



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 2 November 2023

Time: 9:40am - 1:45pm

Venue: Uawa / Tolaga Bay Fire Station

Present:

Georgina Johnson	LAC Chair
Hikihiki Pihema	LAC Deputy Chair
Midge Te Kani	LAC Member (until 12.10 pm)
Shane McClutchie	LAC Member (until 12.10 pm)
Meredith Akuhata-Brown	LAC Member
Teena Montgomery	LAC Member

In Attendance:

David Guard	Region Manager, Ngā Tai ki te Puku
Peter Clark	District Manager, Tairāwhiti
Trudi Hicklin	Community Risk Manager, Tairāwhiti
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Shane Laulu	Senior Advisor, Local Advisory Committees

Apologies:

Louise Hunton	Business Operations Manager, Ngā Tai ki te Puku
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The Chair welcomed everyone to the meeting, and the District Manager opened with a karakia tīmatanga. A whanaungatanga session was held to introduce the new Senior Advisor, Local Advisory Committees (Committees).

Committee operations

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

2023-24 LAC Workplan and Stakeholder Engagement Plan

The Committee discussed the 2023-24 workplan, reiterating their desire to work more closely with the District Team and utilise Tairāwhiti district priorities to guide the workplan and stakeholder engagement planning. Whilst wildfires are a current focus, the Committee agreed to visit Gisborne District Council's Emergency Coordination Centre (ECC) to gain situational awareness on how the ECC operates ahead of the summer cyclone season. A visit has been scheduled for December 2023.

Additional LAC hui

The Committee held a hui with the District Team on 24 October and discussed areas for future engagement including local businesses and Pacific Island communities. Committee members also highlighted the desire to work closer with district staff members and to meet with volunteer fire brigades across the rohe.

October 2023 Chairs' hui

The Chair provided an overview of the October 2023 Chairs' hui, highlighting how LAC Chairs are working together to form the national-level Chairs' Insights Report. In addition to forming insights, it was also an opportunity for LAC Chairs to engage with Fire and Emergency teams such as community education, wildfire service delivery, and volunteerism.

National LAC Team update

The Senior Advisor provided an update to the Committee on the revised LAC Terms of Reference (TOR), highlighting key changes since the original document was published in 2020. The TOR are also publicly available on the Fire and Emergency website.

District update

The District Manager provided an update of activity since the last LAC meeting. There is ongoing work with forestry sector stakeholders to build incident management and surge capability. Volunteer recruitment is a priority, and the District Manager highlighted an opportunity for the LAC to provide support. The Committee discussed the current recruitment approach and the impact of community concerns where fire stations may close due to a lack of volunteers.

The Community Risk Manager noted the Marae Fire Safety Survey project is aimed to be complete by April 2024. Other initiatives include the rollout of a programme to volunteer brigades about how volunteers can seek support following an incident, and ongoing work to source hearing-assisted smoke alarms. Planning for controlled burns of forestry slash and woody debris across Tairāwhiti is also underway.

LAC Insights Register

The Committee agreed to reset the way insights are captured in their Insights Register, to ensure the insights captured can be more aligned with the LAC workplan, the Board's 2023-24 guidance for the LAC, and Tairāwhiti district priorities.

Community engagement

Two marae in Tokomaru Bay will shortly undertake their Annual General Meetings. Marae fire safety surveys are not on their radar until their newly elected trustees have completed their onboarding and training.

Update to the Board

The Committee drafted and agreed to content for an update to the Fire and Emergency Board for this quarter.

The meeting closed with a karakia whakamutunga.

Action Log

Date	Action	Responsible	Due	Status
5/11/23	Arrange a visit to Tairāwhiti CDEM Emergency Operations Centre in December 2023.	Tee Montgomery	December 2023	Complete – invitation circulated.
5/11/23	Provide availability for the LAC's Q4 meeting to be held in the week of 13 – 17 May 2024.	LAC Members, District Manager, Community Risk Manager	November 2023	New - In progress
24/08/23	Introduce Community Risk Management Team members to the LAC at their next meeting in Gisborne.	Community Risk Manager	February 2024	New - In progress
24/08/23	Provide volunteer leadership hui dates to National LAC Team for distribution to the Committee.	District Manager	November 2023	Noted – dates to be provided by the LAC's Q3 meeting.
24/08/23	Consider developing a digital engagement reporting tool for the LAC.	National LAC Team	November 2023	New - In progress more information will be provided to the LAC at their Q3 meeting.
8/02/23	Formalise future engagement between the Tairāwhiti District Team and the LAC.	Business Operations Manager, District Manager	November 2023	Closed
8/02/23	Circulate the draft District Plan and schedule a district planning session with the LAC.	District Manager, Community Risk Manager	November 2023	Completed
8/02/23	Invite Tairāwhiti Civil Defence Emergency Management and other partner agency stakeholders to engage with the LAC.	Community Risk Manager	November 2023	Completed
30/05/23	Update LAC member biographies.	LAC	November 2023	Completed
24/08/23	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's Volunteerism Team	District Manager, Community Risk Manager, LAC	November 2023	Completed

24/08/23	Provide Fire and Emergency Volunteerism Team with questions and information to support action #5.	LAC	November 2023	Closed
24/08/23	Invite LAC to upcoming multi-brigade exercises.	District Manager	November 2023	Noted by District Manager will provide when next exercise is scheduled.
24/08/23	Review and update draft workplan following Q1 meeting.	LAC	November 2023	Completed
24/08/23	Discuss, update and action items in the insights register.	LAC Chair, District Manager, Business Operations Manager	November 2023	Completed