# Hawke's Bay Local Advisory Committee Meeting

# Minutes

**Date:** Tuesday 17 February 2026 **Time:** 09.15 am – 3.45pm

**Venue:** Waipukurau Fire Station, 32 Russell Street, Waipukurau 4200.

**Present:**

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|---|---|
| Kate Taylor | LAC Chair |
| Rizwaana Latiff | LAC Deputy Chair |
| Jarrod Wilkinson-Smith | LAC Member |
| Paddy Driver | LAC Member |
| Gina McGrath | LAC Member |
| Liz Lambert | LAC Member |
| Sonya Smith | LAC Member |
| Rebecca-Lee Awarangi | LAC Member |

**In attendance:**

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|---|---|
| Bruce Stubbs | Regional Manager Te Ūpoko |
| Tony Kelly | Acting District Manager Hawke's Bay |
| Nigel Hall | Community Risk Manager Hawke's Bay |
| Hamish Smith | Group Manager |
| Rei Turner | Pou Takawaenga Māori |
| Aiden Crawford (Online) | Pou Takawaenga Te Ūpoko |
| Lucy Chamberlain (Online 10:30 -12) | National Manager Local Advisory Committees |
| Michelle Bartlett (Online) | Senior Advisor Local Advisory Committees |
| Katie Adams | Co-ordinator Local Advisory Committees |

**Apologies:**

| | |
|---|---|
| Brian Saunders | LAC Member |
| Hine Flood | LAC Member |

**Welcome and Whakawhānaungatanga**

The meeting was opened with a karakia. The Chair welcomed new members and led a round of introductions.

**Committee operations**

Amendments to the members register of interests was noted. Members to email updates to the secretariat and copy in the Chair. The minutes were confirmed, actions updated, and correspondence noted.

**Refreshed LAC Terms of Reference**

The National Manager LACs presented on the updated LAC Terms of Reference and led discussion.

The LAC discussed referring any concerns raised about facilities, assets and infrastructure directly to the District to consider as part of their local planning. The National Manager Local Advisory Committees noted the discussion and noted that feedback will be provided to the Fire and Emergency Board.

**District Update**

The District Manager updated the LAC on organisational changes and matters of interest for the LAC. Updates on the community risk work and local engagement were provided and discussed.

**LAC Engagement**

The LAC reviewed its annual engagement plan and discussed re-aligning it with the refreshed Terms of Reference. Potential portfolios were discussed including consideration of allocations of the portfolio areas of outgoing LAC members and potential portfolio areas for incoming members.

**Review of Engagement Reports**

Members reviewed and discussed the following engagements completed prior to this trimester meeting.

- Te Uru Rākau Wildfire Specialist
- Napier City Council GM attending upcoming first responders meeting and will talk to NZTA
- Public meetings regarding carbon forestry risks - Puketoi range and Pongaroa
- CARE programme
- Hawke's Bay Forestry group
- Wairoa Fire Brigade
- E Tiki – New Māori Engagement Strategy
- Age Concern Hastings
- Central Hawke's Bay District Council

**Secretariat update**

The updated claims process was presented and discussed. Members were encouraged to contact the secretariat if they have any questions.

**General Business**

The committee confirmed actions from the meeting.

**Next trimester meeting**

The next meeting is **19 May 2026** at Bayview Fire Station. Future meeting locations of Dannevirke and Woodville were discussed.

**Closing**

The meeting closed by the Chair at 3.45pm with karakia. This meeting was 6.5 hours.

**Action Log**

| Date | Action | Responsible | Due | Status |
|---|---|---|---|---|
| 17 February 2026 | Share contacts of Airport and Defence fire brigade contacts with LAC members | District Manager | 20 April 2026 | Progressing |
| 17 February 2026 | Send Brigade list to LAC members to select a brigade to engage with | Chair | 20 April 2026 | Progressing |
| 17 February 2026 | Update Engagement plan with changes as discussed and distribute to LAC members | Chair | 20 April 2026 | Progressing |
| 17 February 2026 | Close the loop on Wairoa brigade engagement | District Manager/ LAC members | 20 April 2026 | Progressing |
| 17 February 2026 | Attend first responders meeting and feedback to LAC on NZTA traffic management issues/planning | Group Manager | 19 May 2026 | Progressing |
| 17 February 2026 | MOU and agreements list to be shared with LACs at T3 meetings | Senior Advisor/District Manager | 19 May 2026 | Progressing |