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## **Otago Emergency Management Committee MINUTES**

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**Minutes of an ordinary meeting of the Otago Emergency Management Committee held  
in the Te Puna Mahara Cromwell Memorial Events Centre,  
36 Melmore Terrace, Cromwell, on Friday 18 September 2026,  
commencing at 1:00 pm**

### **COMMITTEE MEMBERS**

|                                  |                                                        |
|----------------------------------|--------------------------------------------------------|
| Cr Neil Gillespie (Chair)        | <i>(Councillor, Otago Regional Council)</i>            |
| Mayor Jock Martin (Deputy Chair) | <i>(Mayor, Clutha District Council)</i>                |
| Mayor Sophie Barker              | <i>(Mayor, Dunedin City Council)</i>                   |
| Mayor Tamah Alley                | <i>(Mayor, Central Otago 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 Jock Martin welcomed committee members, guests and staff to the meeting at 1:00 pm with a karakia given by Peter Kelly (Chief Executive CODC). Attendees included, Mayor Melanie Tavendale (Waitaki DC), Mayor Tamah Alley (CODC), and Cr Jon Mitchell (QLDC).

Guests and staff in attendance were Steve Hill (Chief Executive, Clutha DC), Richard Saunders (Chief Executive, ORC), James Stevenson-Wallace (Chief Executive QLDC), Alex Parmley (Chief Executive WDC), Richard Briggs (Chief Executive DCC), Peter Kelly (Chief Executive CODC), Matt Alley (Group Manager Emergency Management Otago (EMO)) and Roderick Francis (Team Leader Group Office EMO).

Online attendees: Mauriri Kimura McGlinchey (Kāti Huirapa Rūnaka ki Puketeraki), Chris Brooker (Emergency Management Advisor EMO), Claire Charleton (Emergency Management Advisor EMO), Courtney Jamieson (Emergency Management Advisor EMO), Dave Grimes (Emergency Management Advisor EMO), Derek Shaw (Emergency Management Advisor EMO), Emily Williamson (Admin Support Coordinator EMO), Erica Andrews (Stakeholder Engagement Advisor EMO), Jasmine Weston (Resilience Advisor EMO), Jess Craik (Emergency Management Advisor EMO), Paula Cathie (Team Leader EMO), and Kylie Darragh (Governance Support Officer ORC).

## **2. APOLOGIES**

*That the apologies for Mayor Sophie Barker and Councillor Gillespie 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 22 May 2026 be received and confirmed as a true and accurate record.*

**MOTION CARRIED**

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

The Otago Emergency Management Committee (OEMC) Terms of Reference is presented in item 7.1 for review.

## **6. ACTION ITEMS**

There were no open actions for the Joint Committee.

## **7. REPORT ITEMS**

### **7.1. Emergency Management Committee (EMC) Terms of Reference Endorsement and Adoption**

[Youtube 6:25] An updated Terms of Reference for the Otago Emergency Management Committee, aligning the Committee's constitutional and operating basis with the Emergency Management Act 2026, was presented for endorsement and adoption. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-135: Mayor Tamah Alley Moved, Cr Jon Mitchell Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** that the Civil Defence Emergency Management Act 2002 has been repealed and replaced by the Emergency Management Act 2026, under which Civil Defence Emergency Management Groups continue in existence as Emergency Management Committees.
- 2) Endorses** the updated Terms of Reference for the Otago Emergency Management Committee, as set out in Attachment 1.
- 3) Adopts** the updated Terms of Reference for the Otago Emergency Management Committee, effective from the date of this meeting.

**MOTION CARRIED**

**7.2. Coordinating Executive Group Chair Report**

[YouTube 7:24] This report provided an update on key matters arising from the Otago Civil Defence Emergency Management CEG meeting held on 21 August 2026. It outlined work programme progress, readiness and response activity, financial performance, and agency partner updates since the previous meeting. Richard Saunders (CEG Deputy Chair) was available for questions.

**Resolution CDEM26-136: Mayor Tamah Alley Moved, Cr Jon Mitchell Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.

**MOTION CARRIED**

**7.3. Group Manager Report**

[YouTube 27:10] An update was provided on current system reform, proposed work for the 26/27 financial year, and work activity completed for the year 2026. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-137: Cr Jon Mitchell Moved, Mayor Melanie Tavendale Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.
- 2) Notes** the EM Otago Team delivery plan sequencing around the statutory deadlines.

**MOTION CARRIED**

**7.4. Finance Report**

[YouTube 36:33] This report provided an updated overview of financial performance for the period from July 2025 to June 2026. It included actuals against budget, identified key variances, and updated the previously reported position to reflect year to date data. Matt Alley (Group Manager EMO) was available for questions.

**Resolution CDEM26-138: Cr Jon Mitchell Moved, Mayor Tamah Alley Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.

**MOTION CARRIED**

**7.5. Regional Exposure Study and Prioritisation Framework**

[YouTube 37:49] The development and key findings of the Otago Regional Council Natural Hazard team's Otago region natural hazards exposure and prioritisation work programme were presented. The report highlighted the alignment between this work and the new functions for local government emergency management described in the Emergency Management Act 2026. These functions include a greater focus on leading the identifying and assessing hazards and

risks and consulting and communicating with communities about those hazards and risks. Tim van Woerden (Senior Natural Hazards Analyst, ORC) shared a presentation and Jean-Luc Payan (Manager Natural Hazards, ORC) were both available for questions.

**Resolution CDEM26-139: Cr Jon Mitchell Moved, Mayor Melanie Tavendale Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.

**MOTION CARRIED**

**7.6. 2025-2035 Group Plan Update**

[YouTube 1:10:46] This report described how the Emergency Management Act 2026 changes content and consultation requirements for regional plans and how these changes impact progress of what is now known as the 2027-2037 Otago Emergency Management Committee Regional Emergency Management Plan. Roderick Francis (Team Leader Group Office EMO) and Matt Alley (Group Manager EMO) were available for questions.

**Resolution CDEM26-140: Mayor Tamah Alley Moved, Cr Jon Mitchell Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.
- 2) Endorses** staffs' recommended approach which is to work on the 2026-36 Otago Regional Emergency Management Plan in conformance with the Emergency Management Act.

**MOTION CARRIED**

**7.7. Long-Term Plan Funding and Resourcing**

[YouTube 1:14:20] This report highlighted the resourcing implications of the Emergency Management Act and the need for appropriate planning in the current Long-Term Planning round. Glenn Mitchell (Principal Advisor Group Office EMO) and Matt Alley (Group Manager EMO) were available for questions.

**Resolution CDEM26-141: Mayor Tamah Alley Moved, Cr Jon Mitchell Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.

**MOTION CARRIED**

**7.8. Emergency Management Otago 2026 Community Resilience Survey**

[YouTube 1:16:40] This report provided insights into the results of the 2026 Emergency Management Otago Community Resilience Survey, and where gaps have been identified, highlighted opportunities for future activities to support a targeted increase to community resilience prior to and during emergencies. Erica Andrews (Stakeholder Engagement Advisor EMO) shared results of the survey in a presentation and was available for questions.

**Resolution CDEM26-142: Mayor Tamah Alley Moved, Mayor Melanie Tavendale Seconded**

*That the Otago Emergency Management Committee*

- 1) Notes** this report.

**MOTION CARRIED**

**7.9. Otago Essential Infrastructure Report**

[YouTube 1:29:40] This report presented activity from the Otago Essential Infrastructure meeting on 2 September 2026. Mel Banks (Lifelines Program Lead) was available for questions.

**Resolution CDEM26-143: Cr Jon Mitchell Moved, Mayor Melanie Tavendale Seconded**

*That the Otago Emergency Management Committee:*

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

**MOTION CARRIED**

**7.10. NEMA Update**

[YouTube 1:36:40] This report updated the latest activities and matters that the National Emergency Management Agency (NEMA) is working on. Shaun O'Halloran (NEMA) was available for questions.

**Resolution CDEM26-144: Mayor Melanie Tavendale Moved, Cr Jon Mitchell Seconded**

*That the Otago Emergency Management Committee:*

- 1) Notes** this report.

**MOTION CARRIED**

**8. GENERAL BUSINESS**

No further business was raised.

**9. KARAKIA WHAKAMUTUNGA - CLOSING**

There was no further business, Steve Hill (Chief Executive – Clutha District Council) said a karakia and Chair Martin declared the meeting closed at 2:39 pm.

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Chairperson

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Date