



Minutes

Otago Local Advisory Committee Meeting

Date: 11 November 2020

Time: 09.00-17.00

Venue: Wanaka Fire Station

Present:

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

Apologies:

Aaron Fleming	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Mike Grant	Region Manager, Te Kei
Cathryn Moriarty	National Manager, Strategy and Performance
Mark Mawhinney	Deputy Principal Fire Officer, Otago Rural Fire District
Sally Chesterfield	Region Community Education Advisor, Te Kei
Bobby Lamont	UFBA representative

The Otago Local Advisory Committee (the Committee) and Fire and Emergency representatives from Te Kei were hosted at Wanaka Fire Station for their second meeting.

Welcome

The Chair welcomed everyone and opened the meeting with a karakia.

The minutes for the previous LAC meeting were confirmed by LAC members and interests register updated.

The National Manager, Local Advisory Committees reported back on the Board's response to the LACs 2021 workplan.

Correspondence

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented to the October Board meeting, noting its approval of the progress and direction of the Committee's work.

District Risks

The Regional Leadership Team presented information on the risks, challenges and opportunities within the district to assist the Committee to focus its engagement in areas where it can add value.

Stakeholder Engagement

The Committee re-evaluated and aggregated their priority stakeholder groups and agreed their engagement for 2020/21 on the following:

- **Mana whenua**
- **Volunteers**
- **Vulnerable Communities**

By identifying these stakeholder groups, the Committee will focus their attention and engagement on acquiring effective advice from entities within these clusters.

Local Planning & 10-year plan

An overview on the progress and implementation of Local Planning and the Fire and Emergency 10-year plan was provided by the National Manager Strategy and Performance.

Introduction to National Memorandum of Understanding (MOU) and Operational Service Agreements (OSA)

The National LAC team gave an overview on Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MOU) and the New Zealand Defence Force (OSA).

Presentation on high-risk fire areas: Queenstown Red Zone and Mt Iron, Wanaka

Te Kei representatives delivered a presentation on the Queenstown Red Zone and Mt Iron highlighting the current high fire-risks in the area.

United Firefighters Brigade Association (UFBA)

A representative from the UFBA was invited to the meeting to present on the UFBA, its connections to Fire and Emergency and how it supports volunteers.

Engagement findings and advice

From the presentation on the current high fire-risks in the Queenstown Red Zone and on Mt Iron in Wanaka, the Committee identified the importance of Fire and Emergency providing timely advice into planning processes to help mitigate the risk of new residential developments in high-risk areas.

Reporting to the Board

The Committee drafted the content of the December Board Report.

Closing comments

The Committee appreciated the guidance and support from the Region Leadership Team and the National LAC team.

The meeting closed at 17.00.

Action Log

Date	Action	Responsible	Status/Notes
11 Nov 2020	Provide Fire and Emergency report on 'Workplace policies, procedures and practices to address bullying and harrassment to LAC members'	National LAC Team	Completed. Link sent 25 November 2020.
11 Nov 2020	Send National Strategy to LAC members	National LAC Team	Completed. Link sent 25 November 2020.
11 Nov 2020	Send Volunteerism Strategy to LAC members	National LAC Team	Completed. Link sent 25 November 2020.
11 Nov 2020	Send 10-year plan to LAC members	National LAC Team	Completed. Sent to members 25 November 2020
11 Nov 2020	Send LAC members presentation slides on Queenstown Red Zone and Mt Iron	National LAC Team	Completed. Sent 27 November 2020
11 Nov 2020	Send LAC members 15 high risk fire areas with Otago region	National LAC Team	Completed. Sent 27 November 2020
11 Nov 2020	Send presentation on Local Planning	National LAC Team	Completed. Sent 27 November 2020
11 Nov 2020	Send District Risks with mitigation actions	National LAC Team	Outstanding. Awaiting to be sent.