



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 17 February 2022

Time: 9:00am-12:30pm

Venue: Online – via MS Teams & Te Puki Kōkiri Boardroom, Te Puni Kōkiri House
303 Eastbourne Street East, Hastings 4122

Present:

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|------------------------------|---------------|
| Debbie Northe (Acting Chair) | Leon Stallard |
| Mavis Mullins | Monique Heke |
| Liz Lambert | |

In Attendance:

| | |
|------------------|---|
| Lucy Chamberlain | National Manager, Local Advisory Committees |
| Eman Duff | Senior Advisor, Local Advisory Committees |
| Bruce Stubbs | Region Manager, Te Ūpoko |
| Ken Cooper | District Manager, Hawke's Bay |
| Nigel Hall | Community Risk Manager, Hawke's Bay |
| Kylan McKeen | Risk Reduction Advisor, Hawke's Bay |

Apologies: Sonya Smith

Welcome

The Acting Chair welcomed everyone back following the holiday period and acknowledged the contribution of former LAC Chair, Jeremy Harker, over the last 18 months. The meeting was opened with a karakia.

Committee operations

The Committee confirmed the minutes of the meeting on the 7th of October 2021. A review of the actions confirmed that there are no set volunteer cluster meeting dates yet and online forums will be held over the coming months. Committee members are working within COVID-19 restrictions. It was noted that all other actions are complete and that there was no correspondence to review this period.

Work done to date on COVID-19 Protocols was discussed. This covered moving forward to identify vaccination protocols across Fire and Emergency, including for volunteers and public-facing staff.

District update

The Hawke's Bay District team has been now been fully recruited. Five Group Managers are responsible for clusters of volunteer and career brigades.

The Community Risk Reduction workplan has been drafted. The District Manager has visited brigades with the corresponding Group Manager to build relationships and emphasise his commitment to the Volunteer Strategy. The District Manager also communicated the District Leadership Team's priorities for the next 12 months. These include flexible service delivery, leadership training opportunities for volunteers and the district's commitment to the Hiwa i te Rangi programme.

The District Manager noted that volunteers were interested in fleet, property and IT infrastructure strategy and appreciated the organisation's open approach to decision making.

The District Leadership Team is working with the local Civil Defence Emergency Management team, prioritising coastal communities/coastal brigades readiness plans. The District team led two successful incident management exercises. The first on behalf of MBIE was an exercise to test the operating licence of Rocket Lab. Secondly a forestry management organisations' meeting with key forestry partners regarding the upskilling of forestry personnel for incident readiness.

The relationship with Te Puni Kokiri is showing great returns as Fire and Emergency co-delivers a marae resilience programme. Positive feedback on the pilot has been received so far, with more marae representatives asking how they can participate.

It has been a relatively quiet response period since the last LAC meeting. The numbers of both structure fires and vegetation fires are decreasing.

The District operates a group of volunteers, known as the Recovery Team, who support the victims of traumatic events such as house fires, while firefighters attend the scene.

The District Manager remains focused on achieving the Commander's intent of protecting the workforce against COVID-19, to ensure an effective response to our communities.

Engagement report back

The Committee discussed informal engagement undertaken in the last quarter. COVID-19 is restricting face-to-face engagement with the local community and stakeholder groups and there were no formal engagements this period.

The Committee noted that COVID-19 remains a significant concern for the Older Persons Network. Home-based health and support services can be affected by staff isolating with Omicron, potentially putting older people more at risk of accident and injury. The Multicultural Association has just appointed a full-time staff member which will make it easier to engage with this group. There has been no engagement with kaumatua this quarter due to COVID-19 restrictions. This group will be a priority for engagement when restrictions ease. The Chair of the Eastern & Central Community Trust has resigned and the opportunity to connect with the new Chair was identified.

Iwi connections and organisations

LAC member Monique Heke delivered a presentation on the Hawke's Bay Māori ecosystem. She provided detail on the different iwi, mana whenua and post settlement governance entities in the Hawke's Bay area that LAC members should be aware of. Monique outlined relationship dynamics and the most appropriate ways to engage with the different stakeholder groups to achieve the best outcomes.

Risk reduction strategy

The Hawke's Bay Risk Reduction Team spoke to their 2022-2023 draft risk reduction workplan. They detailed the work done to date and why this workplan is being put in place. They also highlighted important stakeholder relationships they believe will help ensure its success. The team requested feedback from LAC members on the draft programme.

Chairs' Forum

The LAC National Manager provided members with an overview of the LAC Chairs' Forum held in November 2021. At this forum, LAC Chairs discussed themes and issues raised across the LACs with the Fire and Emergency Board. Sessions were held with the Board Chair, the new Chief Executive of the National Emergency Management Agency and Gwen Tepania-Palmer, the Fire and Emergency Board member responsible for the LACs.

Engagement planning

The Chair provided an update on stakeholder engagement planning with the District and Community Risk Management teams, as well as outlining District priorities for the coming quarter. The District Manager recommended referring to the draft workplan as this may help guide the LAC's stakeholder engagement moving forward. The LAC was encouraged to give some thought to how they engage with remote communities and look to engage with migrant and youth communities.

Capability needs to be built in communities; moving away from response/reactive work and move into a more proactive space. The LAC can help lead these conversations and influence communities.

National LAC update

The team has amended report templates to align with the LAC Advisory Framework. The LAC National Manager discussed the Chair vacancy. Recruitment is in train and the Board will consider appointment recommendations in February, with an outcome expected in March.

Meeting dates

The Committee set its meeting dates for quarters one and two of the 2022-23 financial year. Meeting dates were agreed, pending COVID-19 changes. It is likely that the May LAC meeting will be held via Microsoft Teams. Dannevirke was proposed as the location for the Q2 meeting and Tararua for May 2022.

Board report

The Committee discussed and agreed the content of its quarterly report to the Board.

The meeting closed at 12:30pm.

Action Log

| Date | Action | Responsible | Due | Status/Notes |
|-------------|---|------------------------|---------------|--------------|
| 17 Feb 2022 | Risk Reduction team to engage with Tararua community/Tararua brigades | Risk Reduction advisor | May 2022 | In progress |
| 17 Feb 2022 | Send Risk Reduction presentation and draft workplan to LAC members | Risk Reduction advisor | 17 Feb 2022 | Complete |
| 17 Feb 2022 | LAC members to review the draft workplan and answer the questions proposed at the end of the presentation | LAC members | 10 March 2022 | Complete |
| 17 Feb 2022 | District team to provide map of remote communities to the LAC | Risk Reduction advisor | March 2022 | In progress |
| 17 Feb 2022 | Extend an invite to iwi leaders to attend the next LAC meeting OR organise a separate meeting with them | Chair/NLAC | May 2022 | |
| 17 Feb 2022 | Discuss app details at the next LAC meeting re. risk reduction/provide talking points | District Manager | May 2022 | |
| 17 Feb 2022 | LAC to connect with the new Group Managers for Hawke's Bay (x5) | LAC | May 2022 | In progress |