



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 8 July 2021

Time: 9:30am-3:00pm

Venue: Havelock North Volunteer Fire Station

Present:

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

Apologies:

Debbie Northe	Deputy Chair
Mavis Mullins	Member
Bruce Stubbs	Region Manager, Te Ūpoko

In attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
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

The Hawke's Bay Local Advisory Committee's (the Committee) first quarterly meeting for 2021-22 was also attended by the Fire and Emergency Te Ūpoko Regional Leadership Team (RLT).

Welcome

The Chief Fire Officer (CFO) welcomed the Committee and gave an overview of brigade membership, area risks and changing demographics in the community.

Minutes

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

RLT update

The RLT updated the Committee on recent emergency housing callouts, district initiatives to reduce risk, and the interest of forestry organisations in meeting with Committee members.

The Business Operations Manager updated the LAC on the status of the Local Fire Plans and informed them that plans would be available by end of July.

Community Engagement

The Committee discussed engagement undertaken in the last quarter. The LAC attended volunteer leadership meetings at Central Hawke's Bay, Tararua, Wairoa and Hawke's Bay City fire stations. The Committee agreed to publicise volunteering opportunities when engaging with elder organisations, to assist brigade leaders to recruit more people to work in the brigade support or prevention space.

Members spoke to Hawke's Bay Safer Network representatives about the LAC's role and purpose at the Safer Napier annual hui.

National LAC Team update

The National LAC team informed the LAC of the new Fire and Emergency Board Chair appointment and the progress with the Year 1 LAC Evaluation and the Framework to refine the integration of advice into Fire and Emergency.

Engagement planning

The Committee aligned their stakeholder engagement priorities with district priorities to support district leadership and planning. Priority groups for engagement are:

- **Māori communities**
- **Transient and migrant communities**
- **Pasifika**
- **Older populations**
- **Youth**
- **Local government**
- **Forestry**
- **Fire and Emergency volunteers**

Committee members agreed to engage with accommodation providers to understand the issues and risks posed by emergency housing in the district.

The LAC identified potential risks with transient and migrant workers living in noncompliant rental properties. Members will engage with these communities through migrant networks to make them aware of the opportunity for home fire safety visits and the District's Safety Alarms for Everyone programme.

Review of LAC role and purpose

The National LAC team led a session reviewing the LAC functions and responsibilities with committee members.

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
08 July 2021	Send draft Stakeholder Plan to LAC	National LAC Team	July	Complete
08 July 2021	Confirm Stakeholder Engagement Plan	LAC	July	Complete
08 July 2021	Send volunteerism roles to LAC, once discussed with Area Manager	National LAC Team	Aug	Complete
08 July 2021	Share Hiwa-i-te-Rangi (Māori outcomes) programme with LAC	National LAC Team	July	Complete
08 July 2021	Share HB Risk Summary Slides with LAC	Area Manager	July	Complete
08 July 2021	Invite LAC members to Forestry meeting (dates to be advised)	Area Manager/PRFO	ASAP	Complete
08 July 2021	Invite LAC members to CEG group on 26 th July	Area Manager	ASAP	Complete