



## Hawkes Bay Local Advisory Committee Meeting

# Minutes

**Date:** 18 March 2025

**Time:** 10.00 am – 3.05pm

**Venue:** Hastings Fire Station, 125 Maraekakaho Road, Camberley, Hastings 4120

### Present:

Kate Taylor	LAC Chair
Rizwaana Latiff	LAC Deputy Chair (From 10.20am)
Liz Lambert	LAC Member
Brian Saunders	LAC Member
Gina McGrath	LAC Member
Hine Flood	LAC Member
Paddy Driver	LAC Member

### In Attendance:

Bruce Stubbs	Region Manager, Te Upoko (Online)
Glen Varcoe	District Manager, Hawkes Bay
Nigel Hall	Community Risk Manager, Hawkes Bay
Reihana Turner	Pou Takawaenga Māori Matua (Online)
Shane Lauulu	Senior Advisor, Local Advisory Committees (Online)
Michelle Bartlett	Senior Advisor, Local Advisory Committees (Online)

### Apologies:

Jarrod Wilkinson-Smith	LAC Member
Brian Saunders	LAC Member
Lucy Chamberlain	National Manager, Local Advisory Committees

### Welcome

The Chair welcomed everyone to the meeting, which was opened with a karakia tīmatanga. Introductions and whanaungatanga were carried out.

### Committee operations

There were amendments to the members register of interests. These were recorded and noted.

The minutes of the LACs previous meeting on 26 November 2024 were confirmed by the Committee with minor amendments. There was discussion on the content of minutes and recording discussions to note the development of decisions. Action points were reviewed and updated.

The Senior Advisor LACs provided an update of the community perceptions research undertaken by Verian.

The LAC reviewed its monthly online chat with District leadership team and concludes it is of value and a continuing benefit.

### Chair's update

The Chair provided a brief update of the recent Chairs Forum in and dialogue with the Board in November.

### **Review of LACs engagement plan**

The LAC reviewed the engagement plan and reports submitted via Whāriki for the period. Members provided updates from their areas of engagement.

The LAC workshopped their engagement plan focus and priorities for Trimester Three. These include; Iwi (Ngāti Kahungunu), education and volunteerism.

An analysis of the LAC's engagement reports:

- indicated support for Firewise prevention programme in schools and appreciation of the programme's value with children taking messaging home.
- noting potential education on the organisation's structure for brigades that were previously natural brigades under the previous structure. This will be something to explore in engagement with brigades by the LAC

The Chair will seek advice from other LAC Chairs on engagement with Iwi/Hapu and how this may guide the LAC's local engagement approach.

The LAC and Pou Takawaenga will liaise post meeting on connecting with Iwi/Hapu and ethnic communities in the district.

### **District update**

The District Manager gave an update and overview on current issues for the District.

The priority for the District in coming year is focusing internally on its firemanship including safety health and wellbeing, natural hazard response planning with partner agencies in support of community resilience, and brigades' capability and capacity.

The LAC was briefed on region and district priorities, the district plan 2025/26 including the key performance indicators, along with identified challenges, risks, issues, and future work.

The District is working on a major risk assessment for the area. High impact low occurrence events, wildfire, and workforce planning are key features of the risk assessment.

The District Manager shared a video on fire safety aimed for Recognised Seasonal Employers (RSE) and workers featuring local staff that is being used as a tool nationally.

### **Future Operational Capability briefing**

Chris Lind from the Future Operational Capability project updated the committee on the project and timelines. The committee was invited to provide feedback to the project team via email:

[futureoperationalcapability@fireandemergency.nz](mailto:futureoperationalcapability@fireandemergency.nz)

### **NLAC Update**

The Senior Advisor provided an update on the Whāriki engagement reporting tool rollout. The LAC discussed tool and went through the online form and hardcopy provided for members.

LAC members were asked to note the Guidance for members when invoicing.

### General business

The LAC discussed venues for upcoming Trimester meetings.

### Next meetings:

- Trimester Three: **Tuesday 27 May** – Wairoa Fire Station (Engagement on 26 May)
- Trimester One: **Tuesday 16 September** – TBC

The meeting closed at 3.05pm with a karakia whakamutunga.

### Action Log

Date	Action	Responsible	Due	Status
18/03/25	Chair to seek advice from Northland and Chatham Islands Chairs on engagement with Iwi.	Chair	Immediate post meeting	Progressing
18/03/25	Amendments to the LAC's engagement plan – focus for Trimester three	Chair	Post meeting	Progressing
18/03/25	Provide District risk statistics for LAC	Community Risk Manager	Immediate post meeting	Progressing
18/03/25	Provide contact details for introductory email of Pou Takawaenga for potential engagements in Iwi and ethnic space	Pou Takawaenga	Immediate post-meeting	Completed
18/03/25	LAC representation at the Volunteer Leadership Conference in Wellington.	Chair	Trimester three Meeting May 2025	Progressing
18/03/25	Group Managers reminder to Invite LAC members to cluster meetings.	District Manager	Trimester three Meeting May 2025	Progressing
18/03/25	Trimester Three meeting to be held in Wairoa on 27 May. LAC to do engagements with volunteer brigades on 26 May	Chair District Manager Senior Advisor LAC	Trimester three Meeting May 2025	Progressing
26/11/2024	LAC members be sent background information on safe and recovery team volunteers – support office fire wise etc	CRM	Post meeting	Completed
26/11/2024	Find previous iwi engagement reports and send to Hine Flood. (completed by Monique)	Senior Advisor	Post meeting	Completed
26/11/2024	Check if the Whāriki information went to all LAC	Senior Advisor	Post meeting	Completed

	members or just participating trial members			
26/11/2024	Information to LAC members on iwi gaps in FENZ district	DM and CRM	Post meeting	Completed
26/11/2024	LAC Annual Insights reports – make available to all LAC committees (ie in Share Point or emailed)	Senior Advisor	Post meeting	Completed
26/11/2024	Would FENZ consider volunteers who do not have permanent residency?	Senior Advisor to report back	Post meeting	Completed
26/11/2024	Information to LAC on FENZ Ageing data	DM and CRM	Post meeting	Completed
26/11/2024	Presentations from Chairs Forum to be sent out	Senior Advisor / National Manager	Post meeting	Completed
01/10/24	Community hubs – further information on Tararua and Hawkes Bay highlighting where these gaps might be.	Community Risk Manager	Update once hubs established	Completed
11/6/24	Follow-up on unanswered query from a submission on the Fire and Emergency Levy (overseas owners not paying levy)	National LAC team  Brian Saunders	November 2024	Made as insight for response