



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 26 September 2023

Time: 9:30am - 3:19pm

Venue: Dannevirke Fire Station

Present:

Debbie Northe	LAC Chair
Monique Heke	LAC Deputy Chair
Mavis Mullins	LAC Member
Brian Saunders	LAC Member
Liz Lambert	LAC Member (from 12.13pm)

In Attendance:

Glen Varcoe	Acting District Manager, Hawke's Bay
Nigel Hall	Community Risk Manager, Hawke's Bay
Peter Sinclair	Chief Fire Officer, Dannevirke Volunteer Fire Brigade (left @ 10am)
Carrie Larkin	Group Manager, Tararua
Raaj Govindaraj	Principal Advisor, Local Advisory Committees
Rylee Pettersson	Principal Advisor, Local Advisory Committees

Apologies:

Hine Flood	LAC Member
Kate Taylor	LAC Member
Bruce Stubbs	Region Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

Mihi whakatau

The meeting opened with a karakia led by Mavis. A round of introductions took place to all attendees of the hui, led by the Committee Chair.

Minutes

Minutes from the quarter four hui on 16 May 2023 were confirmed as a correct record.

Update from the LAC Chair

The Chair advised the Committee of her resignation from the LAC and confirmed her last day with the LAC is Friday 28 October 2023.

The Chair added that until such time when the Board appoints a new Chair to the Hawke's Bay LAC, the current Deputy Chair will be acting as Chair, and may need to attend the LAC Chair's hui scheduled for 31 October 2023 in Wellington.

District update

The Acting District Manager provided an update and shared the District Plan priorities for 2023-24 with the Committee.

The Committee were briefed on a Plan developed by the Community Risk Management team that covers readiness for the upcoming fire season.

The District team's priorities over the coming 12 months include:

- Readiness for the upcoming fire season.
- Health, safety and wellbeing of Brigade staff, volunteers, and communities.
- Community Risk Strategy.
- Post-cyclone work with the communities.
- Resilient Hawke's Bay and Tararua communities.
- Hawke's Bay and Tararua Brigade capacity and resources (appliances, equipment and facilities).

Workplan and insights reporting

The Chair updated the Committee on the Board's strategic guidance for LACs.

The Board guidance and District priorities were considered by the Committee and captured in a template to form the LAC's workplan for 2023-24 financial year.

The Committee agreed for the Chair to prepare a draft 2022-23 Annual Insight Report and circulate it to the Committee for feedback before it is finalised for the Board.

Engagement

Following the last meeting, the Committee met with representatives at the Forestry Group to discuss fire safety training, and with the Horticultural Advisory Group to work on fire safety messaging and communications.

Quarterly Board report

The Committee would like to pass on their gratitude to the volunteers for their mahi post Cyclone Gabrielle and ask the Board to consider volunteer recognition measures be put in place.

The Committee would also like to acknowledge the District leadership for their mahi pre and post Cyclone Gabrielle.

The Committee would like to bring to the Board's attention the following risks and concerns:

- The Committee remains concerned about Fire and Emergency's Māori Liaison Officer's (Pou Takawaenga) capacity, increased at a level like the New Zealand Police's Iwi Liaison Officer (Kaitakawaenga) cohort, to strengthen the organisation's ability to work with Iwi and hapū across the rohe.

- The Committee would like clarity from the Board on what its expected minimum standards are in terms of brigades' resources and function, in-line with its ability to service its local community profile and needs.
- The Committee would like the Board to consider reviewing how District brigades are resourced and function, from a capacity and resources standpoint (e.g., appliances, equipment and facilities).
- The Committee would like the Board's feedback on its Insights Report to be more concise and informative, so the Committee is able to better understand the Board's feedback.
- The Committee would like the Board to consider the geographical challenges the Committee has with its mahi, by having two regional councils in the District when making its strategic guidance.
- With El Niño fast approaching Aotearoa, the Committee is concerned with the lack of fire risk education and preparedness that small land/block owners currently have in their local region i.e., forestry, farm, lifestyle blocks, as well as for the region.
- The Committee would like the Board to be aware and recognise that community fatigue is evident in the Hawke's Bay, and to consider providing increased support for community resilience programmes and measures.

National LAC Team update

The National LAC team reminded the Committee to use the new 'green' reimbursement template, as well as to complete the LAC annual self-review and satisfaction survey.

General business

Future meeting dates and venues were discussed and agreed, as follows:

- Quarter 2: Monday 13 November 2023 at Napier Fire Station
- Quarter 3: Tuesday 19 March 2024 at Waipukurau Fire Station
- Quarter 4: Tuesday 11 June 2024 at Pahiatua Fire Station

Meeting closed with a karakia by the Deputy Chair.

Action Log

#	Date	Action	Responsible	Due	Status
1.	29 September 2022	<p>Connect with the Horizons Regional Council as part of the Committee's engagement plan.</p> <p>Update - Mavis has been engaging with the Council and is waiting to hear back on a suitable date for a hui to discuss emergency management and community resilience.</p>	Chair, Mavis Mullins	Oct 2023	Extended
2.	29 September 2022	<p>Invite Hawke's Bay Emergency Management to present at the Committee's quarter one meeting.</p> <p>Update - date to be organised as Hawke's Bay Emergency Management have been busy and were unavailable.</p>	District Manager, Community Risk Manager	Oct 2023	Extended
3.	29 September 2022	<p>Share the carbon forestry strategy with the Committee and invite a carbon forestry speaker to present to the LAC.</p> <p>Update - being organised for LAC Q2 2023 meeting.</p>	District Manager	Oct 2023	Extended
4.	16 May 2023	<p>Connect the LAC with the Hawke's Bay District Recovery Manager, and newly appointed Group Managers.</p> <p>Update - being organised for LAC Q2 2023 meeting.</p>	Community Risk Manager	Oct 2023	Extended
5.	16 May 2023	<p>Provide Hawke's Bay volunteer dashboard and invitation to volunteer leaders' meetings to the LAC.</p> <p>Update - Operational matter so LAC agree to remove this action point and Community Risk Manager will communicate with the LAC as and when issues arise where the LAC may be able to assist with strategic direction liaison with the Board</p>	Community Risk Manager	June 2023	To be removed

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6.	16 May 2023	Provide the draft District Plan to the LAC and deliver a presentation on the Plan at the quarter one meeting.	District Manager	August 2023	Complete
7.	16 May 2023	Provide insights and feedback on recent severe weather events to the National LAC Team for collation. Update – To be incorporated into the LAC workplan for 2023/24 Financial Year	Committee members	23 May 2023	To be removed
8.	16 May 2023	Write a note of thanks to volunteers for their work throughout the recent severe weather events. Update – To be incorporated into the LAC workplan for 2023/24 Financial Year	Chair, Committee Members	May 2023	To be removed
9.	16 May 2023	Provide the LAC with information on He Timatanga Kōrero and Te Tohu.	National LAC Team	May 2023	Complete
10.	26 Sep 2023	Resilience dashboard to be presented to the LAC at the Q2 2023 meeting.	Community Risk Manager	Nov 2023	
11.	26 Sep 2023	District Plan to be redistributed to the LAC.	District Manager	Sep 2023	
12.	26 Sep 2023	Draft Insights Report prepared and circulated to the Committee for feedback and submission to NLAC team once finalised.	Chair	10 Oct 2023	
13.	26 Sep 2023	Set up monthly catchups with the District team.	Community Risk Manager	Oct 2023	
14.	26 Sep 2023	Email Chair a copy of the LAC's 2022-23 stakeholder engagement plan and new template for 2023-24.	National LAC team	Oct 2023	
15.	26 Sep 2023	Resend the Committee via email a copy of the new Green Invoice template.	National LAC team	Oct 2023	