



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 7 May 2021

Time: 9:30am-3:00pm

Venue: Wairoa Fire Station

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Monique Heke	Member
Liz Lambert	Member
Leon Stallard	Member
Sonya Smith	Member

Apologies:

Mavis Mullins	LAC Member
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In attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Ken Cooper	Area Manager, Hawke's Bay
Trevor Mitchell	Principal Rural Fire Officer, Hawke's Bay Rural Fire District
Jacob Davies	Business Operations Manager, Te Ūpoko
Trudy Geoghegan (<i>via teams</i>)	National Hazardous Substances Advisor
Brendon Lawson (<i>via teams</i>)	National Advisor, Hazmat Development
Chris Knight (<i>via teams</i>)	Sharepoint Platform Specialist
Sharon Powick (<i>via teams</i>)	LAC Coordinator
Louise Bennett	Acting Chair – Tairāwhiti

The Hawke's Bay Local Advisory Committee's (the Committee) fourth meeting was attended by the Committee and Fire and Emergency Te Ūpoko Regional Leadership Team (RLT).

Welcome

The Chief Fire Officer (CFO) welcomed the Local Advisory Committee (LAC) and gave an overview of the fire station and volunteer membership. The Chair thanked the CFO and opened the meeting.

Minutes

The minutes of the previous meeting were confirmed by the Committee.

RLT update

The Region Manager provided an update on the Tranche 2 district redeployment, informing them of the District Manager appointment and advised that relationships will continue with the Area Manager and Principal Rural Fire Officer until district leadership is stood up.

The RLT updated the LAC on the response to recent floods in the area, increased risks due to rise in temporary housing, smoke alarm safety visits, and the drought in the Hawke's Bay area.

Hawke's Bay Fire Plan

The RLT consulted with the Committee on the local fire plan. The LAC provided initial feedback to the RLT and agreed to submit online along with informing their stakeholders about the public consultation currently happening.

Microsoft Teams/Sharepoint training

The LAC Coordinator and Sharepoint Platform Specialist gave an overview of the new Sharepoint system that houses LAC documentation and information.

Community Engagement

The Committee welcomed the Acting Chair of Tairāwhiti LAC who joined the Hawkes Bay LAC for their engagement sessions.

The LAC met with representatives from Wairoa District Council, Hawke's Bay Regional Council and the National Emergency Management Agency to introduce the LAC kaupapa and to discuss local needs. Information learned was the vulnerability of Wairoa when resources are sent to Napier, Hastings or Gisborne during a significant event.

Members met with members from Ngāti Kahungunu ki Tāmaki nui a Rua to introduce LAC purpose and intent for engagement. Engagement with this rōpū will continue to discuss their rangatahi programme they run alongside Fire and Emergency to identify if opportunities exist for the LAC to promote to their wider stakeholders.

Introductory letters were also sent to Ngā Whenua Rahui and Ngāti Kahungunu to potentially set-up engagement to hear of their local risks and needs.

Stakeholder engagement planning

The Committee will attend the next round of volunteer leadership meetings at Northern Hawke's Bay, Tararua, Hawke's Bay City and Central Hawke's Bay brigades meetings.

Committee members agreed to meet to develop an engagement plan to effectively approach iwi/hapū in the region to hear their risks, issues and needs.

The LAC agreed to engage with forestry entities, alongside district leaders, to understand their risks, concerns and issues in relation to fire and emergency.

Committee time

Members discussed the committee self-review that was undertaken in April acknowledging a positive start to their engagement and identifying areas for improvement with LAC operations and engagement.

Hazardous Substances presentation

Fire and Emergency's National Hazardous Substances team presented the hazardous substances response capability development programme to the LAC. Members were consulted on their views as to what their community's needs and expectations might be regarding hazardous substances. The LAC discussed the hazardous substances response capability in Hawke's Bay and agreed to consider attending the Hazardous Substances workshops when they occur.

National LAC Team update

The National LAC team provided updates regarding the LAC evaluation of the establishment of the first seven LACs and the work currently underway to refine the integration of advice into Fire and Emergency.

Report to the Board

The Committee drafted the content of its Board Report for the quarter.

The meeting closed at 3:00pm.

Action Log

Date	Action	Responsible	Due	Status / Notes
7 May 2021	LAC Chair to attend the engagement session of the Tairāwhiti LAC Q1 2021/22 meeting	LAC Chair / National LAC Team	July 2021	LAC Chair to tentatively attend Q2, 2021 meeting.
7 May 2021	Send Hazardous Material presentation to LAC	National LAC Team	May 2021	Complete
7 May 2021	Send Fire Plan presentation to LAC	National LAC Team	May 2021	Complete
7 May 2021	LAC Chair to send write-up of Committee time to NLAC	LAC Chair	May 2021	Complete
7 May 2021	Supply a word version of the Fire Plan to LAC	National LAC Team	May 2021	Complete