



Minutes

Otago Local Advisory Committee Meeting

Date: 13 October 2021

Time: 10:30am-3:00pm

Venue: Opera House, Opera House Building, Oamaru

Present:

Brenden Winder	Chair
Helen Algar	Deputy Chair
Aaron Fleming	Member
Mandy Mayhem-Bullock	Member
Hilary McNab	Member
Megan McPherson	Member
Michelle Taiaroa-McDonald	Member

Apologies:

Neil Gillespie	Member
Des Minehan	Member
Zelda Jordan	Business Operations Manager, Te Kei

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Mike Grant	Region Manager, Te Kei
Phil Marsh	District Manager
Mark Mawhinney	Community Readiness & Recovery, Otago

The Otago Local Advisory Committees' (the Committee) second quarterly meeting for 2021-22 was attended by the Committee and representatives from Fire and Emergency's Te Kei Regional Leadership Team.

Welcome

The Deputy Chair welcomed everyone to Oamaru, and the Chair opened the meeting with a karakia.

Minutes

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

District update

The District Manager presented to the Committee the structure of the new district team, an overview of district priorities and how the District Manager envisions the team working alongside the LAC. The Committee welcomed the new District Manager and encouraged him to use the LAC to connect him with community groups and individuals.

Community engagement

The Committee discussed the engagement undertaken within the last quarter. It noted the impact COVID-19 restrictions have had on the Committee's ability to engage, with stakeholders dealing with extra demands and changing priorities.

LAC members engaged with the Clutha Multicultural Group and identified opportunities for developing fire safety materials specifically for new migrants. The District Manager advised he would follow up with the National Communications directorate about this work.

The Committee discussed the focus and effectiveness of engagement to date. Members considered the most effective mechanisms to support Fire and Emergency's district leadership and identified that facilitating connections through direct engagement would provide opportunities to build beneficial relationships with stakeholders.

Discussion on engaging with Fire and Emergency volunteers

In response to a request from the Committee for guidance on engaging with volunteers, the District Manager noted that LAC members are a good conduit to understand what additional support volunteers may require. He advised members to plan volunteer engagement in consultation with himself and Fire and Emergency Group Managers, as they are the best contact for engaging with volunteers.

LAC Advisory Framework update

The National LAC team presented on a high-level advisory framework to integrate LAC advice into Fire and Emergency. This will provide LACs with direction from strategic and local levels, mechanisms for advice to be considered and flow through the organisation and provides feedback to LACs. Tools and processes to implement the framework are currently being developed.

National LAC Team update

The National LAC team updated the Committee on the main findings and next steps of the LAC Year One Evaluation, a new LAC quarterly Board report that will be used from November 2021, and informed members of the appointments process undertaken to increase membership of the Tairāwhiti and Chatham Islands LAC.

Report to the Board

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

The meeting closed at 3:00pm.

Action Log

Date	Action	Responsible	Due	Status / Notes
13 October 2021	Send Te Kei Business Plan to LAC members	District Leaders	Oct 2021	Completed
13 October 2021	Send District Manager's presentation to LAC members	District Leaders	Nov 2021	
13 October 2021	Send LAC contact details to District Manager	National LAC Team	Nov 2021	Completed
13 October 2021	Send research re: social impact of housing & lifeline, and COVID posters to LAC and District Team	LAC Deputy Chair	When acquired	
13 October 2021	Acquire an update on succession planning at volunteer brigades	District Manager	By Feb 2021	Updated to be provided at Q3 meeting
13 October 2021	Send bullet points for Board paper to Senior Advisor	LAC Chair	Oct 2021	Completed