



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 04 February 2021

Time: 9:00am – 4.15pm

Venue: Gisborne Fire Station

Present:

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

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Charlie Turei	Area Manager, Tairāwhiti
Ray Dever	Principal Rural Fire Officer, Ngā tai ki te Puku
Dean Latus	Planning and Performance Manager, Ngā tai ki te Puku
Sonya Kahn	Business Operations Manager, Ngā tai ki te Puku

Apologies:

David Guard	Region Manager, Ngā tai ki te Puku
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The Tairāwhiti Local Advisory Committee's (the Committee) third meeting was attended by the Committee and Fire and Emergency Ngā tai ki te Puku Regional Leadership Team (RLT) at Gisborne Fire Station.

Welcome

The Area Manager welcomed the Committee and Fire and Emergency representatives to the station.

Minutes

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

RLT District update

The RLT updated the Committee on the progress of the Fire and Emergency Tranche 2 district redeployment, local incidents that occurred in the last quarter, and explained the fire permitting system indicating the fire status in the district.

The Area Manager presented on the marae engagement project that supports marae to develop their capability and capacity to support emergency management responses in their local communities and to increase fire protection on marae.

Stakeholder Engagement

The Committee reported on engagement undertaken in the last quarter and acknowledged that engagement with stakeholders over the December 2020 and January 2021 period was minimal as most businesses were closed.

LAC members sent out introductory letters to stakeholders advising individuals and organisations about the Committee's purpose for seeking engagement. Members continued to socialise the LAC role with their networks to secure formal engagement in future.

Committee members engaged with Fire and Emergency volunteers at a district level where they garnered an awareness of training capacity.

Engagement Planning

The Committee agreed to continue engaging with their stakeholder's priority groups.

They confirmed a number of Tairāwhiti iwi/hapū for engagement within their next quarter as they identified several iwi/hapū who reside in the northern part of Tairāwhiti situated along the coast and/or in isolated communities.

Members will continue to engage with Fire and Emergency volunteers at their district volunteer leadership meetings alongside local leaders.

National LAC Team update

The National LAC team provided updates including the self-review to be completed by the Committee in May, an overview of the progress of all seven LACs and a new invoice template.

Board Report

The Committee drafted the content of its Board Report for the quarter and set meeting dates for the next financial year.

The next Tairāwhiti LAC meeting is scheduled for Tuesday 04 May 2021.

The meeting closed at 4.15pm.

Action Log

Date	Action	Responsible	Status / Notes
04 Feb 2021	ARENA (system for supporting the use of aircraft for fire and emergency response) information to be sent to LAC members	Regional Leadership Team	Complete. Sent 11.03.2021
04 Feb 2021	One-page profile on LAC members that can be sent to volunteer/career personnel	National LAC team	Complete. Sent 11.03.2021
04 Feb 2021	Planning and Performance Manager to supply information on list of marae that have tanks/sprinklers in Tairāwhiti.	Planning and Performance Manager - Ngā tai ki te Puku	Complete. Sent 15.04.2021
04 Feb 2021	MOU with Forestry for LAC members to be aware of.	Regional Leadership Team	To be provided by RLT to LAC
04 Feb 2021	Social media post to place on Gisborne Fire and Emergency Facebook page.	National LAC team	Complete. Posted 11.03.2021
04 Feb 2021	Provide information re: Volunteer Safety, Health and Well-being.	National LAC team	Complete. Sent 11.03.2021