



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 15 September 2020

Time: 09:00am – 15:45pm

Venue: Quality Inn, Napier

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Leon Stallard	Member
Liz Lambert	Member
Monique Heke	Member
Sonya Smith	Member

Apologies:

Mavis Mullins	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Ken Cooper	Area Manager
Trevor Mitchell	Principal Rural Fire Officer
Roy Bridge	Planning and Performance Manager, Te Ūpoko
Angela Fisher	Business Services Manager

The Hawke's Bay Local Advisory Committee (the Committee) and Fire and Emergency NZ representatives from Te Ūpoko were hosted at Quality Inn for the Committee's first meeting.

Welcome/Mihi

The Chair welcomed everyone and opened the meeting with a karakia at 09.00.

The Chair set out ground rules for the day and asked the Committee for what they would like to get out from the meeting.

The Chair then stated the purpose for the day which is to complete the draft workplan and develop a draft engagement plan.

Workplan

The Committee were led by the National LAC team to successfully complete their 2020/21 annual workplan.

Stakeholder Engagement

The Committee mapped its community stakeholders and the existing connections/relationships that each member has in relation to the community sector.

The Committee agreed to take an iterative approach to their engagement, leveraging off existing networks in the first quarter. Initial engagement will focus on established networks of community agencies and sectors and hapū clusters, to maximise engagement across a broad range of sectors and networks.

The following priority groups and sectors were identified by the Committee:

- **Volunteers**
- **Iwi/hapū**
- **Civil Defence Emergency Management (CDEM)**
- **Community Education Groups (CEG)**
- **Local Council**
- **Established networks of community agencies**

In regards to iwi/hapū, the Committee will engage by way of hapū clusters through members with established connections.

Closing comments

The Committee thanked the National LAC team for a well-informed and presented hui/meeting acknowledging the foundations on which to build relationships with local leaders and Fire and Emergency.

The meeting closed at 15:45pm.

Action Log

Date	Action	Responsible	Status/Notes
15 Sep	Provide invoice templates to the Committee	National LAC Team	Completed
15 Sep	Invite UFBA representative to Meeting 2	National LAC Team	Completed
15 Sep	Send MOUs and OSAs to the Committee	National LAC Team	Completed