



Minutes

Otago Local Advisory Committee Meeting

Date: 22 August 2024

Time: 9.45 am – 3.00pm

Venue: Balclutha Fire Station, 24 Charlotte Street, Balclutha 9230

Present:

Megan McPherson	LAC Chair
Helen Algar	LAC Deputy Chair
Hilary McNab	LAC Member
Mandy Mayhem-Bullock	LAC Member
Des Minehan	LAC Member
Rachel Cooper	LAC Member

In Attendance:

Phil Marsh	District Manager, Otago
Shane Lauulu	Senior Advisor, Local Advisory Committees
Leanne Hay	Senior Advisor, Local Advisory Committees

Apologies:

Neil Gillespie	LAC Member
Vanessa van Uden	LAC Member
Mike Grant	Region Manager, Te Kei
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The Chair welcomed everyone to the meeting, which was opened with a karakia and introductions.

Committee operations

The minutes of the Local Advisory Committee's (Committee's) previous meeting on 14 June 2024 were confirmed. Action points from the previous meeting were reviewed and updated.

District Update

The District Manager provided an update of district work and activity over the period.

The District Manager updated information on vegetation fires with causes and alarm levels. The Committee noted staffing movements and operational position, including new incident support vehicle now in use for the district. Circulated post-meeting to the Committee will be the District Plan after LAC feedback. A plan on the page document has been created with summary of key points.

Discussed was the involvement of the Community Risk Manager (CRM) in future local meetings, CRM team challenges, and alignment with the LAC. They will be attending in-person the next meeting in November with virtual attendance as required when Committee meetings are held in the wider region.

The Fire plan for Otago is now operative. The Te Kei CRM strategic workplan has been endorsed by Region Leadership Team.

Chairs' Hui update and discussion

The Chair updated the Committee on the Chairs Hui held in Wellington on 30 July.

The Chair highlighted the upcoming opportunity with meeting the Board on 30 August and consensus on some key points for raising with the Board.

Key points noted for Chair to raise with the Board were:

- Need of a volunteer training centre for Te Kei highlighting the reduced cost and time, practicality, and increasing safety. The LAC is aware of the prioritisation plan for the region.
- Promotion of an internship programme to support succession planning.
- Support for the continuation of the Lithium-ion batteries education programme and advocacy for a national level campaign on appropriate disposal options.
- Otago LAC focus and priorities

Discussed was LAC Chairs draft report to the Board and highlighted several points for discussion. This included a conversation on volunteerism and where the Committee can support. A copy of the LAC Chairs report will be circulated to committees once it is finalised.

LAC Engagement planning session

The LAC workshopped its engagement planning with the framework. The Committee discussed its engagement priorities and focus. The Committee will complete its plan for review by the Quarter 2 meeting scheduled for November.

Engagement updates

The LAC discussed recent engagements and member updates.

Board updates Q1

The LAC discussed updates and actions from the meeting noted in the actions log.

Committee survey results

The LAC reviewed and reflected on the results of the self-survey and discussed areas for improvement which the Committee will monitor as a group.

Other business

Q2 meeting confirmed for 19 November with Dunedin Fire Station the venue.

The meeting concluded at 3.00pm.

Action Log

Date	Action	Responsible	Due	Status
22/08/24	LAC will complete its first draft of the 24-25 Engagement plan and circulate. For review at Q2 meeting	Chair	Q2 LAC meeting	In-progress
22/08/24	Follow up on question of induction for District teams	Senior Advisor	Immediate post meeting	In-progress

22/08/24	Confirm Q1 updates with Chair/Deputy captured at meeting	Senior Advisor	Immediate post meeting	In-progress
22/08/24	Confirm whether recently vacated role on Otago LAC will be replaced	Senior Advisor	Immediate post meeting	In-progress
22/08/24	Brief update from Volunteering team for Q2 meeting	Senior Advisor	Immediate	In-progress
22/08/24	Chair to reach out to the new South LAC Chair and connect the view to future support and possible collaboration	Chair	After LAC committee	In-progress
14/06/24	Confirm availability and attend an online hui on the wk/ 24 June to confirm the LAC's 2023-24 insights report.	LAC	ASAP	Completed
14/06/24	Complete the 2023-24 Insights Report by 5 July 2024.	LAC	5/7/24	Completed
29/02/24	Provide up-to-date district and region contacts to the LAC.	District Manager, National LAC Team	18/6/24	Completed
29/02/24	Provide Chair and Deputy Chair with feedback on the Otago District Plan within three weeks of the meeting, which will then go to the District Manager.	LAC members	21 Mar 2024	Complete
29/02/24	Prepare a note of thanks to the Red Zone Tour's transport provider.	National LAC Team, Vanessa van Uden	Mar 2024	Complete
29/02/24	Provide the LAC with an update on the outcome of Fire and Emergency's summer campaigns.	National LAC Team	Mar 2024	Complete
29/02/24	Include the LAC in the trial mobile reporting application	National LAC Team	Mar 2024	Complete – scheduled for end of June 2024.