



# Emergency Management Otago

Te Rākau Whakamarumarū Ōtākou

## Minutes of the Otago Civil Defence Emergency Management Joint Committee Meeting held on 7 December 2023 at 3.00pm in the Council Chambers and via Zoom

### Membership:

Gretchen Robertson	Chairperson, Otago Regional Council (Chair)
Jules Radich	Mayor, Dunedin City Council (Deputy Chair)
Tim Cadogan	Mayor, Central Otago District
Bryan Cadogan	Mayor, Clutha District Council
Glyn Lewers	Mayor, Queenstown Lakes District
Gary Kircher	Mayor, Waitaki District Council

### In Attendance:

Sandy Graham	Chief Executive, Dunedin City Council
Peter Kelly	Chief Executive, Central Otago District Council
Richard Saunders	Chief Executive, Otago Regional Council
Steve Hill	Chief Executive, Clutha District Council
Mike Theelen	Chief Executive, Queenstown Lakes District
Alex Parmley	Chief Executive, Waitaki District Council
Matt Alley	Regional Manager, CDEM
Kelly Taylor Covey	Minute Taker

Gretchen opened the meeting with a karakia.

### 1. APOLOGIES

Alex Parmley, Brian Cadogan and Steve Hill were apologies.

*The apologies were accepted.*

*Moved: Gary Kircher*

*Seconded: Gretchen Robertson*

*CARRIED*

### 2. ATTENDANCE

Gretchen Robertson, Richard Saunders, Sandy Graham, Tim Cadogan, Jules Radich, Gary Kircher, Glyn Lewers, Peter Kelly, Mike Theelen, Matt Alley, Paul Allen, Glen Mitchell, Taylor Hendl, Mel Banks, John Mawhinney, Erica Andrews, Derek Shaw, Jason Michie, Simon Chambers, Ewan Graham, Paula Cathie and Kelly Taylor Covey (minute taker).

### 3. CONFIRMATION OF MINUTES

*The minutes of the meeting held on 21 September 2023 were received and confirmed as a true and correct record, with minor amendments.*

*Moved: Tim Cadogan*

*Seconded: Gary Kircher*

*CARRIED*

### 4. ITEMS OF BUSINESS

#### 4.1 Group Manager Report

Matt spoke to his report and gave a staffing update, advising that they have had to readvertise the Coastal Team Leader role as the candidate withdrew. All of the other vacancies had been filled. He commented on the Action Items and noted the Public Information Plan had been completed. The workshop was planned for next year. The Lifeline Protocol had been completed and circulated, and the Prioritisation piece was due to go to CEG.

There were comment on the Queenstown weather event and Glyn noted they had been caught short on Pims and had to bring in outside people to fill the spots. Had the event gone past a few days they would have struggled to staff them. It was also noted that one of the key issues for them was knowing whether to declare or not.

#### **Recommendation**

*That the Joint Committee:*

- 1) **Receives** the report.
- 2) **Notes** the information contained therein.

*Moved: Tim Cadogan*

*Seconded: Jules Radich*

*CARRIED*

#### 4.2 Otago Readiness and Response Committee update

Glenn Mitchell spoke to the report, noting that this update normally would go to the CEG meeting that had been cancelled. He reiterated that the Capability Strategy had been shared with members of the Readiness and Response Committee and endorsed by that group. He also noted feedback from local emergency service coordinating committees stating that there were staffing shortages in rural hospitals, which meant less capability in case of an emergency.

It was suggested that it would be worthwhile drawing the attention of the new Minister of Health to the problem and suggesting that they train more staff.

### **Recommendation**

*That the Joint Committee:*

- 1) **Receives** the report.
- 2) **Notes** the information contained therein.

*Moved: Gretchen Robertson*

*Seconded: Tim Cadogan*

*CARRIED*

- 3) **Writes** to the Minister of Health noting the shortage of medical practitioners in less urbanised areas and asks that action be taken to address the issue.

*Moved: Jules Radich*

*Seconded: Gary Kircher*

*CARRIED*

### **4.3 Otago Lifelines update**

Mel Banks spoke to the report and took it as read. She noted they had engaged with Toa Consulting for the review of the Lifelines Programme. That would be funded internally and would start in February next year. She also noted the initial scoping of work for the Alternative Communications Plan had begun, and that a review had been undertaken of the Otago Lifelines GIS in preparation for the AF8 Priority Routes and Critical Infrastructure Sites project.

### **Recommendation**

*That the Joint Committee:*

- 1) **Receives** the report.
- 2) **Notes** the information contained therein.

*Moved: Gretchen Robertson*

*Seconded: Tim Cadogan*

*CARRIED*

### **4.4 Community Resilience update**

Paul Allen spoke to the report and took it as read. He gave an update that the Otago Welfare Forum has now been successfully held, with 30 different agencies represented. He also noted that the report contained an update from the Queenstown welfare response to recent events, and that the TOR for the Welfare Coordination Group were also contained for viewing.

It was noted that Dunedin Neighbourhood Support was folding and would now be operating out of Waitaki district, and would leave a gap here. Paul also advised that there was one more quarter to report using the current system and that it would be changing after that.

### **Recommendation**

*That the Joint Committee:*

- 1) **Receives** the report.

2) **Notes** the information contained therein.

*Moved: Gary Kircher*

*Seconded: Jules Radich*

*CARRIED*

#### **4.5 Stakeholder Engagement update**

Erica Andrews took the report as read. She gave an update on the final item, advising that the PIM forum had now been held with excellent representation and 55 people attending.

##### **Recommendation**

*That the Joint Committee:*

1) **Receives** the report.

2) **Notes** the information contained therein.

*Moved: Gretchen Robertson*

*Seconded: Tim Cadogan*

*CARRIED*

#### **4.6 Training and Capability update**

John Mawhinney spoke to the report and took it as read. One of the key points to note was that they had had a significant recruitment drive since the last meeting and were looking at processing 15 new people, and that by the end of next week they would have put through enough to increase their numbers to just under 90% of the target. There had also been an increase at ORC in our function lead level. The other key point was that they had held a significant level of training in the last few months and noted that at a national level there was appetite to bring training together in a more cohesive way across New Zealand.

##### **Recommendation**

*That the Joint Committee:*

1) **Receives** the report.

2) **Notes** the information contained therein.

*Moved: Tim Cadogan*

*Seconded: Gary Kircher*

*CARRIED*

#### **4.7 Training and Capability Development Strategy**

Matt Alley spoke to the report, advising that the Strategy was intended to formalise the approach taken to CDEM training and align it with sector standards. John advised the purpose of the Strategy was to align their training on a more consistent basis across the country, and that it was 3-yearly so that they could align it to their Group Plan and Community Resilience Strategy.

##### **Recommendation**

*That the Joint Committee:*

- 1) **Endorse** the proposed Training and Capability Development Strategy for the Otago CDEM Group.
- 2) **Approve** and adopt the strategy for the next three years.

Moved: Gretchen Robertson

Seconded: Gary Kircher

CARRIED

#### 4.8 Finance update

Matt gave a quick update on the report. He noted that the activity codes around council support related to staff time, overheads and expenses and that they had defined those. He noted also that the external income stream can be used to pay external training providers as well.

There was a question about what the reserves arose from, and Matt advised that was from the targeted rate and a carryover from previous years. It was queried if there was a policy on what to do with reserves if it got to a certain level, and Richard noted he will check if they have a policy on a reserves ceiling.

##### Recommendation

*That the Joint Committee:*

- 1) **Receives** the report.
- 2) **Notes** the information contained therein.

Moved: Jules Radich

Seconded: Gary Kircher

CARRIED

#### 4.9 NEMA update

Simon Chambers spoke to the report, noting it was now slightly out of date. With the election they now had a new minister, titled the Minister of Emergency Management and Recovery. He advised their CE had met with him that week and spoke about their workplan for the year and the Emergency Management Bill that they were trying to get out before the election stopped the process. The CE was pushing for the Minister to put the Bill into the House but they haven't heard a decision yet as to whether he will accept the Bill as is or will want to start again on it.

It was noted that previous ministers had made their cellphone numbers available to mayors, and Simon agree that they will talk to the Minister about providing that.

#### 4.10 Appointment of CODC Controller

Matt spoke to the report, noting that CODC were looking to appoint Gareth Robinson to the position of Local Controller.

**Recommendation**

*That the Joint Committee:*

- 1) **Approves** the appointment of Garreth Robinson as Local Controller for the Central Otago District Council.

*Moved: Tim Cadogan*

*Seconded: Gary Kircher*

*CARRIED*

**5. CLOSURE**

There was no further business and Gretchen Robertson closed the meeting with a karakia at 3.53pm.