

## Otago Civil Defence Emergency Management Group

**Agenda for a meeting to be held at the Council Chambers, Waitaki District Council, Oamaru,  
on Thursday 19 February 2015 commencing at 3.30 pm**

### Membership

Cr Stephen Woodhead	Otago Regional Council
Mayor Bryan Cadogan	Clutha District Council
Mayor Tony Lepper	Central Otago District Council
Mayor Dave Cull	Dunedin City Council
Mayor Vanessa van Uden	Queenstown Lakes District Council
Mayor Gary Kircher	Waitaki District Council

### Apologies

### In attendance

### Confirmation of Agenda

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	Page Nos.
1. Welcome	
2. Apologies	
3. Confirmation of Agenda	
4. Minutes previous Meeting .....	2 - 4
5. Matters arising from previous minutes	
6. Otago CDEM Update – CDEM Coordinator’s Report .....	5 - 15
7. Group Controller .....	16 - 17
8. Otago CDEM Capability Assessment .....	18 - 19
9. Review CDEM Group Arrangements .....	20 - 21
10. Next meeting	
Thursday 28 May, Balclutha	

**Otago Civil Defence Emergency Management Group  
Joint Committee &  
Coordinating Executive Group**

**Minutes of a Joint meeting of the Otago CDEM Joint Committee and CEG held in the  
Otaru Room, Dunedin City Council, 50 The Octagon, Dunedin, on  
Friday 14 November 2014 commencing at 12.30 pm**

**Present**

**Joint Committee**

Cr Stephen Woodhead  
Mayor Bryan Cadogan  
Mayor Tony Lepper  
Mayor Dave Cull  
Mayor Vanessa van Uden  
Councillor Hugh Perkins

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

**CEG**

Peter Bodeker  
Steve Hill  
Anne Pullar  
Sue Bidrose  
Thunes Cloete  
David Guard  
Paul McNamara

Otago Regional Council  
Clutha District Council  
Central Otago District Council  
Dunedin City Council  
Waitaki District Council  
NZ Fire Service  
Southern District Health Board

**Apologies**

Michael Ross  
Mike Kelly  
Mike Cook  
Adam Feeley  
John Alan  
Simon Chambers  
The apologies were accepted.

Waitaki District Council  
St John  
NZ Police  
Queenstown Lakes District Council  
Ministry Social Development  
MCDEM

**In attendance**

Trevor Andrews  
Charles Hakkaart  
Janet Favel

EMO, QLDC and CODC  
Group Emergency Management Coordinator  
Otago Regional Council (Committee Secretary)

**Confirmation of Agenda**

There were no changes to the agenda.

**1. Minutes previous Meeting 22 August 2014**

The minutes of the meeting held on 22 August 2014 were accepted.

## 2. Matters arising from previous minutes

There were no matters arising from the minutes.

## 3. Otago CDEM Update – CDEM Coordinator’s Report (Report A691780)

Mr Hakkaart’s report covered:

- Risk Reduction, Readiness and Response, Recovery, and Welfare Committee meetings
- Training/Exercise – discussing the establishment of the National Exercise Programme (NEP) for the purpose of facilitating a systematic continuum of regular exercise events, and noting the next tier 4 exercise due in 2016.
- Revised National CDEM Plan
- Otago CDEM Group Capability Assessment
- Group Office.

The report was noted.

## 4. Otago Lifelines Project Report (attached, Ref. A691617)

Alex Sims, ORC Natural Hazards Analyst, presented the final draft of the Otago Lifelines Report. The report explained Otago’s Lifeline infrastructure sectors, interdependencies, and hotspots and pinchpoints, and provided a detailed hazard risk assessment.

Projects agreed as high priority included the establishment of:

- Regional fuel contingency plan
- Regional reconnaissance plan
- Regional emergency generator management plan
- Lifelines - CDEM sector communication protocols
- Lifelines – CDEM sector communication systems

It was resolved that:

1. *The Group Joint Committee and CEG receive the report.*
2. *The Group Joint Committee and CEG adopt the report and:-*
  - a. *support the establishment of an Otago Lifelines Utilities Group (Terms of Reference and arrangements to be determined following consultation), and*
  - b. *include the recommended projects within the Otago Group work plan.*

### **Carried**

## 5. Review CDEM Group Arrangements

The report by Cornwall Strategic ‘Otago CDEM Group Review’ (A691928) was presented to the Group. The covering report by Mr Bodeker (A693503) and summary report by Mr Hakkaart (A691850) were noted.

The Cornwall report recommended that the Group seek confirmation from the TLAs that the responsibility for management of local EMOs employed by TLAs will be delegated to the Group Manager/Controller under a memorandum of understanding between parties. The meeting considered that while supporting the recommendations, a more formal employment relationship would have to be established.

Mr Bodeker indicated that ORC would budget for an additional staff member to fill the role of Group Manager/Controller, as recommended by Cornwall Strategic.

It was resolved that:

1. *The report be received.*
2. *The recommendations within the report "Review of Otago CDEM Arrangements" be adopted.*
3. *The ORC Chief Executive seek advice and report on an appropriate reporting structure between EMOs and the Group office.*
4. *The ORC Chief Executive prepare and circulate to Mayors and Chair a summary of the proposed activities including benefits of changes, for circulation to Councillors.*

**Carried**

## **6. Next meeting**

Friday 20 February 2015 – Oamaru, hosted by WDC

The Mayors and Chair agreed that a greater focus on CDEM was required and that in future the CDEM Group meeting would be held in the afternoon of the day prior to the Mayoral Forum. The next Group meeting was to be held on the afternoon of Monday 19 February, in Oamaru.

The meeting closed at 2.00 pm.

**Chairperson**

## REPORT

**Document ID:** A728391

**To:** Otago CDEM Group

**From:** CDEM Co-ordinator

**Date:** 19 February 2015

**Subject:** Otago CDEM Progress Report

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### 1. Precis

The purpose of this report is to advise the group of progress made over the six month period 1 July to 31 December 2014 towards achieving the objectives contained in the Group Plan.

### 2. Group Plan Objectives

The Group Plan has 10 objectives as set out below.

- **Community Readiness**
  - **Objective 1a** Increase the level of business and community awareness through public education and consultation.
  - **Objective 1b** Improve community participation and preparedness through community-based planning.
- **Reduction**
  - **Objective 2a** Improve understanding of Otago's hazardscape and associated risks.
  - **Objective 2b** Undertake long-term, strategic reduction of the risks and hazards through collaborative work within the group and with other stakeholders.
- **Readiness and Response**
  - **Objective 3a** Enhance professional development for all emergency management personnel through training exercises and learning from other CDEM Groups.
  - **Objective 3b** Strengthen the coordination and cooperation amongst all relevant sectors in planning for and responding to emergency.
  - **Objective 3c** Develop and maintain appropriate documentation to describe key activities functional responses and protocols in support of the CDEM Group Plan.
  - **Objective 3d** Provide effective warning systems to enable agencies and the community to respond rapidly to a potential event.
  - **Objective 3e** Establish and maintain effective and resilient inter-agency communications systems.
- **Recovery**
  - **Objective 4e** Strengthen recovery capability and capacity across all agencies and the wider community.

### 3. Reporting Progress

Each Council was asked to report progress they have made towards these objectives. They were not asked to address all objectives, just those that they predominately contributed to. A report was also prepared from the Group Office.

The reports have been consolidated into the following table.

## Otago CDEM Group Progress Report

**Reporting Period:** 1 November 2014 - 31 December 2014

**Report produced by:** Local EMOs, Group Emergency Management Coordinator and ORC

**Otago CDEM Objective 1a: Increase the level of business and community awareness through public education and consultation**

- **CODC:** The CODC Emergency Management Officer (EMO) facilitated Otago Regional Council Natural Hazards staff holding a series of briefings in December which included CODC staff. ORC visited the CODC and updated CODC staff on ORC flood management procedures, telemetry and data support of flood and rainfall monitoring in the CODC catchment areas and rivers. Contact details such as the ORC Duty Flood Manager were updated and recorded.
- **CODC:** A public meeting was also held by the ORC Natural Hazards staff in Cromwell to inform local businesses and landholders on research undertaken on flood and erosion hazards in the upper Lake Dunstan and Bendigo areas.
- **CODC:** The EMO is liaising with CODC Infrastructure and Services personnel over the upgrading and earthquake-proof status of the current CODC primary EOC to establish it is "Fit for Purpose".
- **CDC:** Running Joint programme over Xmas with our five Libraries of Summer reading and get ready get Though. Colouring comp and quiz with prizes for each section
- **CDC:** Meeting with local Business as requested and working with them with their civil defence plans .Mainly rest homes. Clutha health first ,early child care centres at the moment
- **DCC:** Public education strategy annual review
- **DCC:** Requests for public education / planning assistance responded to
- **DCC:** Active public education programme in conjunction with Neighbourhood Support.

- **DCC:** Web information kept current and regular social media releases
- **DCC:** Printed emergency planning guide
- **DCC:** Public education annual report
- **QLDC:** The QLDC Emergency Management Officer (EMO) facilitated Otago Regional Council Natural Hazards staff holding a series of briefings in December which included QLDC staff. ORC visited the QLDC and updated QLDC staff on ORC flood management procedures, telemetry and data support of flood and rainfall monitoring in the QLDC catchment areas, rivers and lakes. Contact details such as the ORC Duty Flood Manager were updated and recorded. There was considerable discussion over the ORC process for notifications and procedures for high lake levels in Queenstown and Wanaka. ORC undertook to review their procedures and terminology for the Queenstown waterfront in particular and liaise more closely with QLDC over public messaging.
- **QLDC:** The EMO is currently working with QLDC management to review the current location of the QLDC EOC at the Gorge Road location to establish it is “Fit for Purpose”.
- **WDC:** Participation in Readiness/Response committee meetings
- **WDC:** Waitaki District Council website updated to reflect status of Otago Rural Fire Authority, ongoing work to prepare and implement civil defence emergency management information
- **WDC:** Business continuity planning project report received; work underway to engage with key stakeholders in the business sector
- **ORC:** The annual joint Otago Regional Council/-Queenstown Lakes District Council flood awareness campaign was undertaken in Queenstown and Wanaka in October 2014. Approximately 200 businesses were contacted. Four information evenings were held with approximately 60 people attending.
- **ORC:** A review of the natural hazards provisions of the Dunedin City District Plan is currently underway. Staff from ORC and DCC have worked together to produce maps identifying the extent of natural hazards within the Dunedin City District, along with a range of proposed land use controls that would apply within those areas, to help reduce the risk associated with natural hazards. As part of this process, a series of 13 information meetings were held across the city between June and August 2014, with more than 400 people attending.
- **ORC:** Natural hazards information continued to be made available to the public via the web-based Otago Natural Hazards Database. Planning for enhancements to the database to increase its functionality and improve its ease of use got underway.
- **ORC:** Information on the Upper Clutha erosion and flood hazard was presented at a public meeting in Cromwell in December 2014.

**Otago CDEM Objective 1b: Improve community participation and preparedness through community-based planning.**

- **CODC:** A community meeting was held on the 11<sup>th</sup> of November with members of the Cromwell Neighbourhood Watch Group, CODC Emergency Management and CODC Community Relations staff to discuss the development of a Community Response Plan (CRP) covering the Cromwell Township. Some initial discussion had been undertaken previously but to date no type of document or plan has been produced for the community to consider and consult on. It was undertaken at the meeting that after the development of the CRP for the Arrowtown community in the Queenstown Lakes District, another meeting involving Cromwell community stakeholders would be called to assess the suitability of the Arrowtown CRP model.
- **CODC:** Community based planning and liaison meetings in the CODC have been held with...
  - NZ Police
  - NZ Fire & Rescue Service
  - Otago Rural Fire Authority
  - St John
  - Central Otago Radio Ltd (Public Information Management planning)
  - David King Radio Ltd (NZ Police & Fire Service Communications Network Contractor)
  - Contact Energy senior management and emergency management personnel
  - Otago Regional Council
  - Central Otago District Council (CODC) Service Centre staff – Cromwell, Ranfurly, Roxburgh
- **CODC:** The CODC EMO is currently working with ORC staff and ORC contractors to review and practice the deployment of the “Alexandra Flood Protection Scheme” i.e. establish that the “stop logs”, or flood barriers for SH8 and Tarbert street are accessible and useable, that the three flood pump sites at Linger & Die, CBD and the Left Bank are serviceable and ready to run and the back flow devices such as flap gates on the Clutha are being serviced and maintained regularly as per the Alexandra Flood Protection Scheme manual. Also that all notification, contacts and personnel are fully aware of their roles and responsibilities. There is some concern by the CODC and Contact Energy (Clyde Dam) over the current location of the stop logs being stored in Cromwell.
- **CDC:** Rolling out community response plans and involving the community’s to be part of this Pounaweia, Clutha Valley, Taeria Mouth , New Haven
- **DCC:** Community Board training programme delivered
- **DCC:** Community planning meetings delivered
- **DCC:** Planning information distributed to Neighbourhood Support groups.
- **DCC:** Neighbourhood Support Co-ordinator training activities delivered
- **DCC:** Public education annual report

- **QLDC:** A community meeting was held on the 16<sup>th</sup> of November with members of the Arrowtown Community Response Group (CRG) and the QLDC Emergency Management Officer to discuss the development of a Community Response Plan (CRP) covering Arrowtown and surrounding area. Consultation was undertaken on the current draft CRP to further develop the current draft CRP to better meet community needs. It was decided at the meeting that after the development of another draft CRP for the Arrowtown community further discussions would be held with the Arrowtown CRG and community stakeholders to finalise their CRP
- **QLDC:** Community based planning and liaison meetings in the QLDC have been held with...
  - Ministry of Civil Defence & Emergency Management (MCDEM) – National & Regional
  - NZ Police (Queenstown & Wanaka)
  - NZ Fire & Rescue Service
  - Otago Rural Fire Authority
  - St John
  - David King Radio Ltd (NZ Police & Fire Service Communications Network Contractor)
  - Contact Energy senior management and emergency management personnel
  - Otago Regional Council – Hazard Management Staff
  - Otago Regional Council – Flood Management
  - Queenstown Lakes District Council (QLDC) Service Centre staff – Wanaka & QEC
  - QLDC ICTS staff
  - NZTA Safe Journeys Emergency Management Officer
  - Glenorchy Community representatives.
  - Millbrook Estate Management
  - Queenstown Airport staff
  - QLDC Harbourmaster
  - NZ Red Cross
  - MetService
  - Cardrona Ski Field Emergency Management Staff
  - Aspiring Helicopters – Matukituki Valley
  - APL Building Services
  - Total Power Solutions – Gorge Road EOC generator procedures
  - Department of Conservation
- **WDC:** ESCC meeting held in December 2014 – now chaired by NZ Police
- **WDC:** Work begun to set up Local welfare committee to include all key community stakeholders and align with the Group Welfare Coordination Group
- **WDC:** Maintaining volunteer numbers
- **WDC:** Community response plan for Hampden in final draft stage

**Otago CDEM Objective 2a: Improve understanding of Otago's hazardscape and associated risks**

- **ORC:** ORC provided technical input to the Otago Lifelines Project and presented the work to CEG and the Group in November. A presentation was also made at the National Lifelines Forum.
- **ORC:** As part of the review of the natural hazards provisions of the Dunedin City District Plan, GNS Science undertook additional work to better understand the hazards associated with alluvial fans on the margins of the Taieri Plain, and landslides and liquefaction within the Dunedin City District.
- **ORC:** A report describing changes in the morphology of the South Otago coastline was published in August 2014.
- **ORC:** Data was collated to support specific investigations of seismic hazard in Dunedin, Wanaka, and the Alexandra and Wakatipu Basins, based on the findings of work undertaken in 2013/14. The specific investigations are currently being planned.
- **ORC:** A model was developed that will enable improved forecasting by ORC of the time it takes for the level of Lake Wakatipu to recede after a flood. This will assist Queenstown businesses with planning during the recovery phase of a flood.
- **ORC:** Lincoln University has been contracted to develop a flood forecasting model for the Pomahaka River.

**Otago CDEM Objective 2b: Undertake long-term, strategic reduction of the risks from hazards through collaborative work within the group and with other stakeholders.**

- **ORC:** The consultation draft of the Regional Policy Statement review was released to key stakeholders in December. The draft contains express provisions to do with community resilience, natural hazards and shock events and lifelines.
- **ORC:** Work continued on construction of the Leith Flood Protection Scheme. The works in the St David Street to Union Street reach were substantially complete by the end of the reporting period. Preparations for commencement of construction of the next stage (Dundas Street to Union Street) got underway, with works to start in January 2015.
- **ORC:** ORC worked with the Clutha District Council and lifeline utilities to finalise an action plan to prepare for and reduce the impacts of flood events in Milton.
- **ORC:** ORC agreed to work with NZTA, Waitaki District Council, KiwiRail and the Lower Waitaki Irrigation Company to investigate options for reducing the flood risk of SH1 between Waitaki Bridge and Pukeuri.
- **ORC:** ORC continued to collaborate with other regional authorities on arrangements for implementation of the Building Act dam safety scheme.

**Otago CDEM Objective 3a: Enhance professional development for all emergency management personnel through training, exercises and learning from other CDEM Groups**

- **CODC:** A multi-agency CODC EOC exercise is planned for the 17th of April 2015. The scenario will be based on a severe weather event in the Clutha catchment necessitating the activation and set-up of the CODC EOC due to predicted high flow levels in the Clutha and Manuhirakia rivers. It will not be a flooding scenario. The key areas of focus will be close liaison and coordination of CODC EOC staff with CODC governance, ORC, Contact Energy (Clyde Dam), CODC contractors, Emergency Services, NZTA, AA and potentially affected communities i.e. Public Information Management (PIM). Planning for this exercise is currently underway with partner agencies. It is intended that the exercise is a functional exercise. (CDEM Exercises, page 14, DGL 10/09).
- **CODC:** CODC Management have updated the EOC structure / organisation chart and populated it with selected personnel for respective EOC / CIMS roles. The EMO is currently adapting the structure to comply with the CIMS Version 2. This will involve meeting respective department heads of allocated personnel and establishing their availability and the level of training and experience they have in EOC /CIMS roles.
- **CDC:** Completed 80% staff through the EOC 11 course
- **CDC:** Completed a number of our staff through the EOC 111 courses (P/I,Ops,Logs)
- **DCC:** Training policy annual review
- **DCC:** Training programme developed and delivered
- **DCC:** Training records maintained
- **DCC:** Training reports completed
- **DCC:** Attendees on national training courses
- **QLDC:** A QLDC EOC multi-agency exercise is planned for April 2015. The scenario will be based on a large fire in the "Queenstown Red Zone" necessitating the activation and set-up of the QLDC EOC to support the emergency services, the impact on communities, visitors, tourists, damage to infrastructure, welfare requirements and public information management (PIM). Key areas of focus will be close liaison and coordination of QLDC EOC staff with QLDC governance, ORFA, QLDC contractors, emergency services and Public Information Management (PIM). Planning for this exercise is currently underway with partner agencies. It is intended that the exercise is a functional exercise. (CDEM Exercises, page 14, DGL 10/09).
- **QLDC:** The QLDC EMO has updated the EOC structure / organisation chart and populated it with selected personnel for respective EOC / CIMS roles to comply with the CIMS Version 2. This will involve meeting respective department heads of allocated personnel and establishing their availability and the level of training and

experience they have in EOC /CIMS roles.

- **QLDC:** The QLDC EMO was involved in an ORFA multi-agency exercise on the 26<sup>th</sup> of November at Gibbston Valley. This involved all QLDC contractors who are involved in rural fire operations, ORFA staff, DOC personnel and local helicopter operators.
- **QLDC:** A comprehensive register of satellite phones in the QLDC and CODC Districts has been collated.
- **WDC:** Records of EOC personnel, training, capabilities and capacity under review

**Otago CDEM Objective 3b: Strengthen the coordination and cooperation amongst all relevant sectors in planning for and responding to an emergency**

- **GO:** The group arrangements were reviewed resulting in the report to the Joint Committee on 14 November 2014.
- **GO:** The decisions of the committee are now being implemented with the development of draft MoU for the provision of the Group Office and the Job Description of the Group Manager / Controller has been drafted.

**Otago CDEM Objective 3c: Develop and maintain appropriate documentation to describe key activities, functional responses and protocols in support of the CDEM Group Plan**

- **GO:** The Otago Lifelines Project was completed with the development of the Vulnerability and Interdependency Assessment of Otago's Lifelines Infrastructure report which has been presented to various committees and adopted by the Group. A meeting with the lifeline utility organisations to be arranged to discuss the report and establish an Otago Lifelines Utilities Group.
- **GO:** Work has started on the Coastal Tsunami Plan.
- **GO:** Work has started on the Risk Reduction Strategy.

**Otago CDEM Objective 3d: Provide effective warning systems to enable agencies and the community to respond rapidly to a potential event**

- **CODC:** The CODC responded to the National Warning System (NWS) test sent out by MCDEM in December. CODC met the response time by acknowledging the test well within the required 30 minutes performance measure.
- **CODC:** An EOC distribution email account has been created for EOC and emergency management partner agencies. This email is for mission critical information and is restricted to dedicated EOC personnel. This email forwards the NWS alerts and was tested during the NWS national test in December.
- **CODC:** CODC IT staff has created an "Emergency Notifications" email list for emergency management notifications, alerts, warnings, updates and general distribution of non-mission critical information. This email account includes internal and external stakeholders who would need to be notified of possible emergencies and event escalation.

- **CDC:** Updating of our first response team contacts along with our yearly meeting of these key contacts. Meet in late November
- **CDC:** Updating of all our community ring trees
- **DCC:** On-call system in place
- **DCC:** Activation system maintained and tested
- **DCC:** Key personnel availability schedule in place for holiday period
- **DCC:** Public warning system reviewed
- **DCC:** Remote media broadcast system tested
- **QLDC:** The QLDC responded to the National Warning System (NWS) test sent out by MCDEM in December. QLDC met the response time by acknowledging the test well within the required 30 minutes performance measure.
- **QLDC:** An EOC distribution email account has been created for EOC and emergency management partner agencies. This email is for mission critical information and is restricted to dedicated EOC personnel. This email forwards the NWS alerts and was tested during the NWS national test in December.
- **QLDC:** QLDC ICTS staff has created an “Emergency Notifications” email list for emergency management notifications, alerts, warnings, updates and general distribution of non-mission critical information. This email account includes internal and external stakeholders who would need to be notified of possible emergencies and event escalation.
- **WDC:** Evacuation planning reviewed – work will begin on a strategic evacuation plan through the ESCC which will inform particular evacuation scenarios
- **WDC:** Warning systems remain extant

**Otago CDEM Objective 3e: Establish and maintain effective and resilient inter-agency communications systems**

- **GO:** Some work was done to coordinate the introduction of EMIS but little progress made at a coordinated Group level

**Otago CDEM Objective 4a: Strengthen recovery capability and capacity across all agencies and the wider community**

- **CODC:** The CODC EMO was involved in the planning and one scenario of a large scale Red Cross training weekend held in Queenstown in November. Red Cross personnel from Christchurch south attended the weekend and gained greater appreciation of field based operations, particular around recovery roles of large events.

- **CODC:** A dedicated Recovery Manager has been appointed by CODC management and is included in the CODC EOC / CIMS structure.
- **DCC:** Five Recovery Managers in place
- **DCC:** Training delivered in conjunction with Incident Management Team programme
- **DCC:** Member appointed to Group Recovery Committee
- **QLDC:** The QLDC EMO was involved in the planning and one scenario of a large scale Red Cross training weekend held in Queenstown in November. Red Cross personnel from Christchurch south attended the weekend and gained greater appreciation of field based operations, particular around recovery roles of large events.
- **QLDC:** A dedicated Recovery Manager has been appointed by QLDC management and is included in the QLDC EOC / CIMS structure
- **WDC:** Identified opportunities to enhance our recovery capability and capacity – training to be undertaken early 2015

#### **Otago CDEM Objective - Enablement and Coordination**

- **GO:** In the last six months the following meetings have been held.
  - WAG 3
  - Readiness and Response - 3
  - Risk Reduction - 2
  - Recovery - 0
  - CEG - 3
  - JC - 2
- **GO:** Considerable effort has gone into the review of the Group arrangements and the implementation of the recommendations of the final report.

#### **General**

- **CODC & QLDC:** Considerable time and effort has been spent by the CODC EMO in preparing the CODC responses to the Ministry of Civil Defence & Emergency Management (MCDEM) Monitoring & Evaluation (M&E) Capability Assessment Tool (CAT). CODC's responses to the CAT with supporting evidence was submitted by the deadline. This involved answering multiple questions based on the four National MCDEM strategic goals and two categories of strategic "Enablers" i.e. Governance & Management and Organisational Resilience. MCDEM M&E staff will be carrying out interviews with CODC governance and emergency management staff on the 21<sup>st</sup> of January 2015.
- **CODC:** The CODC EMO attended the Joint Committee / CEG meeting in Dunedin in November
- **CODC:** A liaison meeting was held with the Regional Emergency Management Advisor (REMA) and Waitaki DC EMO staff in Oamaru.
- **GO:** As for the Local Authorities time has been spent preparing for the Capability

Assessment being undertaken by the MCDEM. All documentation and self assessments were prepared and available in accordance with the timeline.

- **GO:** Submission was made on behalf of the Group to the draft Revised National CDEM Plan. Awaiting the adoption of the Plan and subsequent directors Guidelines before beginning work on resulting changes to the Welfare and Recovery arrangements.
- **GO:** A project brief for the development of a Welfare Centre Register was developed and mostly agreed but is on hold until the proposed employment to Group Office of an EMO with welfare responsibility.

#### **4. Discussion**

This is a new reporting format to update the Group on progress being made by Councils and the Group office towards achieving the objectives set out in the Otago CDEM Group Plan. It is a departure from reporting against the work programme in the plan which hasn't happened for well over a year.

#### **5. Recommendations**

That the report be received.

C Hakkaart  
**CDEM Coordinator**

## REPORT

**Document ID: A729764**

**To: Otago CDEM Group**  
**From: CDEM Co-ordinator**  
**Date: 19 February 2015**

**Subject: Group Controller**

### 1. Precis

The Otago CDEM Group is required by section 26(1) of the Civil Defence Emergency Management Act 2002 to appoint a suitably qualified and experienced person as Controller for the Group.

The Group is also required by section 26(2) of the Act to appoint suitably qualified and experienced person or persons as alternative Controllers for the Group.

The Group may also under section 27 of the Act appoint Local Controllers to undertake the functions and duties of the Groups Group Controller.

### 2. Group Controller

Wayne Scott has been the Otago Group Controller for many years. Wayne has indicated that he will be retiring from the Otago Regional Council in the first half of this year.

While it is planned to appoint the new CDEM Group Manager / Controller as Otago Group Controller the person has not yet been recruited and it is unlikely they will be in place by the date of Wayne's departure.

It is therefore proposed that the Group makes the following appointments effective 1 April 2015.

Group Controller	Jeff Donaldson
Alternative Group Controller	Fraser McRae
Alternative Group Controller	

### 3. Local Controllers

The Group has delegated the appointment of Local Controllers for their areas to Local Councils.

The following table sets out the current appointments.

Central Otago District Council	Local Controller	Leanne Mash
	Alternative Local Controller	Louise van der Voort
	Alternative Local Controller	Jon Kingsford

Clutha District Council	Local Controller	Charles Hakkaart
	Alternative Local Controller	Juno Hayes
	Alternative Local Controller	David Campbell
	Alternative Local Controller	Gavin Scott
Dunedin City Council	Local Controller	Sue Bidrose
	Alternative Local Controller	Tony Avery
	Alternative Local Controller	Grant McKenzie
	Alternative Local Controller	Neil Brown
Queenstown Lakes District Council	Local Controller	Adam Feeley
	Alternative Local Controller	Meaghan Miller
	Alternative Local Controller	Paul Speedy
Waitaki District Council	Local Controller	Murray Linwood
	Alternative Local Controller	Michael Ross
	Alternative Local Controller	Neil Jorgensen
	Alternative Local Controller	Stephen Halliwell

#### 4. Recommendations

- a. The Group receives the report.
- b. The Group appoints Jeff Donaldson as Otago Group Controller effective 1 April 2015.
- c. Group members confirm the Local Controllers and alternatives for their Council area.

Charles Hakkaart  
**CDEM Coordinator**

**REPORT**

**Document ID:** A729903

**To:** Otago CDEM Group

**From:** CDEM Co-ordinator

**Date:** 19 February 2015

**Subject:** Capability Assessment

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**1. Precis**

The Ministry of Civil Defence Emergency Management has undertaken a Capability Assessment of the Otago CDEM Group over January 2015. The report is due to be delivered to the Group Joint Committee Chair and CEG Chair in the week beginning 23 February 2015.

The Regional Emergency Management Advisor Simon Chambers will be in attendance to update the Committee and provide some initial observations and feedback from the assessment.

**2. Capability Assessments.**

Capability Assessments are proposed to be undertaken every three years as part of the CDEM Monitoring and Evaluation process.

The first National Capability Assessment was run between 2009 and 2012 (extended because of the Christchurch Earthquake) and included the capability assessment of all 16 CDEM Groups.

Otago received a score of 61.6 % which placed it about in the middle of the 16 CDEM Groups.

The second National Capability Assessment started with a pilot CDEM Group assessment in April 2014 – following revision of the Capability Assessment Tool and assessment process – and will include all other CDEM Groups between August 2014 and August 2015, with a national summary report expected late 2015.

In advising the Group of the intended assessment the Director advised that The Otago CDEM Group it was expected to achieve 71% in the 2014/15 assessment.

The assessment process began in September 2014 with gathering of information and self assessments undertaken by each of the Group member Councils. The MCDEM assessment team interviewed Committee and CEG members as well as CDEM staff and emergency services representatives over the week beginning 19<sup>th</sup> January 2015.

### **3. Capability Assessment Report**

The report will provide the group valuable insight into its capabilities against national and local objectives in respect to provision of CDEM in Otago. From the report the Group will be able to identify and implement an improvement plan that will lift the level of CDEM in Otago.

### **4. Recommendations**

The information be received.

Charles Hakkaart  
**CDEM Coordinator**

## REPORT

**Document ID: A732415**

**To: Otago CDEM Group**  
**From: CDEM Co-ordinator**  
**Date: 19 February 2015**

**Subject: Implementation of new Otago CDEM Group Arrangements**

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### **1. Precis**

As result of the review of the Otago CDEM Group further work has been undertaken towards implementation of the changes proposed to the arrangements for the operation of the Group.

### **2. Constituting Agreement for Otago CDEM Group**

The existing constituting agreement for the group was adopted in 2003.

The agreement establishes a Joint Committee with each local authority in the Otago region being a member. The Joint Committee is a standing committee of each of the Councils.

A new constituting agreement has been drafted.

In particular the new agreement clarifies the responsibilities and authorities of the members and sets the establishment of a Group Office. The draft agreement also includes provision for a budget to be prepared for the Group and Group Office operation and sets out how this is to be funded. The need for a budget and agreed funding method is expected to be a recommendation within the MCDEM Capability Assessment report due in February.

The draft constituting agreement will be reviewed by the Council CEOs prior to it being presented to the Group members for their consideration.

### **3. Service Level Agreement for Group Office and Local EMO Management**

A Service Level Agreement has been drafted and is being reviewed by Councils CEOs.

The CEG at their last meeting considered a draft of the part of the agreement that relates to the services provided by the Group Office. The Council CEOs have yet to review and discuss the arrangements proposed for the management of CDEM staff.

### **4. Appointment of CDEM Group Manager / Controller**

A draft job description for the CDEM Group Manager / Controller position has been discussed by the CEG at their last meeting.

The CEG established a panel consisting of two CEOs, a member from the emergency services and the MCDEM regional advisor.

## **5. General**

It is expected that the MCDEM Capability Assessment Report will contain recommendations in regard to the proposed arrangements for the Group and this may result in some changes to the agreements as they are finalised.

A report for each of the Group members to take to their Councils has been drafted but has yet to be discussed by the Council CEOs.

## **6. Recommendations**

The information is received.

Charles Hakkaart  
**CDEM Coordinator**