



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 1 October 2024

Time: 09.30 am – 3.34 pm

Venue: Hastings Fire Station

Present:

Kate Taylor	LAC Chair
Rizwaana Latiff	LAC Deputy Chair
Liz Lambert	LAC Member
Brian Saunders	LAC Member
Gina McGrath	LAC Member
Jarrold Wilkinson-Smith	LAC Member
Paddy Driver	LAC Member

In Attendance:

Bruce Stubbs	Region Manager, Te Upoko
Glen Varcoe	District Manager, Hawke's Bay
Nigel Hall	Community Risk Manager, Hawkes Bay
Shane Lauulu	Senior Advisor, Local Advisory Committees

Apologies:

Hine Flood	LAC Member
Lucy Chamberlain	National Manager, Local Advisory Committees
Leanne Hay	Senior Advisor, Local Advisory Committees

Welcome

The Chair welcomed everyone to the meeting, which was opened with a karakia tīmatanga. Introductions and whanaungatanga were carried out.

Committee operations

The members register of interests was reviewed and noted.

The minutes of the Local Advisory Committee's (Committee's/LAC's) previous meeting on 11 June 2024 were confirmed by the Committee. Action points were reviewed and updated.

District Update

The District Manager updated the LAC on recent activity. This included the 2024-25 District focus areas covering priorities, issues, and risks and opportunities where the LAC can assist. The LAC was updated on several volunteer brigades and succession planning examples.

Staffing updates included; the District Manager being formally welcomed in his role by Pōwhiri on 21 October. A senior trainer is in place and two trainers have been seconded to support training. A Pou Takawaenga Māori - Māori Liaison Officer is being recruited for Te Matau-O-Māui and Tairāwhiti.

The LAC was updated on the Wildfire season and collaboration with operational partners in preparedness for the season including training for forestry workers. Te Ūpoko Region will be running a SIMEX test in mid-October.

The Community Risk Manager briefed the LAC on the Hawkes Bay District Community Risk Plan and will circulate several documents post meeting for the LAC to reference.

2024-25 LAC Engagement Planning process

The LAC workshopped the Engagement Planning process and discussed what this would look like from a local perspective. This will be workshopped further at an out of cycle meeting on 24 October with view to approving the first iteration of the LAC Engagement Plan at the November meeting.

Community Self review Survey

The LAC discussed the results of the 2023-24 Annual Self-Review Survey. Noted were the strengthening of the relationship between the District team and leveraging the LAC's community networks. This will be further strengthened with the LAC now at full complement of members and skillsets the new members bring.

Chair Update

The Chair briefed the LAC on the recent Chairs' Hui in Wellington in July 2024, and the opportunity to engage and develop the collective Chairs report to the Board.

The LAC discussed the scheduled Chair meeting with the Fire and Emergency Board on 29 November. The Chair will provide some matters for LAC members to consider and comment on in preparing the discussion points for the meeting.

Engagement reporting

The LAC discussed engagement over the quarter. Several reports will be forwarded for the record that weren't able to be submitted prior to the Quarter 1 meeting. The focus to the end of 2024 will be developing the LAC Engagement Plan and identifying initial engagements from the beginning of 2025.

General business

Noted for members was the Chair's regular monthly online check-in with the District Manager and Community Risk Manager and LAC members welcome to attend if available.

The LAC discussed recognising departing members service with an appropriate gift. The District Manager presented Fire and Emergency Challenge Coins for current and new members.

The next meeting is confirmed for 26 November 2024 at Pahiatua Fire Station. Suitable support with travel arrangements will be provided as required.

The meeting closed with a karakia whakamutunga at 3:34pm.

Action Log

Date	Action	Responsible	Due	Status
01/10/24	In preparation for 29 November Chair meeting with the Board, some notes will be circulated to prepare matters for discussion.	Chair	November 2024	New In progress
01/10/24	Community hubs – further information on Tararua and Hawkes Bay highlighting where these gaps might be.	Community Risk Manager	November 2024	New In progress
01/10/24	District Team to arrange deep dive on the Community Risk Plan LAC to include a brief on this in their local government engagement	District Manager CRM Chair	November 2024	New In progress
01/10/24	District to circulate final District Plan to LAC for reference and familiarise – District/Fire Plan Community Risk Plan (links in one email) – presentation yesterday	District Manager	November 2024	New In progress
11/6/24	Follow up on service honours and awards criteria for Operational Support volunteers	Chair	November 2024	In progress
11/6/24	Follow-up on unanswered query from a submission on the Fire and Emergency Levy	National LAC team Brian Saunders	November 2024	In progress
11/6/24	Provide the LAC with an update on the District Community Risk Plan and additional resources	District Manager	October 2024	Complete – updated
20/03/24	Provide the LAC with updates on: <ul style="list-style-type: none"> Hawke's Bay CDEM - emergency hubs Hawke's Bay Community Risk Strategy 	Community Risk Manager	October 2024	Complete – updated