

Date:	16 th April 2018	
Venue:	Ocean View Suit, East Pier Hotel. 50 Nelson Quay, Ahuriri, Napier	
Time:	9:30am – 12:45pm	
Present:	Mick Lester (Chair) Monique Heke Jeremy Harker (attended PM) Liz Lambert Lisa Pohatu Leon Stallard	
In attendance:	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
	Des Irving	
	Alistair Munro	
	Brent Single	
	Rachael Thorp	Region Manager, Rural
	Ceara Owen-Perry	Representative from UFBA
Apologies:	Bruce Stubbs	Region Manager
	Tania Kerr	Committee member

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 (arrived approx. 11:30)
- Liz Lambert
- Lisa Pohatu
- Leon Stallard

An apology was received and accepted from

- Tania Kerr
- Bruce Stubbs Region Manager

Moved: Mick Lester **Seconded:** Lisa Pohatu

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.

Not actioned by the Chair

Confirmation of previous meeting minutes

The Chair asked if the minutes from the previous meeting (14 March 2018) were accepted as a true and accurate record. Members confirmed that they were.

Moved: Liz Lambert **Seconded:** Monique Heke

Discussion items

3. Engagement activity update N/A

4. Fire and Emergency update

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

1.	Individual updates on engagement activities and feedback received (insights and learnings)	
a.	Mick Lester	<p>Mick provided an update on his engagement activities with</p> <ul style="list-style-type: none"> • Chamber of commerce – no meeting • Hawkes Bay Prison – 13 April 2018 • Rotary member – planned 16 April 2018 • [REDACTED] (Tourism) – 6 April 2018
b.	Liz Lambert	<p>Liz provided an update on her engagement activities with</p> <ul style="list-style-type: none"> • Safe communities - Hawke's Bay Regional Group – met 5 April 2018
c.	Lisa Pohatu	<p>Lisa provided an update on her engagement activities with</p> <ul style="list-style-type: none"> • Positive ageing - CHB • Child Healthy Housing Team – DHB (weekly) • Safe communities - Hastings • Safe Communities - CHB
d.	Leon Stallard	<p>Leon provided an update on his engagement activities with</p> <ul style="list-style-type: none"> • Hort Sector meeting
e.	Monique Heke	<p>Monique provided an update on her engagement activities with</p> <ul style="list-style-type: none"> • Te Taiwhenua o Heretaunga – 28 March 2018 • Ngati Kahungunu Iwi Inc – no meeting

		<ul style="list-style-type: none"> • Te KKM o Te Wananga Whare Tapere – no meeting • TPK regional teram – 27 March 2018 • Dr James Graham & Rose Smith - Hastings District Council – 19 March 2018
f.	Ken Cooper – (on behalf of Tania Kerr)	<p>Ken provided an update on Tania's engagement activities that he attended with her.</p> <ul style="list-style-type: none"> • Federated Farmers sub group – no meeting • Waipatiki Coastal community – met 11 April 2018 • Te Pohue meeting (isolated farming families) – met 11 April 2018 • Whirinaki Neighbourhood Support Group – no meeting
2.	Review of engagement plan	<p>Committee members were given copies of the draft engagement plan...the following members had provided updates on their engagement</p> <ul style="list-style-type: none"> • Liz Lambert • Lisa Pohatu • Leon Stallard • Monique Heke • Jeremy Harker <p>Discussion: More activity needed to refine the plan if the committee was to undertake the engagement as a proper committee. Would be best to align the engagement with the planning cycle.</p>
g.	Jeremy Harker	<p>Jeremy provided an update on his engagement activities with</p> <ul style="list-style-type: none"> • Wairoa District Council • Maori standing committee

5. Engagement activities for next period

Who is to be engaged	By who	Nature of engagement	Action item #	Date undertaken	Comment
Wairoa District Council	Jeremy Harker	Trial Engagement	1	10 April 2018	
Maori standing committee	Jeremy Harker	Trial Engagement	2	12 April 2018	
Quarterly Hort Sector meeting	Leon Stallard	Trial Engagement	3	21 March 2018	
Positive ageing - CHB	Lisa Pohatu	Trial Engagement	4	-	Missed this meeting, wrong day in calendar
Child Healthy Housing Team – DHB (weekly)	Lisa Pohatu	Trial Engagement	5	26 March 2018	
Safe communities - CHB	Liz Lambert	Trial Engagement	6	5 April 2018	
Safe communities - Hastings	Lisa Pohatu	Trial Engagement	7	6 April 2018	
Chamber of commerce	Mick Lester	Trial Engagement	8	-	Not able to arrange meeting
Hawkes Bay Prison	Mick Lester	Trial Engagement	9	13 April 2018	
Rotary member	Mick Lester	Trial Engagement	10		Meeting booked 19 April 2018
██████████	Mick Lester	Trial Engagement	11	6 April 2018	
Te Roopu a Iwi Trust	Monique Heke	Trial Engagement	12	-	Dr James Graham & Rose Smith - Hastings District Council
Omahu Marae	Monique Heke	Trial Engagement	13	-	
Te KKM o Te Wananga Whare Tapere	Monique Heke	Trial Engagement	14	-	Replaced with Te Taiwhenua o Heretaunga
Federated Farmers sub group	Tania Kerr	Trial Engagement	15	-	Replaced with Te Pohue meeting (isolated farming families)
Whirinaki, Waipatiki, Northshore road sub groups	Tania Kerr	Trial Engagement	16	-	Replaced with Waipatiki Coastal community
TPK region	Monique Heke	Trial Engagement	17	27 March 2018	
Te Taiwhenua o Heretaunga	Monique Heke	Trial Engagement	18	28 March 2018	

Who is to be engaged	By who	Nature of engagement	Action item #	Date undertaken	Comment
██████████ - Hastings District Council	Monique Heke	Trial Engagement	19	19 March 2018	
Waipatiki Coastal community	Tania Kerr	Trial Engagement	20	11 April 2018	
Te Pohue meeting (isolated farming families)	Tania Kerr	Trial Engagement	21	11 April 2018	
Whirinaki Neighbourhood Support Group	Tania Kerr	Trial Engagement	22	-	Meeting didn't take place as planned

6. Engagement activities for next period

Who is to be engaged	By who	Nature of engagement	Action item #

7. Feedback to provide to Fire and Emergency

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

8. Other business and wrap up

There was no other business.

The meeting closed at 12.45pm.

Signed as a true and accurate record.

Mick Lester

Chair

18 April 2018

Released under the Official Information Act 1982

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