



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 29 September 2022

Time: 9:00am - 3:15pm

Venue: Wairoa Fire Station

Present:

Debbie Northe	LAC Chair
Mavis Mullins	LAC Member
Liz Lambert	LAC Member
Sonya Smith	LAC Member

In Attendance:

Bruce Stubbs	Region Manager, Te Ūpoko
Glen Varcoe	Acting District Manager, Hawke's Bay
Ken Cooper	Acting National Manager, Strategy and Performance
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Sally McKay	Service Coordinator, Local Advisory Committees

Guests:

Denal Meihana	Advisor, Hawke's Bay Community Risk Management Team
Jon Kneebone	Senior Advisor, Volunteerism
Angela Christie	Appointments Lead, Local Advisory Committees

Apologies:

Monique Heke	LAC Deputy Chair
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Welcome

The meeting opened with a karakia timatanga, and a welcome from the Chief Fire Officer of the Wairoa Volunteer Fire Brigade. The Chief Fire Officer provided the Hawke's Bay Local Advisory Committee (the Committee) with an overview of work the Brigade undertakes, and history of the local area. The acting District Manager for Hawke's Bay was also introduced to the Committee.

The Chair thanked the Chief Fire Officer for hosting the meeting at Wairoa Fire Station.

Minutes

The minutes of the Committee's meeting on 22 July 2022 were confirmed as a correct record, with one minor amendment made.

The minutes from the quarter one meeting on 22 July 2022 were confirmed, with one small amendment made. Incomplete action points were noted and carried through to the next action log.

District update

The District Team is focused on promoting safe work practices and wellbeing initiatives to Fire and Emergency staff and volunteers across the Hawke's Bay, noting that this is one of the Chief Executive's priority focus areas. Other District focus areas include delivering training initiatives for volunteer Brigade Leaders and natural environment brigades. The District Team is also increasing the number of Fire Investigators in the District and developing a framework for iwi engagement.

The Region Manager provided an update on the Hawke's Bay Recovery Team, outlining recovery is a new area for Fire and Emergency, and that this concept is currently under evaluation at the national level, where a report is being produced. Committee members are interested in receiving a copy of the evaluation report once it is finalised, and to engage with Hawke's Bay Recovery Team members at the LAC's next meeting.

Engagement with schools remains a District priority, and Committee members with connections into schools the District Team has so far not been able to connect with, have been asked to connect with the District Team. Statistics from District outreach to Hawke's Bay schools will be circulated to the Committee.

The District Manager encouraged members who have connections into schools who have not yet had Get Firewise education programmes delivered to let the District Team know.

Enabling sustainable volunteerism

The Senior Advisor, Volunteerism, provided an overview of Fire and Emergency's approach to enabling sustainable volunteerism. The presentation also provided information on how Fire and Emergency delivers on its obligation to recognise, respect, and promote the contribution of volunteers. Fire and Emergency is also focused on raising public awareness of employers of volunteers through the Proud Employer Campaign, and the benefits of enabling volunteers to respond during daytime working hours.

The Committee will submit feedback to questions raised in the presentation via the National LAC Team.

Chairs' Forum

The Chair provided members with an overview of the LAC Chairs' Forum held at the end of August 2022, where LAC Chairs and Deputy Chairs met to discuss high-level themes and issues raised across the LACs, and to develop the Local Advisory Committee Chairs' Insights Report.

Carbon forestry

The acting National Manager, Strategy and Performance, delivered a presentation on carbon forestry in the Hawke's Bay, noting locations of where major carbon forests are being planted and , and Fire and Emergency's engagement between forest owners, land managers, and partner agencies, such as the Ministry for Primary Industries and Environmental Protection Authority.

The Committee was interested to know what cross-agency collaboration is being undertaken to mitigate fire risks for carbon forestry, and if Fire and Emergency is undertaking studies to understand the social impact of carbon forestry on communities in the Hawke's Bay.

The District Manager noted the current challenges of cross-agency collaboration, and that it may be beneficial for an industry speaker to present to the Committee at the quarter three meeting. The acting National Manager, Strategy and Performance, will explore the feasibility of a social impact study with Fire and Emergency's research and evaluation team, Te Ao Mārama.

LAC appointments process

An appointments process is being undertaken as many LAC members' terms of service comes to an end in June 2023. The LAC Appointments Lead provided the Committee with the timeline and key information about the appointments process, and highlighted opportunities for the Committee to localise its approach for the Hawke's Bay District.

Nominations for LACs open online from 17 October 2022. It is planned for new members to attend the upcoming quarter four meetings and begin their role at the first meeting in 2023-24.

Committee members noted that localised communication using community newsletters may be beneficial for outreach, particularly in the northern and southern parts of Hawke's Bay District. Members also raised the challenge of having an online-only process, noting that connectivity in rural and remote areas may be a disadvantage for people interested in the role.

Community engagement

The Committee engaged with Tātau Tātau o Te Wairoa Trust and Rongomaiwahine while in Wairoa for their meeting, introduced the role and purpose of the Committee and explored opportunities for future engagements.

Engagement planning

The District team prepared a draft guide to shape how engagement with Māori is undertaken and shared this with the Committee. Members were encouraged to provide feedback to ensure the resource is fit for purpose.

The dates for Hawke's Bay volunteer leadership meetings have been finalised for November 2022, and the acting District Manager noted it would be beneficial for LACs to attend these meetings to engage with volunteer leaders.

The Committee plans to connect with Horizons Regional Council in Tararua on local government matters and introduce the role and functions of the Local Advisory Committee.

Updates to the Board

The Committee's annual Local Insights Report will be presented to the Board this quarter. The Committee discussed possible content for the quarter three Board update and agreed to finalise these at their next meeting.

The meeting closed at 3:15 pm, with a karakia whakamutunga.

Action Log

#	Date	Action	Responsible	Due	Status
1.	25 September 2022	Connect with the Horizons Regional Council as part of the Committee's engagement plan.	Chair, Mavis Mullins	February 2023	In progress
2.	25 September 2022	Provide information on prioritised remote communities to the Committee and invite Hawke's Bay Emergency Management to present at the Committee's quarter three meeting.	District Manager, Community Risk Manager	February 2023	Complete
3.	25 September 2022	Circulate information on the delivery of Fire and Emergency education programmes in schools across the rohe to the Committee.	National LAC Team	October 2023	Complete
4.	25 September 2022	Circulate the Recovery Team national review document to the LAC for feedback and invite the Hawke's Bay Recovery Team to present at the Committee's quarter three meeting.	Region Manager	February 2023	Complete
5.	25 September 2022	Provide feedback on questions from the volunteer sustainability presentation.	Committee Members	February 2023	Complete
6.	25 September 2022	Share the carbon forestry strategy with the Committee and invite a carbon forestry speaker to the Committee's quarter three meeting.	District Manager	February 2023	In progress
7.	25 September 2022	Circulate the draft Hawke's Bay District Māori engagement framework to the Committee.	District Manager	October 2023	Complete