



**Emergency  
Management Otago**

Te Rākau Whakamarumaru Ōtākou

---

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

---

**Minutes of an ordinary meeting of the Otago Civil Defence Emergency Management  
Joint Committee held in the Council Chamber, Level 2 Philip Laing House,  
144 Rattray Street, Dunedin on Thursday 12 June 2025, commencing at 3:00 pm.**

### **PRESENT**

Cr Gretchen Robertson	<i>(Otago Regional Council)</i>
Mayor Jules Radich	<i>(Chair, Mayor Dunedin City Council)</i>
Mayor Tamah Alley	<i>(Mayor Central Otago District Council)</i>
Mayor Glyn Lewers	<i>(Mayor Queenstown Lakes District Council)</i>
Mayor Gary Kircher	<i>(Mayor Waitaki District Council)</i>

## 1. KARAKIA TĪMATANGA - OPENING

Chair Mayor Jules Radich welcomed Mayors, members of the public and staff to the meeting at 3.00 pm with a karakia. Attendees included Mayor Gary Kircher and Mayor Tamah Alley. Attending online were Cr Gretchen Robertson and Mayor Glyn Lewers.

Guests in attendance were Simon Chambers (Principle Regional Advisor, NEMA), Mike Perkins (Dunedin City Council) and David Ward (Dunedin City Council). Staff present included Richard Saunders (Chief Executive), Matt Alley (Group Manager, Emergency Management Otago) and Cara Jordan (Governance Support Officer). Staff online were Chris Booker (Emergency Management Advisor, Emergency Management Otago), Claire Charleton (Emergency Management Advisor, Emergency Management Otago), Courtenay Jamieson (Team Leader - Central, Emergency Management Otago), Erica Andrews (Stakeholder Engagement Advisor, Emergency Management Otago), Glenn Mitchell (Team Leader Group Office, Emergency Management Otago), John Mawhinny (Readiness and Response Advisor, Emergency Management Otago), Mary Ferguson (Support Coordinator, Emergency Management Otago), Mel Banks (Lifeline Program Lead, Emergency Management Otago) and Paula Cathie (Team Leader - Coastal, Emergency Management Otago).

## 2. APOLOGIES

**Resolution: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded:**

*That the apologies for Mayor Bryan Cadogan, Mike Theelen and Sandy Graham be accepted.*

**MOTION CARRIED**

## 3. CONFIRMATION OF AGENDA

**Resolution: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded**

*That paper 7.9 Appointment of Local Controller be added to the agenda and the agenda then be confirmed as published.*

**MOTION CARRIED**

## 4. CONFIRMATION OF MINUTES

**Resolution: Mayor Gary Kircher Moved, Mayor Jules Radich Seconded**

*That the minutes of the Otago Civil Defence and Emergency Management Joint Committee meeting held on 27 March 2025 be received and confirmed as a true and accurate record.*

**MOTION CARRIED**

## 5. COMMITTEE TERMS OF REFERENCE

The Committee's Terms of Reference were noted.

## 6. ACTION ITEMS

There are no open actions for the Joint Committee.

## 7. REPORT ITEMS

### 7.1. Coordinating Executive Group (CEG) Chair Report

[YouTube 8.23] The paper was taken together with item 7.2 Group Manager Update.

Matt Alley (Group Manager Emergency Management) tendered the paper on behalf of Chair Steve Hill. The report provided an update on the key activities and developments of the Otago Civil Defence Emergency Management Group since the last update in December 2024. It

reflected progress across readiness, response, welfare coordination, critical infrastructure resilience, training capacity, and national legislative engagement.

**Resolution CDEM25-108: Mayor Glyn Lewers Moved, Mayor Jules Radich Seconded**

*That the Joint Committee:*

- 1) ***Receives*** this report.

**MOTION CARRIED**

**7.2. Group Manager Update**

[YouTube 9:06] The report updated the Joint Committee on work activity completed by the Civil Defence and Emergency Management Group for the year-to-date 2025. Cabinet will release a paper on the Emergency Management System Improvement Programme on the 22 June 2025 to inform investment for the system for the next 5-10 years. Emergency Management Otago made a submission to the Emergency Management Bill and key points of the submission were discussed. The recent nationwide emergency management mobile alert system test had a 90% success rate. Matt Alley (Group Manager Emergency Management) and Simon Chambers (NEMA) were available for questions.

**Resolution CDEM25-107: Mayor Jules Radich Moved, Mayor Gary Kircher Seconded**

*That the Joint Committee:*

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

**MOTION CARRIED**

**7.3. Finance Report**

[YouTube 35:25] The report provided an overview of the financial performance of the Emergency Management Group for the period ending March 2025. It highlighted year-to-date actuals against budget and identified key variances. Expenditure is currently within budget, but a small overspend is anticipated this year due to a radio channel upgrade. Matt Alley (Group Manager Emergency Management) was available for questions.

**Resolution CDEM25-109: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded**

*That the Joint Committee:*

- 1) ***Notes*** this report.

**MOTION CARRIED**

**7.4. Otago Lifelines Update**

[YouTube 37:11] The report informed the Joint Committee of activity undertaken since the last Otago Lifeline Utilities Group meeting on 19 February 2025. Participation by Councils at the latest Lifelines meeting was greatly improved. Generator and fuel availability for emergency response and business continuity was discussed. Mel Banks (Lifelines Program Lead) and Matt Alley (Group Manager Emergency Management) were available for questions.

**Resolution CDEM25-110: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded**

*That the Joint Committee:*

- 1) ***Receives*** this report.
- 2) ***Notes*** the updates in the Otago Lifeline Group Workplan Report June 2025.

**MOTION CARRIED**

### **7.5. Welfare Coordination Group Update**

[YouTube 46:30] The report informed the Joint Committee of the activity undertaken at the Welfare Coordination Group meeting on 30 January 2025. A recent workshop was held with the Ministry of Social Development on referral processes which was well received. Mayor Alley requested a visit to an E-Pod facility. Matt Alley (Group Manager Emergency Management) was available for questions.

#### **Resolution CDEM25-111: Mayor Jules Radich Moved, Mayor Gary Kircher Seconded**

*That the Joint Committee:*

- 1) ***Receives*** this report.

**MOTION CARRIED**

### **7.6. Mana Whenua Update**

[Youtube 48:37] The paper provided a formal report on the activities and progress of the Araiteuru Emergency Facilitator pilot role for the period of April–June 2025. USAR training has been delivered. Funding for this project will expire in March 2026 and the whanau and emergency response team within Ngāi Tahu has been disbanded. Future funding and liaison with marae requires clarification. Matt Alley (Group Manager Emergency Management) was available for questions.

#### **Resolution CDEM25-112: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded**

*That the Joint Committee:*

- 1) ***Notes*** this report.

**MOTION CARRIED**

### **7.7. NEMA Update**

[YouTube 54:23] The report updated the Joint Committee on the latest activity and matters that the National Emergency Management Agency is working on. A planned space weather exercise will take place this year which is critical for infrastructure and communications resilience. Catastrophic planning has moved to Phase 2 which will include the AF8 project. Simon Chambers (Principle Regional Advisor, NEMA) was available for questions.

#### **Resolution CDEM25-113: Mayor Jules Radich Moved, Mayor Gary Kircher Seconded**

*That the Joint Committee:*

- 1) ***Notes*** this report.

**MOTION CARRIED**

### **7.8. National Recovery Settings - Update**

[YouTube 58:42] The paper provided a summary of the Government's recovery setting options and decision-making tools following a significant natural hazard event. It outlined the frameworks, mechanisms, and leadership settings available to support recovery decisions that align with Government priorities and the needs of affected communities. The role for Emergency Management Otago is presently unclear and will be clarified when the next cabinet paper is received. Matt Alley (Group Manager Emergency Management) and Simon Chambers (Principle Regional Advisor, NEMA) were available for questions.

#### **Resolution CDEM25-114: Mayor Jules Radich Moved, Mayor Tamah Alley Seconded**

*That the Joint Committee*

- 1) ***Notes*** the overview of recovery decision-making tools and setting options.

**MOTION CARRIED**

### 7.9. Appointment of Local Controller

The paper requested the appointment of Patrick Keenan as a local controller for the Central Otago District Council. Matt Alley (Group Manager Emergency Management) was available for questions.

### Resolution CDEM25-115: Mayor Gary Kircher Moved, Mayor Tamah Alley Seconded

*That the Joint Committee:*

- 1) **Approves** the appointment of Patrick Keenan as a local controller for the Central Otago District.

**MOTION CARRIED**

### 8. NEXT MEETING

The next meeting is on Friday 5 September 2025 from 1:00 pm to 3:00 pm.

### 9. KARAKIA WHAKAMUTUNGA - CLOSING

There was no further business and Chair Radich declared the meeting closed at 4:00 pm.



\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

29 August 2025