



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 13 November 2023

Time: 9:35am - 2:57pm

Venue: Napier Fire Station

Present:

Kate Taylor	Acting LAC Chair
Liz Lambert	LAC Member
Brian Saunders	LAC Member
Hine Flood	LAC Member (until 1.40 pm)

In Attendance:

Bruce Stubbs	Region Manager, Te Ūpoko
Glen Varcoe	Acting District Manager, Hawke's Bay
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

Guests:

Kate Hill	District Relief and Recovery Coordinator
Kylan McKeen	Advisor, Risk Reduction

Apologies:

Mavis Mullins	LAC Member
Nigel Hall	Community Risk Manager, Hawke's Bay

Welcome

The Local Advisory Committee (LAC) agreed to appoint an Acting Chair for the meeting per the LAC's operating principles. The meeting was opened with a karakia tīmatanga, followed by a tour of Napier Fire Station.

Minutes

The minutes from the Committee's meeting on 26 September 2023 were confirmed as a correct record.

October 2023 Chairs' hui

The Acting Chair provided the Committee with a summary of discussions that occurred at the recent Chairs' hui in Wellington, which she attended on behalf of the Hawke's Bay LAC. LAC Chairs worked to identify common themes from each LAC's insights report to develop the national-level Chairs' Insights Report. The Acting Chair also highlighted the desire from LAC Chairs to strengthen the feedback loop on insights from the organisation.

2023-24 LAC Workplan and Stakeholder Engagement Plan

The Committee agreed to meet monthly with the District Manager and Community Risk Manager and requested a calendar invitation to the next annual volunteer leaders' hui in March 2024.

An upcoming engagement focus will be to reach out to local government at the governance level, and note engagement opportunities with iwi / Māori, the rural sector, and Fire and Emergency volunteers. Following this discussion, the National LAC Team will transpose notes into the stakeholder engagement template and draft a letter of introduction to Local Government agencies.

LAC Insights Register

The Committee reviewed their Insights Register, closing several outstanding insights, and requested that Fire and Emergency strengthen the feedback loop to the Committee where future insights are raised.

Community engagement

The Acting Chair attended a meeting of the Hawke's Bay Fire Brigades' Sub Association to meet with volunteers and kōrero on the role and purpose of the LAC. An LAC member also met with the Community Risk Manager and forestry stakeholders to understand ongoing work programmes between Fire and Emergency and the forestry sector.

District update

The District Relief and Recovery Coordinator provided a progress update on the Hawke's Bay Recovery Plan. The Plan aims to reinstate Fire and Emergency's operational capability, infrastructure, and service to pre-cyclone levels. Another focus area is addressing the wellbeing of the district's people and whānau, noting that cyclone fatigue also remains a well noted impact across communities.

The District Manager and Advisor, Risk Reduction gave the Committee an overview of upcoming district priorities and an overview of work recently completed. A large focus for the Hawke's Bay is on readiness for the current 2023-24 wildfire season. Additional work areas include building incident management capability and progressing service level agreements with partner agencies.

The Community Risk Management Team will also be consulting with the Committee on the Hawke's Bay Community Risk Strategy in March 2024.

National LAC Team update

The National LAC Team provided an update on the process to appoint a new Chair and Deputy Chair from the current LAC membership. It is expected that the Board will make its decisions in early December. Due to time constraints the Acting Chair agreed the National LAC Team would provide an overview of changes to the LACs Terms of Reference in post-meeting correspondence.

The meeting closed with a karakia whakamutunga.

Action Log

Date	Action	Responsible	Due	Status
29/09/22	Connect with the Horizons Regional Council and Hawke's Bay Regional Council as part of the Committee's engagement plan.	Mavis Mullins, Kate Taylor	Dec 2023	Extended Mavis has been engaging with Horizons Regional Council and is waiting to hear back on a suitable date for a hui. Kate will also connect with Hawke's Bay Regional Council and seek an update from Mavis.
29/09/22	Invite Hawke's Bay Emergency Management to present at the Committee's quarter three meeting.	District Manager, Community Risk Manager	Mar 2024	Extended Invitation to be circulated for LAC's Q3 meeting on 19 March 2024.
26/09/23	Set up monthly catch ups with the District Team.	Community Risk Manager	Nov 2023	Extended District Team to recirculate standing invite to LAC members.
13/11/23	Provide the date and invitation for the next annual Hawke's Bay volunteer leadership hui to the LAC.	District Manager	Nov 2023	Complete Next meeting 23 March 2024. LAC to discuss attendance at their quarter three meeting.
13/11/23	Consider running a council workshop for Fire and Emergency to share information on its role and purpose to build elected members' understanding.	Kate Taylor	Dec 2023	New - In progress
13/11/23	Consider an informal engagement approach with local councils ahead of the 2024 calendar year. National LAC Team to draft a letter of introduction.	Kate Taylor, Hine Flood, Liz Lambert, National LAC Team	Dec 2023	New - In progress

13/11/23	Connect with Council Economic Development managers.	Kate Taylor	Mar 2024	New - In progress
13/11/23	<p>Provide the LAC with the following documents:</p> <ul style="list-style-type: none"> National Women's Development Team presentation. LAC contribution to criteria for UFBA honours. Overview of Hawke's Bay LAC's work to date. <p>Stakeholder engagement toolkit.</p>	National LAC Team	Nov 2023	New - In progress
29/09/22	Share the carbon forestry strategy with the Committee and invite a carbon forestry speaker to present to the LAC.	District Manager, LAC	Reconsider at Q3 meeting.	Closed
16/05/23	Connect the LAC with the Hawke's Bay District Recovery Manager, and newly appointed Group Managers.	Community Risk Manager	Oct 2023	Complete Local Group Managers will be invited to attend future LAC meetings around the Hawke's Bay on an ongoing basis.
26/09/23	Resilience dashboard to be presented to the LAC at the Q2 meeting	Community Risk Manager	Nov 2023	Complete Presented at meeting.
26/09/23	District Plan to be redistributed to the LAC	District Manager	Sep 2023	Complete Provided to LAC.
26/09/23	Draft Insights Report prepared and circulated to the Committee for feedback and submit to NLAC team once finalised	Chair	10 Oct 2023	Complete LAC insights report finalised.
26/09/23	Email Chair a copy of the LAC's 2022/23 stakeholder engagement plan and new template for 2023/24	National LAC Team	Oct 2023	Complete Provided to LAC.
26/09/23	Resend the Committee via email a copy of the new Green Invoice template	National LAC Team	Oct 2023	Complete Provided to LAC.