



# Minutes

## Tairāwhiti Local Advisory Committee Meeting

**Date:** 13 May 2024

**Time:** 9:30 am - 2:15 pm

**Venue:** Gisborne Fire Station

### Present:

Georgina Johnson	LAC Chair
Hikihiki Pihema	LAC Deputy Chair
Midge Te Kani (from 10.45am)	LAC Member
Teena Montgomery	LAC Member
Shane McClutchie	LAC Member

### In Attendance:

David Guard	Region Manager, Ngā Tai ki te Puku
Trudi Hicklin	Community Risk Manager, Tairāwhiti
Antony Ruru	Senior Advisor, Community Readiness and Recovery
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

### Apologies:

Meredith Akuhata-Brown	LAC Member
Louise Hunton	Business Operations Manager, Ngā Tai ki te Puku
Peter Clark	District Manager, Tairāwhiti
Lucy Chamberlain	National Manager, Local Advisory Committees

## Welcome

The Chair welcomed everyone to the hui and opened with a karakia tīmatanga.

## Committee operations

The minutes of the Local Advisory Committee's (LAC's) previous meeting on 21 February 2024 were confirmed. Action points from the previous meeting were reviewed and updated in the action log.

The LAC acknowledged the recent resignation of a member and wished them well on their future endeavours.

## Community engagement

The Chair noted that no engagement reports were submitted over the previous quarter. The Chair provided a verbal overview of community meetings they attended where the goal was to provide communities with an overview of Fire and Emergency's role and functions.

## Chairs' Forum update and discussion

The Senior Advisor and Principal Advisor LACs delivered a presentation highlighting Fire and Emergency's response to the 2022-23 Chairs' Insights Report, and 2022-23 Tairāwhiti Local Insights Report.

The Senior Advisor also provided an overview of the Board's key focus areas for LACs, and how the Tairāwhiti LAC could utilise this to shape their 2023-24 Insights Report.

### **Ngā Tai ki te Puku Region update**

The Region Manager provided an overview of recent work undertaken to create an agreement with Waikato-Tainui, and what partnership and engagement opportunities could arise for Fire and Emergency through this agreement. The LAC then discussed iwi engagement opportunities that members could support in Tairāwhiti alongside the Tainui agreement.

Work is underway to curate the Ngā Tai ki te Puku Volunteer Leadership Hui in June 2025. LAC members indicated they would be interested to attend this hui to connect with Fire and Emergency volunteer leaders and staff.

The Region Manager also discussed current the Eke Taumata work programme, including the current consultation on 5-year terms for volunteer brigade leaders.

### **Reflection on 2023-24**

The LAC reviewed their 2023-24 workplan, stakeholder engagement plan, engagement reports, and other documents ahead of a discussion to reflect on their activities throughout 2023-24. The Senior Advisor LACs also outlined the process of delivering the annual self-review and satisfaction of support (from Fire and Emergency) surveys to LAC members.

### **2023-24 annual Local Insights Report**

The LAC agreed to use content from their 2022-23 Local Insights Report as the baseline for their 2023-24 Local Insights Report. LAC members acknowledged and identified insights that align with the Board's key areas of focus and the Board's request for LAC's to provide short-term insights and long-term trends.

### **Planning for 2024-25**

The Chair led a discussion with LAC members to consider their 2024-25 workplan and stakeholder engagement plan. Members highlighted the need to incorporate measurable success outcomes and agreed to hold a dedicated out of cycle meeting with the District Manager and Community Risk Manager to draft their workplan ahead of the LAC's 2024-25 quarter one meeting.

### **Tairāwhiti District Plan**

The Community Risk Manager delivered an update on the Tairāwhiti District Plan, highlighting changes made since the LAC's last meeting in February 2024.

The Chair thanked the Community Risk Manager for delivering the update. Following a discussion with the Region Manager and noting the District Manager submitted apologies for the current meeting, the LAC agreed to include the District Plan feedback session into their out of cycle meeting on the 2024-25 workplan.

## Discussion with District team

The LAC held a discussion with the Senior Advisor, Community Readiness and Recovery to understand upcoming items on the Community Risk Management (CRM) team's workplan, and where the LAC can support the CRM with local insights and engagement.

## Insights Register

The LAC discussed and agreed on the insights they would like to raise for Fire and Emergency in their Insights Register.

The meeting closed with a karakia whakamutunga at 2.15pm.

## Action Log – open actions

Date	Action	Responsible	Due	Status
13/05/24	Provide the LAC with information around Fire and Emergency's recent iwi agreements in Waikato.	Region Manager	August 2024	New action – in-progress
13/05/24	Provide the LAC with information the Northland LAC has done with regards to Mana Enhancing Agreements.	National LAC team	August 2024	New action – in-progress
13/05/24	Complete an out of cycle session with the District team to complete District Plan and the LAC's 2024-25 Workplan  - NLAC team to prepare meeting pack including templates.	LAC	Mon Jun 17 2024	New action – in-progress
13/05/24	Finalise and provide the LAC with District Guidance document for 2024-25	District Manager	August 2024	New action – in-progress
13/05/24	Seek more information on FENZ current OSAs and MOUs and provide an outline of upcoming work to the LAC	NLAC team (via Sector Partnerships team)	August 2024	New action – in-progress
13/05/24	Provide a status update to the LAC on the current state of the Rautaki Māori and External Māori Advisory Roopū.	NLAC team (via KMCC Branch)	August 2024	New action – in-progress
13/05/24	Confirm with NLAC team if the LAC would like to hear more about the	Chair	August 2024	New action – in-progress

	Diversity + Inclusion work programme at a future meeting.			
<b>24/08/23</b>	Provide volunteer leadership hui dates to National LAC Team for distribution to the Committee.	DM	<b>Updated to Q1 24/25</b>	<b>Action carried forward. Noted by DM</b> – alternative dates and additional volunteer engagement opportunities to be provided to LAC.
<b>22/02/24</b>	Provide information on the Rautaki Māori to the LAC.	National LAC Team	March 2024	<b>Complete</b> > Provided to LAC.
<b>22/02/24</b>	Provide availability for an out of cycle hui with District Manager to engage on the Tairāwhiti District Plan in late March / early April 2024.	LAC	February 2024	<b>Closed</b> Incorporated into new action for an out of cycle session from Q4 meeting.
<b>22/02/24</b>	Review the following documents and provide feedback to LAC Chair one week in advance of the out of cycle hui: -Tairāwhiti District Plan -FENZ Operational Review – North Island Severe Weather Events -Draft report on the Government Inquiry into the Response to the North Island Severe Weather Events	LAC, LAC Chair	March 2024	<b>Closed</b> Added as correspondence for Q3.
<b>22/02/24</b>	Provide the LAC with an update on the transitional levy when information is finalised.	National LAC Team	March 2024	<b>Complete</b> - Added as correspondence for Q3.