



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 23 November 2021

Time: 8:30am-1:30pm

Venue: Portside Hotel, Gisborne

Present:

Georgina Johnson	Chair
Joelene Andrew	Member
Christopher Douglas-Huriwai	Member
Alice Kibble	Member
Donette Kupenga	Member
Hikihiki Pihema	Member
Midge Te Kani	Member

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Piki Thomas	National Manager, Kaupapa Māori
David Guard	Region Manager
Peter Clark	District Manager
Sonya Kahn	Business Operations Manager

Apologies:

Louise Bennett	Deputy Chair
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The Tairāwhiti Local Advisory Committee's (LAC's) quarterly meeting was attended by the Committee, including four recently-appointed members and members of Fire and Emergency's Ngā Tai ki te Puku Regional Leadership Team (RLT).

Welcome/Karakia/Introductions

The meeting opened with a karakia and introductions, for new and existing members to get to know each other.

Minutes

The minutes from the May 2021 meeting were confirmed as a correct record, with two small corrections.

District update

The District Manager provided an update on the new district team, including those staff focusing on community risk, readiness and recovery. He noted the value of LAC members connecting Fire and Emergency with communities they are less familiar with and the Committee discussed strategies to achieve this.

A district planning session to be held at the end of November will align district work areas with the organisation's strategic priorities and 10 year plan. *Building resilient communities* is a particular priority.

Engagement planning

Existing members of the Committee provided an overview of the LAC's engagement to date.

The new Chair noted her expectations that the workload is shared by members and that meetings are utilised to discuss engagement completed and planning for the next quarter.

The Committee discussed planning its future work according to Fire and Emergency's strategic priorities. *Building resilient communities* and *Collaboration, partnerships and influence* are the two best aligned with the purpose of the LACs.

After the upcoming District planning session, the resulting plan will be shared with the LAC, for members' feedback. The plan will also be an important input into an LAC planning meeting scheduled for the end of December.

With the addition of new members the Committee will work to understand the strengths of members, the networks and opportunities they bring to this work and leverage off existing relationships to assist Fire and Emergency and build trust. Fire and Emergency will take advice from the LAC as to how to approach and get to know communities.

Members are interested to understand the brand awareness in their communities and how they feel about Fire and Emergency, before they start to engage in earnest.

The LAC is keen to support current activities to help build resilience in communities, such as Firewise in schools and Home Fire Safety Visits.

LAC Advisory Framework

The National LAC Team updated the Committee on the development of the framework to integrate LAC advice into Fire and Emergency and anticipated timeframes for implementing the framework into Fire and Emergency and the LACs' operations.

National LAC Team update

The LAC Team provided updates on the Year One Evaluation of LACs, including initial findings, Chatham Islands and Tairāwhiti LAC appointment processes and the new, more concise quarterly report for the Board. The evaluation report will be shared with LACs at their quarter 3 meetings.

The meeting closed at 1:30pm.

Action Log

Date	Action	Responsible	Due	Status / Notes
23 Nov 2021	Confirm dates for next volunteer leadership meetings	District Manager	December	Completed
23 Nov 2021	Provide the LAC with map of fire stations in Tairāwhiti	District Manager	December	Completed
23 Nov 2021	Provide summary from District business planning - for the LAC planning meeting, 21 Dec	District Manager/Business Operations Manager	December	Completed
23 Nov 2021	Send link to Fire and Emergency Workplace Culture Review report and info to the LAC	National LAC Team	November	Completed
23 Nov 2021	Arrange marae venue for March meeting	National LAC Team	January	Virtual meeting due to COVID-19
23 Nov 2021	Advise whether the MOU with MOE covers kura kaupapa	National LAC Team	March	The MOU does cover kura kaupapa
23 Nov 2021	Consider using a Google invoice template for LACs	National LAC Team	March	Completed
23 Nov 2021	COVID-19 protocol for LACs	National LAC Team	December	LAC emailed in Dec and updated at meeting