



Tairāwhiti Local Advisory Committee Meeting

Minutes

Date: Thursday 13 March 2025

Time: 10.00 am – 3.00pm

Venue: Gisborne Fire Station, 185-187 Palmerston Road, Gisborne 4010

Present:

Hikihiki Pihema
Erana Reedy
Teena Montgomery
Willis Tamatea
Jordan Walker
Dr Raaniera Te Whata

LAC Chair
LAC Deputy Chair
LAC Member
LAC Member (From 10.45am to 12noon)
LAC Member (to 1.00pm)
LAC Member

In Attendance:

Peter Clark
Rob Karaitiana
Margaret Middleton-Echave
Shane Lauulu
Chris Lind (online)

District Manager, Tairāwhiti
Group Manager
Group Manager
Senior Advisor, Local Advisory Committees
National Advisor, Future Operational Capability Project

Apologies:

Shane McClutchie
David Guard
Lucy Chamberlain

LAC Member
Region Manager – Nga Tai ki te Puku
National Manager, Local Advisory Committees

Welcome

The meeting was opened with a karakia by the District Manager, followed by a welcome from the Chair.

Committee operations

The Chair confirmed the arrangements and starting times for meetings.

There were no amendments to the members register of interests.

The minutes from the Local Advisory Committee's meeting on 5 November 2024 were confirmed, actions updated, and correspondence noted.

Chair's update

The Chair provided a brief overview of the recent Chairs Forum in November 2024 and dialogue with other LAC Chairs and the Board.

Engagement Session and Planning workshop

The Senior Advisor, Local Advisory Committees gave a short overview around developing an engagement plan for Tairāwhiti. They also covered how LAC engagement fitted into a bigger picture of work for LACs along with analysis of engagements leading to considered and strategic advice to the organisation and the Board.

The committee workshopped their focus and determined priorities for engagement. They also noted potential engagements as part of their tactical approach for each member that link back to the agreed focus and priorities.

District update

The District Manager tabled his induction District briefing from the previous day. He invited the group managers in attendance and members of the District leadership team to meet the LAC. The Group Managers provided an overview on work undertaken in the District. Discussed was volunteerism and challenges which included vetting and medical check process, access to training, and available training spots. The Group Manager's asked the LAC to consider where they can support the committee.

The LAC was interested in winter messaging which will be led by the Community Risk Team and include testing smoke alarms, and chimney cleaning.

Future Operational Capability briefing

Chris Lind from the Future Operational Capability project updated the committee on the project and timelines. The committee was invited to provide feedback to the project team via email:

futureoperationalcapability@fireandemergency.nz

NLAC update

The Senior Advisor provided an update on the Whāriki engagement reporting tool rollout. The LAC went through the online form and hardcopy provided for members.

LAC members were asked to note the Guidance for members when invoicing.

General Business

The committee confirmed actions, and a place holder date for the Trimester three meeting.

Next meeting:

Trimester 3 meeting: **29 May 2025** Venue: Online meeting via MS Teams

Trimester 1 meeting: **23 September 2025** Venue: Ruatoria Fire Station

Closing

The meeting closed at 2.55pm with karakia.

Action Log

| Date | Action | Responsible | Due | Status |
|------|--------|-------------|-----|--------|
|------|--------|-------------|-----|--------|

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|-----------------|---|------------------|---------------------|-------------------------------|
| 13/03/25 | List of stakeholders for LAC | District Manager | March 2025 | Immediate post meeting |
| 13/03/25 | Liaise with other LAC Chairs on volunteerism and the duration of the recruitment period. | Chair | T3 meeting May 2025 | In-progress |
| 13/03/25 | Update the LACs 2024-25 engagement plan and circulate. | Chair/LAC | March 2025 | In-progress |
| 13/03/25 | LAC to schedule an out-of-cycle meeting for early May 2025 for briefing update on Local Planning | Chair | April/May 2025 | In-progress |
| 13/03/25 | Provide the LAC letter from FENZ Board on Areas of focus dated May 2024. | Senior Advisor | March 2025 | Immediate post meeting |
| 13/03/25 | Set up of LA Chat group | Chair | March 2025 | Immediate post meeting |
| 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 | Completed |
| 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 | Completed |