



Minutes

Otago Local Advisory Committee Meeting

Date: 14 June 2024

Time: 9.48 am – 1.48 pm

Venue: Dunedin Fire Station

Present:

Helen Algar	LAC Deputy Chair
Hilary McNab	LAC Member
Mandy Mayhem-Bullock	LAC Member
Rachel Cooper	LAC Member

In Attendance:

Phil Marsh	District Manager, Otago
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Michelle Taiaroa-McDonald	Retired LAC Member

Apologies:

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

Welcome

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

Committee operations

The minutes of the Local Advisory Committee's (Committee's) previous meeting on 29 February 2024 were confirmed. Action points from the previous meeting were reviewed and updated.

Community engagement

Committee members provided a verbal update to highlight points from their recent engagements.

Engagement with Fire and Emergency volunteers highlighted a continuing trend that daytime availability remains an operational challenge for some volunteer brigades. Committee members also highlighted that effective local volunteer attraction campaigns should use photos and promotional stories that highlight local volunteers in order to boost effectiveness.

The Deputy Chair noted that they completed an engagement with the local Multicultural Council in Waitaki, and attended a number of meetings with Fire and Emergency on behalf of the Chair, including a hui to discuss updates to the engagement toolkit for LAC members.

Recent engagement with Port Otago and Maritime New Zealand stakeholders highlighted operational challenges with ship firefighting, which developed into a wider conversation around managing port fires and their impact on the environment and the local community. This engagement also highlighted an opportunity to strengthen the relationship between port stakeholders and Fire and Emergency.

Chairs’ Forum update and discussion

The Deputy Chair provided an overview of the recent Chairs’ Forum that was held in Wellington in April 2024, on behalf of the Chair.

The Senior Advisor then delivered a presentation highlighting Fire and Emergency’s response to the 2022-23 Chairs’ Insights Report, and noting the organisation’s response to the 2022-23 Otago Local Insights Report.

The Senior Advisor also provided an overview of the Board’s key focus areas for Local Advisory Committees, and how the Otago could utilise this to shape their 2023-24 Insights Report. The District Manager reminded members that operational issues and insights can always be referred to the District Team for action.

District update

The District Manager highlighted recent operational activity and significant events that occurred across Otago since the Committee’s last meeting. This included the recent Te Kei Region SIMEX (simulation exercise) for a large-scale vegetation fire, recent volunteer recruitment events, and also a recent deployment to Vanuatu.

2023-24 annual Local Insights Report

The LAC reviewed their workplan, stakeholder engagement plan, engagement reports, and other documents as part of a whiteboard session to develop their 2023-24 Local Insights Report, and identify insights and advice that align with the Board’s key areas of focus, as well as short-term insights and long-term trends.

The Committee resolved to hold an out of cycle online meeting on the week of 24 June 2024, to finalise their report.

Members agreed to defer planning for the 2024-25 year until their next meeting.

The meeting closed with a karakia whakamutunga at 1:48 pm.

Action Log

Date	Action	Responsible	Due	Status
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	New – in progress

14/06/24	Complete the 2023-24 Insights Report by 5 July 2024.	LAC	5/7/24	New – in progress
29/02/24	Provide up-to-date district and region contacts to the LAC.	District Manager, National LAC Team	18/6/24	In progress
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.