



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 5 August 2024

Time: 10:00 am - 2:30pm

Venue: Gisborne Fire Station

Present:

Georgina Johnson	LAC Chair
Hikihiki Pihema	LAC Deputy Chair
Midge Te Kani	LAC Member
Teena Montgomery	LAC Member
Shane McClutchie	LAC Member

In Attendance:

Peter Clark	Acting Region Manager
Robert Karaitiana	Actin District Manager, Tairāwhiti
Trudi Hicklin	Community Risk Manager, Tairāwhiti
Shane Lauulu	Senior Advisor, Local Advisory Committees

Apologies:

David Guard	Region Manager, Ngā Tai ki te Puku
Louise Hunton	Business Operations Manager, Ngā Tai ki te Puku
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The Chair welcomed everyone to the hui and opened with a karakia tīmatanga.

Committee operations

The minutes of the Local Advisory Committee's (LAC's) previous meeting on 13 May 2024 were confirmed. Action points from the previous meeting were reviewed and updated in the action log.

Chairs' Hui update 30 July and discussion

The Chair briefed the committee on the content of the Chairs hui and collaborative work on the Board areas of focus, key insights themes, and overlapping themes.

Discussed was the breakdown of the local insights reports, Chairs discussions at the hui and shared practice.

District update

The Acting District Manager provided update to the LAC. Discussed was a recent incident and support systems being put in place for staff that attended and a general overview of challenges with existing work force. Noted was the addition of a temporary trainer and review of the training approach. Are making progress with improvements in the Community Risk Reduction space.

Engagement planning FY24-25

The LAC workshopped the process and discussed how they would develop their 2024-25 plan. The Committee agreed to meet out of cycle to develop their plan with view to signing off at their November Quarter two meeting.

The LAC has an initial focus on sustainable volunteerism and developing their plan in collaboration with the District team.

LAC update and insight

The LAC reviewed the engagement reports submitted for this meeting and discussion. The Chair also facilitated a discussion on the content to raise with the Fire and Emergency Board at their 25 October meeting. This will focus on high level priorities and insights from the Tairāwhiti 2023-24 Local Insights Report.

Discussed was the exploring of an Iwi agreement within Tairāwhiti and referencing existing examples within Fire and Emergency and externally. Noted was the Partnership agreement between Fire and Emergency and Whakakitenga o Waikato.

The LAC noted its preference for LAC representation on the panel for Tairāwhiti LAC appointments.

Committee self-review survey

The LAC discussed the results of the self-review survey. Discussed was the LAC to focus meetings to be local and have that depth of discussion that collaborates with District team.

The survey is a learning tool. The engagement planning exercise with committee and District team

Other business

The meeting closed with a karakia whakamutunga at 2.30pm.

Action Log

Date	Action	Responsible	Due	Status
05/08/24	Prepare draft engagement plan for review at the next meeting	Chair	November 2024	In-progress
05/08/24	Confirm Q2 November meeting venue as Tokomaru station or Marae - 5 November	Chair	October 2024	In-progress

05/08/24	LAC preference for a current member on the panel for Tairāwhiti LAC appointments.	Chair	August 2024	Chair to raise with National Manager LACs
05/08/24	Provide volunteer leadership hui dates to National LAC Team for distribution to the Committee.	DM	August 2024	Action carried forward. Noted by DM – alternative dates and additional volunteer engagement opportunities to be provided to LAC.
13/05/24	Provide the LAC with information around Fire and Emergency's recent iwi agreements in Waikato.	Region Manager	August 2024	Chair to circulate
13/05/24	Provide the LAC with information the Northland LAC has done with regards to Mana Enhancing Agreements.	National LAC team	August 2024	New action – in-progress
13/05/24	Complete an out of cycle session with the District team to complete District Plan and the LAC's 2024-25 Workplan - NLAC team to prepare meeting pack including templates.	LAC	Nov 2024	in-progress – email Note: This can be incorporated into the LAC 2024-25 Engagement Planning process
13/05/24	Finalise and provide the LAC with District Guidance document for 2024-25	District Manager	August 2024	Completed
13/05/24	Seek more information on FENZ current OSAs and MOUs and provide an outline of upcoming work to the LAC	NLAC team (via Sector Partnerships team)	August 2024	In-progress – SA to follow up and provide information
13/05/24	Provide a status update to the LAC on the current state of the Rautaki Māori and External Māori Advisory Roopū.	NLAC team (via KMCC Branch)	August 2024	Chair provided update Complete
13/05/24	Confirm with NLAC team if the LAC would like to hear more about the Diversity + Inclusion work programme at a future meeting.	Chair	August 2024	In-progress – SA to follow up with information and schedule for next quarter agenda item