are seeking a concise review of our response to the October severe weather event.

#### **Objectives**

The objectives of the review are fourfold:

1. Review the actions undertaken during the event.

2. Assess performance and the success of outcomes.
3. Identify strengths, challenges, and areas for improvement.
4. Recommend specific, clear, and practical steps to enhance future responses.

## **Report Presentation**

The final report is likely to be around 10 to 15 pages in length.

The final report will contain specific, practical, and actionable steps that will enhance the effectiveness of future responses.

## **Timeline**

Subject to early project commencement, all relevant documentation is provided, and interviewees being available, the following timeline is achievable:

- Documentation review: Early November 2024
- Facilitated discussions: Early December 2024
- Analysis and peer review: Late December 2024
- Final report delivered: Early January 2025

## **Government Response – North Island Severe Weather Event (NISWE)**

Cabinet's response to the NISWE report was released in October 2024. Entitled, Strengthening Disaster Resilience and Emergency Management a link to the full document can be found below.

[www.civildefence.govt.nz/assets/Uploads/documents/publications/reports/Strengthening-disaster-resilience-and-emergency-management.pdf](http://www.civildefence.govt.nz/assets/Uploads/documents/publications/reports/Strengthening-disaster-resilience-and-emergency-management.pdf)

## **Overview**

The emergency management system is not fit for purpose for large events that impact multiple regions at once. We must now transform this system to one that consistently implements improvements over time, even as it comes under increasing pressure.

To enable this, we will deliver a programme of change across five broad focus areas (subject to clarifying the scope, timing, and funding requirements).

### **FOCUS AREA 1:**

Give effect to the whole-of-society's approach to emergency management

- 1.1 Develop and invest in a comprehensive and ongoing national public readiness programme to protect lives, prevent injuries and other trauma, and reduce the burden on response efforts.
- 1.2 Recognise and enable the significant contribution of iwi and Māori in emergency management to the benefit of all people in New Zealand.
- 1.3 Direct a greater share of emergency management investment in community resilience initiatives

**1.4** Improve how communities access funding after an emergency.

**1.5** Expand the number and quality of formal agreements with businesses, community organisations, iwi and Māori to deliver assistance in times of emergencies.

## **FOCUS AREA 2:**

Support and enable local government to deliver a consistent minimum standard of emergency management across New Zealand.

**2.1** NEMA will increase its focus on the provision of resources that local authorities need.

**2.2** NEMA will set standards for the delivery of emergency management and assure these standards are being met.

**2.3** Clarify operational roles and responsibilities in an emergency response.

**2.4** Strengthen the regional tier of emergency management.

## **FOCUS AREA 3:**

Professionalise and build the capability and capacity of the emergency management workforce.

**3.1** NEMA will build on existing work to deliver a significant uplift in capability development efforts.

**3.2** Develop and invest in a model for a full-time deployable incident management surge support.

## **FOCUS AREA 4:**

Enable the different parts of the system to work better together at the national level.

**4.1** Clarify national-level roles and responsibilities and strengthen leadership in risk reduction, readiness, response, and recovery.

**4.2** Progress work to enable interoperability.

## **FOCUS AREA 5:**

Drive a strategic focus on investment and implementation.

**5.1** Ensure a well-governed approach to the delivery of Strengthening disaster resilience and emergency management.

**5.2** Deliver a detailed implementation and investment roadmap to deliver the work programme set out in ‘Strengthening Disaster Resilience and Emergency Management’ and to drive delivery.

### **Logistics Exercise – Lake Wakatipu:**

The EM Otago Team facilitated a logistics exercise on Lake Wakatipu in October to test elements of our Alpine Fault Plan. In particular, how we would move critical resources into Queenstown if road access was blocked.

We were joined on the day by staff from; Ngai Tahu, QLDC, NZTA, NZDF (Army and Navy), ORC Harbourmaster, Red Cross, Police, FENZ and the Coastguard.

We were able to successfully load two defence force Unimog's at the Southern End of the Lake (Kingston), onto the Cecil Peak landing craft and motor them up the lake to identify several land zones in Queenstown. Additionally, we were able to support a small team from 'Airbox' who are undertaking a central government trial on common operating systems (field tools) for Health NZ.

The day went off without a hitch and the weather certainly played its part. Positive feedback was received from all involved.





# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

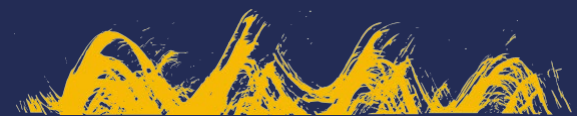



## Who we are

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

- **Our Mission:** To lead the region in emergency management by providing effective coordination, proactive planning, and community-focused support during emergencies. Through collaboration, education, and innovation, we ensure that Otago remains a safe, prepared, and resilient place for everyone.
- **Our Vision:** To make Otago the most resilient and well-prepared region in New Zealand, where communities, local government, and emergency services work together to manage risks and respond effectively to any crisis.
- **What We Do:** Emergency Management Otago (EMO) oversees all aspects of emergency preparedness and response within the Otago region. Our work is guided by the principles of the Emergency Management Act 2017 and aligned with national frameworks such as the National Civil Defence Emergency Management (CDEM) Plan.

## 2024-2025 Work Plan Report







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• **Readiness:** We help local communities understand and plan for potential hazards, from earthquakes and floods to pandemics and wildfires. This includes public education campaigns, training for response teams, and working with local authorities to ensure effective planning.


• **Response:** In the event of an emergency, EMO coordinates between various agencies, from local councils to national organizations, to ensure an efficient and well-organized response. We support local authorities with the resources and expertise they need to manage the situation



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• **Recovery:** After an emergency, our role is to assist in the recovery phase, helping communities rebuild and return to normalcy. This may involve providing support services, facilitating funding assistance, and coordinating long-term recovery effort.

• **Risk Reduction:** We work to identify potential risks to our communities and implement strategies to reduce them. This includes hazard mapping, community outreach, and promoting safer practices.





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# 2024-2025 Work Plan Tasks

## Workstream Areas of Focus



**Managing Risks**



**Effective Response to and Recovery from Emergencies**



**Enabling, Empowering, and Supporting Community Resilience**

## Otago Emergency Management Team

### ❖ Group Office Team

- Matt Alley
- Paul Allen
- Erica Andrews
- Mel Banks
- Andy MacKenzie  
Everitt
- Mary K. Ferguson
- John Mawhinney
- Glenn Mitchell

### ❖ Inland Team

- Craig Gibson
- Courtenay Jamieson
- Jacqui Lambeth
- Derek Shaw

### ❖ Coastal Team

- Chris Brooker
- Paula Cathie
- Claire Charleton
- Danny Fontaine
- Taylor Hendl
- Jason Michie

## Our Values

At Emergency Management Otago, we hold strong to the following values, which guide our actions and decisions.

- **Collaboration:** We work closely with local government, emergency services, businesses, and community groups to build a more resilient Otago.
- **Integrity:** We act with transparency, accountability, and honesty in all our actions.
- **Readiness:** We emphasize the importance of planning ahead to minimize the impact of emergencies.
- **Compassion:** We prioritize the welfare of our communities, supporting them before, during, and after emergencies.
- **Innovation:** We strive to continuously improve our emergency management practices, using the latest technologies and methodologies to stay ahead of emerging risks.

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## Who We Serve

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EMO serves the diverse communities of the Otago region, encompassing urban and rural areas, including the main centres of Dunedin, Queenstown, and Alexandra, as well as remote and vulnerable populations. Our work is integral to ensuring that residents, businesses, and local agencies are equipped to respond effectively to any event.

### Our Partners:

We work in partnership with a wide range of organizations to ensure a coordinated and effective response to emergencies.

- Local Government Authorities (City and District Councils)
- New Zealand Police
- Fire and Emergency New Zealand
- St John Ambulance
- Ministry of Civil Defence & Emergency Management (MCDEM)
- Non-Governmental Organizations (NGOs) and Volunteer Groups
- Local businesses and community leaders

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## Contact Us

- For more information, to get involved, or to seek advice on emergency preparedness, contact us at:

**Address: 70 Stafford Street, Central Dunedin, Dunedin, 9016**

**Phone: 0800 474 082**

**Email: [info@otagocdem.govt.nz](mailto:info@otagocdem.govt.nz)**

**Website: <https://www.otagocdem.govt.nz/>**













## Managing Risks

Activity	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
Otago Vulnerability Assessment				
AF8 Project				
Integrated Flood Modelling				
ORC Climate Action Plan Support				
Lifelines Projects and Support				
Rural Advisory Group				







## Effective Response to and Recovery from Emergencies

Activity	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
Alternative Communications				
D4H Contact Update				
Welfare Needs Assessment Automation				
Regional Warning System				
Common Operating Picture Review				
Common Operating Platform – Review/Alignment				
Delivery of Training and Capability Strategy				
Tier 3 Exercise – All Councils				




## Enabling, Empowering, and Supporting Community Resilience




Activity	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<b>Annual Forums: (PIM, Lifelines and Welfare)</b>				
<b>Website Development and Renewal</b>				
<b>Clued Up Kids</b>				
<b>Community Resilience Strategy Delivery</b>				
<b>Social Media Growth (Campaigns)</b>				

## Governance and Management

Activity	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<b>Mana Whenua – EM Facilitator Project</b>				
<b>Group Plan Review</b>				
<b>Group Assurance Framework</b>				


## Managing Risks



<b>Hazard Research</b>		
Activity	Tracking	Progress Update
<b>Otago Vulnerability Assessment (Q1-Q2)</b>		The report is attached to this agenda.
<b>AF8 Project (Q1-Q4)</b>		Ongoing membership in the project steering group by the Group Manager.
<b>Integrated Flood Modelling</b>		Modelling of the Leith/Lindsay Catchment. Work is currently underway by the ORC Natural Hazards Team.

<b>Local Government Risk Reduction Support</b>		
Activity	Tracking	Progress Update
<b>ORC Climate Action Plan (Q4)</b>		Delivery of assigned activities within the plan.
<b>Lifelines Projects and Support (Q1-Q4)</b>		<p>A survey was emailed to the Otago Lifelines group requesting each member rank the recommended projects (from the Otago Vulnerability Assessment) for developing the Otago Lifelines Work Plan.</p> <p>The survey was required due to low attendance numbers at the 25<sup>th</sup> of November Lifelines meeting, which prevented this from happening during the meeting.</p> <p>The survey closes on Friday, the 6<sup>th</sup> of December.</p>
<b>Rural Advisory Group (Q1-Q4)</b>		Admin support and project tracking of risk reduction activities with RAG.

<b>Legend</b>			
	Completed		In Progress
	Not Started		Unlikely to Complete


## Effective Response to and Recovery from Emergencies



<b>Operating Systems</b>		
Activity	Tracking	Progress Update
<b>Alternative Communications (Q1)</b>		Operational PACE plans and testing. Ongoing engagement with amateur radio (AREC)

<b>Operating Systems</b>		
Activity	Tracking	Progress Update
<b>D4H Live Contacts Update (Q1-Q4)</b>		Maintain regional emergency contact register.
<b>Welfare Needs Assessment (Q3)</b>		Development, Implementation and Testing of an automated AGOL/D4H solution.

<b>Legend</b>			
	Completed		In Progress
	Not Started		Unlikely to Complete

## Effective Response to and Recovery from Emergencies


<b>Operating Systems</b>		
Activity	Tracking	Progress Update
<b>Regional Warning System (Q1)</b>		Development, Implementation and Testing of Regional Warning and Alerting System



<b>Operating Systems</b>		
Activity	Tracking	Progress Update
<b>Common Operating Picture (Q4)</b>		Development, Refinement, Implementation and Test of Group GIS Portal.
<b>Common Operating Platform - D4H (Q2)</b>		Ongoing testing, development and refinement of the operating platform to support council exercises.

<b>Legend</b>			
	Completed		In Progress
	Not Started		Unlikely to Complete




## Effective Response to and Recovery From Emergencies




<b>Operational Workforce Capability</b>		
Activity	Tracking	Progress Update
<b>Training and Capability Strategy (Q1-Q4)</b>		Staff continuing to deliver training for Council staff in line with the Training and Capability Strategy.  See appendix 3.

<b>Operational Workforce Capability</b>		
Activity	Tracking	Progress Update
<b>Training and Capability Strategy (Q1-Q4)</b>		EM Otago - Workforce Development  Capability framework (testing regime) is a focus for Q3.
<b>Tier 3 - Exercise - All Otago Councils</b>		QLDC completed 19/09/24 CODC completed 06/11/24 WDC completed 21/11/24 ORC completed 28/11/24  CDC and DCC postponed/cancelled due to a Severe Weather Event early October.

<b>Legend</b>			
	Completed		In Progress
	Not Started		Unlikely to Complete


## Enabling, Empowering, and Supporting Community Resilience

<b>Community Resilience Project</b>		
Activity	Tracking	Progress Update
<b>Community Resilience Strategy (Q1-Q4)</b>		Detailed update can be found in Appendix 1 and 2.

<b>Public Information and Education Campaign</b>		
Activity	Tracking	Progress Update
<b>Annual PIM, LIFELINES and WGC Forum (Q4)</b>		Delivery of annual PIM Forum.
<b>Website Development (Q1)</b>		Continuing from last year website upgrade activity. Umbraco upgrade complete.  Live date 28 August 2024.
<b>Clued Up Kids (Q1-Q4)</b>		CDC – Complete (Q1) DCC – Complete (Q1) WDC - Complete (Q1)  CODC (Q4) QLDC (Q4)


<b>Legend</b>			
	Completed		In Progress
	Not Started		Unlikely to Complete


## Enabling, Empowering, and Supporting Community Resilience


Community Resilience Project		
Activity	Tracking	Progress Update
<b>Social Media Growth (Q1-Q4)</b>		<p>Campaign to increase Social Media connection, timed to response activity.</p> <p>Q1 &amp; Q2 saw increased growth of 3166 new Facebook followers from 13606 to 16772. This was mainly due to the October flood event.</p>

Legend			
	Completed		In Progress
	Not Started		Unlikely to Complete

## Governance and Management

Partnering with Māori		
Activity	Tracking	Progress Update
<b>Partnering with Māori (Q1-Q4)</b>		Two-year Mana Whenua EM Facilitator Project, activity update (paper) included in agenda.

Group Plan		
Activity	Tracking	Progress Update
<b>Group Plan Review (Q2)</b>		An activity update (paper) is included in this agenda.

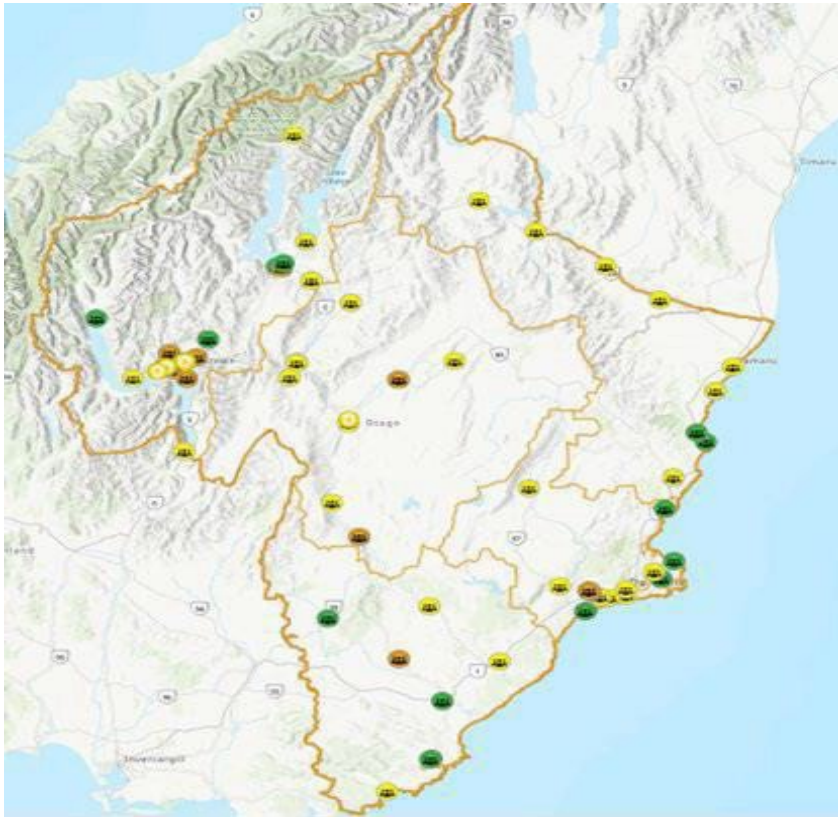
Monitoring and Evaluation		
Activity	Tracking	Progress Update
<b>Group Assurance Framework (Q4)</b>		Creation of CDEM Group Assurance Framework, utilising the MCDEM (NEMA) Capability Assessment Tool.

## **Appendix 1: Community Engagement Activities (1 July – 06 Dec)**

District	Activity	Aware	Connect	Enabled	Capable
<b>Waitaki</b>	Waitaki High Schools and Public in	y	y		
	Palmerston Waihemo Community, Board, CRG, Emergency Services, WDC Liaison, Neighbourhood Support	y	y	y	
<b>Dunedin City</b>	Youth Search and Rescue	y			
	Knoxie Nerds	y			
	St Kilda Scout Group	y			
	St Kilda Scouts	y			
	Otago Region Councillors	y			
	Scouts	y			
	Corstorphine Baptist Community Trust	y			
	Shocktober with St John and Green Island Community Network	y	y		
	Taieri Network, Mosgiel Taieri CRG & Community Board	y	y		
	Diwali Festival	y			
	St John Youth	y			
	EarthFest Festival of Earth Science	y			
	HSS Dunedin	y			
	<b>Clutha</b>	Milton Lions Group	y	y	
PACT House		y	y		
Clutha Keas		y			
Clued up Kids		y		y	
Clutha District Emergency Services Trust			y	y	
Lawrence U3A		y	y		
Balclutha Public Library		y			
Clutha District Community welfare meeting		y			
<b>Central Otago</b>	Roxburgh Area School		y		
	Cromwell Community Patrol		y	y	
	Cromwell Cub Group	y			
	Alexandra Friendship Group	y			
	Millers Flat CRG & Residences Group	y		y	y
	Horticultural Growers/Operators	y	y	y	
	Cromwell Rotary	y	y		
	Highlands Pharmacy			y	
	Tarras School	y	y		
<b>Queenstown Lakes</b>	Wanaka Scouts	y			
	Queenstown Airport Staff Safety			y	
	Queenstown summer ambassadors	y			
	Welcoming Communities meeting	y			

	Chamber of commerce	y	y		
	PIM Stakeholder group		y		
	HOTL community drop in	y			
	HOTL Community presentation	y			
<b>Group Office</b>	Otago Regional Councillors	y	y		

## Appendix 2: Community Response Groups



**Otago Region** The reporting system has been recalibrated and now reflects an up-to-date picture of the progression of Community Response Groups across the Otago Region.

This highlights the need to re-invigorate the Waitaki District and to increase the training of Community Response Groups in the Clutha District.

	Forming	Training	Operational	Total
<b>Central Otago District</b>	7	2	5	14
<b>Clutha District</b>	5	4	1	10
<b>Dunedin City</b>	7	1	6	14
<b>Queenstown-Lakes District</b>	4		14	18
<b>Waitaki District</b>	9		2	11
<b>Otago</b>	32	7	28	67

The metric around Forming, Training, and Operational CRGs is based on the criteria within the community response group engagement framework and the stage each group is in.

However, in the situation where an emergency occurs, many of these CRGs will self-activate as a community-based initiative regardless of the stage in the framework they are officially in.

## Clutha

District	Current	
Clutha	Forming	5
	Training	4
	Operational	1

Clutha District	Forming	Initial Contact	Initial General Meeting	Hazard Profile / Vulnerability	Resilienc Guide	Community Response Plan	Training	Community Emergency Hubs	Status Reporting	Basic Radio Operations	Health and Safety	Exercise	Operational
Catlins	x	x	x	x	x	x	x						
West Otago	x	x					x						
Lawrence	x	x											
Bruce Ward	x	x	x	xx	xx	x							
Greenfield Ward	x	x					x						
Clinton	x	x											
Kaka Point	x	x	x	x	x		x						
Kaitangata	x			x	x								
Balclutha	x												
Adverse Weather Group	x	x					x						p

## Dunedin

District	Current	
Dunedin City	Forming	7
	Training	1
	Operational	6

Dunedin City	Forming	Initial Contact	Initial General Meeting	Hazard Profile / Vulnerability	Resilienc Guide	Community Response Plan	Training	Community Emergency Hubs	Status Reporting	Basic Radio Operations	Health and Safety	Exercise	Operational
Aramoana	x	x	x	x	x	x	x	p	p	N/A		p	p
Blueskin Bay	x	x	x	x	x	x	x	p	p			p	p
Green Island	x	x	x	x									
Karitane	x	x	x	x									
Mosgjel Taieri	x	x	x	x	x	x	x	p	p			p	p
Otago Peninsula	x	x	x	x	x	x	x					p	p
Outram	x	x	x										
Saddle Hill_Green Island	x	x	x	x	x		x			10/04/2024		10/04/2024	
Southern Coastal Dunedin	x	x	x	x	x	x	x	p		p		p	p
Southern Urban Dunedin	x	x	x	x	x					N/A			
Strath Taieri	x	x	x	x	x							p	
Valley Project	x	x	x	x									
Waikouaiti_Karitane	x	x	x	x	x	x	x	p	p			p	p
West Harbour	x	x	x	x	x								



## Waitaki

District	Current	
Waitaki	Forming	9
	Training	
	Operational	2

Waitaki District	Forming	Initial Contact	Initial General Meeting	Hazard Profile / Vulnerability	Resilienc Guide	Community Response Plan	Training	Community Emergency Hubs	Status Reporting	Basic Radio Operations	Health and Safety	Exercise	Operational
Duntroon	x	X											
Hampden	x	x											
Kakanui	x	X											
Kurow	x	X											
Moeraki	x	x					p						p
Oamaru	x	X											
Ohau	x												
Omarama	x	X	x	x									
Otematata	x	X	x										
Tokorahi	x												
Palmerston	x	x	x				p						p

## Central Otago

District	Current	
Central Otago	Forming	7
	Training	2
	Operational	5

Central Otago District	Forming	Initial Contact	Initial General Meeting	Hazard Profile / Vulnerability	Resilienc Guide	Community Response Plan	Training	Community Emergency Hubs	Status Reporting	Basic Radio Operations	Health and Safety	Exercise	Operational
Becks	x	x	x	x									
Bannockburn	x	X	x	x	x	x							
Clyde	x	x											
Cromwell	x	X	x	x	x	x	x	x		n/a			x
Ida Valley_Oterehua	x	X				x							
Manuherekia Valley_Ophir	x	x	x	x			X	x	x	x		x	x
Millers Flat	x	x	x	x			X	x	x	26/03/2024			x
Naseby (Naseby Vision)	x	x	x	x			x			x			
Oturehua (Oturehua Community Association)	x	x											
Poolburn-Moa Creek	x	x	x	x	x								
Queensbury	x	x	x	x	x		x						x
Roxburgh	x	x	x				X	x	x	3/09/2024			x
Tarras	x	X	x	x									
Waipiata	x	x		x			x			v			

## Queenstown Lakes

District	Current	
Queenstown Lakes	Forming	4
	Training	
	Operational	14

Queenstown-Lakes District	Forming	Initial Contact	Initial General Meeting	Hazard Profile / Vulnerability	Resilience Guide	Community Response Plan	Training	Community Emergency Hubs	Status Reporting	Basic Radio Operations	Health and Safety	Exercise	Operational
Arrowtown	x	x	x	x	x	x	x	x	x	x		x	x
Arthurs Point	x	x	x	x	x	x	x	20/06/2024	x	x		x	x
Cardrona	x	x	x	x	x	x	x	x					x
Fernhill_Sunshine Bay	x	x	x	x	x		x	x		x			x
Frankton	x	x	x				x	x	x	x		x	x
Gibbston Valley	x	x	x	x	x	x	x	x	x	x		x	x
Glenorchy	x	x	x	x	x	x	x	x	x	x		x	x
Hawea_Lake Hawea	x	x	x	x	x	x	x		x	x		x	x
Jacks Point	x	x	x	x	x	x	x	15/05/2024	x	x		x	x
Kelvin Heights	x	x	x	x	x	x	x	x	x	x		x	x
Kingston	x	x	x	x	x	x	x	x		x		x	x
Luggate	x	x	x	x	x	x	x						p
Makarora	x	x	x	x	x	x							
Maungawera Valley	x	x	x	x									
Queenstown CBD	x	x											
Shotover Country_Lake Hayes	x	x	x	x	x	x	x	x	x	x		x	x
Wanaka	x	x	x	x	x	x	x	x	x	x		x	x
Wilson Bay_Bobs Cove	x	x											

## Appendix 3: Training Overview

	CDC		CODC		DCC		ORC		QLDC		WDC	
	# Sessions	# Participants	# Sessions	# Participants	# Sessions	# Participants	# Sessions	# Participants	# Sessions	# Participants	# Sessions	# Participants
Foundation Skills Training	1	9	2	22	15	126	6	14	5	15	5	15
Function Skills Training	2	7	1	8	2	19	14	54	1	19	0	0

Figure 1: Foundation and functional training sessions and attendees Q2.

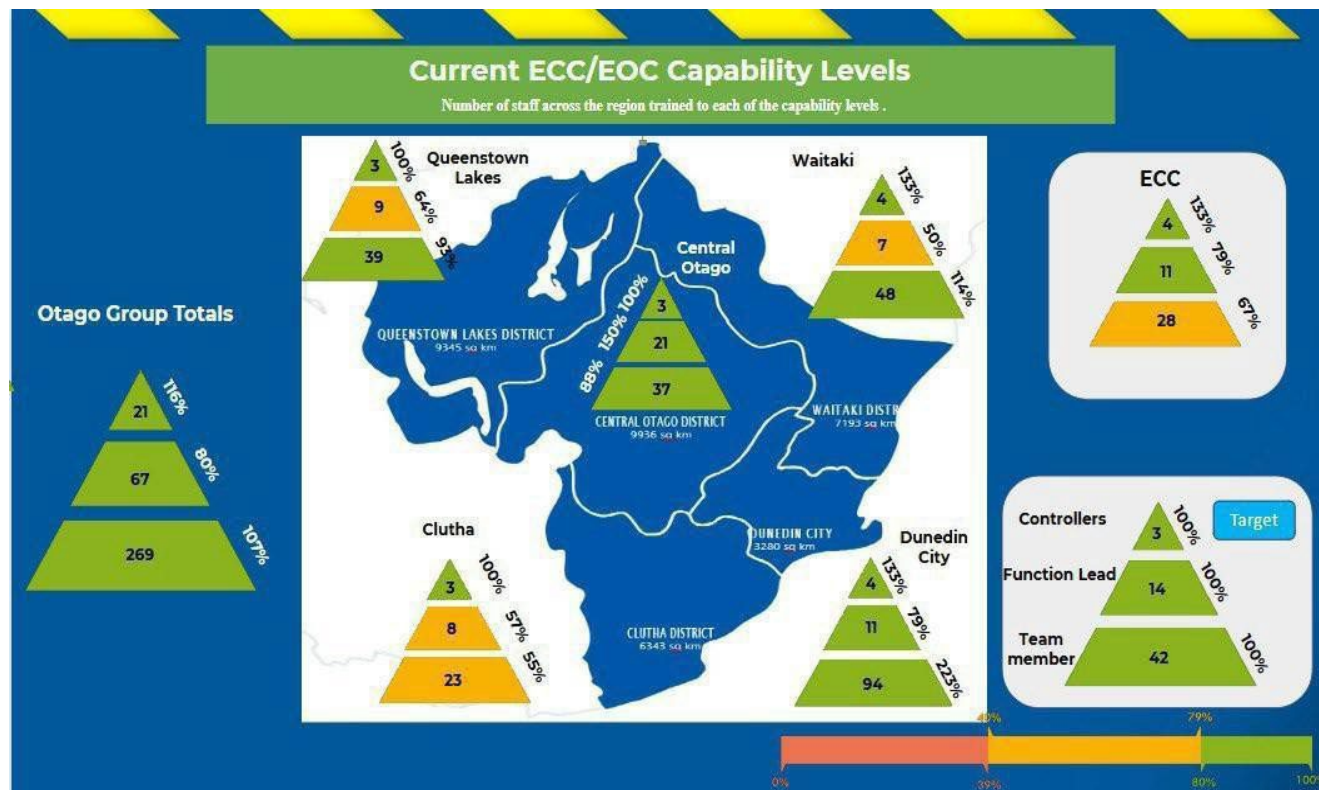


Figure 2: Staffing levels across the region. Representing the current level of 'qualified' GECC/EOC staff at the 'Team Member', 'Function Lead', and 'Control' levels. Including target staffing numbers for each level.



## 8.0 Lifelines Update

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**Prepared For: Otago CDEM Joint Committee**

**Activity: Lifelines Update**

**Author: Mel Banks**

**Date: 12<sup>th</sup> December 2024**

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### **PURPOSE**

This report informs the Joint Committee (JC) of the activity undertaken at the Otago Lifeline Utilities Group meeting on 25 November 2024.

### **EXECUTIVE SUMMARY**

Toa Consulting released the final version of the Otago Vulnerability and Interdependency Assessment and associated Executive Summary to Emergency Management Otago in October 2024.

The recommendations for future projects relating to the Otago Lifelines Group (OLG) are being ranked in priority by the OLG for the development of the Otago Lifelines Work Program 2025-2026.

Due to the low attendance numbers at the November meeting, this activity could not go ahead during the meeting and is now being captured by a survey emailed to the Otago Lifelines Group members asking to prioritise the recommended projects. This survey closes Friday 6<sup>th</sup> December. As a result, this has delayed the progression of the Otago Lifelines Work Plan.

### **RECOMMENDATION**

The Joint Committee:

1. **Receives** the report.
2. **Notes** the updates from the Otago Lifeline Utilities Group (unconfirmed minutes).

### **BACKGROUND**

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

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

- Emergency Management Otago
- Regional and District Councils

- Electricity
- Telecommunications
- 3 Waters
- Transport
- Roothing
- NEMA

## **CONSIDERATIONS**

### **Strategic Framework and Policy Considerations**

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

### **Financial Considerations**

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

### **Significance and Engagement**

- Engagement with members of the committee is active and ongoing.

### **Legislative and Risk Considerations**

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

### **Climate Change Considerations**

- No matters arising.

### **Communication Considerations**

- No matters arising.

## **ATTACHMENTS**

- Appendices 1: Otago Lifeline Utility Group Meeting Minutes 12 August 2024, are still to be approved by the Group Chairperson.
- Appendices 2: Otago Lifelines Programme - Vulnerability Study 2024 - Executive Summary V1.1 Final
- Appendices 3: Otago Lifelines Programme-Vulnerability Study Update 2024 V2.0-Final

## 8.1 | Appendices 1 | Otago Lifelines Group Meeting Minutes

### DATE & LOCATION:

12 August 2024, via Microsoft Teams

### MEETING TIME:

1:00 pm-3:00 pm

#### Attendees

Glyn Lewers (Group Chairperson)	Glenn Hutton (Unifone)	Dale Ramshaw (Foodstuffs)
Mel Banks (Otago CDEM)	Bill Nicoll (QLDC)	Paul Lloyd (Meridian Energy)
Danny Fontaine (Otago CDEM)	Andrew Welsh (ORC)	Matt Alley (Otago CDEM)
Teresa Simcox (Toa Consulting)	Andrew Cunningham (SDHB)	Tim Van Woerden (ORC)
Juliet Breen (QT Airport)	Raj Parikh (NZTA)	Martyn Wooster (AMIC)
Nicole Felts (NZTA)	Glenn Mitchell (Otago CDEM)	Alison Tomlinson (QLDC)
Jeremy Mitchell (Transpower)	Shaan Ross (Aurora Energy)	Derek Shaw (Otago CDEM)
Ross Buchan (Port Otago)	Tod Trotman (Network Waitaki)	Travis Howell (EM Southland)
Ben Parker (NZTA)	Grant Bicknell (Port Otago)	Michael Price (Delta)
Wayne Smith (Chorus)	Peter Standing (NZTA)	Courtenay Jamieson (EMO)

#### Apologies

Islay Laird (NEMA)	Quinton Penniall (CODC)	John Coutts (DCC)
EMO Staff	Mark Renalson (WDC)	Richard McKay (Contact Energy)
Michael Tannock (NZTA)	Ann Conroy (ORC)	

## Minutes

### Welcome:

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

### Sector Updates:

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

### NEMA: Islay Laird provided updates via email to Mel Banks

#### Catastrophic Planning (CatPlan) Update:

- In July NEMA held the second All of Government Catastrophic Planning Forum. This Forum is helping progress various elements of the Catastrophic Event Handbook, in particular the area of critical resources, and capabilities.
- There has been ongoing CDEM representation in the Mass Relief, Logistics and Intelligence working groups. Mass Relief recently changed its name from Rapid Relief and is well advanced in the population needs-based assessment methodology. Logistics have tested a national movement concept of operations, are progressing work in air logistics and starting discussions on national assembly areas.
- On 24 July the draft Handbook Version 0.3 was released to agencies for feedback. Feedback is due on 13 September. The EMLG Newsletter will have details on access for CDEM Groups.
- The timeframe for delivery of the Handbook was extended to December 2024.
- Any questions: CATPLAN@nema.govt.nz

## **Review of Reviews**

- NEMA Chief Executive has commissioned the Continuous Improvement Unit to conduct a review into the emergency management response to the 2023 North Island Severe Weather Events.
- This project is expected to deliver an aggregated view of how frequently the same themes have been raised, how many agencies are working to address the same or similar recommendations and enable comparisons with reports on responses to other significant events.
- The aim is to identify issues that are national systemic issues or organisational and sector issues to ensure they are addressed.
- It is known some agencies are wanting to consider learnings from others that may apply to them. Having an aggregated view of these reports will make it easier.

## **Waste Management Plan:**

- The Infrastructure Resilience Team is currently scoping what will be included and excluded in a disaster waste management plan with the Ministry for the Environment. More details in the next few months.

## **Sector Coordinating Entity (SCE) development:**

- The Infrastructure Resilience team are working with several sectors to strengthen relationships and arrangements.
  - i.e., the cash industry is the newest sector to develop SCE arrangements, with the Reserve Bank of New Zealand acting as the single point of contact for the role.

## **National Lifeline Utilities Forum (NLUF):**

- This year's NLUF will be held in Christchurch on 17-18 October. We are planning the Quarterly LUC hui for the day before.
- 

## **Infrastructure Resilience (IR) Team updates and reminders:**

- Malcolm continues to be the Acting Team Leader.
- All NEMA staff (except for some REMAs) are still unavailable on Wednesdays we are undertaking full agency training.
- The infrastructure team currently consists of Malcolm and Islay

## **Otago CDEM: Matt Alley**

### **Review of Reviews:**

- The review is focused on 19 reports that came from the North Island weather events, out of the 19, the NEMA has landed on 5 common themes:
  - 1 Communities
  - 2 The 4 C's
  - 3 Resourcing
  - 4 Capability development
  - 5 Governance, Strategy and Planning
- DPMC are formed and undertaking some sector-focused planning sprints which will produce road maps for system reform.
- Emergency Management Otago (EMO) has been working on the CATPLAN and finalising exercise plans, these will be circulated once complete.
- EMO will test the feasibility of using the Utah Landing craft on Lake Wakatipu on 16 October.
- Testing of exercise Ohotata with district EOC's and Region ECC, this will focus on a sustained Alpine Fault Mag 8+ from day 5.
- EMO has developed a new GIS tool for road closures which will be available when the EMO website is upgraded. The road closure tools will utilise information from NZTA and local road closures.
- EMO Group Plan is starting this month and will outline the strategic planning for the next 10 years.

## **NZTA: Nicole Felts, Raj Parikh & Peter Standing**

- NZTA is working on 3 business cases: SH6 Frankton to Kingston, SH6 Frankton to Cromwell and SH6 Haast to Hawea.



- Another resilience project is SH6 Makarora River north of the bridge, this is still in consultation with Otago Regional Council and DOC. Possible options to protect SH6 are to retrain the river and/or installation of rock groins.
- Resilience Projects teams are engaging with consultants around NZ to rank and prioritise projects, NZTA currently has funding for 3 or 4 projects.
- Fulton Hogan is developing their response plan and will have a response base out of Cromwell.

## **Council Roding:**

### **QLDC Alison Tomlinson:**

- QLDC is waiting on the final allocation of funding from NZTA to determine what the budget will be for the next 3 years. QLDC is hoping there will be a few resilience projects that have been requested.
- Rehab project on the Cardrona Valley road over the next few years.
- QLDC is disappointed at the new Emergency Works policy from NZTA, there is a high potential to move money from planned works to emergency works.

### **Transpower: Jeremy Mitchell**

- No update as Jeremy is new to Transpower and this is his first lifelines group.

### **Delta: Michael Price**

- No update from Michael and he is new to the lifelines group.

### **Meridian Energy: Paul Lloyd**

- Full review of their emergency response plans which happen every 5 years. They will include solar storms and control system failure schedules.
- De-centralising their large spares out to sites.
- Relocated the Wellington Control room to a higher seismically resistant building.
- Adding accelerometers to their critical structures in the Waitaki Valley.

### **Network Waitaki: Tod Trotman**

- Ongoing resilience work around spares and critical equipment.
- Upgrading the Oamaru depot.
- A new 'stores' building that meets seismic ratings and removing weaker buildings.
- 1 substation is left to do seismic strengthening, in the consent process at the moment.
- Review of the Resilience Management Maturity Assessment in the next few months as part of their asset management plan. Hopefully this will show improvement from last year.

### **Aurora: Shaan Ross:**

- Recent engagement with Resilient Org's to facilitate an AF8 simulation for Aurora in internal workshops.
- Aurora will be going out for public consultation for options to improve reliability in the Upper Clutha area.
- Transformer upgrade project to increase capacity and improve reliability in the Queenstown area.
- Monitoring winter weather, the network had held up 'pretty well' so far.

### **Chorus Wayne Smith**

- Mainly BAU over winter.
- Extending the fibre network into local areas.

## **Unifone Glenn Hutton**

- Commissioning 3 new mains-powered radio repeaters at Swampy Summit, Mt Baldy and Gladbrook Station. This will improve resilience up the coast and be a carrier for a prominent 2-way radio operator in the area.

## **Queenstown Airport (QAC): Juliet Breen**

- Ongoing seismic updates at QAC, this is a 2-year-long plan.
- 30,000 L diesel storage tank commissioned the week of 5 August 2024.
- Installation of the EMAS (Engineered Material Arresting System) will commence in October 2024

## **Port Otago: Ross Buchan**

- Ongoing Climate Change risk assessment workshops
- Upgrading rail pads project with KiwiRail

## **3 Waters:**

QLDC Alison Tomlinson

- A new reservoir at Beacon Point Rd in Wanaka was completed at the beginning of 2024.
- Pretty close to rolling out the UV disinfection unit to the schemes that did not have any barriers.
- Shotover bore field has been commissioned which has increased supply capacity into Frankton and allows for Kalvin Heights bore field to be mothballed but could be brought back into operation if required.

## **Te Whatu Ora: Andrew Cunningham**

- The Rapid Seismic Assessment Plan is in place. Te Whatu Ora is working with Lakes District Hospital on infrastructure assessments and a complete review of its vulnerabilities.
- Arrangements have been made for Starlink at Lakes District Hospital. A special recognition to Emergency Management Otago for linking Te Whatu Ora with Ngai Tahu to make this happen.

## **Foodstuffs: Dale Ramshaw**

- Dale is new to the Otago Lifelines Group; Dale was appointed senior Emergency Management Advisor last year. A Head of Emergency Management was appointed recently.
- A lot of work getting their governance together, incident response plans and groups, understanding roles and responsibilities and resourcing within all of their markets (New World, Pac'nSave, 4Square, On The Spot, Raewood Fresh and their Distribution Centres)
- New World Queenstown has been selected to trial their resilience and response plan which closely aligns with Community Response Plans done by CDEM. This will happen in the next few months.
- New World Queenstown is getting quotes for a fully installed permanent generator.
- Satellite phones are in a lot of locations as well as 8 Starlink around the South Island. Queenstown is being considered for another Starlink.
- The Foodstuffs logistics team is working with the AF8 Priority Routes Project team on roading routes following a large seismic event.
- Working with Andy M-E EMO and the CATPLAN for the exercise on Lake Wakatipu on the 16<sup>th</sup> of October using the landing vessel Utah II.

## **ORC Natural Hazards: Tim Van Woerden**

- The ORC Natural Hazards team have a few large risk assessment projects that will be completed by year-end, they are Sth Dunedin, Glenorchy and a Regional Overview.
- DCC now have 3 wave buoys off the Dunedin coast that feed live wave information.

- New LIDAR survey for the Makarora Valley from the top of Lake Wanaka to Pipson Creek and up the Young to cover the landslide dam, NZTA might be interested in this information, or any other utility. Contact Natural Hazards at Otago Regional Council for further details.

## **Project Updates / Presentations:**

### **Otago Vulnerability and Interdependencies Assessment: Teresa Simcox, Toa Consulting**

- Teresa provided an update on where the vulnerability assessment currently sits.
- Toa's presentation to the Otago Lifelines Group, was the same presented to CEG the week prior.
- Draft version 2.0 will be released toward the end of August for a wider external review with a 2-week deadline to provide feedback. Toa anticipates the signed-off Otago Vulnerability Assessment by the end of September.
- The Vulnerability Assessment will be a live working document that can be updated where necessary and managed by Emergency Management Otago.

Comment from Chair Glyn Lewers: If Toa needs help chasing up contacts and engagement, then lean on Mel who can then lean on Glyn for support.

Action: Mel will distribute the draft to the Otago Lifelines Group when it is released from Toa Consulting.

### **AF8 Priority Routes Project: Martyn Wooster**

- The project is wrapping up and a project report has been sent to NEMA who funded the majority of the project.
- The project team has finished adding data to the GIS platform these include hazards, critical infrastructure, and some vulnerabilities (that Auckland University did).
- There will be a progressive release to interested parties towards the end of August. Some technical administration is required as access will be provided through individual AGOL accounts. Access requests can be made by contacting Mel Banks.
- The project is waiting on additional information from NZTA for estimated recovery timeframes, this will be fed into the platform once received.
- Regional lifeline groups are encouraged to continue discussions around potential roads or tracks that might be significant to the region as well as additional sites that could be beneficial, feedback will be provided to the AF8 team.

### **Road Status Viewer – GIS Platform: Glenn Mitchell EMO**

- Emergency Management and GIS practitioners from the 6 Otago councils met in July for a workshop to share ideas and ways to get maximum benefit for minimal effort. The road closures issue came up multiple times as no district has an automated or simple process for mapping and displaying local road closures. The ORC GIS team designed a GIS platform where local road closures could be mapped and the NZTA state highway closures feed into it.
- The GIS platform was tested during the severe weather event at the end of July.
- The road closure viewer will be on the new Emergency Management Otago website.

**MEETING CLOSED:**  
2:30 pm 12 August 2024

Next meeting 19 November  
**Location TBD.**



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 9.0 Group Plan Update

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**Prepared For: Otago Civil Defence Emergency Management Joint Committee**

**Activity: Otago Civil Defence Emergency Management Group Plan Update**

**Author: Andy Mackenzie Everitt, EM Otago Planning & Projects Advisor**

**Date: 12<sup>th</sup> December 2024**

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### **PURPOSE**

This report is to inform the Committee of the intent to conduct a mandated review of the Otago Civil Defence and Emergency Management (CDEM) Group Plan 2018-2028.

### **EXECUTIVE SUMMARY**

The Otago CDEM Group Plan is the statutory reference for the Otago CDEM Group. It details the arrangements for the implementation of CDEM within the Group's jurisdiction. This extant plan was developed in accordance with the CDEM Act (2002) and the National CDEM Plan (2015) and is consistent with the National Disaster Resilience Strategy (NDRS) (2017).

The activities, projects and programmes of work to support the current Plan have already been subject to continual monitoring and review. Marking the five-year point, the 2025 iteration will allow for a deliberate, formal review of all current Otago CDEM arrangements going forward.

It is proposed to draft the 2025-2035 Group Plan over the period January-June 2025. A period of public consultation will follow between July and September 2025.

### **RECOMMENDATION**

That the Joint Committee:

1. Receive and accept this report.

### **BACKGROUND**

The current Otago CDEM Group Plan 2017-27 expired in August 2024 and is due for review.

CDEM Group Plans act as strategic guiding documents, outlining the goals set by each CDEM Group to give effect to the National Disaster Resilience Strategy. Each CDEM Group is required under the CDEM Act (2002) to prepare and approve a Group Plan. The Plan must be subject to public scrutiny have regard to any comments made by the CDEM Minister following a statutory 20 working days consultation period.

The current 2018-2028 Group Plan meets this statutory requirement. It also aligns with all local

authorities' long-term plans and is consistent with the NEMA Director's Guidelines for CDEM Group Planning (DGL 09/18).

## **DISCUSSION**

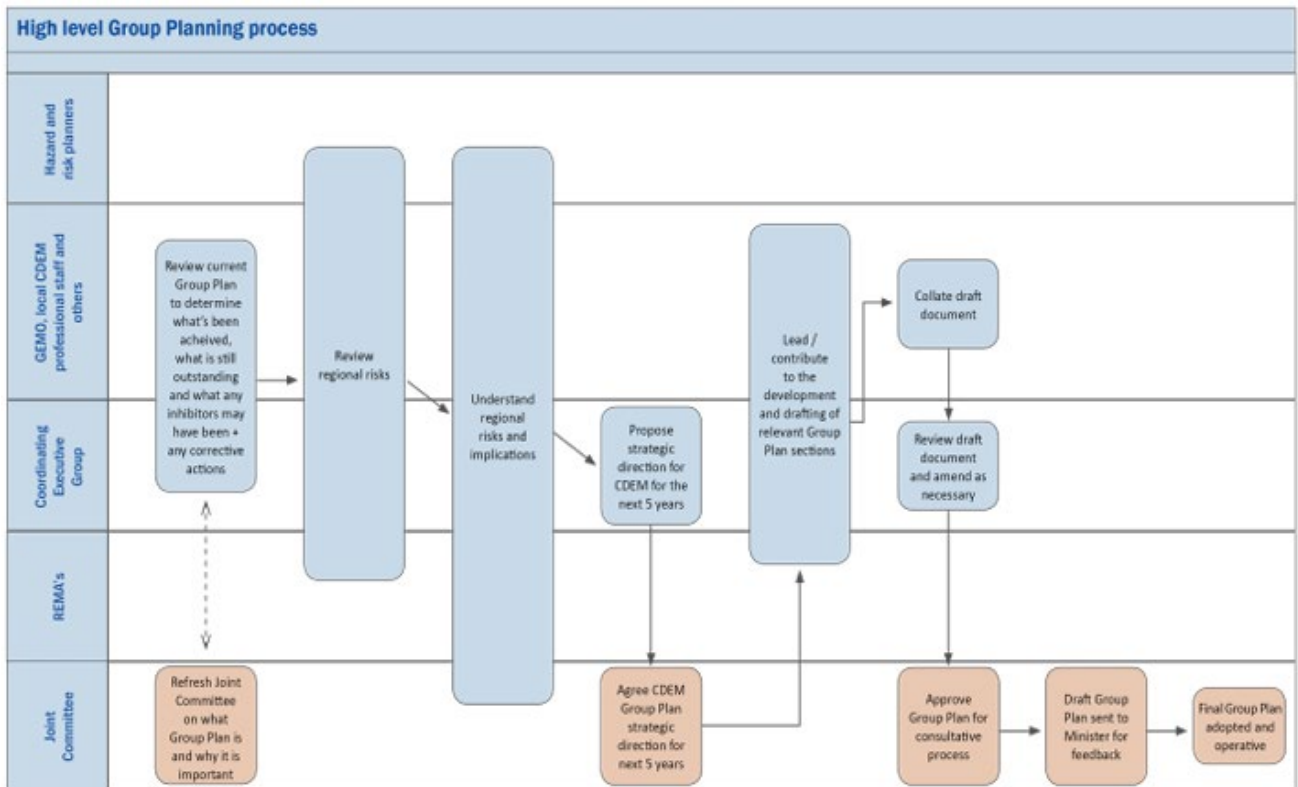
In developing the 2025-2025 version, it is proposed to follow the required methodology: region-wide consultation through workshops and steering groups with a wide range of partners and stakeholders, including our communities.

Although the exact content will be shaped accordingly through the workshop process, the plan must state and provide for the following content:

- The local authorities that have united to establish Otago CDEM Group.
- The hazards to be managed in the defined Otago (and Waitaki District) area.
- The civil defence emergency management necessary to manage the hazards and risks. The '4 Rs' construct will be used to break down these steps.
- The strategic planning for recovery from the hazards and risks.
- The objectives of the plan and the relationship of each objective to the national civil defence emergency management strategy.
- The apportionment between local authorities of liability for the provision of financial and other resources for the activities of the Group, and the basis for that apportionment.
- The arrangements for declaring a state of emergency.
- The arrangements for giving notice of a local transition period.
- The arrangements for cooperation and coordination with other Groups.
- The period for which the plan remains in force.

A review team will be established to review will be established that will include representatives from:

- CDEM Joint Committee
- CDEM CEG
- Mana Whenua
- Council Liaison Managers
- Welfare Coordination Group
- The Lifelines Group
- Partner agencies; Police, FENZ, St John and Health.
- NEMA
- Community organisations representing vulnerable population groups.



**Figure 1, on page three, defines the high-level engagement required during the Group planning process.**

## CONSIDERATIONS

### Strategic Framework and Policy Considerations

- Must conform to the CDEM Act, The National Plan Order 2015, the NDRS and the Directors Guideline (DGL) 09/18 for Group Planning.
- Additionally, it will align with ORC and district authorities' long-term plans.

### Financial Considerations

- A working budget for Risk Reduction and Readiness will be developed and proposed. Arrangements for Response and Recovery will be articulated.

### Significance and Engagement

- Engagement with members of the committee is active and ongoing. This critical plan will provide the basis for the next ten years of CDEM work across Otago. It will be noted that this marks a period of enhanced risk resulting from, *inter alia*, ongoing climate change and the narrowing odds of a catastrophic Alpine Fault earthquake.

### Legislative and Risk Considerations

- The Otago CDEM Group operate under the provisions of the CDEM Act 2002 and the Health and Safety at Work Act 2015 Act.
- Ongoing 'System Reform' discussions at the national level point to the potential for legislative changes which would see the removal of Reduction and Recovery from the '4 Rs' construct that currently mandates the range of CDEM activity. There are currently no

firm indicators as to when such change may occur.

### **Climate Change Considerations**

- The Plan must account for the Predicted frequency and severity of extreme weather events.

### **Communication Considerations**

- A statutory public notice of this intent is required under Section 52 of the CDEM Act (2002). Further communication efforts will be required to enhance stakeholder engagement.

### **ATTACHMENTS**

- Current Otago CDEM Group Plan (2018-028):  
<https://www.otagocdem.govt.nz/media/5hcp1uwg/emergency-manangement-otago-group-plan-adopted-june-2019.pdf>



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 10.0 Mana Whenua Facilitator Update

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**Prepared For:** Otago CDEM Joint Committee

**Activity:** Mana Whenua Facilitator Update

**Author:** Mauriri McGlinchey

**Date:** 03/12/2024

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### **PURPOSE**

To provide formal reporting on the activities and progress of the Araiteuru Emergency Facilitator pilot role, highlighting achievements, challenges, and the impact of initiatives aligned with enhancing emergency preparedness and resilience in Ngāi Tahu communities.

### **EXECUTIVE SUMMARY**

This year's activities reflect a holistic approach to improving emergency resilience within Araiteuru and supporting Ngāi Tahu whānui. Key initiatives include:

#### **1. Marae Resilience:**

- Overhauled emergency plans for marae, incorporating risks such as earthquakes, tsunamis, fires, and landslides.
- Delivered Epods to marae and developed SOPs for their use and maintenance.

#### **2. Emergency Responses:**

- Coordinated welfare efforts during the Dunedin/Clutha flooding, conducting 508 welfare checks and distributing \$11,375 through the Pūtea Manaaki Emergency Grant.
- March 2024 - Partnered with DOC to manage wildfire-affected cultural heritage sites, forming a restoration group for long-term management.

#### **3. Community Engagement:**

- In June 2024 launched **Papa Wiri Moeraki**, an online emergency preparedness resource tailored for Moeraki whānau.
- In November 2024 participated in Hui-ā-Iwi to promote emergency preparedness through Q&A sessions and Go Bag giveaways.



#### **4. Innovative Resources:**

- Deployed Emergency Lock Boxes (ELBs) in vulnerable communities, providing satellite connectivity and essential supplies.

These achievements highlight the integration of iwi-led approaches into emergency management, ensuring cultural integrity while fostering community preparedness and resilience.

### **RECOMMENDATION**

That the CDEM Joint Committee:

1. Receives the report.
2. Notes the updates and outcomes of the Araiteuru Emergency Facilitator's mahi.
3. Endorses ongoing collaboration, funding, and development of emergency initiatives to support Ngāi Tahu communities and Papatipu Rūnanga.

### **BACKGROUND**

The Araiteuru Emergency Facilitator role, funded through an agreement with Te Rūnanga o Ngāi Tahu, aims to integrate culturally aligned emergency management strategies into regional planning.

Activities in 2024 focused on:

- Collaborating with Papatipu Rūnanga to strengthen marae preparedness.
- Engaging with regional and national stakeholders to address challenges such as climate change and civil defence risks.
- Developing innovative tools and resources for whānau to build resilience at grassroots levels.

This work aligns with the provisions of the CDEM Act 2002 and Ngāi Tahu's objectives of whānau ora and tino rangatiratanga in emergency management.

### **CONSIDERATIONS**

#### **Strategic Framework and Policy Considerations:**

- Initiatives align with the CDEM Otago Group Plan and Ngāi Tahu's aspirations for community resilience.

**Financial Considerations:**

- Activities were delivered within budget, with additional support secured for key initiatives like Emergency Lock Boxes and Epod resources.

**Significance and Engagement:**

- Engagement with Papatipu Rūnanga, community groups, and stakeholders ensures inclusivity and local relevance in planning and preparedness.

**Legislative and Risk Considerations:**

- Activities comply with both the CDEM Act 2002 and the Health and Safety at Work Act 2015, ensuring robust risk management and accountability.

**Climate Change Considerations:**

- Emergency plans address increased risks from climate change, such as flooding and wildfires, with strategies for adaptation and mitigation.

**Communication Considerations:**

- Regular updates and resources are shared with whānau, rūnaka, thus fostering better transparency and collaboration with partners and stakeholders.

**ATTACHMENTS**

- N/A



## 11.0 National Emergency Management Agency Update

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**Prepared For: Otago CDEM Joint Committee**

**Activity: National Emergency Management Agency Update**

**Author: Simon Chambers**

**Date: 12<sup>th</sup> December 2024**

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### **National Emergency Management Update**

Otago CDEM Group Coordinating Executive Group Meeting 15<sup>th</sup> November 2024.

#### **Government's Response to the Recommendations in the NISWE Inquiry**

On the 10<sup>th</sup> October the Government released [its long-term vision to strengthen New Zealand's emergency management system](#), in response to the recommendations in the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE). Key points to note are:

- Early next year, the Government will make further decisions on how it will give effect to its long-term vision. Many teams across NEMA will be working to provide advice, particularly on scoping for these decisions.
- This is an ongoing work programme, and a lot of detail is yet to come out.
- NEMA has already made progress in many areas, including starting work on a new Bill, increasing our response capability and broadening our National Controller cohort.
- NEMA looks forward to supporting the Government as it implements its changes to the system. After many reviews and inquiries, we now have an overall direction of travel.

#### **Consultation on the updated Tsunami Evacuation Zones Director's Guideline**

NEMA has invited external stakeholders to review and provide feedback on the draft Tsunami Evacuation Zones Director's Guideline (DGL). This Director's Guideline outlines the new national approach for tsunami evacuation zones – this is using one blue tsunami evacuation zone for public facing maps. This direction was previously communicated by the Director of Civil Defence Emergency Management and is available on NEMA's [website](#).

The guideline covers a range of issues including:

- how to develop one tsunami evacuation zone and how to use it during an event.
- what tsunami evacuation routes are and how to create them.
- what to include on maps to communicate tsunami evacuation zones effectively.
- and how to undertake community engagement for tsunami evacuation.
- Feedback is required by 20<sup>th</sup> December 2024.

## Review of Reviews

- NEMA has published [NEMA's Review of Reviews: 2023 North Island Severe Weather Events Report](#). The Review of Reviews identifies common themes based on a range of reports on the emergency management response to the January 2023 Auckland Flooding Event and/or Cyclone Gabrielle.
- NEMA undertook this work to identify common themes from the various reviews into these events and inform the Government response to the Government Inquiry into the Response to the North Island Severe Weather Events. This work also provided an opportunity to pilot the processes used to conduct any future review of reviews projects, and identify a common theme set that could be considered as a national theme set.
- The main findings are:
  - There were no surprises that emerged as the reports were analysed. The findings reflect those of the Report of the Government Inquiry into the Response to the North Island Severe Weather Events.
- NEMA is taking a phased approach to ensure all legal and operational requirements are met, allowing for a smooth rollout of Starlink services to government partners.
  - **Phase 1:** NEMA are collaborating with FENZ, NZTA, and Canterbury CDEM to conduct thorough testing of the service platform before wider deployment (October / November 2024).
  - **Phase 2:** Upon successful completion of Phase 1, NEMA will extend the service to all CDEM groups, aiming for a rollout by the end of November 2024 and continue over the course of 12 months. As this progresses the time required for each group may reduce significantly.
  - **Phase 3:** By the end of 2024, and based on the success of earlier phases, NEMA plan to extend the service to select central government partners, offering early testing and onboarding opportunities to those involved. This is likely to proceed concurrently with the CDEM roll out however, dependant on the success of Phase 1 and the early stages of Phase 2.
  - There were six main themes identified. These are: Communities; command, control and coordination; operations; resources; capability development; and corporate governance.
  - Without a mechanism to share lessons and consistent application of themes the process for drawing out a common set of themes from such a varied set of reports was challenging.
  - NEMA will work with stakeholders to develop lessons management guidance, a set of national themes and develop a process to share and collate lessons from across agencies.

## National Fuel Plan

- The recently updated (August 2024) National Fuel Plan has been published on the NEMA website [National Fuel Plan » National Emergency Management Agency \(civildefence.govt.nz\)](#)
- Some major updates include the introduction of Minimum Stockholding Obligations in the fuel industry (Improving Fuel Resilience) Amendment Act 2023 and, an aviation specific section has also been added.

## Directors Guidelines for Emergency Management Sector Deployments

- The new Director's Guideline for Emergency Management Sector Deployments has been released and published on the NEMA website [EM Sector Deployments DGL](#)
- This guideline provides a consistent approach to the deployment of CDEM Sector Surge staff from local and regional councils, NEMA, and other agencies to CDEM coordination centres. It provides best practice guidance around deployments, taking into account the health, wellbeing, and fatigue management of deployed staff.

## Space Weather

- The NEMA Space Weather Programme Team is currently working on the delivery of a National Space Weather Response Plan which will replace the [Interim Response Plan](#).
- The Plan is a national level hazard-specific planning product which coordinates the actions of response agencies and key stakeholders immediately after receiving an alert of a space weather event, specifically if it is earth-directed and there is a realistic expectation there will be disruptions to critical infrastructure. It does this by:
  - clarifying roles and responsibilities of key agencies and stakeholders,
  - presenting operational phases for immediate response,
  - providing a structure for information sharing, and
  - providing content for public information management.
- The team is also supporting the concurrent system wide activities, including the meetings of the National Hazards Board.

## Starlink

- NEMA is currently finalising an agreement to offer high-speed satellite communication services powered by Starlink. This service will enable NEMA to operate as authorised users of Starlink services, with plans to extend access to various central and local government agencies across New Zealand.
- NEMA recognises the critical need for resilient and reliable communication during emergency situations. The new Starlink service will significantly enhance New Zealand's emergency communications capabilities

Simon Chambers | Principal Advisor, Regional Engagement

National Emergency Management Agency Te Rākau Whaka



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## 12.0 Controller Appointments Update

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**Prepared For: Otago CDEM Group Joint Committee**

**Activity: Appointment of Controllers for the Queenstown Lakes DC (QLDC) and the Otago Regional Council (ORC)**

**Author: Matt Alley – Group Manager, Emergency Management Otago**

**Date: 12<sup>th</sup> December 2024**

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### **PURPOSE**

To appoint Katherine Harbrow (General Manager Assurance, Finance and Risk) as a Local Controller for QLDC, and Joanna Gilroy (General Manager Environmental Delivery) as an alternative Group Controller for the ORC.

### **EXECUTIVE SUMMARY**

The Civil Defence Emergency Management Act 2002 empowers this committee to appoint Local and Group controllers enabling this person to carry out functions defined in the Act.

#### **Section 26, CDEM Act 2002 – Appointment of Alternative Group Controllers**

- (2) A Group must appoint, either by name or by reference to the holder of an office, at least 1 suitably qualified and experienced person to be the person or persons who are to perform the functions and duties and exercise the powers of the Group Controller on the occurrence of a vacancy in the office of Group Controller or the absence from duty of the Group Controller for any reason, for the duration of the vacancy or absence.

#### **Section 27, CDEM Act 2002 - Appointment of Local Controllers**

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

## **RECOMMENDATION**

That the Otago CDEM Group Joint Committee:

- a) Approves the appointment of Joanna Gilroy as alternate Group Controller.
- b) Approves the appointment of Katherine Harbrow as Local Controller for QLDC.

## **DISCUSSION**

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

Both Katherine Harbrow and Joanna Gilroy have the appropriate skills, knowledge, and experience to undertake the role, as listed below.

### **Katherine Harbrow:**

- Chartered Accountant with 11 years of local government experience.
- Joined Christchurch City Council as Finance Manager in 2012 - assisted with Civil Defence claim, lessons learnt responses and participated in numerous exercises.
- Completed Logistics Manager I and II training.
- Joined Environment Canterbury and was in the North Canterbury 2016 Earthquake ECC as Logistics Manager and then doing Civil Defence claims as CFO.
- Director Operations during 2021 Canterbury floods, completed Controllers introduction training 2022 and was added to the Controller roster.

### **Joanna Gilroy**

- Intelligence Manager COVID-19 Response
- Planning Team member at start of the COVID-19 Response
- Intelligence Manager group exercises
- Associated ECC training and exercises last 5 years
- Supported biosecurity responses to M. Bovis and velvet leaf through Civil Defence work in Southland
- General Manager Environmental Delivery, with teams covering the regulatory and non-regulatory functions of Council
- 10 years of local government experience, working in the regulatory space
- NZ Certificate in Regulatory Compliance Level 3
- NZ Certificate in Business (First Line Management) Level 4
- Masters of Planning and Bachelor of Arts Degree
- CIMS 2 and 4
- CIMS Intelligence-specific course
- IMT Training
- D4H Training

## **Powers of Controllers in a state of emergency:**

### Section 86: Evacuation of premises and places

This section provides the power for mandatory evacuation if necessary for the preservation of human life. In practice, during a state of emergency, the Controller orders evacuation and the emergency services will carry it out.

### Section 87: Entry on premises

A Controller, member of the police, or authorised person may enter any premises or place if necessary for saving life, preventing injury, rescuing/removing persons, or carrying out any urgent measure for relief of suffering. For example, if the Controller wishes to put evacuees into a place of safety because of a storm, and a hall is locked, the Controller (or someone delegated by the Controller) could break into the premises.

### Section 88: Closing roads and public places.

A Controller may totally or partially close roads and public places to prevent or limit the extent of an emergency (e.g., closing a beach if a tsunami is approaching). This section is an 'enabling tool'. State Highways are generally closed by Transit NZ. Other agencies also have the power to close roads (e.g., NZ Police, and NZ Fire Service). Because a Controller can partially close a road as well as close it, they can specify that the road is only open to high clearance four-wheel drive vehicles, for example.

### Section 89: Removal of aircraft, vessels, vehicles, etc.

A Controller may remove from any place any vessel or vehicle and may break into the vessel or vehicle to do so, to prevent or limit the extent of the emergency. For example, if the Controller wants to use a landing stage or an airstrip, and a ship or aircraft is blocking the way, the Controller can have the ship (by asking the Harbour Master) or aircraft removed. Section 91 can be used in conjunction with this power, by requesting someone to move a vessel or vehicle.

### Section 90: Requisitioning powers

A Controller may direct those resources (not human) to be placed under their or another person's control or direction. For example, if building equipment (such as a digger for earthmoving) is required in the response and there is no formal contract with that company, the Controller can requisition the equipment, but not the driver. The Controller must provide the owner with a written statement detailing the property and under whose control it is being taken. It is important to note that requisition is not a free use of resources and that the owners of any equipment can apply for compensation (see section 107 of the CDEM Act).

### Section 91: Power to give directions.

The Controller can direct a person to stop an activity causing or contributing to an emergency (e.g. a radio station that is scaremongering). However, if the Controller wishes a person to do something (as opposed to stop doing something), they can request them to do so, but cannot



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

Section 92: Power to carry out inspections, etc.

The Controller or another authorised person has various powers relating to property. For example, the Controller could direct the destruction of a house to divert floodwaters. In a public health emergency, where property needs to be destroyed or disinfected, for example, the Public Health Officer also has those powers, under the Health Act 1956.

Section 93: Person exercising emergency powers to provide proof of identity.

Anyone exercising any powers authorised by the CDEM Act must provide proof of identification.

Section 94: Contracts in urgent cases

Outside emergencies, entering contracts for local authorities go through the appropriate channels and approvals. However, in a declared emergency, contracts can be created immediately and reported back to the CDEM Group (e.g., hiring a media agency to provide public information beyond the abilities of the local authority).

## **CONSIDERATIONS**

### **Strategic Framework and Policy Considerations**

- No matters arising.

### **Financial Considerations**

- No matters arising.

### **Significance and Engagement**

- No matters arising.

### **Legislative and Risk Considerations**

- No matters arising.

## 13.0 Next Meeting

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## 14.0 Karakia-Closing

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# KARAKIA WHAKAMUTUNGA

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

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

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

### **Alternative karakia whakamutunga**

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

