Hawkes Bay Local Advisory Committee Meeting

Minutes

Date: 16 September 2025 **Time:** 8.45am – 3.15pm

Venue: Wairoa Fire Station, 65-67 Lucknow Street, Wairoa 4108

Present:

Kate Taylor	LAC Chair
Rizwaana Latiff	LAC Deputy Chair
Liz Lambert	LAC Member
Paddy Driver	LAC Member
Jarrod Wilkinson-Smith	LAC Member

In Attendance:

Warrick LeQuesne	Group Manager – Te Ūpoko
Nigel Hall	Community Risk Manager, Hawkes Bay
Reihana Turner	Pou Takawaenga Māori Matua
Shane Laulu (Online)	Senior Advisor, Local Advisory Committees

Apologies:

Gina McGrath	LAC Member
Brian Saunders	LAC Member
Hine Flood	LAC Member
Bruce Stubbs	Region Manager – Te Ūpoko
Glen Varcoe	District Manager, Hawkes Bay
Aidan Crawford	Pou Takawaenga Māori Matua, Te Upoko
Michelle Bartlett	Senior Advisor, Local Advisory Committees

Welcome

The Chair welcomed everyone to the meeting, which was opened with a karakia tīmatanga.

Committee operations

There were amendments required to the members register of interests. These will be recorded and noted post meeting for circulation.

The minutes of the LACs previous meeting on 27 May 2025 were confirmed by the Committee and action points were reviewed and updated.

Chair's update

The Chair briefed the LAC on the recent LAC Chairs' Hui in Wellington during July. Noted were the productive discussions as a collective and identifying similar issues across districts with subjects such

as training access for volunteers, changing demographics, asset management, and sustainable volunteerism.

Noted also was feedback for LACs with the induction experience and enhancing induction with better defining the practical aspects of the role.

The LAC discussed representation for the LAC Chairs' Forum on 5 November in Wellington with the Chair unavailable to attend. The Deputy Chair will attend pending their availability with an alternative option planned should they also not be available.

LAC Engagement

The LAC reviewed its engagement plan and discussed the settings for 2025-26 year. Discussion covered members roles, areas of focus and responsibilities. The Chair will circulate a draft 2025-26 plan for approval with the amendments discussed post meeting.

Engagement reports submitted via Whāriki for the period were analysed and discussed. Members also provided updates from reports. It was noted there were some engagements that had not been recorded, including some impromptu engagements that had helped to inform insights to the board and must be entered into Whāriki.

Insight discussed from this period's reports highlights the continued recovery for the area post-Cyclone Gabrielle and brigades and community focus with preparation for future events and learnings from Gabrielle. Carbon forestry and wildfire risk is of concern heading into fire season this year from rural engagements. Ongoing Volunteer Brigade engagement continues to highlight challenges with training access and maintaining qualifications, volunteer agreements, and resourcing.

District update

The Group Manager (GM) and Community Risk Manager (CRM) updated the LAC on recent operations and activity including the new strategic direction for the District team and how they are building this into their operational planning. Also discussed was the feedback from the District to the LAC's 2024-25 annual insight report.

The GM advised the District Manager will be seconded to assist another district which will require an Acting District Manager appointed for Hawke's Bay over this period.

The District team recently had a development and engagement day focusing on culture building a high performing team, and how to recognise volunteers. The Napier and Hastings Fire stations will be celebrating significant anniversaries in 2026 being 150 and 140 years old respectively.

The CRM briefed the LAC on their 2025-26 work plan and community initiatives. The District is continuing to work toward building capacity of a senior trainer supported by 3 trainers to meet training needs for the District.

General Business

The Senior Advisor updated the LAC on the following:

- Members access to committee papers through SharePoint and technical issues some are experiencing.
- The communities of interest information as a tool for the LAC in their planning.
- Review of the Community Perceptions report undertaken by Verian and some key points for LAC noting

- Some preliminary updates from the 2024-25 annual local Insights reporting with links for members to; Learnings from Operational Reviews, and Information and Research on carbon forestry and fire Rrsk.

Next meeting:

- Trimester two: **17 February 2026** – Waipukurau
- Trimester three: **19 May 2026** – Dannevirke

In committee time

The meeting closed at 3.15pm with a karakia whakamutunga.

Action Log

Date	Action	Responsible	Due	Status
16 September 2025	Complete Whāriki reports for previous community engagements	LAC members	February 2026	Progressing
16 September 2025	Update Interests register	Senior Advisor	Immediate post meeting	Progressing
16 September 2025	The Deputy Chair will attend The LAC Chairs Forum in Wellington on 5 November pending availability. Gina McGrath will attend as the alternative representative if required.	Senior Advisor	Immediate post meeting	Progressing
16 September 2025	Update the 25-26 Engagement plan and circulate post meeting for Members adoption.	Chair with support from Senior Advisor	Immediate post meeting	Progressing
16 September 2025	Chair in upcoming engagement with CDEM to raise matters from recent community engagement in Esk Valley.	Chair	Post meeting engagement	Progressing
16 September 2025	Draft joint LAC engagement report from engagement with Wairoa Volunteer Brigade	Chair	Immediate post meeting	Progressing
16 September 2025	CRM to provide: • Presentation notes from today's meeting • Review of the Fire Season document	Community Risk Manager	Immediate post meeting	Progressing
27 May 2025	Provide Self-review survey results for LAC	Senior Advisor	Immediate post meeting	Completed
27 May 2025	Invite National Volunteerism Manager to meet with LAC at a cycle or out of cycle meeting Review online information and tool kit for volunteer attraction	Chair Community Risk Manager	Investigate for Trimester One or out of cycle meeting	Progressing

			Review and update LAC post meeting	
27 May 2025	Amendment to the LACs engagement plan from meeting discussions – focus for 25-26 Trimester 1	Chair Senior Advisor	Circulate post meeting	Completed
27 May 2025	Complete the Annual Insights report post meeting and submit by deadline of 11 June.	LAC	11 June	Completed
27 May 2025	Review LAC members register of Interests and update version for members	Senior Advisor	Immediate post meeting	Completed
18 March 2025	Provide District risk statistics for LAC - specific risk statistical to support engagement	Community Risk Manager	Immediate post meeting	Completed
18 March 2025	Group Managers reminder to Invite LAC members to cluster meetings.	District Manager	Trimester three Meeting May 2025	Completed
18March 2025	Trimester One meeting to be held in Wairoa in September. LAC to do engagements with volunteer brigades.	Chair District Manager Senior Advisor LAC	Trimester One Meeting September 2025	Completed
11 June 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	In progress