# Hawke's Bay Local Advisory Committee Meeting

# Minutes

**Date:** 27 May 2025 **Time:** 10.00 am – 3.00pm

**Venue:** Havelock North Fire Station, 15 Karanema Drive, Havelock North, 4130

**Present:**

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

**In Attendance:**

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| Bruce Stubbs | Region Manager, Te Upoko (Online) |
| Glen Varcoe | District Manager, Hawke's Bay |
| Nigel Hall | Community Risk Manager, Hawke's Bay |
| Rod Triplow | Chief Fire Officer – Havelock North |
| Reihana Turner | Pou Takawaenga Māori Matua |
| Shane Laulu | Senior Advisor, Local Advisory Committees (Online until 2pm) |

**Apologies:**

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| Hine Flood | LAC member |
| Brian Saunders | LAC member |
| 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. Introductions and whanaungatanga were carried out.

The District Manager introduced the Chief Fire Officer Havelock North who briefed the LAC members on the brigade and station.

**Committee operations**

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

The minutes of the LACs previous meeting on 18 March 2025 were confirmed by the Committee with minor amendments. Action points were reviewed and updated.

The LAC requested survey results of the LAC's annual self-review to be provided post-meeting.

The LAC reviewed its monthly online chat with the District leadership team and affirmed the ongoing benefit and value.

**Chair's update**

The Chair provided a brief update of ongoing informal talks with the LAC Chairs' cohort and the LAC Chairs' Hui scheduled in July. The Chairs will develop a Chairs Report at the Hui.

The Chair briefed the LAC on the recent Region Volunteer Leadership Conference. Useful discussions were held with region brigade members. Several themes emerged in conference sessions including training and ratio of trainer per-volunteer and resourcing to support this. Challenges noted were raining in remote areas and capturing volunteer voice and the feedback loop for volunteers who participate. Highlighted also was the presentation from Carbon Farming NZ. A link to a voice recording of the presentation will be provided post-meeting to LAC members.

**Engagement Reports and Analysis**

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

Discussions on insight captured in engagement reports included:

*Community risks and opportunities*

- Language used for fire safety messaging with cultural communities may require further development.
- Community resilience is developing through local government coordination and the evolution of community hubs. Noted is the diversity of hubs although not all hubs can provide on-site sleeping facilities. Hubs are working well and alongside Fire and Emergency in the post-Cyclone Gabrielle recovery period.
- Māori are primed to respond when there is need. Marae are already purpose-built response hubs. Māori relationships locally are strengthened when included in preparation and resilience planning. The LAC suggest there are more opportunities for Fire and Emergency to include Māori/iwi in partnership by ensuring appropriate engagement is undertaken with a Te Ao Māori lens.
- LAC engagement is providing access to new networks for Fire and Emergency in the Primary and Forestry sectors, along with individual industry groups. Potential relationship building opportunities should be followed up to determine where the LAC can support with facilitating these connections.
- Engagement with schools in this period have highlighted the challenges of competing with a full school curriculum to deliver fire safe programmes although school's interest is high.
- The LAC discussed the potential shift in risk profile for the district post-Cyclone Gabrielle and on-going impacts for the community in recovery based on its recent engagement.

In reviewing its engagement plan the LAC discussed the required follow up from its engagements in this period.

**LAC Annual Insights Reporting**

The LAC discussed its approach and agreed to complete the annual insights report post-meeting.

**District update**

The District Manager gave an update and overview on current issues for the district. The priority for the District in the next period will be building relations across communities and partner agencies. Continuing to build a strong culture within the team. Significant pieces of work over the next period will focus on, operations, volunteerism, health, safety and wellbeing, and brigade assessment.

**General Business**

Next meeting:

- Trimester One: **Tuesday 16 September** – Wairoa

The meeting closed at 3.00pm with a karakia whakamutunga.

**Action Log**

| Date | Action | Responsible | Due | Status |
|---|---|---|---|---|
| 27 May 2025 | Provide Self-review survey results for LAC | Senior Advisor | Immediate post meeting | Progressing |
| 27 May 2025 | Invite National Volunteerism Manager to meet with LAC at a cycle or out of cycle meeting<br><br>Review online information and tool kit for volunteer attraction | Chair<br><br>Community Risk Manager | Investigate for Trimester One or out of cycle meeting<br><br>Review and update LAC post meeting | Progressing |
| 27 May 2025 | Amendment to the LACs engagement plan from meeting discussions – focus for 25-26 Trimester 1 | Chair<br>Senior Advisor | Circulate post meeting | Progressing |
| 27 May 2025 | Complete the Annual Insights report post meeting and submit by deadline of 11 June. | LAC | 11 June | Progressing |
| 27 May 2025 | Review LAC members register of Interests and update version for members | Senior Advisor | Immediate post meeting | Progressing |
| 18 March 2025 | Provide District risk statistics for LAC - specific risk statistical to support engagement | Community Risk Manager | Immediate post meeting | Progressing |
| 18 March 2025 | Group Managers reminder to Invite LAC members to cluster meetings. | District Manager | Trimester three Meeting May 2025 | Progressing |
| 18 March 2025 | Trimester One meeting to be held in Wairoa in September. LAC to do engagements with volunteer brigades. | Chair<br>District Manager | Trimester One Meeting September 2025 | Progressing |

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| | | Senior Advisor LAC | | |
| 11 April 2024 | Follow-up on unanswered query from a submission on the Fire and Emergency Levy (overseas owners not paying levy) | National LAC team<br><br>Brian Saunders | November 2024 | Made as insight for response<br>No formal response yet. |