



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 24 August 2023

Time: 9:30am - 1:35pm

Venue: Gisborne Fire Station

Present:

Georgina Johnson	LAC Chair
Midge Te Kani	LAC Member
Hikihiki Pihema	LAC Member
Shane McClutchie	LAC Member
Meredith Akuhata-Brown	LAC Member
Teena Montgomery	LAC Member

In Attendance:

Louise Hunton	Business Operations Manager, Ngā Tai ki te Puku
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

Apologies:

Christopher Douglas-Huriwai	LAC Deputy Chair
David Guard	Region Manager, Ngā Tai ki te Puku
Peter Clark	District Manager, Tairāwhiti
Lucy Chamberlain	National Manager, Local Advisory Committees

Whakatau / Welcome

The Chair welcomed everyone to the meeting, and the Senior Advisor, Local Advisory Committees (LACs) opened with a karakia.

A whanaungatanga session was held to introduce the Business Operations Manager.

Minutes

The minutes from the Committee's meeting on 30 May 2023 were confirmed as a correct record.

LAC Annual Workplan

The Committee discussed its workplan for the year ahead. They first discussed their engagement priorities and focus areas for the year ahead, and how the Committee can align them with strategic guidance provided by the Fire and Emergency Board.

The Committee identified seasonal adverse weather events such as droughts, floods, and fires as opportunities to engage with communities and industry stakeholders to understand the activities that may take place across the risk reduction, readiness, response, and recovery ('4Rs') spaces. The Committee further identified readiness as a priority for engagement, focusing on cross-agency collaboration with local Civil Defence Emergency Management (CDEM) and take stock of the communications and resources that are being disseminated for communities to prepare for different types of adverse events.

The Committee was interested in the Community Risk Management work programme in Tairāwhiti, to better understand wildfire preparedness ahead of the upcoming fire season and highlighted an opportunity to meet with the District Manager and Community Risk Manager to discuss these.

Volunteerism will be an engagement focus for the Committee, particularly in respect to how local businesses support their volunteers who respond to callouts during working hours, and how the Committee can gather information on barriers which prevent volunteerism in the District. The Committee agreed they would prepare questions for the National Volunteerism team to gain insights on the current volunteer landscape, and request to engage with their team. The Chair noted it would be beneficial for the LAC to attend a multi-brigade training night alongside career firefighters as an engagement opportunity.

LAC Stakeholder Engagement Plan

Committee members noted that engagement with stakeholders and communities could take place alongside the District team as part of a roadshow within a regionally-lead marketing approach, which could also include targeted volunteer recruitment drives and community resilience hui.

The community engagement opportunities include Te Matatini Kapa Haka festival and premier rugby matches which attract large community crowds. Committee members also considered their connections at the hapū and whānau level when engaging with iwi, and their connections to local businesses including the Gisborne Chamber of Commerce.

2022-23 Local Insights Reporting

The Committee discussed content to include in their Annual LAC Insights Report to the Board. Members reflected on engagement insights such as the level of community preparedness for Cyclone Gabrielle, and the desire to ensure a localised approach to community resilience is taken to ensure that key messages and safety information have impact and are accessible to all members of the community.

District update

The Business Operations Manager delivered an update on the District Manager's behalf.

A post-action review following Cyclone Gabrielle is nearly complete, with a draft operational plan for future severe weather events being produced. The District team has also retained surge capacity roles to support the welfare and resilience of volunteer fire brigades across Tairāwhiti.

The District team notes that the accessibility of Fire and Emergency training remains an issue for volunteers as the current training model requires volunteer firefighters to travel across the region or

nationally to access training. Work is underway to consider Tairāwhiti-based training staff, and a new model to deliver training to brigades at the local level, i.e., at fire stations on their training nights.

The District Manager indicated it would be beneficial to hold a hui to introduce the Community Risk Management team members to the LAC and will look to organise this by the LAC's quarter two meeting.

Preparation is underway for the upcoming fire season in Tairāwhiti. Weather predictions indicate El Niño weather pattern exacerbates the fire risk conditions throughout the season.

Community engagement

The Chair has been engaging with Fire and Emergency volunteers across the Makaraka Cluster, noting the benefits of engaging with volunteers on their training nights. The Chair also outlined concerns around an inconsistent volunteer recruitment process, as not all queries and expressions of interest submitted by those interested are being responded to by local brigades.

The Business Operations Manager suggested the Committee considers attending the next Ngā Tai ki te Puku volunteer leadership conference and attend regular volunteer leadership meetings to maintain ongoing connections to volunteer brigade leaders in the District.

Work is underway with communities across the Matawai catchment to understand community preparedness for fire and severe weather events. Communities were encouraged to develop local resilience plans and consider testing them during National Shake Out Day on 19 October 2023.

Committee members requested the National LAC team to consider an option to enable digital LAC engagement reporting via a mobile phone app. The National LAC team will provide an update on this request at the LAC's quarter two meeting.

Updates to the Board

The Committee discussed and agreed on its content for the quarterly update to the Board.

The meeting closed with a karakia whakamutunga.

Action Log

#	Date	Action	Responsible	Due	Status
1.	8 Feb 2023	Formalise future engagement between the Tairāwhiti District team and the LAC.	Business Operations Manager, District Manager	November 2023	In progress
2.	8 Feb 2023	Circulate the draft District Plan and schedule a district planning session with the LAC.	District Manager, Community Risk Manager	November 2023	In progress
3.	8 Feb 2023	Invite Tairāwhiti Civil Defence Emergency Management and other partner agency stakeholders to engage with the LAC.	Community Risk Manager	November 2023	In progress
4.	30 May 2023	Update LAC member biographies.	LAC	November 2023	In progress
5.	24 August 2023	Hold an out-of-cycle meeting to: <ul style="list-style-type: none"> • discuss wildfire season preparedness • discuss CRM Workplan for 2023-24 • engage with Civil Defence Emergency Management • engage with Fire and Emergency Volunteerism team. 	District Manager, Community Risk Manager, LAC	November 2023	In progress
6.	24 August 2023	Provide Fire and Emergency's Volunteerism team with questions and information to support action #5.	LAC	November 2023	In progress
7.	24 August 2023	Invite LAC to upcoming multi-brigade exercises.	District Manager	November 2023	In progress
8.	24 August 2023	Introduce Community Risk Management team members to the LAC.	District Manager, Community Risk Manager	November 2023	In progress

9.	24 August 2023	Review and update draft workplan following Q1 meeting.	LAC	November 2023	In progress
10.	24 August 2023	Discuss, update and action items in the insights register.	LAC Chair, District Manager, Business Operations Manager	November 2023	In progress
11.	24 August 2023	Provide volunteer leadership hui dates to National LAC team for distribution to the Committee.	District Manager	November 2023	In progress
12.	24 August 2023	Consider developing a digital engagement reporting tool for the LAC.	National LAC Team	November 2023	In progress