

## 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.

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### 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**