



Minutes

Otago Local Advisory Committee Meeting

Date: 14 May 2021

Time: 9:00am-3:30pm

Venue: Owaka Volunteer Fire Brigade

Present:

Brenden Winder	Chair
Helen Algar	Deputy Chair
Aaron Fleming	Member
Des Minehan	Member
Megan McPherson	Member
Mandy Mayhem-Bullock	Member
Hilary McNab	Member
Neil Gillespie	Member

Apologies:

Michelle Taiaroa-McDonald	LAC Member
Laurence Voight	Area Manager, East Otago

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Mike Grant	Region Manager, Te Kei
Keith McIntosh	Area Manager, Central-North Otago
Mark Mawhinney	Acting Principal Fire Officer, Otago Rural Fire District
Zelda Jordan	Business Operations Manager, Te Kei
Sally Chesterfield	Region Community Education Advisor, Te Kei
Brendon Lawson (<i>via Teams</i>)	National Advisor, Hazmat Development
Sharon Powick (<i>via Teams</i>)	LAC Coordinator

The Otago Local Advisory Committee (the Committee) held its fourth meeting at Owaka Volunteer Fire Brigade, attended by the Committee and representatives from Fire and Emergency Te Kei Regional Leadership Team (RLT).

Welcome

The Chief Fire Officer (CFO) and Deputy Chief Fire Officer (DCFO) welcomed the Local Advisory Committee (LAC) and RLT and gave an overview of the fire station. The Chair thanked the CFO and DCFO and opened the meeting.

Minutes

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

RLT update

The Region Manager updated the LAC on the Tranche 2 district redeployment, informed them of the Otago District Manager appointment and advised that the LAC will continue working alongside the Area Manager and Principal Rural Fire Officer until the leadership team is stood up.

The RLT informed the LAC of the Te Kei rewards and recognition scheme, the regional events taking place, and updated on Fire and Emergency's continued involvement with the Mount Iron community.

Otago Fire Plan

The Principal Rural Fire Officer consulted with the Committee on the local fire plan. The LAC provided initial feedback regarding reach of the public consultation, especially to those in vulnerable communities, and agreed to submit feedback online.

Hazardous Substances presentation

Brendon Lawson, National Advisor Hazmat Development, presented on the hazardous substances response capability development programme that seeks to better meet the needs of communities in relation to response to hazardous materials emergencies. The LAC responded positively identifying mid to large industrial sites within Otago as interest points for the Hazmat team. The Committee will also feedback to the National Advisor Hazmat Development Materials in due course.

Community/IAP2 engagement practice

Sally Chesterfield, Region Community Education Advisor, presented on the community engagement methodology undertaken to engage with communities highlighting the International Association for Public Participation (IAP2) practice as an engagement tool.

Community engagement

The Committee engaged with iwi representatives from Kaumātua Tahuna, Kati Huirapa ki Puketeraki and Te Runaka o Ōtākou over the last quarter. Both iwi and LAC have agreed to continue engaging with each other to discuss risks, issues and opportunities.

The LAC met with the local MP for Taieri to introduce the purpose of the LAC and to listen and gather insights on what their relevant issues are related to fire and other emergencies.

Members engaged with volunteers at their district leadership meetings introducing the LAC role and intent for engagement.

Introductory meetings also took place with vulnerable communities in Owaka, Catlins and Waitati area.

Stakeholder engagement planning

The Committee agreed to continue focussing on engaging with mana whenua, Fire and Emergency volunteers and vulnerable communities to hear their interests and local risks and issues.

Members are aware of the community concerns regarding carbon forestry and have sought an understanding on Fire and Emergency's position first before engaging on this.

Committee time

Members discussed the committee self-review that was undertaken in April. The Chair captured key themes they see as important for the Chair to raise at the Chair's Forum in June.

Microsoft Teams/Sharepoint training

The LAC Coordinator and I.T Specialist gave an overview of the new Sharepoint system that houses LAC documentation and information.

National LAC Team update

The National LAC team provided updates regarding the LAC evaluation of the establishment of the first seven LACs and the integration of advice into Fire and Emergency.

Report to the Board

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

The meeting closed at 3:30pm.

Action Log

Date	Action	Responsible	Due	Status / Notes
14 May 2021	Secretariat to create draft correspondence for LAC and send to Chair for review.	National LAC team / LAC Chair	June 2021	Ongoing
14 May 2021	Rewards and Recognitions information to be sent to LAC	RLT	May 2021	Complete
14 May 2021	RLT to supply dates to LAC of Mt Iron community meetings	RLT	June 2021	Ongoing
14 May 2021	LAC members to submit on Fire Plans	LAC	June 2021	Complete. Link supplied to LAC
14 May 2021	Send to LAC, IAP2 information that was presented by Sally at meeting	National LAC team	May 2021	Complete
14 May 2021	Invite extended to DCE, OCE to attend LAC Otago meeting	National LAC team	June 2021	Complete