



Minutes

Southland Local Advisory Committee Meeting

Date: Tuesday 4 February 2025

Time: 10.00 am – 3.00pm

Venue: Invercargill Fire Station

Present:

Tracey Wright-Tawha	LAC Chair
Tracy Hicks	LAC Member
Beryl Wilcox	LAC Member
John Twidle	LAC Member
Alastair McKenzie	LAC Member
Carla Harper	LAC Member
Chris Dillon	LAC Member

In Attendance:

Mike Grant	Regional Manager, Te Kei
Julian Tohiariki	District Manager, Southland
Delia Riley	Community Risk Manager, Southland
David Reedy	Pou Takawaenga Māori Matua
Leanne Hay	Senior Advisor, Local Advisory Committees
Shane Lulu (online)	Senior Advisor, Local Advisory Committees
Chris Lind (online)	National Advisor, Future Operational Capability Project

Apologies:

Gary Tong	LAC Deputy Chair
Himani Galbraith	LAC Member
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The meeting was opened with a karakia tīmatanga by the District Manager, followed by a welcome by the Chair. Introductions and whanaungatanga were carried out.

Committee operations

There were no amendments to the members register of interests.

Engagement Session and Plan for February through to June 2025

The Senior Advisor, Local Advisory Committees gave a short overview around developing an engagement plan for Southland for the first half of the year. He also covered how LAC engagement fitted into a bigger picture of work for LACs alongside analysis of engagements leading to considered and strategic advice to the organisation and the Board.

The District Manager provided the committee with an overview of the priorities for the district, for the committee to take into consideration for planning.

The committee discussed potential focus areas and determined priorities for engagement. They also noted potential engagements for each member that link back to the priorities.

The committee discussed the importance of consistent messaging and having a template of questions relevant to the engagement plan.

The Chair will draft a template of four to five questions or topics of discussion and distribute to members to review for this purpose.

The Regional Manager noted the Board were due to visit Southland on 27 March. He agreed to arrange for members who were available to meet with the Board during their visit.

The District Manager also suggested it would be valuable for one or two LAC members to attend the Southland Leaders Forum in June.

District Update

The District Manager gave an update on current issues for the district. Wildfires are a significant focus at this time, and he noted that wind was a mitigating factor for FENZs ability to be able to quickly control a wildfire in Southland.

District Priorities include operating capacity, succession planning and forming sound iwi relationships. Current risks identified for the region include resourcing of call rosters, daytime response of volunteers and the national frameworks not being as agile as districts in terms of effecting change.

The Community Risk Manager also updated the committee on work undertaken by the team, which includes a significant amount of regulatory compliance work, community education and identifying community risks.

The District Manager also updated the committee on district planning for the upcoming year and how they could provide feedback on the 2025/26 Plan.

NLAC update

The Senior Advisor gave an update to the committee on the new committees coming on board in the next few months, the Whāriki engagement reporting tool rollout and guidance for members when invoicing.

Future Operational Capability Project

An update was provided to the committee on this project. The committee was invited to provide feedback to the project team via email: futureoperationalcapability@fireandemergency.nz

General Business

The committee confirmed actions and each member identified engagements to be undertaken in this trimester.

Next meeting:

T3 meeting: Tuesday 13 May 2025 – Invercargill Fire Station

Closing

The meeting closed at 3pm with a karakia whakamutunga.

Action Log

Date	Action	Responsible	Due	Status
4 Feb 2025	Invite committee to meet the Board when they visit Southland on 27 th March.	Mike Grant, Regional Manager	Early March	In progress
4 Feb 2025	Invite committee to the Southland Leaders Forum in June (Group Managers Workshop)	Julian Tohiariki District Manager	T3 meeting May 13th	In progress
4 Feb 2025	Draft a template of questions for members to use when engaging with communities, relevant to the LAC area of focus.	Tracy Wright-Tawha, Chair	Following the meeting	In progress
4 Feb 2025	Various engagements with communities of interest as per the engagement plan	Committee	Report back at T3 meeting in May	In progress
4 Feb 2025	Complete draft of Southland Engagement Plan, including planned engagements for review	Leanne Hay Senior Advisor NLAC	11 February	Completed (<i>attached with minutes</i>)