



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

**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 Friday 5 December 2025, commencing at 1:00 pm.**

PRESENT

Cr Neil Gillespie

Mayor Sophie Barker

Mayor Tamah Alley

Mayor Jock Martin

Cr Jon Mitchell

Mayor Melanie Tavendale

Councillor, Otago Regional Council (ORC)

Mayor, Dunedin City Council (DCC)

Mayor, Central Otago District Council (CODC)

Mayor, Clutha District Council (Clutha DC)

Councillor, Queenstown Lakes District Council (QLDC)

Mayor, Waitaki District Council (Waitaki DC)

1. KARAKIA TĪMATANGA - OPENING

Peter Kelly (Chief Executive CODC) and Chair of the Civil Defence and Emergency Management Otago (EMO) Coordinating Executive Group welcomed Mayors, guests and staff to the meeting at 1.00 pm with a karakia. Attendees included Mayor Sophie Barker, Mayor Melanie Tavendale, Mayor Tamah Alley, Mayor Jock Martin, Cr Jon Mitchell and Cr Neil Gillespie (online).

Guests in attendance were Richard Saunders (Chief Executive ORC), Sandy Graham (Chief Executive DCC, online), Steve Hill (Chief Executive Clutha DC), Mike Theelan (Chief Executive QLDC), Matt Alley (Group Manager EMO), Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA), Mauriri Kimura McGlinchey (Kāti Huirapa Rūnaka ki Puketeraki) and Cara Jordan (Governance Support Officer ORC).

Staff online were Chris Booker (Emergency Management Advisor EMO), Claire Charleton (Emergency Management Advisor EMO), Craig Gibson (Emergency Management Advisor EMO), Dave Grimes (Emergency Management Advisor EMO), Erica Andrews (Team Leader Group Office EMO), John Mawhinney (Readiness and Response Advisor EMO), Mel Banks (Lifeline Program Lead EMO), Paula Cathie (Team Leader – Coastal EMO) and Taylor Hendyl (Emergency Management Advisor EMO).

2. APOLOGIES

There were no apologies for this meeting.

3. CONFIRMATION OF AGENDA

Resolution CDEM25-123: Mayor Tamah Alley Moved, Cr Jon Mitchell Seconded

That the agenda be amended to include a presentation after Item 7.1.

MOTION CARRIED

4. CONFIRMATION OF MINUTES

The minutes of the Civil Defence and Emergency Management Otago Joint Committee Meeting of 29 August 2025 were signed by the outgoing Chair and ORC Chief Executive at the end of the last triennium.

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. Joint Committee Chair and Deputy Chair Election

[YouTube 4:31] The report informed Joint Committee members of the two voting options for the election of the Chair, and Deputy Chair, as defined by Schedule 7, Clause 25 of the Local Government Act 2002.

Resolution CDEM25-124: Mayor Melanie Tavendale Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 1) Resolves** a voting option for the election or appointment of positions defined by the Local Government Act 2002 as certain appointments, as Voting system B.
- 2) Agrees** that in the event of a tie under voting system B, the candidate to be elected or appointed shall be resolved by lot as described in paragraph 5 of the report.

MOTION CARRIED

After determination of the voting system, Acting Chair Peter Kelly called for nominations for Chair. Mayor Melanie Tavendale nominated Cr Neil Gillespie and Mayor Sophie Barker seconded. No other nominations were made.

Resolution CDEM25-125: Mayor Melanie Tavendale Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 3) Resolves** to appoint Cr Neil Gillespie as Chairperson.

MOTION CARRIED

Acting Chair Peter Kelly congratulated Cr Neil Gillespie on his appointment. Cr Neil Gillespie accepted the appointment and, as he was attending online, requested Acting Chair Peter Kelly to continue chairing the meeting. Acting Chair Peter Kelly called for nominations for Deputy Chair. Mayor Tamah Alley nominated Mayor Jock Martin and Mayor Sophie Barker seconded. No other nominations were made.

Resolution CDEM25-126: Mayor Tamah Alley Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 4) Resolves** to appoint Mayor Jock Martin as Deputy Chairperson.

MOTION CARRIED

Acting Chair Peter Kelly congratulated Mayor Jock Martin on his appointment. Deputy Chair, Mayor Jock Martin, took the Chair for the rest of the meeting.

Mayor Jock Martin called for the adoption of Otago Regional Council's standing orders.

Resolution CDEM25-127: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded

That the Joint Committee:

- 5) Adopts** the standing orders of the Otago Regional Council.

MOTION CARRIED

Steve Hill left the meeting at 1:18 pm.

PRESENTATION

[You Tube 9.57] Erica Andrews (Team Leader Group Office EMO) gave an overview presentation on the functions and services provided by Civil Defence and Emergency Management Otago. Matt Alley (Group Leader EMO) and Erica Andrews (Team Leader Group Office EMO) were available for questions.

7.2. Coordinating Executive Group (CEG) Chair Report

[YouTube 27:06] The report provided an update on key matters arising from the Otago Civil Defence Emergency Management CEG meeting held on 21 November 2025. Steve Hill's service as the outgoing CEG Chair was acknowledged. Peter Kelly was elected as the new Chair of the

CEG. The legislative purpose of the CEG meeting was discussed. Richard Saunders (Chief Executive ORC) and Matt Alley (Group Manager EMO) were available for questions.

Resolution CDEM25-128: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) Notes this report.**

MOTION CARRIED

Richard Saunders left at 1:37 pm

Richard Saunders returned at 1:41 pm

7.3. Group Manager Report

[YouTube 32:13] The report updated work activity completed for year-to-date 2025. The Otago Civil Defence and Emergency Management partnership agreement was discussed. There are no current staffing vacancies. Broader reform issues in the sector were outlined. A new three tier assurance model is being progressed nationally. The EMS-OS project is seen as the anchor project for reform. Sector groups were discussed. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM25-129: Cr Jon Mitchell Moved, Mayor Tamah Alley Seconded

That the Joint Committee:

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

MOTION CARRIED

7.4. Finance Report

[YouTube 45:10] The report updated the Emergency Management Otago Group's financial performance for the period from 1 July to 31 October 2025. Currently there is a small underspend of \$122,000. A budget allocation for severe weather events will be incorporated as part of long-term planning. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM25-130: Mayor Melanie Tavendale Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 1) Notes this report.**

MOTION CARRIED

7.5. Otago Lifelines Update

[YouTube 47:20] The report presented activity undertaken at the Otago Lifeline Utilities meeting on 3 September 2025. Co-chairs for the Lifelines Group have been appointed. An Otago generator management plan is being developed with input from the telecommunications forum. Mel Banks (Lifelines Program Lead EMO) was available for questions.

Resolution CDEM25-131: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

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

MOTION CARRIED

Mike Theelen left the meeting at 2:05 pm.

Mike Theelen returned to the meeting at 2:06 pm.

Steve Hill returned to the meeting at 2:06 pm.

7.6. NEMA MetService Hazard Communication Initiative

[YouTube 58:00] The report provided an update on a recent joint initiative between NEMA and MetService to display real time warning information and preparedness advice on digital billboards across New Zealand prior to and during severe weather events. The billboards are part of a suite of communication tools for community awareness. Discussion was held on the appropriateness of the billboard messaging. Erica Andrews (Team Leader Group Office EMO) and Matt Alley (Group Manager EMO) were available for questions.

Resolution CDEM25-132: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) Notes** this report.

MOTION CARRIED

Steve Hill left the meeting at 2:11 pm.

7.7. Exercise Whakarite Concept Paper

[YouTube 1:11:18] The report provided an overview of Exercise Whakarite Kia Rite - "Prepare to be ready" proposed for Wednesday 20 May 2026. The exercise is intended to be a whole region exercise where emergency operation centres are run realistically. The scenario will be a snowstorm event run across an entire day in two shifts. John Mawhinney (Readiness and Response Advisor EMO) was available for questions.

Resolution CDEM25-133: Mayor Sophie Barker Moved, Mayor Tamah Alley Seconded

That the Joint Committee:

- 1) Notes** this report.
- 2) Supports** the exercise concept and objectives.

MOTION CARRIED

Steve Hill returned to the meeting at 2:17 pm.

7.8. After Action Review: Corrective Action Implementation

[YouTube 1:15:48] The report provided an implementation plan for the corrective actions arising from the October 2024 Severe Weather Event After Action Report and the Corrective Actions Assessment undertaken by Emergency Management Otago. Resource allocation to the identified actions was discussed. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM25-134: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded

That the Joint Committee:

- 1) Endorse** all actions currently underway that are incorporated within the current EMO workplans and activity (Actions 2, 4, 5, and 6).
- 2) Note** the direction given to Council Chief Executives.
- 3) Support** the future review of resourcing as part of the Regional Council's Long-Term planning activity (Action 3).

MOTION CARRIED

7.9. Controller Appointment - Dunedin City Council

[YouTube 1:20:55] The report requested approval to appoint Mike Costelloe as a Local Controller for the Dunedin City Council. Matt Alley (Group Manager EMO) was available for questions.

Resolution CDEM25-135: Cr Gillespie Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 1) **Approves** the appointment of Mike Costelloe as a Local Controller for the Dunedin City Council.

MOTION CARRIED

7.10. NEMA Update

[YouTube 1:22:40] The report updated the latest activity and matters that the National Emergency Management Agency (NEMA) is working on. The Emergency Management Bill is expected to reach the Select Committee shortly with government committed to pushing the Bill though in this electoral term. Shaun O'Halloran (Senior Regional Emergency Management Advisor NEMA) was available for questions.

Resolution CDEM25-136: Mayor Tamah Alley Moved, Mayor Sophie Barker Seconded

That the Joint Committee:

- 1) **Notes** this report.

MOTION CARRIED

8. GENERAL BUSINESS

The next meeting is on Thursday 5 March 2026 from 3:00 to 5:00 pm coordinated by Otago Regional Council.

9. KARAKIA WHAKAMUTUNGA - CLOSING

There was no further business. Peter Kelly closed the meeting with a karakia at 2:26 pm.

Chair

Date