



# Minutes

## Waikato Local Advisory Committee Meeting

**Date:** Wednesday 12 February 2025

**Time:** 10.00 am – 3.45pm

**Venue:** Hamilton Fire Station, 189 Anglesea Street, Hamilton 3204

### Present:

Te Rehia Papesch	LAC Chair
Shayne Wihongi	LAC Deputy Chair
Jeremy Mihaka-Dyer	LAC Member
Karl Lapwood	LAC Member
Edmond Carrucan	LAC Member
Jan Sedgwick	LAC Member (to 1pm)
Lisa Thomson	LAC Member (from 10.30am)
Lauola Schuster	

### In Attendance:

Daryl Trim	District Manager, Waikato
Mark Tinworth	Community Risk Manager, Waikato
Kimberley McCarthy	Team Leader Business Services Coordinator, Waikato
Alan Doherty	Group Manager
Shane Bromley	Group Manager
Matt Cook	Group Manager
David Brown	Group Manager
Matt Leonard	Group Manager
Alban Osborne	Group Manager
Shane Lauulu	Senior Advisor, Local Advisory Committees
Chris Lind (online)	National Advisor, Future Operational Capability Project

### Apologies:

David Guard	Region Manager, Nga Tai ki te Puku
Lucy Chamberlain	National Manager, Local Advisory Committees

### Welcome

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

### Committee operations

There were amendments noted and confirmed in the members register of interests.

### Chair's update

The Chair acknowledged the recent visit to Ngāruawāhia and time with Fire and Emergency staff.

The Chair facilitated a discussion for the members to discuss the skillsets they bring to the committee and areas of interest. The group discussed an approach to working as a cohort and collective.

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

### **Engagement Session and Planning workshop**

The Senior Advisor, Local Advisory Committees gave a short overview around developing an engagement plan for Waikato. 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 priorities.

### **District update**

The District Manager gave an update and overview on current issues for the district.

The LAC was briefed on region and district priorities, the district workplan including the key performance indicators, along with identified risks and issues.

The District Manager and Group Managers provided overview on work undertaken in capability building, leadership development, partnerships and relationships, and volunteerism.

Discussed also was where the LAC could support in its role. Highlighted was engaging with local brigades and volunteers and capturing the volunteer experience. The LAC was asked to review the Waikato District 2023-26 Work programme and provide feedback on any gaps.

The Community Risk Manager provided an overview of community readiness and recovery, and risk reduction work for the district.

### **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](mailto:futureoperationalcapability@fireandemergency.nz)

### **NLAC update**

The Senior Advisor provided an update on the Whāriki engagement reporting tool rollout and 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: **Thursday 5 June 2025** TBC Confirmed for Thames Fire Station.

### **Closing**

The meeting closed at 3.45pm with karakia.

#### Action Log

Date	Action	Responsible	Due	Status
12 Feb 2025	Provide the LAC with a list of contact details of Chief Fire Officers and Group managers.	District Manager	28 February 2025	In progress
12 Feb 2025	Follow up on invoicing query	Senior Advisor NLAC	19 February 2025	In progress
12 Feb 2025	LAC to provide feedback on District priorities work programme to the District Manager	LAC members	28 February 2025	In progress
12 Feb 2025	LAC provide feedback to future operational capability project via email address from session	LAC members	28 February 2025	In progress
12 Feb 2025	Provide framework once packaged for LAC	Future operational capability project	End of March 2025	In progress
12 Feb 2025	Complete draft of Waikato Engagement Plan, including planned engagements and circulate for review	Shane Lauulu Senior Advisor NLAC	19 February 2025	In progress ( <i>to be attached with minutes</i> )