



# Minutes

## Tairāwhiti Local Advisory Committee Meeting

**Date:** 18 October 2022

**Time:** 9:00am - 10:10am

**Venue:** Online – via Microsoft Teams

**Present:**

Georgina Johnson	LAC Chair
Hikihiki Pihema	LAC Member
Donette Kupenga	LAC Member
Midge Te Kani	LAC Member
Alice Kibble	LAC Member

**In Attendance:**

Sonya Kahn	Business Operations Manager, Ngā Tai ki te Puku
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

**Guests:**

Steve Turek	National Manager, Community Readiness and Recovery
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**Apologies:**

Christopher Douglas-Huriwai	LAC Deputy Chair
Joelene Andrew	LAC Member
David Guard	Region Manager, Ngā Tai ki te Puku
Peter Clark	District Manager, Tairāwhiti
Trudi Hicklin	Community Risk Manager, Tairāwhiti

### Welcome

The Chair welcomed everyone to the meeting and opened with a karakia tīmatanga.

### Minutes

The minutes of the Committee's meeting on 20 July 2022 were confirmed as a correct record.

### District update

A written update outlining District initiatives over the last quarter was considered by the Committee.

The District Team is hosting information sessions to attract candidates for career firefighter positions, and is working with the Volunteer Surge Project Team to plan recruitment events for volunteer fire brigades across Tairāwhiti.

Marae fire safety surveys are being completed by the Community Risk Reduction team, with six completed over the last quarter. Local Advisory Committee (LAC) members are encouraged to provide feedback to the District Team if they are aware of any marae experiencing issues with fire safety.

With upcoming fire season changes in Tairāwhiti, the [checkitsalright.nz](https://checkitsalright.nz) tool is being promoted to encourage communities to understand fire risks and apply for permits. Committee members noted that the online-only method of requesting a fire permit may not be accessible to all communities across Tairāwhiti, and that a manual method such as a dial-in phone number should be available as well.

### **Community Engagement Framework**

The National Manager, Community Readiness and Recovery, presented the draft Community Engagement Framework – Kotahitanga to the Committee and requested feedback from members on the design. Kotahitanga is designed to be a nationally consistent resource for Fire and Emergency staff to identify, undertake, and evaluate their community engagement activities.

Committee members noted that the high-level steps in the engagement model are comprehensive and straightforward and thanked the National Manager, Community Readiness and Recovery, for attending.

### **LAC appointments process**

An appointments process is being undertaken as many LAC members' terms of service end in June 2023. The National LAC team provided the Committee with the timeline and key information about this appointments process, highlighting opportunities for the Committee to localise its approach to the Tairāwhiti District. Nominations opened online from 17 October 2022 and were timed for newly appointed members to attend their LACs quarter four meeting and begin their role at the first meeting in 2023-24. Committee members noted that they can further promote the nominations process by sharing social media advertisements.

### **Community engagement**

Committee engagements over the last quarter included a meeting with the Eastland Wood Council, where the District Manager was introduced to industry stakeholders and kōrero (discussed) issues related to carbon forestry.

A meeting with Pacific Island Community Trust enabled Committee members to identify opportunities for the Community Risk Reduction team to deliver fire safety education programmes for elderly Pasifika. Committee members also attended a community resilience meeting in Tokomaru Bay alongside Community Risk Reduction team members to engage with senior citizens on fire risk reduction programmes.

The Chair also met with Fire and Emergency's Chief Executive and the Chief Executive of Te Runanganui o Ngāti Porou to discuss opportunities for future engagement between the organisation, including how Fire and Emergency can support housing initiatives through Toitū Tairāwhiti.

### **Engagement planning**

The Chair led a discussion on holding a half-day engagement planning workshop for the Committee to come together and discuss their stakeholder engagement strategy. A date has been set for 23 November 2022.

### Updates to the Board

The National LAC team noted that 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, to be considered at the LACs' next meeting.

The meeting closed at 10:10am, with a karakia whakamutunga.

### Action Log

#	Date	Action	Responsible	Due	Status
1.	18 October 2022	Confirm availability to attend an LAC engagement workshop.	LAC, District Manager, Community Risk Manager	ASAP	Complete. Workshop will be hosted at the LACs’ Q3 meeting
2.	18 October 2022	Share social media posts to promote the opportunity to join the Tairāwhiti LAC.	Committee members	By 14 November 2022	Complete
3.	18 October 2022	Provide previous Board report and response to Midge Te Kani ahead of the Committee’s engagement workshop.	National LAC Team	ASAP	Complete
4.	18 October 2022	Request the District team to provide Committee members with the public phone number to request fire permits.	Community Risk Manager	ASAP	Complete
5.	18 October 2022	Provide feedback on the Community Engagement Framework – Kotahitanga	Committee members	November 2022	Complete
6.	20 July 2022	District Manager to engage with LAC on the District planning cycle in September, in preparation for the LAC quarter three meeting.	District Manager	February 2023	In progress

7.	20 July 2022	Revisit the insights register to follow-up on open items.	Midge Te Kani	February 2023	In progress
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