



Minutes

Tairāwhiti Local Advisory Committee Meeting

Date: 5 November 2024

Time: 10.00am to 1.30pm

Venue: Tokomaru Bay Fire Station

Present:

Georgina Johnson

LAC Chair

Hikihiki Pihema

Deputy Chair

Teena Montgomery

LAC Member

In Attendance:

Peter Clark

District Manager – Tairāwhiti

Trudi Hicklin

Community Risk Manager - Tairāwhiti

Shane Laulu

Senior Advisor, Local Advisory Committee

Apologies:

Shane McClutchie

LAC Member

Lucy Chamberlain

National Manager, Local Advisory Committees

Welcome

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

The members shared a moment of reflection for Midge Te Kani in acknowledging her contribution with this the first meeting since her passing.

The LAC Register of Interests was reviewed and confirmed.

Minutes

The minutes from the Local Advisory Committee's (LAC's) meeting on 5 August 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 progress to complete. The Plan is a live document and will be reviewed at each Trimester meeting by the LAC. The new LAC 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 fits into a larger piece of work to support LACs with the engagement and ongoing insights analysis.

- **Iwi relational agreements**

This matter is to be incorporated into the LAC's 2024-25 LAC Engagement Plan.

- **Whāriki update**

The Senior Advisor updated the LAC on the Whāriki online engagement tool testing with the focus group drawn from across the seven LACs. Hikihiki Pihema and Tee Montgomery are the Tairāwhiti 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.

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. The LAC was also updated on the new LACs and progress.

District Update

The District Manager updated the LAC on recent activity in the district.

The LAC was briefed on the weather report forecasting a potential dry period which has meant a review of the Fire Plan for Gisborne and Poverty Bay. The district team is working on its fire season communications plan and messaging. Brigades are also undertaking fire season training in preparation.

The District team has delivered the Healthy Homes program to 150 homes in Ruatoria. Tukituki is the next designated area for the project in March 2025.

The District Manager provided feedback on the LACs 2023-24 Insights report.

Updates and Insights

- No updates for this period.

2024-25 LAC meeting schedule

- The following dates were confirmed for 2025 Trimester meetings:
 - T2: 13 February 2025 – To be confirmed (Induction scheduled for 12 February)
 - T3: 29 May 2025
 - T1: 23 September 2025
- The Induction process for new LAC members to come onto the LAC for the T2 meeting was discussed. Advice was sought from the LAC and District Manager on the induction programme and timing to welcome and induct the five new members.

Acknowledging the departing Chair

The LAC and District team thanked the Chair for her service. The District Manager and LAC members presented gifts for the departing Chair in acknowledging her service and leadership.

Hikihiki Pihema has been appointed as Chair of Tairāwhiti LAC for 12 months from 13 November 2024.

Meeting concluded at 1.30pm.

Action Log

Date	Action	Responsible	Due	Status
05/11/24	Finalise the LACs 2024-25 engagement plan as at end of November 2024 and for review at the February T2 meeting.	Chair	November 2024	In-progress
05/11/24	Arrange meeting for new Chair with NLAC Coordinator when in Wellington Chairs Forum over 13-14 November to discuss IT needs	Senior Advisor	November 2024	In-progress
05/11/24	Arrange meeting with new Chair and District Manager to further discuss induction of new LAC members for early 2025.	Senior Advisor	November 2024	In-progress
05/11/24	LAC to schedule an out-of-cycle meeting for April 2025	Chair	February 2025	In-progress
13/05/24	Seek more information on FENZ current OSAs and MOUs and provide an outline of upcoming work to the LAC	NLAC team (via Sector Partnerships team)	August 2024	Completed- incorporated into 24-25 Engagement plan
05/08/24	Confirm Q2 November meeting venue as Tokomaru station or Marae - 5 November	Chair	October 2024	Completed
05/08/24	LAC preference for a current member on the panel for Tairāwhiti LAC appointments.	Chair	August 2024	Completed
05/08/24	Provide volunteer leadership hui dates to National LAC Team for distribution to the Committee.	DM	August 2024	Completed
13/05/24	Provide the LAC with information around Fire and Emergency's recent iwi agreements in Waikato.	Region Manager	August 2024	Completed
13/05/24	Provide the LAC with information the Northland LAC has done with regards to Mana Enhancing Agreements.	National LAC team	August 2024	Close
13/05/24	Complete an out of cycle session with the District team to complete District Plan and the LAC's 2024-25 Workplan	LAC	Mon Jun 17 2024	Completed

	- NLAC team to prepare meeting pack including templates.			
13/05/24	Finalise and provide the LAC with District Guidance document for 2024-25	District Manager	August 2024	Completed
13/05/24	Provide a status update to the LAC on the current state of the Rautaki Māori and External Māori Advisory Roopū.	NLAC team (via KMCC Branch)	August 2024	Completed
13/05/24	Confirm with NLAC team if the LAC would like to hear more about the Diversity + Inclusion work programme at a future meeting.	Chair	August 2024	Close