



# Minutes

## Hawke's Bay Local Advisory Committee Meeting

**Date:** 19 March 2024

**Time:** 9:30 am – 2.00 pm

**Venue:** Waipukurau Fire Station

**Present:**

Kate Taylor	LAC Chair
Liz Lambert	LAC Member
Brian Saunders	LAC Member
Hine Flood	LAC Member

**In Attendance:**

Glen Varcoe	Acting District Manager, Hawke's Bay
Nigel Hall	Community Risk Manager, Hawke's Bay
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Steve Walker	Chief Fire Officer, Waipukurau Volunteer Fire Brigade

**Apologies:**

Lucy Chamberlain	National Manager, Local Advisory Committees
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### Welcome

The Chair welcomed everyone to the meeting, which was opened with a karakia.

The Chief Fire Officer of the Waipukurau Volunteer Fire Brigade provided an overview of the local Brigade. This included a discussion about the Brigade's history, recent emergency callouts, and an overview of the challenges that local volunteers face. Local Advisory Committee (Committee) members thanked the Chief Fire Officer and the Brigade for hosting the Committee's meeting at the station.

### Committee operations

The minutes from the previous Committee meeting on 13 November 2023 were confirmed as a correct record.

The Chair noted that they have sent outwards correspondence to local mayors to introduce the role and purpose of the Committee, and to set the foundation for further engagement.

## **Community engagement**

The Chair highlighted their initial engagement and outreach with local mayors across the Hawke's Bay and looks forward to undertaking further engagement with elected officials to identify opportunities to support Fire and Emergency's connection with local government agencies.

Other engagement included a meeting with forestry sector stakeholders and natural environment partners, to better understand how Fire and Emergency can work with rural businesses to reduce wildfire risks across the Hawke's Bay.

Engagement with Hastings District Council highlighted the ongoing work to develop Community Emergency Hubs across the Hawke's Bay and how local bridges can participate in the Community Resilience Building Pathway model (stage one, Community Carousel Workshop, Multi-Agency Engagement and Report and stage six, Community Emergency Hub Open Day and Response Practice). The Community Risk Manager noted that Fire and Emergency is involved in this work, and they will provide an update to the Committee following the next interagency CDEM meeting.

The Committee discussed their stakeholder engagement plans for the next quarter. Committee members noted that there is an opportunity to work with Fire and Emergency on a community engagement event in Wairoa, and also to engage with local governments in Wairoa as well.

Committee members agreed to attend the Hawke's Bay Volunteer Leaders' Day on 23 March 2024, to connect with Fire and Emergency's local volunteer and brigade leaders.

## **Insights Register**

The Committee considered and outlined the insights they would like to raise this quarter, within their Insights Register.

## **District update**

The District Manager and Community Risk Manager provided an update on district initiatives and recent operational activities. This includes ongoing work to build staff members' capability to use geographic information systems in the Te Ūpoko region. The District Manager also provided an overview on recent staff changes within the District team.

The District Manager noted that the Hawke's Bay District Plan is currently out for consultation for staff and volunteers. It is anticipated that the draft plan will be finalised at the end of March 2024.

## **Hawke's Bay District Plan and Fire Plan**

The Committee discussed the draft Hawke's Bay Fire Plan for 2024-27 and provided feedback to Fire and Emergency. The Committee highlighted that while the Fire Plan is technical and very well detailed, Fire and Emergency would benefit from creating a short summary document as a companion. This would enable members of the public to better engage with the final Fire Plan.

The Committee has a legislative role to provide feedback to Fire and Emergency on the development of local plans. Committee members provided the District Manager with feedback following their review of the Hawke's Bay District Plan. Committee members also agreed to provide any additional feedback to the District Manager by 25 March 2024.

### National LAC team update

The Senior Advisor provided an overview of recent updates within the National Local Advisory Committees team (National LAC team), including upcoming work programmes, the progress of the 2022-23 Insights Reports, and a highlight of new staff who have recently joined the National LAC team.

### General business

The Committee confirmed their intent to meet in Wairoa for their quarter four meeting, and Pahiataua for their 2024-25 quarter one meeting.

The meeting closed with a karakia whakamutunga.

### Action Log

Date	Action	Responsible	Due	Status
20/03/24	Attend the Volunteer Leadership Forum on 23/3/24.	Chair, Liz Lambert, Brian Saunders	23/3/24	Complete
20/03/24	Provide the LAC with updates on: <ul style="list-style-type: none"><li>Hawke's Bay CDEM - emergency hubs</li><li>Hawke's Bay Community Risk Strategy</li></ul>	Community Risk Manager	June 2024	In progress
20/03/24	Confirm meeting date changes: <ul style="list-style-type: none"><li>Quarter four 2023-24 to Wairoa</li><li>Quarter one 2024-25 to Pahiataua</li></ul>	National LAC team	March 2024	Complete
20/03/24	Coordinate with District Manager for a community engagement event in Wairoa	Hine Flood	June 2024	Complete
20/03/24	Provide additional input on the draft Hawke's Bay District Plan to the District Manager	LAC	25 March 2024	Complete
20/03/24	Begin planning a welcome session and local induction for future Hawke's Bay LAC members following their appointment	National LAC team, Chair, District Manager	June 2024	Complete
20/03/24	Provide the LAC with a copy of the Rautaki Māori and the trial LAC mobile reporting app.	National LAC team	April 2024	In progress