



# Minutes

## Tairāwhiti Local Advisory Committee Meeting

**Date:** 8 February 2023

**Time:** 9:30am - 1:00pm

**Venue:** Gisborne Fire Station

### Present:

Georgina Johnson	LAC Chair
Hikihiki Pihema	LAC Member
Donette Kupenga	LAC Member
Midge Te Kani	LAC Member
Alice Kibble	LAC Member

### In Attendance:

Sonya Kahn	Business Operations Manager, Ngā Tai ki te Puku
Trudi Hicklin	Community Risk Manager, Tairāwhiti
Lucy Chamberlain	National Manager, Local Advisory Committees
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees

### Apologies:

Christopher Douglas-Huriwai	LAC Deputy Chair
Joelene Andrew	LAC Member
David Guard	Region Manager, Ngā Tai ki te Puku
Peter Clark	District Manager, Tairāwhiti

## Welcome

The Chair welcomed everyone to the meeting and opened with a karakia tīmatanga.

## Minutes

The minutes of the Committee's meeting on 18 October 2022 were confirmed as a correct record.

## National LAC Team update

The National Local Advisory Committees (LAC) Team provided an update on the appointments process that is underway for six of the seven current LACs. New members will be appointed in April 2023 and inducted in May 2023. New members will also be invited to attend their LACs' upcoming quarter four meetings.

## Review of the Tairāwhiti District Plan

The Community Risk Manager led a discussion on the Tairāwhiti District Plan. The Committee reviewed content from the draft plan to fulfil its legislative role to provide feedback on local plans to Fire and Emergency.

The Committee was interested to know how the District Plan aligns with cross-agency plans prepared with partner agencies, including Tairāwhiti Civil Defence Emergency Management (CDEM). Members also queried how LAC insights and connections could be used to support community outreach and engagement. The Community Risk Manager noted that the District Team will look to invite Tairāwhiti Civil Defence Emergency Management to engage with the LAC and discuss possible initiatives.

Committee members expressed that holding an additional planning session with the District Team would be beneficial, and that the LAC would provide more feedback on District priorities, issues and risks following their quarter three meeting.

### Strategic Engagement Workshop

The Chair facilitated a workshop to review the LAC’s strategic focus and ensure that it aligns with Fire and Emergency’s strategic priorities and Tairāwhiti district’s priorities. The Business Operations Manager noted that Ngā Tai ki te Puku Region Team would support the Tairāwhiti District Team to formalise future engagement with the LAC to ensure ongoing alignment moving forward.

Committee members also discussed LAC focus areas for engagement over the upcoming year. Social media outreach was identified as a channel to build the LAC’s profile and gather community feedback on their level of readiness to deal with an emergency.

### Updates to the Board

The Committee discussed and agreed the content of its quarterly report to the Board.

The meeting closed at 1:00pm, with a karakia whakamutunga.

### Action Log

#	Date	Action	Responsible	Due	Status
1.	8 February 2023	Provide feedback on district priorities, issues, and risks.	Committee members	February 2023	Complete
2.	8 February 2023	Provide input for the LAC’s Strategic Engagement Plan.	Committee members	February 2023	Complete
3.	8 February 2023	Invite Tairāwhiti Civil Defence Emergency Management and other partner agency stakeholders to engage with the LAC.	Community Risk Manager	May 2023	In progress
4.	8 February 2023	Formalise future engagement between the Tairāwhiti District Team and the LAC.	Business Operations Manager	April 2022	In progress

5.	8 February 2023	Circulate the draft District Plan and schedule a District planning session with the LAC.	District Manager, Community Risk Manager	April 2022	In progress
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