

## Otago Civil Defence Emergency Management Group

**Agenda for a meeting to be held at the Council Chambers, Clutha District Council,  
1 Rosebank Terrace, Balclutha, on Thursday 11 June 2015 commencing at 4.00 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** Mayor Vanessa van Uden – Queenstown Lakes District Council

**In attendance** Sarah Stuart Black – Director, Ministry for Civil Defence & Emergency Management  
Peter Bodeker – Chief Executive Officer, Otago Regional Council  
Peter Cameron – Regional Co-ordinator, Ministry of Civil Defence & Emergency Management

### Confirmation of Agenda

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Thursday 20 August, Central Otago	

## Otago Civil Defence Emergency Management Group

Minutes of a meeting of the Otago CDEM Group held in the  
Council Chambers, Waitaki District Council, 20 Thames Street, Oamaru, on  
Thursday 19 February commencing at 3.30 pm

### Present

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
Adam Feeley	Queenstown Lakes District Council
Michael Ross	Waitaki District Council
Sue Bidrose	Dunedin City Council
Leanne Mash	Central Otago District Council
Wayne Scott	Otago Regional Council (for Peter Bodeker)
Charles Hakkaart	Group Emergency Management Coordinator
Simon Chambers	MCDEM

### Apologies

Peter Bodeker, Otago Regional Council  
The apology was accepted.

### In attendance

Jane Lodge (for items in open session)	Waitaki District Council
Mandy McIntosh	Waitaki District Council (Minutes taker)

### Confirmation of Agenda

There were no changes to the agenda.

### 1. Minutes previous Meeting 14 November 2014

The minutes of the meeting held on 14 November 2014 were approved on the motion of Mayor van Uden and Mayor Cull. It was noted that the previous minutes stated the next meeting would be held on Monday 19 February 2015; this should read Thursday 19 February 2015.

### 2. Matters arising from previous minutes

There were no matters arising from the minutes.

### 3. Otago CDEM Update – CDEM Coordinator's Report

Mr Hakkaart presented the report in a new format and invited feedback from the EMOs across the region to input into the report. There was now a full complement of EMOs in the region with the appointment of Jane Lodge (WDC) and Trevor Andrews (QLDC/CODC). The report showed there was a lot of activity across the region. The format presented well and was clear and concise.

All agreed the report format was good. It was suggested that the feedback/information be combined if it was the same across districts. The report was extracted from individual EMO reports so the relevant individual reports could be presented to the respective local councils.

It was agreed to continue to present the report in this forum at each **Mayoral Forum** ???.

Cr Woodhead moved  
Mayor Cull seconded

*That the report be received*

**Motion carried**

#### **4. Group Controller**

Mr Hakkaart's report noted the impending departure of Group Controller Wayne Scott, and listed Local Controllers and Alternates for the districts. There had been some changes to the roles including:

- Central Otago Local Controller = Leanne Mash.
- Proposal to appoint Jeff Donaldson as Otago Group Controller on Mr Scott's departure. Mr Scott advised he was happy to continue with the appointment of Jeff as scheduled from 1 April 2015.
- Dunedin City Council Alternative Local Controller = Tony Avery, replaced by Ruth Stokes.
- Sue Bidrose indicated she may step down from Local Controller position later in the year.

Michael Ross acknowledged the work Wayne Scott had done over many years, as it was likely this would be his last meeting of CDEM. Stephen Woodhead commented there was a series of events for which Wayne had led the response.

Mayor van Uden moved  
Mayor Cull seconded

*That:*

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

**Motion carried**

#### **5. Otago CDEM Capability Assessment**

Discussion confirmed the need to keep the draft Capability Assessment Report confidential.

Cr Woodhead moved  
Mayor van Uden seconded

*That the public be excluded from discussion of this item.*

**Motion carried**

Jane Lodge left the meeting.

Simon Chambers advised the report was a snapshot in time. There should be no surprise in the results which had been previously fed back from Mr Hakkaart.

The Director's objective was 71% achievement of targets; Otago achieved 61% and therefore missed its objective, but there were strong results within the group. There had been some great work done and a willingness to change.

Some structural disconnects were being addressed, and some breakdowns between agencies within the group had been noted by Emergency Services and other councils. Funding arrangements were not transparent, with in some cases no funding provided for CDEM projects. Clarity was also needed on how to align local work with Group work.

The only recommendation from the report was the development of a collective regional action plan. This should be a task for the incoming Group Controller.

It was intended that the report be signed off on Monday 23 February, and passed to Stephen Woodhead and Peter Bodeker for circulation. Individual territorial reports could be produced/ circulated later if desired. Mr Chambers advised that the Ministry would provide assistance where needed.

Mayor Cadogan commented that the process was useful, and staff were interested in positive changes in results.

Mayor van Uden moved  
Mayor Cadogan seconded

*That the information be received.*

**Motion carried**

Cr Woodhead moved  
Mayor Lepper seconded

*That the meeting resume in public session.*

**Motion carried**

Ms Lodge returned to the meeting. It was agreed that in light of there being only one EMO present, the meeting continue with public excluded.

Mayor Cull moved  
Mayor Kircher seconded

*That the meeting move into public excluded.*

**Motion carried**

Ms Lodge left the meeting at 4.11pm.

## 6. Review CDEM Group Arrangements

### *Constituting Agreement:*

Mr Hakkaart reviewed each council's governance statements. ORC was the only council that mentioned the committee (which committee?) and it was suggested that this be referred to in the Review.

### *Job Description for Group Controller:*

Mr Hakkaart advised that work on the job description was under way. All agreed on the need to make an appointment to the role as soon as possible, given the departure of Mr Hakkaart and Mr Scott. It was envisaged that it would be a Group Leadership/Coordination/Liaison position. The Group Controller would report to the Group through the CEG.

Mr Chambers noted it had been agreed that ORC fund the Group Controller position as administering authority, and local authorities would provide support. This was currently not reported anywhere and should be visible.

Ms Bidrose suggested that once the appointment was made, there should be a 6-monthly review process to ensure the Group was heading in the right direction.

Cr Woodhead moved  
Mayor Cull seconded

*That the information be received.*

### **Motion carried**

Cr Woodhead moved  
Mayor Kircher seconded

*That the meeting resume in open session.*

### **Motion carried**

## 7. Any other Items

There were no additional items.

It was recognised that this would be Mr Hakkaart's last meeting and the work he had done for CDEM in Otago was acknowledged.

## 8. Next meeting

There was a clash for the proposed next Mayoral Forum date of Thursday 28 May and it was recommended that the meeting dates be changed to Thursday 11 (CDEM) & Friday 12 June (Mayoral Forum) 2015, to be hosted by Balclutha.

The meeting closed at 4.40 pm.

**Chairperson**

## REPORT

**Document ID:** A728391

**To:** Otago CDEM Group  
**From:** Alex Sims, CDEM Co-ordinator  
**Date:** 19 February 2015  
**Subject:** Otago CDEM Progress Report

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### 1. Precis

This report provides an outline of recent activities of each of the Otago groups CDEM districts. A summary was not available for the Dunedin District due to the recent flood event in Dunedin City.

### 2. Central Otago District CDEM

**CENTRAL OTAGO DISTRICT COUNCIL EMERGENCY MANAGEMENT**  
**Quarterly Report**  
**To**  
**The Otago CDEM Group CEG / JOINT COMMITTEE**

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#### REDUCTION:

- The Otago Regional Council Natural Hazards Unit presented to participants of the CODC emergency operations centre (EOC) multi agency exercise held on the 17<sup>th</sup> of April. Content of the presentation was focussed mainly on the volatility and effect of significant rainfall in the Kawarau and Upper Clutha catchment's and potential impact on the Alexandra Flood Management Scheme and how the respective stakeholders would respond.
- Contact Energy (Clyde Dam) staff also presented to participants of the EOC exercise on the 17<sup>th</sup>. Contact's presentation dwelt on their procedures and responses to significant events on the Clutha system and included how they predicted and modelled rainfall and subsequent river flows. Their presenters also gave a historical perspective on flood events on the Clutha.
- All schools in the CODC district have been visited the CODC Emergency Management Officer (EMO) to encourage them to participate in the MCDEM national "Shake-Out" earthquake exercise on October the 15<sup>th</sup>. To date nine (9) out of 14 schools have registered on the Shake-Out website with their school rolls totalling 1712 children. Follow up visits will be done closer to the date with earthquake resources being supplied to children to take home.
- CODC has registered as a participant in the Shake-Out drill with full endorsement and encouragement of the Chief Executive and her executive team.

- Follow-up visits to all CODC work sites have been undertaken by the CODC EMO to ensure all CODC staff acted appropriately and safely during and after the May 4<sup>th</sup> Wanaka 5.8 Magnitude earthquake.
- An “**Earthquake Guide for the Workplace**” based on MCDEM advice has been widely distributed to schools and businesses throughout Central Otago following the May 4<sup>th</sup> Wanaka earthquake.

#### **READINESS:**

- Terms of Reference (TOR) have been agreed between CODC / QLDC Emergency Management and senior NZ Police, NZ Fire Service, St John Ambulance, Southern District Health Board Emergency Management staff and the Otago Rural Fire Authority (ORFA) members. Known as the Central Otago Lakes Emergency Services Group (C.O.L.E.S. Group), its members have operational, jurisdictional and management responsibilities across CODC and QLDC districts. This initiative is seen to develop closer working relationships across the two districts and provide the CEG with tangible outputs in the area of emergency management by first responder agencies.
- Development of the first Community Response Plan (CRP) is planned for the Cromwell community. Initial discussions and planning between the CODC EMO, NZ Police, Ripponburn hospital, NZ Fire Service and community members has been undertaken. Some CODC budgeting issues need to be finalised to enable this project to proceed however.

#### **RESPONSE:**

- Significant response efforts in the last quarter were...
  1. The Wanaka 5.8 Magnitude earthquake on the 4<sup>th</sup> of May.
  2. Heavy snowfalls around 24<sup>th</sup> & 25<sup>th</sup> of May.
  3. High river levels mid May from two North Westerly weather systems.
  4. Heavy rain on the night of the 3<sup>rd</sup> of June with minor state highway road disruptions
- There were no activations of the CODC EOC to the above events however; the CODC EMO did liaise closely with CODC staff and management, CODC contractors, ORC flood managers, Contact Energy (Clyde Dam) and the emergency services during these events.
- A major EOC multi-agency exercise was held by CODC on April the 17<sup>th</sup>. Participants from designated CODC EOC personnel, Contact Energy, the NZ Police, CODC contractors, Fulton Hogan, Downer, the Otago Group Controller and ORC flood managers and the NZTA were

involved. The scenario was high river levels in the Clutha threatening to overtop the Alexandra Flood Scheme stop banks. Mock river flow and level data was modelled by Contact Energy staff and fed into CODC EOC personnel over the preceding two days to simulate a lead-up to events. ORC flood management contractors i.e. Downers physically installed the “stop logs” i.e. flood barriers across SH 8 and Tarbert Street in Alexandra on the morning of the exercise to simulate their installation during a real event.

- In May the CODC EMO hosted a group of high ranking Vietnamese officials on a study tour of flood management schemes associated with irrigation and hydro-dams. They first visited the Clyde Dam and were hosted by Contact Energy staff then they viewed the Alexandra Flood Management Scheme with a commentary provide by the ORC contractor for the scheme, downers. This was followed by a presentation by the CODC EMO on national, regional and local emergency management arrangements in New Zealand and specifically on the Clutha around Alexandra.

**RECOVERY:**

- Minor recovery and rehabilitation work is currently being undertaken on State Highway 8 by NZTA contractors just south of Roxburgh where flash flooding washed away the road around a small bridge, temporarily closing SH 8 for two days.

Trevor Andrews  
Emergency Management Officer  
5<sup>th</sup> June 2015

### 3. Queenstown Lakes District CDEM

**QUEENSTOWN LAKES DISTRICT COUNCIL EMERGENCY MANAGEMENT**  
**Quarterly Report**  
**To**  
**The Otago CDEM Group CEG / Joint Committee**

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#### **REDUCTION:**

- The Otago Regional Council Natural Hazards Unit presented its report and findings on the potential for flood and erosion of the Arrow River in the vicinity of Arrowtown in May at the Athenaeum Hall, Arrowtown. Continuance of the consent for the bund bank currently guiding river flow of the Arrow River away from the south bank in the vicinity of the current public carpark on the river bank was the focus of the presentation. Approximately 60 residents and interested parties including three QLDC elected members were in attendance.
- All schools in the QLDC district have been visited by the QLDC Emergency Management Officer (EMO) to encourage them to participate in the MCDEM national “Shake-Out” earthquake exercise on October the 15<sup>th</sup>. To date three (3) QLDC schools have registered on the Shake-Out website. They are Arrowtown Primary, Shotover Primary and the Remarkables Primary schools. To ensure more schools in the QLDC area participate, follow up visits by the EMO will be done closer to the date with earthquake resources being supplied to children to take home.
- QLDC has registered as a participant in the MCDEM national “Shake-Out” earthquake drill.
- Follow-up visits to all QLDC work sites have been undertaken by the QLDC Communications Manager and the Health & Safety Advisor to ensure all QLDC staff acted appropriately and safely during and after the May 4<sup>th</sup> Wanaka 5.8 Magnitude earthquake.
- An “**Earthquake Guide for the Workplace**” based on MCDEM advice has been widely distributed to schools and businesses throughout the Queenstown Lakes district following the May 4<sup>th</sup> Wanaka earthquake.

#### **READINESS:**

- Terms of Reference (TOR) have been agreed between CODC / QLDC Emergency Management and senior NZ Police, NZ Fire Service, St John Ambulance, Southern District Health Board Emergency Management staff and the Otago Rural Fire Authority (ORFA) members. Known as the Central Otago Lakes Emergency Services Group (C.O.L.E.S. Group), its members have operational, jurisdictional and management responsibilities across CODC and QLDC districts. This initiative is seen to develop closer working relationships across the two districts and provide the CEG with tangible outputs in the area of emergency management by first responder agencies.

- Development of the first Community Response Plan (CRP) is well progressed for the Arrowtown community. Meetings with residents, the Arrowtown Village Association, the local fire brigade and Millbrook Resort have been completed with the actual plan nearly complete. A final draft should be ready by the end of June.
- The EMO has been regularly working in Wanaka to develop relationships and community response planning. Liaison with NZ Police, Fire Service, St John Ambulance and Wanaka airport personnel has occurred. Initial discussions with Makarora rural fire force personnel have kicked off the CRP with information for the plan being provided on people and resources in the area.
- Contact has been made with the chairperson of the Kelvin Peninsula Residents Association on the development of a response plan for them.

#### **RESPONSE:**

- Significant response efforts in the last quarter were...
  5. The Wanaka 5.8 Magnitude earthquake on the 4<sup>th</sup> of May.
  6. Heavy snowfalls around 24<sup>th</sup> & 25<sup>th</sup> of May.
  7. High lake levels mid May from two North Westerly weather systems.
- The QLDC EOC went to “monitoring” status following the Wanaka earthquake with development of a formal “Sitrep” being undertaken and distributed from the EOC and direct communications with the Otago Group Controller, MCDEM for the Minister of Civil Defence and QLDC elected members.
- Close liaison with the ORC duty flood manager during the mid May rain events enabled QLDC staff and management to monitor and prepare for potentially high lake levels in Wanaka and Wakatipu.
- A major EOC multi-agency exercise was held by QLDC on April the 22<sup>nd</sup>. Participants from designated QLDC EOC personnel, the Mayor and Deputy Mayor, the NZ Police, NZ Fire Service, St John, Otago Rural Fire Authority, Red Cross, Southern DHB, QLDC contractors, Downer, Queenstown Airport Company, the Otago Group Controller and Skyline Queenstown were involved. The scenario was a major fire in the designated “Red Zone” and the testing of the Red Zone Plan. The exercise was externally assessed by MCDEM personnel and will provide future guidance for training and emergency management arrangements for QLDC.

- The QLDC EMO attended and monitored an exercise by Skyline Queenstown on the 27<sup>th</sup> of May. A major malfunction of the gondola with trapped passengers was simulated with live rescues undertaken by Skyline personnel and associated incident management procedures tested.

#### **RECOVERY:**

- No recovery activity in the QLDC area this quarter.

Trevor Andrews

Emergency Management Officer

5<sup>th</sup> June 2015

#### **4. Clutha District Council**

- Workshops with local rest homes
- Civil Defence talks with planning for Local doctors
- Brendon Smith (EMO) and two staff attended PIM Workshop in Auckland
- Emergency service trust meeting
- Working on updating Adverse event plan with adverse events Controller
- Part of Group Tsunami working party
- Setting up rolling out Shake out
- Attended local community response plan meetings
- Setting up the rolling out of Clued up kids programme
- Attended various Otago group meetings
- Response to flooding event 3rd and 4th June

#### **5. Waitaki District CDEM**

##### **Civil Defence & Emergency Management March/April/May 2015 Significant activities include:**

###### *Otago Civil Defence Emergency Management Group*

- Participated in the Otago Civil Defence Emergency Management Group Readiness and Reduction Committee meeting and also the Otago Tsunami Evacuation planning project
- Attended Otago Welfare Coordination Group meeting on 18 May 2015
- Hosted Otago region local Emergency Managers teleconference
- Participated in planning meeting for Group and Local participation in the National Exercise "Shakeout" on 15 October 2015 continues

###### *Waitaki Civil Defence Emergency Management*

- Recovery Handbook copy complete – to be printed
- Local welfare plan has been consulted with local welfare committee and emergency services and local emergency managers. Copy complete – to be printed

- Exercise Brydone held on 13 May 2015 for local welfare committee. Very positive feedback from the 28 participants who represented 21 agencies.
- Upgrading IT capability within WDC Emergency Operations Centre
- Our Emergency Operations Centre standard operating procedures have been reviewed and in the process of updating to ensure currency and accuracy and are being reviewed by a CDEM expert. The aim is to test these in our EOC exercise on 25 June 2015.
- Work continues on drafting the Waitaki Evacuation Plan
- Hosted Emergency Services Coordination Committee meeting
- Added Bulletin Messenger to our suite of EOC communications tools. This is a web based service which enables text messaging to selected pre-programmed distribution lists for activation, information sharing and updates.
- Meet with individual community response groups on a regular basis as well as holding a meeting for all community response groups – provided an opportunity groups to meet others, discuss plan reviews, training etc.
- Introduced pilot programme for business continuity planning within WDC
- Communications plan underway for ShakeOut

#### **6. Otago Regional Council – Otago CDEM Group Office**

Since February 2015 the Group office has;

- Coordinated the meeting of and contributed to the development of the Otago CDEM Groups Tsunami Response Plan Working Party.
- Collating submissions on contributing to the corrective action plan that will address the recommendations of the MCDEM capability Assessment
- Collating submissions on MCDEM Directors Guidelines for Operation Planning.
- Organised meetings of the Risk reduction Committee, Readiness and Response Committee and Welfare Advisory Group
- Organised meeting of the Public Information Managers group to coordinate a consistent group-wide approach to the upcoming national ShakeOut earthquake drill to be held

The Otago Regional Council has;

- Maintain information flow during flood events across Otago, including the recent June 3 flood event
- Work with Clutha District Council to implement the Milton 2060 flood management plan via the District Plan Review
- Continue to work with the Dunedin City Council on District Plan Review (2GP) by refining hazard mapping across the district
- Engineering team continue work on upgrading the Dundas Street to Union Street reach of the Leith Flood Protection Scheme. Channel work is expected to begin in November 2015.

**7. Recommendation**

That the Otago CDEM Group receives the report

Alex Sims  
**CDEM Coordinator**

## REPORT

Document ID: A791951

To: Otago CDEM Group  
From: Peter Bodeker, Coordinating Executive Group Chair  
Date: 4 June 2015

**Subject: Chair's Report to Group Meeting – 11 June 2015**

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### **1. CEG Meeting**

The Coordinating Executive Group (CEG) met on 29 May 2015. The meeting was attended by eight members with three apologies.

The meeting received reports from the Readiness & Response Committee, Risk Reduction Committee and Lifelines Group meetings.

The Otago Lifelines Group presented its terms of reference which outlined the role in identifying lifelines and their interconnectedness around Otago, and connection to Southland and Canterbury regions.

### **2. Recruitment of Group Manager/Controller**

The recruitment of a CDEM Group Manager/Controller is well underway.

29 applications were received with a shortlist of five being considered. A selection panel consisting of Mr Michael Ross, Dr Sue Bidrose and myself will confirm the shortlist and interview as soon as practicable.

### **3. Group Resources**

The Otago Regional Council has proposed in its Long Term Plan to fund a second position within the Group CDEM activity. The second position will provide support to the Group Manager to carry out the functions of the Group, specifically in training and welfare.

### **4. MetService Rain Radar for Otago**

As part of the 2015 budget the government has announced a funding boost to MetService forecast capabilities. This additional funding will be used to purchase a rain-radar for the Otago Region in the 2018-2019 financial year. Otago currently lies on the periphery of the Southland radar coverage and the upgrade will allow for more accurate warnings about the risk of severe thunderstorms and flooding.

Peter Bodeker  
**Coordinating Executive Group Chair**

## REPORT

**Document ID: A792177**

**To: Otago CDEM Group**  
**From: Alex Sims, Otago CDEM Group Coordinator**  
**Date: 11 June 2015**

**Subject: MCDEM Capability Assessment Corrective Action Plan**

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### 1. Precis

Following the delivery of the MCDEM Capability Assessment Summary Report to the Otago CDEM Group in February of this year, the report was presented to the Readiness and Response Committee, Risk Reduction Committee, Welfare Advisory Group and the Coordinating Executives Group (CEG). A corrective action plan, which outlines how the points raised in the MCDEM report will be addressed by the Otago Group, is currently being drafted.

### 2. Corrective Action Plan

CEG has resolved that the both the Readiness and Response and Risk Reduction Committee's will outline their views on what should be included in the corrective action plan. The Otago CDEM Group Office will compile a single plan from this information for consideration and approval by CEG. The corrective action plan will provide detail on how each point will be resourced, the priority of each, the quantity of resource needed for each point, and how each of these points align with 2015/16 work plans.

### 3. Recommendations

That the Otago CDEM Group Receive the report

Alex Sims  
**Otago CDEM Coordinator**

## REPORT

**Document ID: A792268**

**To:** Otago CDEM Group  
**From:** CDEM Co-ordinator  
**Date:** 11 June 2015

**Subject: Otago Flood Event Summary, June 2015**

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### 1. Event Summary

A significant flood event affected Otago on Wednesday, 3 June 2015. A total of 188 mm of rain fell between 12am and 10pm on June 3 with hourly intensities reaching 15 mm/hr at Pine Hill, Dunedin.

The prolonged, heavy rainfall affected inland Otago (Manuherikia River peak flow; 157 m<sup>3</sup>/s), North Otago (Shag River Peak flow; 65m<sup>3</sup>/s, Kakanui River peak flow; 300 m<sup>3</sup>/s) and South Otago (Clutha River peak flow; 1600 m<sup>3</sup>/s, Tokomariro River; 70 m<sup>3</sup>/s and Waitahuna River peak flow; 197 m<sup>3</sup>/s)

Very high peak flows were recorded in Dunedin's urban streams; Leith River (100 m<sup>3</sup>/s) Lindsay Creek (30 m<sup>3</sup>/s) and on the Taieri plains; Silver Stream (128 m<sup>3</sup>/s) and Taieri River (745 m<sup>3</sup>/s). With the exception of some minor overt-topping of Lindsay Creek at Palmers Bridge, North Road, the Leith-Lindsay flood protection scheme performed well and contained the high flows. Very high flows were also observed in Kaikorai Stream and Abbott's Creek.

The Otago Regional Council is currently preparing a detailed summary of the event for the ORC Technical Committee

### 2. Recommendations

That the Otago CDEM Group receives the report

Alex Sims  
**CDEM Coordinator**