

Hawke's Bay Local Advisory Committee Meeting

Date: 14 September 2020

Time: 09:00am – 15:45pm

Venue: Quality Inn, Napier

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Leon Stallard	Member
Liz Lambert	Member
Monique Heke	Member
Sonya Smith	Member

Apologies:

Mavis Mullins	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Ken Cooper	Area Manager
Trevor Mitchell	Principal Rural Fire Officer
Roy Bridge	Planning and Performance Manager, Te Ūpoko
Angela Fisher	Business Services Manager

The Hawke's Bay Local Advisory Committee (the Committee) and Fire and Emergency NZ representatives from Te Ūpoko were hosted at Quality Inn for the Committee's first meeting.

Welcome/Mihi

The Chair welcomed everyone and opened the meeting with a karakia at 09.00.

The Chair set out ground rules for the day and asked the Committee for what they would like to get out from the meeting.

The Chair then stated the purpose for the day which is to complete the draft workplan and develop a draft engagement plan.

Workplan

The Committee were led by the National LAC team to successfully complete their 2020/21 annual workplan.

Stakeholder Engagement

The Committee mapped its community stakeholders and the existing connections/relationships that each member has in relation to the community sector.

The Committee agreed to take an iterative approach to their engagement, leveraging off existing networks in the first quarter. Initial engagement will focus on established networks of community agencies and sectors and hapū clusters, to maximise engagement across a broad range of sectors and networks.

The following priority groups and sectors were identified by the Committee:

- **Volunteers**
- **Iwi/hapū**
- **Civil Defence Emergency Management (CDEM)**
- **Community Education Groups (CEG)**
- **Local Council**
- **Established networks of community agencies**

In regards to iwi/hapū, the Committee will engage by way of hapū clusters through members with established connections.

Closing comments

The Committee thanked the National LAC team for a well-informed and presented hui/meeting acknowledging the foundations on which to build relationships with local leaders and Fire and Emergency.

The meeting closed at 15:45pm.

Action Log

Date	Action	Responsible	Status/Notes
01 Sep	Provide invoice templates to the Committee	National LAC Team	Completed
01 Sep	Invite UFBA representative to Meeting 2	National LAC Team	Completed
01 Sep	Send MOUs and OSAs to the Committee	National LAC Team	Completed

Hawke's Bay Local Advisory Committee Meeting

Date: 17 November 2020

Time: 08:30am – 16:30pm

Venue: Bay View Station

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Leon Stallard	Member
Liz Lambert	Member
Mavis Mullins	Member
Sonya Smith	Member

Apologies:

Monique Heke	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Ken Cooper	Area Manager, Hawke's Bay
Trevor Mitchell	Principal Rural Fire Officer, Hawke's Bay Rural Fire District
Jacob Davies	Business Operations Manager, Te Ūpoko
Cathryn Moriarty	National Manager, Strategy and Performance
Kim Hall	UFBA Representative

The Hawke's Bay Local Advisory Committee (the Committee) and Fire and Emergency representatives were hosted at Bay View fire station for the Committee's second meeting.

Welcome/Mihi

The Chair welcomed everyone and opened the meeting with a karakia at 08.30.

The minutes for the previous LAC meeting were confirmed by LAC members.

The National Manager, Local Advisory Committees reported back on the Board's response to the LACs 2021 workplan.

Correspondence

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented to the October Board meeting, noting its approval of the progress and direction of the Committee's work.

District Risks

The Regional Leadership Team presented information on the risks, challenges and opportunities within the district to assist the Committee to focus its engagement in areas where it can add value.

Hawke's Bay Flood Response and Recovery

The Area Manager gave an overview of the emergency response to the flood that occurred in Napier a week prior to the meeting.

Stakeholder Engagement

The Committee will continue to take an iterative approach to engagement and have agreed to focus on the following stakeholders before December 2020:

- **Volunteers**
- **Iwi/hapū**
- **Rural**
- **Safer communities and other social services networks**

Committee members attended volunteer leadership meetings within Hawke's Bay and will continue to engage on a 6-month basis.

Additional entities/organisations that the Committee have engaged with include: Wairoa District Council Māori Standing Community; the Tararua district council; Iwi, Lions, Rural Women and the Community Board in Dannevirke; Child Interagency network Hawke's Bay; Hastings District Council; and Rural Halls.

Local Planning & 10-year plan

An overview on the progress and implementation of Local Planning and the Fire and Emergency 10-year plan was provided by the National Manager, Strategy and Performance.

Introduction to National Memorandum of Understanding (MOU) and Operational Service Agreements (OSA)

The National LAC team gave an overview on Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MOU) and the New Zealand Defence Force (OSA).

United Firefighters Brigade Association (UFBA)

A representative from the UFBA was invited to the meeting to present on the UFBA, its connections to Fire and Emergency and how it supports volunteers.

Reporting to the Board

The Committee drafted the content of the December Board Report.

Closing comments

The Committee are appreciative of the continued support from the Regional Leadership Team and the National LAC team.

The meeting closed at 16:30pm.

Action Log

Date	Action	Responsible	Status/Notes
17 Nov 2020	Send 10-year plan to LAC members	National LAC Team	Completed. Sent 26 November 2020
17 Nov 2020	Send Interests Register to LAC members	National LAC Team	Completed. Sent for feedback, 26 November 2020
17 Nov 2020	Send Psychological Support Information to LAC members	National LAC Team	Completed. Sent 26 November 2020
17 Nov 2020	Send dates for Volunteers' meetings to LAC members	National LAC Team	2021 dates to be finalised.
17 Nov 2020	Send dates for United Fire Brigades Association AGM Meeting to LAC Chair and Deputy Chair	National LAC Team	Outstanding. Acquiring from UFBA
17 Nov 2020	Send volunteering roles to LAC members	National LAC Team	Completed. Sent link 26 November 2020
17 Nov 2020	Send Information to LAC members regarding Brigade Grant Policy	National LAC Team	Completed. Sent 1 December 2020
17 Nov 2020	Send Regional Business Plan and Fire Risk Programme to LAC members	National LAC Team	Completed. Sent 1 December 2020

Hawke's Bay Local Advisory Committee Meeting

Date: 2 February 2021

Time: 9.30am – 4.00pm

Venue: Haumoana Fire Station

Present:

Jeremy Harker	Chair
Debbie Northe	Deputy Chair
Leon Stallard	Member
Monique Heke	Member
Mavis Mullins	Member
Sonya Smith	Member

Apologies:

Liz Lambert	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Ken Cooper	Area Manager, Hawke's Bay
Trevor Mitchell	Principal Rural Fire Officer, Hawke's Bay Rural Fire District
Jacob Davies	Business Operations Manager, Te Ūpoko
Paul Shaw	Wildfire Specialist

The Hawke's Bay Local Advisory Committee (the Committee) and representatives from the Fire and Emergency Te Ūpoko Regional Leadership Team (RLT) attended the Committee's third meeting at Haumoana Volunteer Fire Station.

Welcome

The Senior Station Officer welcomed the Committee and Te Ūpoko representatives to the station.

Minutes

Minutes of the previous meeting were confirmed, as drafted.

RLT district update

The RLT provided an update on the Tranche 2 organisational district redeployment and informed the Committee on Fire and Emergency's response to local emergency events and the fire season restrictions within the district.

Stakeholder engagement

Members attended district volunteer leadership meetings, alongside local leaders, in November 2020. This meeting was introductory in nature and focussed on explaining the LAC purpose and role.

Informal meetings with iwi/hapū leaders have begun with members utilising their existing relationships to seek engagement and introduce the LACs purpose and intent.

As part of the Committee's Safer Communities priority group, members engaged with district health boards (DHBs) and learned that fireworks continue to be a concern for these entities. DHBs have expressed a desire to remove the selling of fireworks in the district.

Members met with delegates from Wairoa District Council who discussed the risk with forestry in the area, especially with the increased fire risk of unmanaged carbon forests, as well as the increase in logging trucks on the roads.

Informal introductory meetings have also been conducted between LAC members and rural and agricultural organisations.

Engagement planning

The Committee have identified entities within iwi/hapū, safer communities and, rural and agricultural businesses to continue their engagement over the next few months.

Members will continue to engage with volunteers at their district leadership volunteer meetings alongside local leaders.

Fire plans consultation feedback

Wildfire specialist, Paul Shaw, gave an overview of the draft Hawke's Bay Fire Plan. Committee members were then invited to give feedback on the fire plan template. Feedback included a concentration on use of plain English, local images and prioritising community groups accordingly.

National LAC Team Update

The National LAC team provided updates, including the self-review to be completed by the Committee in May, an overview of the progress of all seven LACs and a new invoice template.

Board Report

The Committee drafted the content of its Board Report for the quarter and set meeting dates for the next financial year.

The next Hawke's Bay LAC meeting is scheduled for Friday 07 May 2021.

The meeting closed at 4.00pm.

Action Log

Date	Action	Responsible	Status/Notes
17 Nov 2020	Send dates for United Fire Brigades Association AGM Meeting to LAC Chair and Deputy Chair	National LAC team	Complete.
2 Feb 2021	Key messages about Tranche 2 district redeployment.	National LAC team	Complete. Sent 25.03.2021
2 Feb 2021	One page profile on LAC members that can be sent to volunteer/career personnel	National LAC team	Complete. Sent 04.03.2021
2 Feb 2021	Share National Communications plan	National LAC team	Complete. Sent 04.03.2021
2 Feb 2021	Share Region engagement calendar on Teams	Regional Leadership Team	Complete. Posted 02.03.2021
2 Feb 2021	Dates for regional volunteer leadership meetings	Regional Leadership Team	Complete. LAC members emailed 08.04.2021