



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 11 June 2024

Time: 10.00 am – 3.32 pm

Venue: Wairoa Fire Station

Present:

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

In Attendance:

Glen Varcoe	District Manager, Hawke's Bay
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Luke Knight	Chief Fire Officer, Wairoa Volunteer Fire Brigade

Apologies:

Nigel Hall	Community Risk Manager, Hawke's Bay
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

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

The Chief Fire Officer (CFO) welcomed the Committee back to Wairoa, noting their last meeting that was held on station in September 2022. The CFO shared insights arising from their experience as the brigade leader, and an update of recent activity that took place since the Committee was last in Wairoa.

The Chair thanked the CFO for their time and for hosting the Committee on station.

Committee operations

The minutes of the Local Advisory Committee's (Committee's) previous meeting on 19 March 2024 were confirmed by the Committee, with one correction made. Action points were reviewed and updated.

The Chair added an item of outwards correspondence to the National Manager, Response Capability to congratulate them on their appointment to the role.

Community engagement

Committee members shared insights from their recent engagements.

Engagement with Fire and Emergency volunteers included an opportunity to attend an honours' function in Nuhaka to celebrate the service of local volunteers, and a note that planning is underway to hold a community event in Wairoa to help raise the profile of the volunteer brigade, and to seek interest for future volunteers.

A short engagement took place with forestry sector partners, where one member noted that short and ad-hoc engagements are an opportunity to connect with stakeholders to hear insights.

Engagement with local councils highlighted the varying focus areas and outputs that arose from Civil Defence Emergency Management, local government, and Fire and Emergency New Zealand's reviews into their organisational response to Cyclone Gabrielle in 2023. It was noted that there is an expectation for communities to maintain a level of self sufficiency when emergency services are over-stretched.

Chairs' Forum update and discussion

The Chair highlighted the benefit of attending the recent Chairs' Forum in Wellington in April 2024, and the opportunity to engage with the Fire and Emergency Board Chair and the Board's Portfolio Holder for Local Advisory Committees.

The Senior Advisor then provided an overview of the Board's key focus areas for Local Advisory Committees, and how the Hawke's Bay Committee could utilise this to create their next Local Insights Report.

2023-24 annual Local Insights Report

The Committee reviewed documents from the 2023-24 year to assist them in shaping their upcoming Local Insights Report, which is due on 5 July 2024. The Committee considered content from their recent workplan, stakeholder engagement plan and engagement reports to develop their 2023-24 Local Insights Report.

The Committee agreed to finalise their insights report at the next online meeting, in late June 2024.

District update

The District Manager highlighted recent operational activity and significant events that occurred across the Hawke's Bay since the Committee last met. This includes the Te Ūpoko Region SIMEX (simulation exercise) that occurred the same day as the LAC meeting, and an update on the Hawke's Bay Community Risk Strategy.

The District Manager also delivered the 2024-25 District Guidance document to the Committee, highlighting the Hawke's Bay District's risks, issues, and opportunities for the Committee to support the District Team.

Insights Register

The Committee agreed to retain their insight on the importance of increasing the capacity of Pou Takawenga Māori as a standing item in their insights register.

General business

The District Manager and Senior Advisor provided a brief update on the progress made to refresh the membership of the Hawke's Bay LAC. The Committee agreed to hold their next meeting in Napier or Hastings as it is a more central location, and noted they look forward to welcoming newly appointed members.

The meeting closed with a karakia whakamutunga at 3:32pm.

Action Log

Date	Action	Responsible	Due	Status
11/6/24	Follow up on service honours and awards criteria for Operational Support volunteers	Chair	September 2024	New - in progress
11/6/24	<ul style="list-style-type: none"> Follow-up on unanswered query from a submission on the Fire and Emergency Levy 	National LAC team Brian Saunders	September 2024	New - in progress
11/6/24	<ul style="list-style-type: none"> Provide the LAC with an update on the District Community Risk Plan and additional resources 	District Manager	July 2024	New - in progress
20/03/24	Provide the LAC with updates on: <ul style="list-style-type: none"> Hawke's Bay CDEM - emergency hubs Hawke's Bay Community Risk Strategy 	Community Risk Manager	July 2024	In progress
20/03/24	Attend the Volunteer Leadership Forum on 23/3/24.	Chair, Liz Lambert, Brian Saunders	23/3/24	Complete
20/03/24	Confirm meeting date changes: <ul style="list-style-type: none"> Quarter four 2023-24 to Napier/Hastings Quarter one 2024-25 to Pahiatua 	National LAC team	June 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