



**Civil Defence Emergency Management Otago  
Joint Committee  
MINUTES**

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**Minutes of an ordinary meeting of the Civil Defence Emergency Management Otago  
Joint Committee held in the Council Chamber, Level 2 Philip Laing House,  
144 Rattray Street, Dunedin on Thursday 5 March 2026, commencing at 3:00 PM.**

**MEMBERS**

Cr Neil Gillespie (Chair)	<i>(Councillor, Otago Regional Council)</i>
Mayor Sophie Barker	<i>(Mayor, Dunedin City Council)</i>
Mayor Tamah Alley	<i>(Mayor, Central Otago District Council)</i>
Mayor Jock Martin (Deputy Chair)	<i>(Mayor, Clutha District Council)</i>
Cr Jon Mitchell	<i>(Councillor, Queenstown Lakes District Council)</i>
Mayor Melanie Tavendale	<i>(Mayor, Waitaki District Council)</i>

## **1. KARAKIA TĪMATANGA - OPENING**

Chair Neil Gillespie welcomed Mayors, guests and staff to the meeting at 3.00 pm with a karakia. Attendees included Mayor Melanie Tavendale, and Cr Jon Mitchell (online).

Guests and staff in attendance were Richard Saunders (Chief Executive ORC), Peter Kelly (Chief Executive CODC), Michelle Morss (Chief Executive QLDC), Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA), Courtenay Jamieson (Emergency Management Team Leader EMO), Roderick Francis (Team Leader Group Office EMO) and Cara Jordan (Governance Support Officer ORC).

Online were Mauriri Kimura McGlinchey (Kāti Huirapa Rūnaka ki Puketeraki), Chris Booker (Emergency Management Advisor EMO), Claire Charleton (Emergency Management Advisor EMO), Dave Grimes (Emergency Management Advisor EMO), Glenn Mitchell (Principal Advisor EMO), (John Mawhinney (Readiness and Response Advisor EMO) and Paula Cathie (Team Leader – Coastal EMO).

## **2. APOLOGIES**

**Resolution: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded:**

*That the apologies for Mayor Tamah Alley, Mayor Jock Martin, Mayor Sophie Barker, Matt Alley and Sandy Graham be accepted.*

**MOTION CARRIED**

## **3. CONFIRMATION OF AGENDA**

The agenda was confirmed as published.

## **4. CONFIRMATION OF MINUTES**

**Resolution: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded**

*That the minutes of the Joint Committee meeting held on 5 December 2025 be received and confirmed as a true and accurate record.*

**MOTION CARRIED**

## **5. COMMITTEE TERMS OF REFERENCE**

The Committee Terms of Reference were noted.

## **6. ACTION ITEMS**

The action register from resolutions of the Committee were reviewed. No changes were noted.

## **7. REPORT ITEMS**

### **7.1. Coordinating Executive Group Chair Report**

[YouTube 6:58] The report updated the Joint Committee on key matters arising from the Otago Civil Defence Emergency Management Coordinating Executive Group (CEG) meeting held on 30 January 2026. It outlined work programme progress, readiness and response activity, financial performance, corrective action implementation, the draft submission to the new EM Bill and agency partner updates since the previous meeting. Peter Kelly (CEG Chair) was available for questions.

**Resolution CDEM26-101: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.

**MOTION CARRIED**

**7.2. Group Manager Report**

[YouTube 10:10] This paper updated work activity completed for the year-to-date 2025. The Group Plan is still at a draft stage. The GIS strategy is being operationalised with a 4-year implementation plan. The May 2026 exercise is being planned with good Council support. Staffing updates were provided. Local training and travel requirements were discussed. Courtenay Jamieson (Emergency Management Team Leader EMO) and Glenn Mitchell (Principal Advisor EMO) were available for questions.

**Resolution CDEM26-102: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.
- 2) **Notes** the work plan update (Attachment 1 of the report).

**MOTION CARRIED**

**7.3. Finance Report**

[YouTube 21:06] This report updated the Emergency Management Group's financial performance for the period July to December 2025. It included actuals against budget and identified key variances. Richard Saunders (Chief Executive ORC) was available for questions.

**Resolution CDEM26-103: Cr Neil Gillespie Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.

**MOTION CARRIED**

**7.4. Otago Lifelines Update**

[YouTube 22:40] This report outlined activity undertaken at the Otago Lifeline Utilities Group meeting on 3 December 2025. Joint Committee support was requested for the upcoming Lifelines Group exercise. It was noted that Waitaki District Council representation on the Lifelines Group should be reviewed. Courtenay Jamieson (Emergency Management Team Leader EMO) and Cr Jon Mitchell were available for questions.

**Resolution CDEM26-104: Cr Jon Mitchell Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.
- 2) **Notes** the updates from the Otago Lifelines Group meeting.

**MOTION CARRIED**

**7.5. National Emergency Management Agency (NEMA) Update**

[YouTube 28:53] The report updated the latest activity and matters NEMA is working on. NEMA thanked the Otago Civil Defence Emergency Management (CDEM) Group for their submission to the Emergency Management Bill. Learnings from the recent upper North Island weather events included the value of local leadership taking a proactive role in these events and clarity regarding the set-up, timing and administration of Mayoral Relief Funds. The process for setting up a Mayoral Fund will be documented and reported to the next CEG

meeting. Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA) was available for questions.

**Resolution CDEM26-105: Mayor Melanie Tavendale Moved, Cr Neil Gillespie Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.

**MOTION CARRIED**

**7.6. Emergency Management Bill Submission**

[YouTube 35:35] The report introduced the Otago CDEM Group Submission on the Emergency Management Bill (No 2) for endorsement and presented the CDEM Special Interest Group Submission as relevant national sector context. Richard Saunders (Chief Executive ORC) was available for questions.

**Resolution CDEM26-106: Cr Neil Gillespie Moved, Cr Jon Mitchell Seconded**

*That the Joint Committee:*

- 1) **Notes** the CDEM Special Interest Group (SIG) Submission on the Emergency Management Bill (No 2) as relevant national sector context.
- 2) **Endorses** the Otago Civil Defence Emergency Management Group Submission on the Emergency Management Bill (No 2) lodged with the Governance and Administration Committee.

**MOTION CARRIED**

**7.7. 2026 Joint Committee meeting schedule**

[YouTube 38:05] The report outlined a proposed meeting schedule for the remainder of 2026. Option A was not preferred. A recommendation was made that the Coordinating Executive Group review dates and advise a preferred option.

**Resolution CDEM26-107: Cr Neil Gillespie Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.
- 2) **Requests** the Coordinating Executive Group to recommend a new meeting schedule.

**MOTION CARRIED**

**8. GENERAL BUSINESS**

There were no other items of business.

**9. KARAKIA WHAKAMUTUNGA - CLOSING**

Chair Gillespie declared the meeting closed with a karakia at 3.40pm .



Chairperson

22 May 2026

Date