



# Minutes

## Tairāwhiti Local Advisory Committee Meeting

**Date:** 03 November 2020

**Time:** 08:30am – 16:30pm

**Venue:** Gisborne Fire Station

### Present:

Molly Pardoe	Chair
Louise Bennett	Deputy Chair
Donette Kupenga	Member
Alice Kibble	Member
Joelene Andrews	Member

### Apologies:

Vance Crawford	Member
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### In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
David Guard	Region Manager, Ngā tai ki te Puku
Charlie Turei	Area Manager, Tairāwhiti
Ray Dever	Principal Rural Fire Officer, Gisborne Rural Fire District
Dean Latus	Planning and Performance Manager, Ngā tai ki te Puku
Cathryn Moriarty	National Manager, Strategy and Performance
Karl Scragg	UFBA Representative

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The Tairāwhiti Local Advisory Committee (the Committee) and Fire and Emergency representatives from Ngā tai ki te Puku were hosted at Gisborne station for their second meeting.

### Welcome

Personnel from Gisborne Fire Station gave a pōwhiri to welcome the Committee onto the station.

The minutes for the previous LAC meeting were confirmed by LAC members and interests register updated.

The National Manager, Local Advisory Committees reported back on the Board's response to the LACs 2021 workplan.

## **Correspondence**

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented at the October Board meeting, noting its approval of the progress and direction of the Committee's work.

## **District Risks**

The Regional Leadership Team presented information on the risks, challenges and opportunities within the district to assist the Committee to focus its engagement in areas where it can add value.

## **Stakeholder Engagement**

The Committee finalised their engagement plan and will focus on the following priority groups for 2020/21:

- **Iwi/hapū**
- **Volunteers**
- **Forestry**
- **Rural and agriculture**
- **Community well-being and safety**

The Committee agreed to send an introductory letter to stakeholders in Quarter Two for initial engagement as an effective way to introduce the LAC to their community.

In September, members from the Committee attended a Volunteer Leaders' meeting in Gisborne to meet local volunteer leaders and introduce Committee members to the volunteers.

## **Local Planning & 10-year plan**

The National Manager, Strategy and Performance gave an overview on the progress and implementation of Local Planning and the Fire and Emergency 10-year plan.

## **United Firefighters Brigade Association (UFBA)**

A representative from the UFBA was invited to the meeting to present on the UFBA, its connections to Fire and Emergency and how it supports volunteers.

## **Introduction to National Memorandum of Understanding (MOU) and Operational Service Agreements (OSA)**

The National LAC team gave an overview on Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MOU) and the New Zealand Defence Force (OSA). A regional overview was supplied by the Area Manager.

## Update on engagement activities

The Committee met with volunteers at a leader's meeting in Gisborne in September. They learned of challenges relating to training, noted literacy challenges within the community that may affect the attraction of potential volunteers, and considered how the school's fire safety programme can be better imbedded into schools.

## Reporting to the Board

The Committee drafted the content of the December Board Report.

## Closing comments

The Committee acknowledged the continuing support of local leaders and thanked Fire and Emergency for a well presented hui/meeting.

The meeting closed at 16:30pm.

## Action Log

Date	Action	Responsible	Status/Notes
03 Nov 2020	Amend introductory letter to stakeholders	National LAC Team	Completed. Sent 18 November 2020
03 Nov 2020	Amend 'Talking points to media and stakeholders' document	National LAC Team	Completed. Sent 18 November 2020
03 Nov 2020	Update workplan	National LAC Team	Completed. Sent 18 November 2020
03 Nov 2020	Create Engagement Calendar on Microsoft Teams	National LAC Team	Completed. Placed up on 3 November 2020
03 Nov 2020	Place engagement suite of tools on Microsoft Teams	National LAC Team	Completed. Placed up on 1 December 2020