

Otago Civil Defence Emergency Management Group

Minutes of a meeting held at the Queenstown Lakes District Council, Queenstown on Tuesday 20 May 2014 commencing at 11.45 am

Present

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

Apologies

Mr Alan Dickson	Clutha District Council
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The apology was accepted on the motion of Mayor Lepper and Bryan Cadogan.

In attendance

Mr Phil Bodeker	Otago Regional Council
Mr Phil Melhopt	Central Otago District Council
Mr Tony Avery	Dunedin City Council
Mr Adam Feeley	Queenstown Lakes District Council
Mr Michael Ross	Waitaki District Council
Mrs Kathie Tansley	QLDC, Minutes Secretary

Election of Group Chair and Deputy Chair

Mayor Kircher moved, Mayor Cull seconded

That Cr Woodhead be elected as the Group Chair.

Motion carried unopposed

Cr Woodhead moved, Mayor van Uden seconded

That Mayor Lepper be elected as Deputy Chair.

Motion carried unopposed

Confirmation of agenda

There were no changes to the agenda.

Minutes of last meeting

Cr Woodhead moved, Mayor Cadogan seconded

That the minutes of the last Otago CDEM Group meetings 23 August 2013 (informal meeting) and 2 September 2013 (formal meeting), having been circulated, be adopted as a true and correct record

Motion carried

Matters arising from the minutes

It was mentioned that voting via telephone at the last meeting was a convoluted process, and attendance via phone should be avoided if possible.

1. Confirm continued use of ORC Standing Orders

Mayor van Uden moved, and Mayor Cadogan seconded

That the ORC Standing Orders will be used for the CDEMG meetings with:

- *a change to Standing Order 4.4.1 to provide for agenda papers to be circulated not less than five working days before the meeting;*
- *the deletion of clause 2.11 Recordings of Meetings;*
- *the addition of a clause 8.1.4 - "Members may only miss two consecutive meetings without leave or reasonable excuse for the apology to be accepted."*

Motion carried

2. Otago Civil Defence Emergency Management Group

The paper presented by Mr Bodeker outlined the structure of the Otago CDEM Group and the purpose and principles of the Plan. After discussion, the background paper was noted.

Mayor Cull moved, Mayor Lepper seconded

That the background paper on the structure and purpose of CDEM in Otago be noted.

Motion carried

3. Confirmation of District Controllers

An email will be sent as a reminder that Districts need to advise Peter Bodeker of their District Controller appointments.

4. Proposed review of Otago's CDEM Structure

A report outlining the recommended Terms of Reference for a review of provision of Civil Defence services in Otago was discussed.

Mayor van Uden moved, Mayor Cadogan seconded

That the Otago Civil Defence Emergency Management Group supports the review of the civil defence structure in Otago.

Motion carried

5. Meeting Frequency

It was agreed that the CDEM Group meetings would be held at the end of the Mayoral Forum meetings, before lunch.

6. Next meeting

The next meeting of the CDEM Group would be at the conclusion of the Mayoral Forum Meeting on Friday 22 August 2014 at Otago Regional Council, Dunedin.

Mayor Tony Lepper advised of his apology for the next meeting.

The meeting closed at 12.10 pm.