



## Northland Local Advisory Committee Meeting

## Minutes

**Date:** 1 November 2024

**Time:** 10.00am to 2.30pm

**Venue:** Mangonui Fire Station, Mangonui

### Present:

Mita Harris	LAC Chair
Kārena Joyce-Paki	Deputy Chair
Kate Alexander	LAC Member
Kubi Witten-Hannah	LAC Member
Sheila Taylor	LAC Member

### In Attendance:

Wipari Henwood	District Manager – Northland
Fiona Natusch	Auckland Strategic Advisor
Shane Lauulu	Senior Advisor, Local Advisory Committee

### Apologies:

Sarah Benikowsky	LAC Member
Isopo Samu	LAC Member
Sarah Hoyle	LAC Member
Ron Devlin	Region Manager – Te Hiku
Mitchell Brown	Community Risk Manager – Northland
Lucy Chamberlain	National Manager, Local Advisory Committees

### Welcome

The meeting opened with a karakia tīmatanga, and a welcome to attendees from the Chair.

The LAC Register of Interests was reviewed and confirmed.

### Minutes

The minutes from the Local Advisory Committee's (LAC's) meeting on 6 September 2024 were confirmed. Action points from the previous meeting were reviewed and updated in the action log. The correspondence log was confirmed.

### LAC Engagement

- **2024-25 LAC Engagement Plan**

The Engagement Plan was discussed and how to progress toward completing. The Plan is a live document and will be reviewed at each Trimester meeting by the LAC. The Chair will coordinate and finalise the plan to submit by the end of November. Shared with the LAC was the overview of where the Engagement Plan is part of a larger process to ensure quality advice for Fire and Emergency.

- **Engagement reports for this period**

The engagement reports submitted for this period were discussed and analysed. The issues raised continue to align with strategic recommendations made in the LAC's 2023-2024 Local Insights report to the Board.

- **LAC Portfolio updates**

The LAC met in an out-of-cycle meeting to review the overall approach of portfolios on 4 October. It is agreed further work is required to fully implement the approach.

- **Whāriki update**

The Deputy Chair and Senior Advisor updated the LAC on the Whāriki online engagement tool testing with the focus group drawn from across the initial seven LACs. Karen Joyce-Paki and Isopo Samu are the Northland LAC representatives on the testing group. The testing will be completed in December and a review will determine the viability of the tool being available to all LAC members in 2025.

## **District Update**

The District Manager updated the LAC on recent activity in the District and calls of significance.

Other operational activity included was the updated MOU with Hato Hone St John in response to medical calls. Planning is underway for the upcoming fire season and the communications plan is providing the necessary community messaging.

Recruitment is underway for a second Pou Takawaenga Māori / Māori Liaison Officer for the region, although they will also cover Waikato.

The District is holding a volunteer executive officers course to support development of future leaders and succession planning.

The Auckland Strategic Advisor updated the LAC on the progress with preparing for the establishment of the Auckland LAC. Applications are currently being reviewed to shortlist those for interviews with Board decisions on appointments in early 2025.

## **NLAC Update**

The LAC was briefed on the move from quarterly to trimester meetings for 2025 and realignment with the planning process and annual cycle.

## **Updates and Insights**

- No updates for this period.

## **2024-25 LAC meeting schedule**

- The following dates were confirmed for 2025 Trimester meetings:
  - T2: 26 March 2025- venue to be confirmed
  - T3: 24 June 2025
  - T1: 2 October 2025

**Meeting concluded at 2.30pm.**

## Action Log

Date	Action	Responsible	Due	Status
1 Nov 2024	Completion of the LAC's engagement plan as of 30 November 2024  For regular review from the LAC March 2025 meeting.	Chair	30 Nov 2024	In-progress
1 Nov 2024	The Chair will write to LAC members to confirm their availability for 2025 meetings.	Chair	30 Nov 2024	In-progress
6 Sep 2024	Chair will coordinate an out of cycle meeting for 4 October of the LAC to cover: <ul style="list-style-type: none"> <li>Engagement planning</li> <li>Portfolio review</li> <li>Where LAC can support volunteer wellbeing over the next 12 months</li> </ul>	Chair	Oct 2024	Completed
6 Sep 2024	Sheila to provide report from LAC Chairs July Hui.	Sheila	Nov 2024	Completed
6 Sep 2024	District will provide invitation to LAC to attend the District Leader Day on 12 October at Kerikeri Sports centre.  LAC to confirm members that would attend.	District – CRM Chair	Oct 2024	Completed
3 May 2024	Link the Northland Community Risk Manager and Māori Portfolio holder to work Flood resilience Māori Communities and Marae	Sheila Taylor	May 2024	Completed
7 Mar 2023	Connect the District Team with the Northland Intersectoral Forum.	Isopo Samu	May 2023	Removed

	To be scheduled for February 2024			
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