

3.2 RECOMMENDATION OF APPOINTMENTS OF LOCAL CONTROLLERS AND LOCAL RECOVERY MANAGERS

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RECOMMENDATION

That Council:

1. Recommends to the Otago Civil Defence Emergency Management Group the appointments of Roger Cook and Lichelle Guyan of Waitaki district as Local Controllers and Local Recovery Managers.

DECISION OBJECTIVES

- (a) To mitigate risk to Council's ability to meet its legislated obligations under the Civil Defence Emergency Management Act 2002; and
- (b) To provide for succession planning and the mitigation of risk associated with the absence of more than one Controller at any one time.

SUMMARY

There are two aspects to this recommendation:

1. Potential risk to the organisation – with the absence or unavailability of more than one Local Controller at any one time
2. The recommendation helps to address succession planning.

DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	Approve or not the recommended appointment
Operational Decision-Making:	Refer the recommended appointment to the Otago CDEM Group for its consideration
Communications	Media Releases – contributed to by officers and Elected Members Media/public enquiries regarding governance decision-making topics above can be addressed by governance Media/public enquiries regarding operational decision-making topics above can be addressed by officers

SUMMARY OF DECISION-MAKING CRITERIA

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	No	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

BACKGROUND

There is currently only one appointed Local Controller for the Waitaki district:

1. Peter Muldrew (CDEM volunteer)

Former Local Controller Neil Jorgensen left Waitaki District Council on 12 February 2021.

Local Controller Murray Linwood has recently indicated his intention to relinquish his role as a Local Controller.

We have been working for some time to identify suitable replacement (and additional) Controllers, and any decision should not be taken lightly. I am seeking your support to recommend to the Otago Civil Defence Emergency Management (CDEM) Group the appointment of further Local Controllers to ensure we are able to meet our CDEM response requirements, not only during immediate absences but also as part of our succession planning.

I propose that **Roger Cook and Lichelle Guyan** be recommended for appointment as Local Controllers for the Waitaki district, and also as Local Recovery Managers for the Waitaki district. Both Mr Cook and Mrs Guyan are well known to Council and their previous work history is evidence of their ability to hold these roles.

Furthermore, Mrs Guyan has agreed to remain available for Council as both a Controller and Recovery Manager as required, following her departure as an employee of Council on 26 March 2021.

I have discussed the potential appointment of both Roger Cook and Lichelle Guyan with Mr Matthew Alley, our acting Manager and Group Controller for the Otago CDEM Group, and he supports the proposed appointments.

The formal process for Waitaki District Council in formalising the appointment of a Local Controller is for Council to recommend to the Otago Civil Defence Emergency Management Group the appointment of the proposed Local Controller, with the formal appointment being made by the Group (Civil Defence Emergency Management Act 2002, s27 (1)). This requires a recommendation from Waitaki District Council to the Group Manager / Controller Mr Matthew Alley, to enable inclusion on the agenda for the next Otago CDEM Joint committee.

The appointment of additional Local Controllers meets the need for succession planning and also avoids risks associated with the absence of more than one Controller at any one time or when there is a prolonged response to an emergency event.

SUMMARY OF OPTIONS CONSIDERED

Option 1 – Council recommends to the Otago Civil Defence Emergency Management Group the appointment of Roger Cook and Lichelle Guyan of Waitaki district, as Local Controllers and as Local Recovery Managers.

Option 2 – Council does not recommend to the Otago Civil Defence Emergency Management Group the appointment of Roger Cook and Lichelle Guyan of Waitaki district as Local Controllers and as Local Recovery Manager.

ASSESSMENT OF PREFERRED OPTION

Option 1 – Whilst we continue to plan for succession, we should not miss this opportunity to utilise the skills and abilities that both Mr Cook and Mrs Guyan would be able to bring to the role as Local Controllers and Local Recovery Managers. In turn, they will be able to impart their knowledge to potential incoming controllers during our ongoing succession planning.

Having considered the options summarised above, the following conclusions have been reached:

- There is currently a high degree of frailty in our ability to meet our Civil Defence Emergency Management requirements with now only one Local Controller, following the recent departure of Neil Jorgensen.
- That both Mr Cook and Mrs Guyan possess the skills and attributes required of a Local Controller.
- That both Mr Cook and Mrs Guyan possess the skills and attributes required of a Local Recovery Manager.
- The inclusion of more Local Controllers will enhance local civil defence business continuity.
- That this is part of the ongoing succession planning process.

CONCLUSION

Therefore, I ask that you support the recommendation that Council recommends to the Otago Civil Defence Emergency Management Group the appointment of Roger Cook and Lichelle Guyan of Waitaki district as Local Controllers, and as Local Recovery Managers.

ADDITIONAL DECISION-MAKING CONSIDERATIONS

Outcomes

We provide and enable services and facilities so people want to stay and move here

We maintain the safest community we can

Publicity and Community Considerations

It is recommended that the appointments are given due publicity via a media release.