

Date:	14th March 2018	
Venue:	Breakout Room 1 Napier Conference Centre, Marine Parade, Napier	
Time:	9:45am – 2.30pm	
Present:	Mick Lester (Chair) Monique Heke Tania Kerr Jeremy Harker Liz Lambert Lisa Pohatu Leon Stallard	
In attendance:	Ceara Owen-Perry	Representative from UFBA
	Ken Cooper	Area Manager
	Trevor Mitchell	Principal Rural Fire Officer
	Gary Lockyer	Workstream Lead
	Sue Sherburd	Principal Advisor
	Nicola Wright	Project Manager
	Cushla Majendie	Senior Business Analyst
	Roy Bridge	Region 3 - Planning and performance manager
	Mark Plowman	Senior Business Analyst
Apologies:	Rob Hands	PRFO – Region 4
	Bruce Stubbs	Region Manager
	Rachael Thorp	Region Manager, Rural

Administration

1. Welcome, apologies and introductions

The Chair opened the meeting at 09:45am

The Chair welcomed members:

- Mick Lester (Chair)
- Monique Heke
- Tania Kerr
- Jeremy Harker
- Liz Lambert
- Lisa Pohatu
- Leon Stallard

An apology was received and accepted from

- Rob Hands PRFO – Region 4
- Bruce Stubbs Region Manager
- Rachael Thorp Region Manager

2. Register of interest and conflicts of interest

Additions/alterations to the interest register

The Chair called for any additions or alterations to the interest register. There were none.

Declarations of interest for items on the agenda

The Chair asked if any member has an interest that may give rise to a conflict of interest with a matter on the agenda. Members confirmed that they had no conflicts of interest to declare.

Moved: Mick Lester **Seconded:** Leon Stallard

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Discussion items

3. Engagement activity update N/A

4. Fire and Emergency update

The following points were covered in response to questions and discussion:

4	<p>Overview of the local planning process</p> <ul style="list-style-type: none"> How is the local plan is prepared; including what is required from the LAC Planning cycle How the local plan fits with National strategy and other plans developed by Fire and Emergency 	<p>Refer slides on Local Planning</p> <p>Mark provided an overview of the purpose of the local plan and covered off the main and additional functions of Fire and Emergency as prescribed in the legislation. He explained how the local plan fits in relation to other Fire and Emergency plans.</p> <p>Questions:</p> <p>Mick [ML] asked what the impact on Fire and Emergency's resourcing was likely to be to undertake planning for 16 committees nationwide?</p> <p>Discussion:</p> <ul style="list-style-type: none"> Monique [MH] suggested an example of a local risk could be the maintenance of sprinkler systems in Maraes. She said the ongoing cost of maintaining these systems made it prohibitive for marae to continue to keep these operational. Marae is considered a national place of significance and often acts as temporary housing in crisis situations. [MH] said assisting marae with this could be a national risk reduction initiative.
5	<p>Test Local Plan:</p> <ul style="list-style-type: none"> Present test local plan for the purposes of the trial Review the summary 	<p>Roy went through the outline of the test plan and walked the trial committee through the detail, up to the Capability section.</p> <p>Mark noted that the local plan was intended to be publicly available document.</p>

- Q & A

Trial Feedback:

- Urban and rural labels on the capability map are confusing and not relevant to the LAC, just want to see where there are stations. Suggested that the map be updated to reflect capability and level of service provided and not contain an urban/rural/volunteer split.
- Including the LAC members contact details is dependent on their term of appointment. Committee concluded that it was not worth including LAC contact details in the plan if a member's term was short. Trial committee didn't have an issue with contact details being included if term was 3 years or greater.
- Committee saw value in slicing data for various community groups based on the audience they were engaging with eg. Wairoa district. Noted that would invite more discussion around operational matters and that there may be a need for LAC members to be supported by a technical advisor when engaging with some specific community groups. This support could be provided by Fire and Emergency local leaders.
- Want to encourage communities of interest and LACs etc. to consider risks at a macro level rather than a micro level. How do we best do this?
- Section 3.10 What does the community value – the LAC can populate this section of the plan through their engagement with their communities of interest.
- Add new section 4.2.5 for Local Housing Risk

Discussion:

- Infrastructure includes road access – grey area between TAs and the requirements to get vehicles into areas. Does Fire and Emergency have any teeth to making TAs do anything around roading? New responsibilities in legislation taking on actions previously responsibility of the council. [TK]
- The committee talked about the risk to Fire and Emergency and themselves if they were to go out and engage with real people, on a “test” plan for a “trial”

		<p>LAC. Could be perceived as wasting people’s time when the real LAC was not in place yet and may not be for some time.</p> <ul style="list-style-type: none"> • Agreed to recalibrate the engagement exercise so that it focused on: <ul style="list-style-type: none"> • warming up selected stakeholders so they understand the purpose of a LAC and the intent behind why they were established • validating the strategic risks outlined in the “test” local plan summary • familiarising them with the format of the proposed local plan summary and asking them what else they might need to inform Fire and Emergency on local risk and need in the future • seeking their advice in terms of who else in the community they thought should be engaged with in respect of local risk and need <p>Action:</p> <ul style="list-style-type: none"> • LAC members to provide overall insights/thoughts on the plan at the next meeting. • Fire and Emergency to provide a description and examples of incident event types as back pocket info • Fire and Emergency to update summary slides for engagement by 19 March
6	<p>Review and confirm trial engagement plan for the period 15 March to 4 April</p>	<p>The trial committee agreed their trial engagement plan in light of the revised objectives outlined above.</p> <p>Link to updated plan</p> <p>Discussion:</p> <p>Agreed to extend timeframe for engagement to 13 April to allow LAC members to leverage existing meetings with stakeholders</p> <p>Agreed to next meet to review feedback on the engagement process, on 16 April</p> <p>Agreed to cancel meeting on 4 April.</p> <p>Action:</p>

		Issue comms to National Reference Group members who were attending the 4 April meeting, to observe.
7	<p>Review engagement materials and logistics</p> <ul style="list-style-type: none"> • Support • Logistics • Comms and material provided • Format of feedback • Tracking engagement 	<p>The committee reviewed the engagement pack that was designed to assist the LAC members with engagement. Some updates were identified by the group.</p> <p>Action:</p> <ul style="list-style-type: none"> • Updated engagement slides to be provided to the trial committee by 19 March. • LAC members to contact project if they need anything further to support their engagement activities.

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5. Engagement activities for next period

Who is to be engaged	By who	Nature of engagement	Action item #
Wairoa District Council	Jeremy Harker	Trial Engagement	1
Maori standing committee	Jeremy Harker	Trial Engagement	2
Quarterly Hort Sector meeting	Leon Stallard	Trial Engagement	3
Positive ageing - CHB	Lisa Pohatu	Trial Engagement	4
Child Healthy Housing Team – DHB (weekly)	Lisa Pohatu	Trial Engagement	5
Safe communities - Napier	Liz Lambert	Trial Engagement	6
Safe communities - Hastings	Lisa Pohatu	Trial Engagement	7
Chamber of commerce	Mick Lester	Trial Engagement	8
Hawkes Bay Prison	Mick Lester	Trial Engagement	9
Rotary member	Mick Lester	Trial Engagement	10
██████████	Mick Lester	Trial Engagement	11
Te Roopu a Iwi Trust	Monique Heke	Trial Engagement	12
Omahu Marae	Monique Heke	Trial Engagement	13
Te KKM o Te Wananga Whare Tapere	Monique Heke	Trial Engagement	14
Federated Farmers sub group	Tania Kerr	Trial Engagement	15
Whirinaki, Waipatiki, Northshore road sub groups	Tania Kerr	Trial Engagement	16
TPK region	Monique Heke	Trial Engagement	17

6. Feedback to provide to Fire and Emergency

The committee agreed that the following feedback be reported to Fire and Emergency New Zealand: N/A

7. Other business and wrap up

There was no other business.

The meeting closed at 14.20pm.

Signed as a true and accurate record.

Mick Lester

Chair

23 March 2018

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Action items register

The Committee noted the carried forward action items:

#	Meeting date	Action	Responsibility	Due date	Status
1	14 March 18	Provide overall insights/thoughts on the plan at the next meeting	Committee members		New
2	14 March 18	Provide description of incident groups as back pocket info	Nic Wright		New
3	14 March 18	Update summary slides for engagement by 19 March	Nic Wright		New
4	14 March 18	LAC members to contact project if they need anything further	Committee members		New
5	14 March 18	Timeframe for engagement extended to 13th April with the next 4th April meeting postponed to 16th April. Team to make changes and prepare comms needed to NRG members who are attending to observe.	Nic Wright		New
		Shaded Action points indicate they are open actions items from a previous meeting			Open
		Completed Action points since last meeting are a darker shade			Completed