



Minutes

Otago Local Advisory Committee Meeting

Date: 20 July 2021

Time: 9:30am-3:00pm

Venue: Naseby Volunteer Fire Brigade

Present:

Megan McPherson	Member (Acting Chairperson)
Michelle Taiaroa-McDonald	Member
Aaron Fleming	Member
Des Minehan	Member
Mandy Mayhem-Bullock	Member
Hilary McNab	Member
Neil Gillespie	Member

Apologies:

Brenden Winder	Chair
Helen Algar	Deputy Chair
Keith McIntosh	Area Manager, Central-North Otago
Zelda Jordan	Business Operations Manager, Te Kei

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Mike Grant	Region Manager, Te Kei
Mark Mawhinney	Acting Principal Fire Officer, Otago Rural Fire District
Rob Torrance	Assistant Area Manager, Queenstown

The Otago Local Advisory Committees' first quarterly meeting for 2021-22 was attended by the Committee and representatives from Fire and Emergency Te Kei Regional Leadership Team (RLT).

Welcome

The Deputy Chief Fire Officer of Naseby Volunteer Brigade welcomed the Committee and gave an overview of the community make-up, district risks and volunteer membership.

Minutes

The minutes of the previous meeting were confirmed by the Committee, as drafted.

RLT update

The Region Manager informed the LAC of new roles in the district redeployment and the timeline for stand-up of the leadership team. The Principal Rural Fire Officer updated the Committee on Fire and Emergency's work with the Mount Iron community promoting fire safety awareness and preparedness within the community.

Community engagement

The Committee discussed the engagement undertaken within the last quarter. LAC members helped local fire brigades in Oamaru by connecting them with Pasifika groups to build resilience and awareness of Fire and Emergency amongst this community.

The Committee engaged with Safer Waitaki and Network Waitaki to introduce the LAC role and to look for opportunities to collaborate with these groups on a community-based event promoting fire safety awareness and volunteerism in the Waitaki district.

An LAC member met with the Royal Albatross Centre and identified a need for the Centre to develop its evacuation plan. Fire and Emergency will assist staff to improve the Centre's emergency preparedness.

The Committee noted an opportunity for Fire and Emergency to increase risk reduction work in North Dunedin in response to the shortage of suitable housing and increase of itinerant workers arriving in the area.

National LAC Team update

The National LAC team updated the Committee on the appointment of the new Fire and Emergency Board Chair, the progress with the Year 1 LAC Evaluation and the development of the framework and integration of advice into Fire and Emergency.

Review of LAC role and purpose

The National LAC team led an interactive session reviewing the LAC role and responsibilities with committee members.

Engagement planning

The Committee agreed to continue engaging with mana whenua, Fire and Emergency volunteers and vulnerable communities. This engagement will help build on valuable links already established with stakeholders and allow the LAC to continue to gather insights on local risks and issues.

Report to the Board

The Committee drafted the content of its Board report for the quarter.

The meeting closed at 3:00pm.

Action Log

Date	Action	Responsible	Due	Status / Notes
20 July 2021	Consider bringing all LACs together for a hui	National LAC Team	September	Complete
20 July 2021	Fire and Emergency Board to provide clear strategic direction to LACs	National LAC Team	August	Complete
20 July 2021	Re-send volunteer questions to LAC after RLT have checked them	RLT / National LAC Team	August	Complete
20 July 2021	Invite WFENZ representative to next LAC Otago meeting	National LAC Team	September	Complete
20 July 2021	Next LAC Otago Meeting to include discussion on engaging with volunteers	National LAC Team	September	Complete
20 July 2021	Re-send 15 district risk document in Otago to LAC	National LAC Team	August	Complete
20 July 2021	Find out more about Youth Vision to share with LAC	National LAC Team	August	Complete
20 July 2021	Send diagram of new framework to the LAC	National LAC Team	August	Complete
20 July 2021	Ensure that commentary from LAC members still stands for Chair's hui	LAC Chair	August	Complete