



**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 Queenstown Lakes District Council Chamber, 10 Gorge  
Road, Queenstown on Friday 22 May 2026, commencing at 12:50 pm.**

**JOINT COMMITTEE 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, Mayor Tamah Alley, welcomed Joint Committee members, guests and staff to the meeting at 12.50 pm with a karakia. Attendees included Mayor Sophie Barker, Mayor Melanie Tavendale and Cr Jon Mitchell (online).

Guests and staff in attendance were Deputy Mayor Michelle Kennedy (Clutha DC), Richard Saunders (Chief Executive ORC), Michelle Morss (Chief Executive QLDC), Alex Parmley (Chief Executive WDC), Sandy Graham (Chief Executive DCC), Matt Alley (Group Manager Emergency Management Otago (EMO)) and Roderick Francis (Team Leader Group Office EMO).

Online were Mauriri Kimura McGlinchey (Kāti Huirapa Rūnaka ki Puketeraki), Simon Chambers (NEMA), Chris Booker (Emergency Management Advisor EMO), Danny Fountaine (Emergency Management Advisor EMO), Dave Grimes (Emergency Management Advisor EMO), Emily Williamson (Admin Support Coordinator EMO), Erica Andrews (Stakeholder Engagement Advisor EMO), Glenn Mitchell (Principal Advisor EMO), Jason Michie (Emergency Management Advisor EMO), John Mawhinney (Readiness and Response Advisor EMO), Mel Banks (Lifelines Program Lead), Paula Cathie (Team Leader EMO), Taylor Hendl and Cara Jordan (Governance Support Officer ORC).

## 2. APOLOGIES

**Resolution: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded:**

*That the apologies for Cr Neil Gillespie, Mayor Jock Martin and Cr Jon Mitchell (for lateness) 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 March 2026 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

There were no open actions for the Joint Committee.

## 7. REPORT ITEMS

### 7.1. Coordinating Executive Group Chair Report

[You Tube 1:45] An update was provided on key matters arising from the Otago Civil Defence Emergency Management Coordinating Executive Group (CEG) meeting held on 24 April 2026. It outlined current system reform, proposed work for the 2026/2027 financial year and work activity completed for the year-to date 2026. The CEG endorsed the continuation of the mana

whenua emergency management facilitator role. Richard Saunders (CEG Deputy Chair) was available for questions.

**Resolution CDEM26-118: Mayor Tamah Alley Moved, Mayor Seconded**

*That the Joint Committee:*

**1) Notes this report.**

**MOTION CARRIED**

**7.2. Group Manager Report**

[YouTube 4:02] This report focused on current national emergency management reform, implementation activity, sector developments and the Emergency Management Otago work programme for the 2025/26 year-to-date. Emergency management improvement programmes have been utilising a lot of staff time and resource, impacting work plan delivery. There has been a change in terminology from EMSIP (Emergency Management System Improvement Programme) to Strengthening Emergency Management Roadmap. Otago CDEM is participating in an assurance pilot to test a self-assessment tool. A regionwide emergency management training Exercise Whakarite Kia Rite was completed on 20 May 2026, which was very successful, noting some software challenges with the D4H system. Excellent feedback was received from participating groups. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-119: Mayor Melanie Tavendale Moved, Mayor Sophie Barker Seconded**

*That the Joint Committee:*

**1) Notes this report.**

**2) Notes the continuing progress of Emergency Management Otago against the 2025/26 annual work programme.**

**3) Notes that NEMA has sought CDEM Group representation on the National Emergency Management Plan Review Steering Group and **approves option 2**, as defined in the letter to Joint Committee Chairs dated 8 May 2026, that the CDEM Special Interest Group Chair and Deputy Chair act as the CDEM representatives on the Steering Group.**

**4) Notes that Emergency Management Otago will continue to engage in relevant national consultation, implementation and sector development processes.**

**5) Supports the proposed 2026/27 Emergency Management Otago work programme.**

**MOTION CARRIED**

**7.3. Finance Report**

[YouTube 25:15] This report updated the Emergency Management Group's financial performance for the period from July 2025 to February 2026. It included actuals against budget, identified key variances and updated the previously reported position to reflect year to date data. The current underspend is deliberate achieved from internal cost savings, noting that EMO will be funding the mana whenua emergency management facilitator role going forward. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-120: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

**1) Notes this report.**

**MOTION CARRIED**

**7.4. Otago Lifelines Update**

[YouTube 26:50] This report outlined activity undertaken at the Otago Lifeline Utilities Group meeting on 13 March 2026. In response to the fuel response plan 2026, the critical customer list has been updated and is live. Cr Jon Mitchell confirmed that he will step down as co-Chair of the

Otago Lifelines group. An alternate communications plan for the Otago Lifelines Group should be in place by June 2026. Mel Banks (Lifelines Program Lead) was available for questions.

**Resolution CDEM26-121: Mayor Tamah Alley Moved, Mayor Sophie Barker Seconded**

*That the Joint Committee:*

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

**MOTION CARRIED**

**7.5. NEMA Update**

[YouTube 31:45] This report updated the latest activity and matters NEMA is working on. The Emergency Management Bill is pending in parliament. The upcoming budget announcement will impact programmes. NEMA's role in outlining potential CDEM structures under a unitary council model was discussed. Simon Chambers (NEMA) was available for questions.

**Resolution CDEM26-122: Mayor Sophie Barker Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

- 1) **Notes** this report.

**MOTION CARRIED**

**7.6. Controller Appointment**

[YouTube 37:30] This report made recommendations for the appointment of two local controllers and two alternative group controllers. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-123: Mayor Sophie Barker Moved, Mayor Melanie Tavendale Seconded**

*That the Joint Committee:*

- 1) **Approves** the appointments of Lisa Baillie and Andrew Bardsley as Local Controllers for Waitaki, and Rod Francis and Glenn Mitchell as Alternative Group Controllers.

**MOTION CARRIED**

**8. GENERAL BUSINESS**

Chair Alley gave a vote of thanks to the EMO team for the 20 May exercise, highlighting the value of practice events in emergency management.

**9. KARAKIA WHAKAMUTUNGA - CLOSING**

There was no further business and Chair Alley declared the meeting closed with a karakia at 1:32 pm.

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Chairperson

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Date