Northland Local Advisory Committee Meeting

Minutes

Date: Thursday 12 February 2026 **Time:** 09.15 am – 3.25pm

Venue: Kawakawa Fire Station, 6 Station Road, East, Kawakawa 0210

Present:

Mita Harris	LAC Chair
Kārena Joyce-Paki	LAC Deputy Chair
Kate Alexander	LAC Member
Sheila Taylor (until 10.30am)	LAC Member
Kubi Witten-Hannah	LAC Member
Sarah Benikowsky (Online)	LAC Member
Kataraina Thompson	LAC Member
Kristeen Prangley	LAC Member
Sapi Merata-Iuliano	LAC Member
Dean Myburgh	LAC Member
Adrienne Tari	LAC Member

In attendance:

Mitchell Brown	Community Risk Manager, Northland
Rhys Wirihana	Group Manager, Northland
Rory Renwick	Group Manager, Northland
Lucy Chamberlain (Online)	National Manager – Local Advisory Committees
Shane Laulu (Online)	Senior Advisor, Local Advisory Committees

Apologies:

Ron Devlin	Region Manager, Te Hiku
Wipari Henwood	District Manager, Northland
Albert Cash	Pou Takawaenga, Te Hiku

Welcome and Whakawhānaungatanga

The meeting was opened with a karakia by the chair, followed by a welcome of new LAC members and acknowledging the contribution of departing members. The Chair led whakawhānaungatanga and introductions among the LAC members and district team.

Committee operations

Amendment to the members register of interests was noted. The minutes from the Local Advisory Committee's (LAC) meeting on 23 October 2025 were confirmed, actions updated, and correspondence noted.

Refreshed LAC Terms of Reference

The Chair presented the changes to the terms of reference (ToR), with the LAC discussing roles and responsibilities in aligning with the updated ToR. The National Manager Local Advisory Committees noted LAC members feedback from the discussion. Feedback from LAC discussions on the ToR during the Trimester two meeting cycle will provide be provided to the Fire and Emergency Board.

District Update

The Community Risk Manager (CRM) updated the LAC on recent activity and matters of interest for the committee including the organisational change proposal and impacts at district level. The CRM briefed the LAC on local planning and progress with the development of the Northland plan for the coming year. Discussed were areas the district team was focused on.

The Board will be visiting the district in late March. The district team were interested in the LAC being included in the programme and will liaise with the Chair on possibilities.

The CRM will arrange an in-depth briefing for LAC members at the upcoming out of cycle meeting in late March.

LAC Engagement

The LAC reviewed its annual engagement plan and discussed aligning with the refreshed TOR and including the transition of new members. Members noted they still have a challenge with geographical representation and established relationships in the Far North. The LAC discussed the portfolio model and considered whether a hybrid model including geographical lead responsibilities, might assist with the coverage challenges. This will be workshopped further at the LAC's upcoming out-of-cycle meeting in late March.

Secretariat update

The Senior Advisor updated the LAC on updated claims process and discussed changes and new settings.

General Business

The committee confirmed actions from the meeting.

The LAC will hold an out-of-cycle meeting on **26 March 2026** at Whangarei Fire Station. The Chair will liaise with the district team to develop a programme for the meeting including inclusion in the District programme being developed for the Fire and Emergency Board's visit.

Next trimester meeting

The LAC's Trimester 3 meeting is on **14 May 2026** will be held at the Kerikeri Fire Station.

In-committee

The LAC went into in-committee for discussion.

Closing

The meeting closed by the Chair at 3.25pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
12 February 2026	Amend Interests register as discussed	Senior Advisor	26 Feb 2026	Completed
12 February 2026	Feedback provided by LACs on refreshed TOR to the Board	National Manager LACs	End of trimester two meeting cycle	Progressing
12 February 2026	Arrange out-of-cycle meeting for members set for 26 March at Whangarei Fire Station Chair to liaise with district team on agenda	Chair	27 February 2026	Progressing
12 February 2026	Liaise with district team on Board visit to the District 26-27 March and possibility of LAC members involvement in the programme	Chair/District Manager	Mid-March 2026	Progressing
12 February 2026	District team to invite LAC members to station openings once dates confirmed	Community Risk Manager	14 May 2026	Progressing
12 February 2026	Update LAC engagement plan and discussion on allocation of roles within the committee for the plan forward from 26 March out-of-cycle meeting	Chair	Mid-March	Progressing
12 February 2026	Take updated Photo LAC members for Fire and Emergency website	Chair	12 February 2026	Completed
23 October 2025	Invite Civil Defence Damon Reo to speak at T2 LAC hui 12 February	Chair	January 2026	Chair to follow up and arrange for the Trimester 3 meeting in May 2026