Minutes

Waikato Local Advisory Committee Meeting

Date: Thursday 16 October 2025 **Time:** 10.00 am – 2.30pm

Venue: Online Via Microsoft Teams

Present:

Te Rehia Papesch	LAC Chair
Shayne Wihongi	LAC Deputy Chair
Jeremy Mihaka-Dyer	LAC Member
Jan Sedgwick	LAC Member

In Attendance:

Alan Doherty	Group Manager, Waikato
Mark Tinworth	Community Risk Manager, Waikato
Shane Laulu	Senior Advisor, Local Advisory Committees

Apologies:

Lauola Schuster	LAC Member
David Guard	Region Manager – Nga Tai ki te Puku
Daryl Trim	District Manager, Waikato
Hori Mana	Pou Takawaenga Māori Matua

Welcome

The meeting was opened with a karakia by the Deputy Chair, followed by a welcome from the Chair and acknowledgment of the use of the Fire and Emergency karakia. The Chair provided an overview of the agenda and sought any additions to the agenda. The Register of Member Interests was confirmed. The minutes of the 5 June LAC meeting were confirmed as amended, actions reviewed and correspondence tabled.

District update

The Group Manager (GM) provided the District Manager update and overview on current issues for the district. The GM discussed the District Manager priorities, covering safety health and wellbeing, assets, staffing, leadership and succession planning with Chief Fire Officer roles.

The LAC was briefed on the Volunteer Voice Network (VNN) and its establishment, initial network projects, and aims as a national focus. The VVN provides an opportunity through the working group to have a diverse perspective and geographical voice. The LAC endorsed the aims of the VNN and feedback at the recent Volunteer Leaders Conference. The LAC will be interested in the progress of the initial network projects. The Community Risk Manager (CRM) noted the usefulness for LACs as a collective to monitor.

The GM briefed the LAC on the compliance dashboard for district brigades and results.

The CRM updated the LAC on partners and relationships. Focus on several Iwi engagements and relationship building through the home fire safety programme. Noted were the Tainui agreement and development of a broad workplan to support the agreement which was shared with LAC. The Chair indicated interest in being involved to support discussions with Tainui as this is an ongoing relationship. Other areas updated were collaboration with Habitat with fire safety workshops, Land Manager Forums locally and combined with Bay of Plenty, Waikato Group Plan emergency management responsibilities through CEG, and Council welfare communities across the Waikato region.

The GM briefed the LAC on the Waikato response capability and recent local exercises to support this. The GM updated the LAC on upcoming industrial action and planning for the incident response. The CRM briefed the LAC on the community risk dashboard and measures and was keen to understand information and areas of interest for the LAC. Local planning is underway and the District team is preparing for a briefing of the LAC at the Trimester Two meeting in March.

Rautaki Māori

The Chair and Deputy Chair updated on the workshops to give effect to the Rautaki Māori workshop recently in Auckland. The main korero was about how Māori communities and Fire and Emergency have the resources to undertake meaningful engagement and responsiveness. Implementing an operational practice and within the parameter of available resources will be the challenge. It was a productive and constrictive first discussion with two further online workshops to follow.

Chair's update

The Chair provided a brief for the LAC on the LAC Chairs' Hui in July. The Hui provided an opportunity to share knowledge in developing the Chairs annual insights report to the Board. The Chairs had a collective voice on the importance of the feedback loop from Fire and Emergency ensuring there is a meaningful response from the Board and organisation to LAC advice. The Chair shared the experience of meeting with the Board in late July and discussion. The Chair highlighted several matters including filling the vacancies on the LAC with recent departures of several members.

Engagement Planning and review

The LAC developed its 25-26 engagement plan with continuity from 2025 and reviewed recent reports and Board priorities. LAC members updated on their individual engagements, summarised in their submitted Whāriki reports, and areas of interest.

General Business

The LAC discussed a possible meeting with the Bay of Plenty LAC and the Cahir will liaise to secure a possible date.

The next two Trimester cycle meetings were confirmed for:

- **19 March 2026** at possibly Tirau or Tokoroa fire stations
- **18 June 2026** – TBC

The LAC had In-committee time.

The meeting closed at 2.30pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
16 October 2025	Provide District Update slides to LAC	Group Manager	Immediate post-meeting	Completed
16 October 2025	Noted for LAC as a collective to receive updates on the progress of the VVN projects	Chair to discuss at upcoming Chairs' Forum	Post meeting	Progressing
16 October 2025	Negotiate a possible out of cycle meeting with the Bay of Plenty LAC	Chair	Post meeting	Progressing
16 October 2025	Advice from District team of upcoming scheduled events it will be useful for LAC to attend. Invitations to be sent.	District team	Post meeting	Progressing
16 October 2025	Community risk report	CRM	Immediate post meeting	Completed
16 October 2025	25-26 LAC Engagement plan updated from meeting discussion	Senior Advisor	Immediate post meeting	Completed
5 June 2025	Prepare summary overview of engagement reports for this period and themes for reporting and circulate with Members.	Deputy Chair	Immediate post meeting	Completed
5 June 2025	LAC to review draft letters prepared by Jeremy for business and sports group engagements. members to provide comment to finalise draft.	LAC	Immediate post meeting	Progressing Members to provide feedback to finalise
5 June 2025	LAC to prepare annual insights report from template and circulate for finalising by 19 June.	Chair/Deputy Chair	19 June	Completed
5 June 2025	Circulate the Fire and Emergency Strategic Direction document for LAC members	District Manager	Immediate post meeting	Completion
5 June 2025	Update the LAC's engagement plan with amendments as discussed Provide geographical patches to be included in plan	Senior Advisor Deputy Chair	Immediate post meeting (to go with draft mins)	Completed
5 June 2025	Submit report to Whāriki from recent Volunteer Leaders Conference	Chair/Deputy Chair	Immediate post meeting	Completed

5 June 2025	Chair will follow up with National Manager LACs on committee membership	Chair	Immediate post meeting	Completed