



Draft Minutes

Otago Local Advisory Committee Meeting

Date: Tuesday 19 November 2024

Time: 9.45 am – 3.10pm

Venue: Dunedin Fire Station

Present:

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

In Attendance:

Mike Grant	Region Manager, Te Kei
Phil Marsh	District Manager, Otago
Leanne Hay	Senior Advisor, Local Advisory Committees

Apologies:

Lucy Chamberlain	National Manager, Local Advisory Committees
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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 22 August 2024 were reviewed. Vanessa van Uden (LAC member) noted that she was an apology at the last meeting rather than a present. The minutes of the last meeting were confirmed, with the amendment as noted.

Action points from the previous meeting were reviewed and updated. The Senior Advisor will check a letter has gone in thanks to Red Zone as noted in the action points.

The correspondence log was confirmed. It was agreed to add the LAC to the mailing list for the fortnightly Panui o Te Kei. The District Manager will add the Senior Advisor to the mailing list to forward the Panui onto the LAC members.

LAC Engagement planning session

The Committee finalised and agreed on its Engagement Plan for 2024-25. The Senior Advisor will tidy up the document and send with the minutes for final endorsement by the committee.

Engagement updates

The LAC discussed recent engagements and member updates. These included:

- attendance the Ngā Tohu Raukura Celebrating Success Awards
- Volunteer firefighters
- Otago CDEM meeting
- Otago (*Ajax/Mill/Bird Streets*) and Port Chalmers community members following the recent Dunedin Floods
- Housing alliance Hui
- Ageing expo (*report submitted*)
- Stronger Waitaki Expo

NLAC Update

The Senior Advisor gave a brief update on the move from quarterly to trimester meetings for 2025 and how that will work in terms of planning. Also presented was the NLAC report to the Board on the performance of LACs in 2023-24 which went up alongside the LAC insights reporting. Copies will be provided with the minutes for the LAC.

Helen Algar gave an update on her experience of the new Whāriki engagement reporting tool. The trial period is due to end in December, when it will be evaluated, and improvements adopted. It is hoped the new tool will be rolled out early in 2025 and will be useful not only for better data capture for NLAC, but also for LACs to use in future planning.

District Update

The District Manager gave an update on district activities and targets including home visits and the Get Firewise programme.

The CRM team are currently working in Naseby with the Naseby community fire prevention group.

The District Manager has asked if the Group Managers could attend LAC meetings where appropriate. He feels this will help them gain an understanding and appreciation of LAC work and go towards making sure brigades are aware of the LACs and what they do.

Feedback on Local Insights Report 2023-24:

The District Manager provided feedback to the committee on their local insights reporting for 2023-24. This included items around:

- local training centres
- internship programmes
- volunteer attraction
- community preparedness
- cost of living and:
- changing communities

He endorsed his appreciation of LACs letting Fire and Emergency know what is happening in the community and noted this has been a really good link to the community. He is keen to work with LACs provide information to the community and well as getting feedback in the future.

He noted the district had taken the LAC advice and put fire safety and risk reduction information to communities translated into different languages.

In relation to the insights on connections to iwi, he felt the appointment of David Reedy to Pou Takawaenga Māori was a positive step in this area.

The District Manager endorsed the LAC engagement plan discussed earlier in the meeting.

Presentation by the Deputy Chief Executive, Service Delivery Operations

Russell Wood, Deputy Chief Executive Service Delivery Operations discussed their strategic priorities with the Committee, highlighting the following areas:

- Safety, health and wellbeing
- fiscal sustainability
- culture evolution
- navigating political environment
- consolidating core capability
- building trust and confidence

Russell noted that he has met with other LACs in 2024, including Northland, Tairāwhiti, West Coast and Marlborough, and reaffirmed the benefits of building strong and cohesive relationships between Committees and their region and district teams.

He concluded by advising the Committee of his resignation from Fire and Emergency which will take effect at the end of January.

LAC Q2 updates

Chairs Forum

The Chair gave an update from the recent Chairs Forum which was attended by LAC Chairs, Rebecca Keoghan (Fire and Emergency Board Chair) and Amit Prasad (Board member and LAC portfolio holder). Bryan Dunne (DCE Office of the Chief Executive) spoke on behalf of the CE who was unable to attend on the day.

The LAC Chairs were given a good update on where Fire and Emergency are going and the challenges ahead. The Chairs raised the issue of privacy for community stakeholders for whom the LACs were engaging with at the Chairs Forum.

Chair attendance at Board meeting

The Chair gave an update of her attendance at the recent Board meeting. The Board were interested in where the LAC was adding value and the relationship they had with the district, in particular the District Manager (of which the Chair reported was very positive).

Discussion on Board feedback to Annual Insights Report

In relation to the recent board feedback on the LAC annual insights reporting, the Committee discussed the asset management plan and the issue of assets replacement for the organisation. They were interested to know if local brigades were able to feed into the national asset plan and if the final plan was relayed back to brigades so they could see where they fit.

Report on the Coroner's finding for Sophia Crestani hearing (Chair) FENZ is a partner of the Sophia Charter (along with University, Police, DCC, St John, North Dunedin property owners Assn, OUSA).

In October, it was five years since Sophia's tragic death due to 'crowd crush' on a stairwell at an overcrowded private party on Dundas Street. The Coroner had no adverse findings for FENZ. There were several recommendations for the University. Of note: A theme from the findings is growing sentiment that tenants who hold private functions on private properties should take increased responsibility, potentially with legal liability in the future, for poor outcomes resulting from overcrowding and lack of event safety planning. Since the tragedy the University, working with FENZ and Police, has taken proactive measures to educate tenants at properties deemed higher risk each year. For example, approx 30 two storey flats are visited each year by the Proctor to make tenants aware of risks and how they can mitigate them. Upon advice from the University, several high-risk parties have been cancelled by students (including Agnew Street) over the last five years.

Updates and Insights

- In response to the South Dunedin flooding communities gave positive feedback on the FENZ response in the area. An older person particularly noted the positive communication about the emergency. This was noted by District Manager.
- Positive feedback was also received and passed onto the District Manager from a volunteer firefighter of 6yr tenure. They are very happy with the support they get from FENZ in their role.
- Lithium Batteries - for the next campaign it would be good to include what electronic devices contained lithium-ion batteries, as the public are unaware of what deceives they may be in. This was passed onto the Region and District managers at the meeting, and the Senior Advisor made a note to pass on to the comms team.
- The Committee advised that the capped membership of volunteer brigades could be a deterrent to young people of volunteering.
- The Committee suggests Fire and Emergency investigate professional expertise, such as for wildfire specialists, as a gateway into the organisation, and as a way to retain local knowledge.
- The committee endorsed the findings of the Sophia Cristiana hearing adding their voice to concern of private owners taking more responsibly for the safety of their tenants.

Other business

Neil noted he is retiring from his role at Contact Energy after 47 years. The Senior Advisor will update the Interests Register.

The Committee noted a concern with the lack of an iwi representative since the departure of Michelle Tairoa-McDonald early in 2024.

The Committee will look to have a combined meeting with the new Southland LAC in the second half of 2025. Gore Station was recommended as a venue.

The Committee was advised of the Volunteer Leaders Conference (Regional) on 5 and 6 April 2025. Members noted this as an engagement opportunity.

2024-25 LAC meeting schedule

The following dates were confirmed for 2025 Trimester meetings:

- T2: 27 March 2025 – Wanaka Fire Station (include a tour of Red Zone)
- T3: 19 June 2025 – Venue TBA

Meeting concluded at 3.10pm

Action Log

Date	Action	Responsible	Due	Status
19/11/2024	Follow up on information in CDEM website on fire and wildfire – did not appear that FENZ had input into the website	Region and District Manager	Post meeting	In progress
19/11/2024	Lithium batteries – for next information campaign include what devices can have lithium batteries in them	District noted and Senior Advisor to HQ comms	Post meeting	In progress
19/11/2024	Book Wanaka Fire Station for next meeting 27 March 2025	District Manager/NHQ	post meeting	In progress
19/11/2024	Invite CRM James Knapp to next meeting. Recommend he attends the whole 1 st meeting then agree timeslot for following meetings.	District Manager	Post meeting	In Progress
19/11/2024	Follow up invitation for Volunteerism team (Rylie Webster) to provide an update at next meeting	Senior Advisor	Post meeting	In progress
19/11/24	Follow up on thank you letter to the Red Zone transport provider – was it sent	Senior Advisor	Post meeting	Completed. Email sent 5/12/2023
22/08/24	Follow up on question of induction for District teams	Senior Advisor - Check	Immediate post meeting	In-progress
22/08/24 19/11/2024	Confirm whether recently vacated role on Otago LAC will be replaced Updated – SA will note to NLAC risk of not having iwi representation on the LAC	Senior Advisor	post meeting	In-progress
19/11/2024	Add Senior Advisor to distribution list for fortnightly Regional Pauni (to forward to LAC members)	District Manager	Post meeting	Completed
19/11/2024	LAC will complete its first draft of the 24-25 Engagement plan and circulate. For review at Q2 meeting	Chair	Q2 LAC meeting	Completed
19/11/2024	Add Senior Advisor to distribution list for fortnightly Regional Pauni (to forward to LAC members)	District Manager	Post meeting	Completed
22/08/24	Confirm Q1 updates with Chair/Deputy captured at meeting	Senior Advisor	Immediate post meeting	Completed

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	Completed
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