



Minutes

Otago Local Advisory Committee Meeting

Date: 11 February 2022

Time: 9:00am-12:30pm

Venue: Online – via MS Teams

Present:

Brenden Winder (Chair)	Aaron Fleming
Helen Algar (Deputy Chair)	Des Minehan
Mandy Mayhem-Bullock	Megan McPherson
Neil Gillespie	Michelle Taiaroa-McDonald
Hilary McNab	

In Attendance:

Raewyn Bleakley	Deputy Chief Executive, Office of the Chief Executive
Lucy Chamberlain	National Manager, Local Advisory Committees
Eman Duff	Senior Advisor, Local Advisory Committees
Barbara Olah	National Manager, Women's Development
Mike Grant	Region Manager, Te Kei
Phil Marsh	District Manager, Otago
James Knapp	Community Risk Manager, Otago
Zelda Jordan	Business Operations Manager, Te Kei

The Otago Local Advisory Committee (LAC) meeting was held online, in line with Fire and Emergency COVID-19 protocols under the Government's COVID-19 Protection Framework.

Welcome

The Chair welcomed everyone back following the Christmas/holiday period, provided a recap of emergencies that have happened since the last meeting in October 2021 and opened the meeting with the Fire and Emergency karakia.

Minutes

The minutes from the Committee's meeting of 13 October 2021 were confirmed.

Chairs' Forum

The Chair provided members with an overview of the LAC Chairs' Forum held in November 2021, at which LAC Chairs discussed themes and issues raised across the LACs with the Fire and Emergency Board. Some good sessions were held with the Board/Board Chair; Fire and Emergency National

Head Quarters are trying to support LACs at a local level but are not necessarily updated/informed about how to best provide this support.

COVID-19 Protocols

Discussion on work done to date and work going forward to identify vaccination protocols across Fire and Emergency, incl. volunteers and public-facing staff.

District update

The District Manager outlined the Otago District work programme and priorities, and advised that the last quarter went well.

James Knapp, Community Risk Manager (CRM), discussed collaboration with other emergency groups in the area. A lot of work has been done on a Risk Analysis Management System document, to fully prepare for COVID-19 in the region.

The CRM proposed the metrics of reductions and readiness would be more suitable for this group – who are LAC members talking to stakeholders, community groups in the region. The CRM will consider how the Otago LAC can best contribute to the community risk reduction work being done.

Community engagement

The Committee discussed engagement undertaken in the last quarter. COVID-19 is restricting face to face engagement, however some engagement with the local community did take place over the Christmas break.

LAC members engaged with Ngāi Tahu, the Portobello Fire Brigade, Owaka Civil Defence, Queenstown Lakes District Council and with volunteer fire fighters in the Queenstown and Franklin areas.

The Committee discussed how to help get vulnerable communities/community groups engaged across the area i.e. seniors, Pacific community, those whose first language is not English, and how best to engage with other agencies doing similar work.

ELT update

Raewyn Bleakley, Deputy Chief Executive (DCE), Office of the Chief Executive, announced that the Fire and Emergency Board have appointed a new Chief Executive (CE), Kerry Gregory.

The DCE then provided an organisational update, including Fire and Emergency future focus areas and key work programmes in the Office of the Chief Executive.

Presentation from National Manager, Women's Development

Barbara Olah, National Manager Women's Development spoke about women's successful participation in Fire and Emergency roles across the organisation, and the role of Women in Fire and Emergency in facilitating this, including the Regional Women's Advisory Network (RWAN) and the National Women's Advisor Committee (NWAC).

Meeting dates

The Committee set its meeting dates for quarters 1 and 2 of the 2022-23 financial year. Meeting dates agreed pending Omicron updates. Zoom meeting agreed for April.

Board report

The Committee discussed and agreed the content of its quarterly report to the Board.

The meeting closed at 12:30pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
14/2/22	Phil Marsh to resend the District Manager's Oct 2021 presentation to LAC members.	District Manager	ASAP	Completed
14/2/22	Send link to resources on the FENZ website - Universal information	District Manager	ASAP	Completed
14/2/22	Share talking points re. supporting communities around COVID-19	NLAC	March	Completed
14/2/22	Send tri-fold pamphlets on what the LACs are to members	NLAC	ASAP	Completed
14/2/22	Otago LAC to have eyes across Community Risk Reduction work – 3-5 year horizon	CRM	Ongoing	In progress