



Minutes

Otago Local Advisory Committee Meeting

Date: 11 February 2021

Time: 9.00am – 4.30pm

Venue: Ōtākou marae

Present:

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

Apologies:

Aaron Fleming	Member
Neil Gillespie	Member

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Mike Grant	Region Manager, Te Kei
Laurence Voight	Area Manager, East Otago
Mark Mawhinney	Deputy Principal Fire Officer, Otago Rural Fire District
Zelda Jordan	Business Operations Manager, Te Kei

The Otago Local Advisory Committee (the Committee) held its third meeting at Ōtākou marae and attended by the Committee and representatives from Fire and Emergency Te Kei Regional Leadership Team (RLT).

Welcome/Pōwhiri

The Committee and RLT members were welcomed on to Ōtākou marae with a pōwhiri from members from Kai Tahu o Ōtākou.

Minutes

The drafted minutes of the previous meeting were confirmed.

RLT District update

The RLT provided an update on the Tranche 2 district redeployment within the organisation, significant emergency events from the last quarter and gave an overview of the community response to the Ohau fire.

Stakeholder engagement

LAC members agreed to focus their initial engagement on mana whenua and Fire and Emergency volunteers for the next quarter. This allowed members to begin engagement gradually and to prepare effectively for future engagement with vulnerable communities.

Members have engaged with a representative from the United Fire Brigades Association and will meet with Fire and Emergency Volunteers at their leadership district meetings.

Engagement with mana whenua has been introductory in nature with members having informal conversations with iwi leaders introducing the LAC purpose.

The Committee noted a greater number of year one students attending University with many going into private accommodation due to insufficient student accommodation in north Dunedin and how this creates an at-risk population. It was discussed and identified that Fire and Emergency are involved in partnership with the University and the Sophia Crestani Charter to enhance the awareness of fire safety and well-being of the student community in north Dunedin.

A Committee member attended a community meeting of Mt Iron residents discussing the red zone and living in a high-risk area. This meeting was also attended by representatives from Queenstown Lake District Council, Fire and Emergency, Department of Conservation and National Emergency Management Agency. The engagement highlighted the importance of local authorities and residents in high-risk areas being aware of their fire risks and mitigations to manage these risks and the ways Fire and Emergency can support them to reduce risk and improve their preparedness.

Engagement planning

Members will continue to engage with Fire and Emergency volunteers at their district leadership volunteer meetings alongside local leaders. The Committee has confirmed attending the next set of meetings in March and April 2021.

Future engagement with mana whenua will include meeting leaders from Puketeraki marae, Te Rūnaka o Moeraki, Te Rūnaka o Ōtākou, Owaka and local kaumatua representatives.

Local leaders agreed to highlight opportunities for LAC members to engage with volunteers and the community.

Fire plans consultation feedback

Area Manager, Laurence Vioight, gave an overview of the draft Otago Fire Plan. Committee members then provided feedback of the fire plans template. Feedback included providing local images to accompany text, lessening technical language and formatting graphs to better convey details.

Introduction to National Memorandum of Understanding (MoU) and Operational Service Agreements (OSA)

The National LAC team gave an overview of Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MoU) and the New Zealand Defence Force (OSA).

Updates from the National LAC team

The National LAC team provided updates, including the self-review to be completed by the Committee in May, an overview of the progress of all seven LACs and a new invoice template.

Board Report

The Committee drafted the content of its Board Report for the quarter and set meeting dates for the next financial year.

The next LAC meeting is scheduled for Friday 14 May, 2021.

The meeting closed at 4.30pm.

Action Log

Date	Action	Responsible	Status/Notes
11 Feb 2021	NLAC to work with National Communications team to create a social media post to place on Otago FENZ facebook page	National LAC team	Complete. Posted 11.03.2021
11 Feb 2021	RLT to provide Volunteer information to be supplied to Otago LAC members	Regional Leadership Team	Complete. Sent 15.02.2021
11 Feb 2021	NLAC to provide one page profile on LAC members that can be sent to volunteer/career personnel	National LAC team	Complete. Sent 04.03.2021
11 Feb 2021	NLAC to update LAC introductory presentation to include information about Fire and Emergency	National LAC team	Complete. Sent 25.03.2021
11 Feb 2021	NLAC to follow-up with Communications re: shirts/lanyard for LAC members	National LAC team	Complete. Info to be supplied at next Meeting
11 Feb 2021	Confirm volunteer leadership meeting dates	Regional Leadership Team	Complete. Invitations sent 03.03.2021