

Otago Civil Defence Emergency Management Group

**Minutes of a meeting held in the Council Chamber, Otago Regional Council,
70 Stafford Street, Dunedin on Friday 22 August 2014 commencing at 11.35 am**

Present	Cr Stephen Woodhead	Otago Regional Council (Chair)
	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 Mayor Tony Lepper
The apology was received on the motion of Mayor Cull and Mayor van Uden.

In attendance Mr Peter Bodeker, Otago Regional Council
Mr Steve Hill, Clutha District Council
Dr Sue Bidrose, Dunedin City Council
Mr Adam Feeley, Queenstown-Lakes District Council
Mr Michael Ross, Waitaki District Council
Mr Charles Hakkaart, CDEM Co-ordinator
Mr Wayne Scott, Group Controller
Mrs Janet Favel, Otago Regional Council (Minute taker)

Confirmation of Agenda

There were no changes to the agenda.

1. Minutes previous Meeting 20 May 2014

The minutes of the previous meeting held on 20 May 2014, having been circulated, were adopted on the motion of Mayor Cadogan and Mayor Kircher.

2. Matters arising from previous minutes

There were no matters arising from the minutes.

3. Otago CDEM Update – CDEM Coordinator’s Report (Report A659529)

The following items in Mr Hakkaart’s report were discussed:

- Risk Reduction Committee – the Lifelines Project report would be presented to the Committee at the end of August.
- Readiness and Response Committee – work under way on a Coastal Tsunami Response Plan, to be followed by an Inland Tsunami Response Plan.

- Recovery Committee – legislation required that a Recovery Manager be appointed, and work was progressing on assessing the size of the position. It was expected that the current CDEM review would assist with this work.
- Welfare Committee – Government required that a Welfare Manager be appointed, and Mayor van Uden noted the need to have this position filled while the review was under way. Mr Bodeker anticipated that the review would point to the need for paid professional people on Council's staff. Mr Hakkaart commented that the Welfare Committee was working on identifying a Welfare Manager, and a set up and maintenance phase. A database of welfare resources available in the Region was being prepared. He noted that the Group needed to supply the temporary housing resource information requested by MoBIE.
- Recovery and Welfare Manager positions - Mayor van Uden considered that appointments should be made, if necessary in a temporary capacity, to get work under way.
- Training – mostly localized.
- Revised National CDEM Plan – a submission had been made on behalf of the Group. The Ministry would coordinate national events but the Group was responsible for running them.
- Group Capability Assessment to be carried out from November 2014 to February 2015. Mr Hakkaart advised that a matrix of issues to be worked on would be circulated to EMOs and workshops and interviews would be arranged. TLAs would carry out their own assessment through interviews with their Mayor, CE, and EMO, the interviews to take place in January. He noted that this assessment was in the nature of an audit, and documentation and evidence were required.
- CDEM review - Mr Hakkaart noted that three EMOs had left recently, which meant that plan implementation was delayed.

4. Review CDEM Group Arrangements – Verbal update

Mr Bodeker advised that the Otago CDEM review was under way, and the consultants were carrying out interviews by phone. Workshops would be carried out with stakeholders if necessary. The process would be to present the review to the next CEs' meeting, then to the Mayoral Forum, then circulate it to Councils. Cr Bidrose commented that the interview was useful, but she would have preferred to have the EMO present. She had discussed this with the consultant and it was agreed it would be useful to have EMOs involved.

Mr Bodeker advised that he had received confirmation of district controllers.

5. Next meetings

Friday 14 November 2014 – Dunedin, hosted by DCC

Friday 20 February 2015 – Oamaru, hosted by WDC

The meeting closed at 12 noon.

Chairperson