

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