



Minutes

Otago Local Advisory Committee Meeting

Date: 8 September 2023

Time: 9:30am - 2:40pm

Venue: Dunedin City Fire Station

Present:

Megan McPherson	LAC Chair
Helen Algar	LAC Deputy Chair
Des Minehan	LAC Member
Neil Gillespie	LAC Member
Mandy Mayhem-Bullock	LAC Member
Vanessa van Uden	LAC Member
Rachel Cooper	LAC Member

In Attendance:

Phil Marsh	District Manager, Otago
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Rylee Petterson	Principal Advisor, Local Advisory Committees

Apologies:

Michelle Taiaroa-McDonald	LAC Member
Hilary McNab	LAC Member
Mike Grant	Region Manager, Te Kei

Welcome

The Chair welcomed everyone to the meeting and opened with the Te Kei karakia.

Minutes

The minutes from the meeting on 7 June 2023 were confirmed as a correct record.

LAC Annual Workplan

The Chair led a workshop with the Committee to determine the LAC's workplan for the year ahead based on the Board's strategic guidance for LACs, and the Otago District Guidance provided by the District Manager.

LAC members identified high-level goals and aims, including initiatives to strengthen the LAC's community connections, consider how to support sustainable volunteerism, fostering closer agency collaboration, and future service delivery to Otago's communities.

The Committee agreed to discuss their Stakeholder Engagement Plan at a future LAC meeting due to time constraints.

2022-23 Local Insights Report

The Committee discussed content for their 2022-23 annual Insights Report and considered what recommendations and insights the LAC could raise for the Board and Fire and Emergency. The Chair led the discussion with the Committee, whiteboarding their initial content.

District update

The District Manager delivered a presentation to the Committee and provided an update on District activities over the previous quarter. Pre-engagement and drafting for the 2024 Otago Fire Plan is also underway.

A focus for the Community Risk Management (CRM) team has been to ensure licensed premises, venues and accommodation providers meet fire safety regulations during the FIFA Women's World Cup. The CRM team also maintained an active presence at all football matches to provide proactive risk reduction advice.

The District team is working alongside the Queenstown-Lakes District Council and Ministry of Business, Innovation and Employment on a tenancy compliance initiative with low-rise boarding houses and high-rise accommodation in Queenstown. Agencies have already worked with the owners of one site to remedy fire safety issues, and plan to support upcoming meetings facilitated by the Regional Public Service Director.

The District team has also increased their capacity and capability with the arrival of a new Incident Support Vehicle based in Dunedin and has deployed staff and volunteers to support the Canada wildfire deployment.

Fire weather in Otago supports predictions of an early and/or long fire season given the impact of El Niño and the north westerly winds it will bring. Fire restrictions are already being considered for Otago.

Community engagement

The Chair provided the Committee with an update from a recent LAC Chairs' Cohort meeting held online, highlighting upcoming changes to the LAC Terms of Reference.

There are concerns in Owaka around the development of wind farms on the edge of the Catlins forest, where residents believe the number of turbines on the farm increases the fire risk to the area. The Committee reflected on the importance of community sentiment and identifying ways of providing information back to communities to alleviate their concerns.

One member attended the Annual General Meeting (AGM) of a local first-response brigade and highlighted that volunteer stations who maintain capability to respond to medical incidents have higher callout numbers.

Given the potential dangers of the upcoming fire season, there is also an opportunity for Fire and Emergency to deliver a presentation at a community wildfire meeting and contribute to community newsletters.

Communities across Central Otago have also raised fire risk concerns with building standards for new subdivisions, highlighting that narrow streets can impede emergency response.

Updates to the Board

The Committee discussed and agreed on the content for their quarterly update to the Board.

General business

The Committee identified placeholder dates for their two remaining meetings for the 2023-24 calendar years, deciding on Thursday 29 February 2024 in Alexandra / Dunstan and Thursday 23 May 2024 in Oamaru.

Action Log

#	Date	Action	Responsible	Due	Status
1.	13 Feb 2023	Follow-up on risk reduction communications and engagement activity in Naseby and Mt Iron.	District Manager	August 2023	In progress
2.	8 Sep 2023	Provide information on Te Tohu to the LAC.	National LAC Team	September 2023	Complete
3.	8 Sep 2023	Provide up-to-date District and Region contacts to the LAC.	District Manager	September 2023	In progress
4.	8 Sep 2023	Provide the LAC with a copy of Fire and Emergency's main and additional functions under the Act, and updated Terms of Reference	National LAC Team	September 2023	Complete
5.	8 Sep 2023	Finalise content for the Committee's Annual Local Insights Report.	Chair, LAC	20 September 2023	In progress
6.	8 Sep 2023	Update the interests register following the quarter one meeting.	LAC	November 2023	In progress
7.	8 Sep 2023	Provide the LAC with information on Fire and Emergency's involvement around housing developments.	District Manager, National LAC Team	November 2023	In progress
8.	8 Sep 2023	Provide the LAC with invitations to attend Volunteer Chiefs' Forums and Land Management Forum events.	District Manager	September 2023	In progress