



Minutes

Hawke's Bay Local Advisory Committee Meeting

Date: 17 November 2020

Time: 08:30am – 16:30pm

Venue: Bay View Station

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Leon Stallard	Member
Liz Lambert	Member
Mavis Mullins	Member
Sonya Smith	Member

Apologies:

Monique Heke	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
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
Cathryn Moriarty	National Manager, Strategy and Performance
Kim Hall	UFBA Representative

The Hawke's Bay Local Advisory Committee (the Committee) and Fire and Emergency representatives were hosted at Bay View fire station for the Committee's second meeting.

Welcome/Mihi

The Chair welcomed everyone and opened the meeting with a karakia at 08.30.

The minutes for the previous LAC meeting were confirmed by LAC members.

The National Manager, Local Advisory Committees reported back on the Board's response to the LACs 2021 workplan.

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, noting its approval of the progress and direction of the Committee's work.

District Risks

The Regional Leadership Team presented information on the risks, challenges and opportunities within the district to assist the Committee to focus its engagement in areas where it can add value.

Hawke's Bay Flood Response and Recovery

The Area Manager gave an overview of the emergency response to the flood that occurred in Napier a week prior to the meeting.

Stakeholder Engagement

The Committee will continue to take an iterative approach to engagement and have agreed to focus on the following stakeholders before December 2020:

- **Volunteers**
- **Iwi/hapū**
- **Rural**
- **Safer communities and other social services networks**

Committee members attended volunteer leadership meetings within Hawke's Bay and will continue to engage on a 6-month basis.

Additional entities/organisations that the Committee have engaged with include: Wairoa District Council Māori Standing Community; the Tararua district council; Iwi, Lions, Rural Women and the Community Board in Dannevirke; Child Interagency network Hawke's Bay; Hastings District Council; and Rural Halls.

Local Planning & 10-year plan

An overview on the progress and implementation of Local Planning and the Fire and Emergency 10-year plan was provided by the National Manager, Strategy and Performance.

Introduction to National Memorandum of Understanding (MOU) and Operational Service Agreements (OSA)

The National LAC team gave an overview on Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MOU) and the New Zealand Defence Force (OSA).

United Firefighters Brigade Association (UFBA)

A representative from the UFBA was invited to the meeting to present on the UFBA, its connections to Fire and Emergency and how it supports volunteers.

Reporting to the Board

The Committee drafted the content of the December Board Report.

Closing comments

The Committee are appreciative of the continued support from the Regional Leadership Team and the National LAC team.

The meeting closed at 16:30pm.

Action Log

Date	Action	Responsible	Status/Notes
17 Nov 2020	Send 10-year plan to LAC members	National LAC Team	Completed. Sent 26 November 2020
17 Nov 2020	Send Interests Register to LAC members	National LAC Team	Completed. Sent for feedback, 26 November 2020
17 Nov 2020	Send Psychological Support Information to LAC members	National LAC Team	Completed. Sent 26 November 2020
17 Nov 2020	Send dates for Volunteers' meetings to LAC members	National LAC Team	2021 dates to be finalised.
17 Nov 2020	Send dates for United Fire Brigades Association AGM Meeting to LAC Chair and Deputy Chair	National LAC Team	Outstanding. Acquiring from UFBA
17 Nov 2020	Send volunteering roles to LAC members	National LAC Team	Completed. Sent link 26 November 2020
17 Nov 2020	Send Information to LAC members regarding Brigade Grant Policy	National LAC Team	Completed. Sent 1 December 2020
17 Nov 2020	Send Regional Business Plan and Fire Risk Programme to LAC members	National LAC Team	Completed. Sent 1 December 2020