



Minutes

Northland Local Advisory Committee Meeting

Date: 26 November 2020

Time: 9:30am-5:00pm

Venue: Whangārei Fire Station

Present:

Gordon Lambeth	Chair
Karen Joyce-Paki	Member
Rolien Elliot	Member
Colin (Toss) Kitchen	Member
Ken Rintoul	Member

Apologies:

Mita Harris	Deputy Chair
Sarah Hoyle	Member
Brad Mosby	Area Manager, Whangarei-Kaipara

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Ron Devlin	Region Manager, Te Hiku
Wipari Henwood	Area Manager, Muri Whenua
Myles Taylor	Principal Rural Fire Officer, Northland
Cathryn Moriarty	National Manager, Strategy and Performance
Natalie Morris	Business Operations Manager

The second meeting of the Northland Local Advisory Committee (the Committee) was held at Whangārei Fire Station and attended by the Committee and the Fire and Emergency Te Hiku Regional Leadership Team (RLT).

Welcome

The meeting opened with a karakia and a welcome from the Chair to Fire and Emergency Te Hiku region staff, including the recently appointed Business Operations Manager.

Minutes

The minutes of the previous meeting were confirmed as drafted.

Correspondence

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented to the October Board meeting. The letter notes that the Board is pleased with the progress and direction of the Northland LAC so far.

District risks, priorities, engagement gaps and opportunities

The RLT presented information on the risks, challenges and opportunities in Northland, to assist the Committee to focus its engagement in areas where it can add most value.

Stakeholder Engagement

In the last quarter, Committee members introduced themselves to a number of priority stakeholders, beginning to socialise the role of the LAC in the Te Taitokerau community. Members presented to and made connections with the Kaipara Police Iwi/Hapū Liaison Group, Northland Emergency Services Group, Northland Conservation Board Chair, DOC Northland Regional Leadership Team, Northland Intersectoral Forum, Bay of Islands Airport, the UFBA's Northland Fire Brigades Sub-Association (of the Auckland Provincial), and Auckland Provincial Gold Star Association.

The Committee refined its stakeholder plan and agreed to prioritise a number of vulnerable communities that are affected by isolation, deprivation and other issues.

The National LAC Team provided engagement tools to be used for approaching community groups and capturing the information and insights gathered from the Committee's engagement.

It was agreed that LAC engagement with the Marsden Point brigade will be postponed, due to current uncertainty there and in the knowledge that the Area Manager is in regular contact.

Members will attend Police Iwi/Hapū Liaison Group hui, where appropriate, in their own areas. Members would value the occasional involvement of Pou Takawaenga and Area Managers in these meetings as well.

The Committee will work with local Fire and Emergency leaders to arrange attendance at forums for volunteer brigade Chiefs and Deputy Chiefs.

United Fire Brigades Association (UFBA)

A Committee member who is a past-President of the UFBA presented to the meeting on the UFBA's role, its connections with Fire and Emergency and the ways in which it supports volunteers.

Memorandum of Understanding (MOU) and Operational Service Agreements (OSAs)

The Committee discussed the provisions of the national MOU with the Ministry of Education and the national OSAs with the Department of Conservation and the New Zealand Defence Force.

Local Planning and the 10-year Plan

An overview of Fire and Emergency's strategy documents and update on the implementation of local planning was provided by the National Manager, Strategy and Performance.

Board Report

The Committee drafted the content of its December Board Report.

The meeting closed at 5:00pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
29 Sept	Set up Northland weekly media clippings distribution for Northland	National LAC Team	October	In progress
26 Nov	Arrange Microsoft Teams training for Committee members	RLT	December/ January	ongoing
26 Nov	Review the Te Hiku Fire Plan (Provide feedback - online or by email to lacs@fireandemergency.nz)	LAC members	18 January	Completed
26 Nov	Send the list of communities identified for engagement to the Committee to confirm and decide who is best to approach and focus on them	National LAC Team	December	Completed

26 Nov	Consider what information can be provided to support engagement with vulnerable communities	National LAC Team, RLT	January	RLT has provided community profiles
26 Nov	Draft a one pager on the LACs' purpose/values	National LAC Team	February	Discussion to be covered during Committee Time at Feb meeting
26 Nov	Arrange Fire and Emergency name badges for the Committee	National LAC Team	February	To be completed by 24 Feb
26 Nov	Refresh and improve animated video	National LAC Team/ Communications Team	February	New LAC video cut from existing interview footage