Otago Local Advisory Committee Meeting

Minutes

Date: Thursday 26 February 2026 **Time:** 09.15 am – 3.45pm

Venue: Wakari Fire Station, 2 Wharf Street, Central Dunedin.

Present:

Neil Gillespie	LAC Chair
Sioux Repanga	LAC Deputy Chair
Des Minehan	LAC Member
Hilary McNab	LAC Member
Mandy Mayhem-Bullock	LAC Member
Vanessa Van Uden	LAC Member
Rachel Cooper	LAC Member
Erolia Eteuatia-Rooney	LAC Member
Ali McIntyre	LAC Member
Nathan Pitcher	LAC Member

In attendance:

Craig Gold	Acting District Manager (covering for Phill Marsh)
James Knapp	Community Risk Manager
Craig Geddes (for first hour)	Career Group Manager
Lucy Chamberlain (Online)	National Manager Local Advisory Committees
Maria McDonald (Online)	Secretariat - Local Advisory Committees

Apologies:

Helen Algar	Previous LAC Chair

Welcome and Whakawhānaungatanga

The meeting opened with a karakia. The Chair noted Helen's apologies and immediate resignation for health reasons. The Chair led a round a of introductions, acknowledged and thanked those outgoing members and welcomed the new members.

Committee operations

The register of interests was discussed, and members were asked to review and provide updates. The minutes from the Local Advisory Committee's (LAC) meeting were confirmed, actions updated, and correspondence noted.

Refreshed LAC Terms of Reference

The National Manager LACs presented to the LAC the updated Terms of Reference and there was discussion on them.

District Update

The District Manager presented an outline of the district and operations, discussed FENZ role and focus and matters of interest for the committee, and working with the LAC.

The Community Risk Manager updated the LAC on risk prevention work and discussed progress and ongoing challenges for the region, and opportunities for LACs.

LAC Engagement

The LAC reviewed its annual engagement plan and discussed re- aligning it with the refreshed Terms of Reference. They also discussed potential portfolios with the two new members and covering allocations of outgoing LAC members.

Review of Engagement Reports

Members reviewed and discussed the Engagement Plan focus and Whāriki. Members will review the plan and consider their community connections, with review at the next meeting. The LAC Chair will consider the data in Whāriki to assist with the review. LAC secretariat to provide guidance to access Whāriki.

Secretariat update

The updated claims process was discussed, outlining the new process and timeframes. Members are encouraged to contact the secretariat if they have any questions.

Convene was discussed, with some challenges noted from members with the inability to download to PDF and print. The secretariat to consider and provide advice back to the LAC. Overall Convene along with the training and support was noted as positive. The LAC expressed its appreciation of the guidance and support from the LAC secretariat team.

General Business

The committee confirmed actions from the meeting.

The LAC Chair acknowledged and thanked Mandy Mayhem-Bullock and Des Minehan as the outgoing LAC members and thanked them for their contribution and service and wished them well with their next ventures.

Next trimester meeting

The LAC's Trimester 3 meeting is on either **30 April 2026** or **13 May 2026 (tbc by Chair)** with the venue to be confirmed by the LAC Chair following engagement with the Acting District Manager.

Closing

The meeting closed by the Chair at 3.15pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
26 February 2026	Members will review the engagement plan and consider their community connections ready for a discussion at the next meeting.	LAC Members	Next meeting	Completed
26 February 2026	The LAC Chair will consider the data in Whāriki to assist with the Engagement Plan review.	LAC Chair	Next meeting	Completed
26 February 2026	LAC secretariat to provide guidance to access Whāriki	Secretariat	5 March 2026	Completed
26 February 2026	Consider how to mitigate the inability to download to PDF or print material from Convene and provide advice to the LAC	Secretariat	26 March 2026	Completed
26 February 2026	Members to update Interest Register	LAC Members	Next meeting	Completed