Tairāwhiti Local Advisory Committee Meeting

Minutes

Date: Tuesday 24 February 2026

Time: 9.45 am – 4.00pm

Venue: Midway Surf Rescue Community Hub, 40 Centennial Marine Drive, Awapuni, Gisborne

Present:

Erana Reedy	LAC Chair
Teena Montgomery	LAC Deputy Chair
Jordan Walker	LAC Member
Shane McClutchie	LAC Member

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Trudi Hicklin	Community Risk Manager
Daniel McLachlan	ICT support
Maria McDonald (Online)	Secretariat, Local Advisory Committees

Apologies:

Dr Raaniera Te Whata	LAC Member
Peter Clark	District Manager, Tairāwhiti

Welcome

The meeting was opened with a karakia, followed by a welcome from the Chair and whanaungatanga with those present. Erana introduced Daniel and acknowledged his support for connecting with Convene.

Committee operations

Amendments were made to the Members' Interests Register and confirmed. An updated list of interests will be distributed. The LAC's previous meeting minutes were confirmed noting the need for a spelling correction. The actions were reviewed and updated, and correspondence noted.

Refreshed LAC Terms of Reference

National Manager, LACs presented on board direction and member roles and responsibilities. Discussion took place on the size of the LAC, the process for managing attrition, the current industrial action, and the LAC sought advice on how to respond to questions raised. Secretariat will resend the talking points to the LAC and noted that matters around the industrial action are outside the scope of the LAC role. MOUs will be covered at the next meeting with more detail on those. Diversity and

inclusion was raised and it was noted that the LAC would be encouraged to provide any feedback in this area.

Some challenges using the Whāriki app, so material has not been sent or emailed directly. Tee will forward to the LAC inbox to ensure it is captured. Secretariat will support members with operating the app.

District update

Discussion took place with the Community Risk Manager (CRM) around tanks and fittings at marae, and evacuation schemes and compliance. The CRM is interested in trialling this with a local marae and discussion took place about what marae could be considered for this. Access for fire vehicles on marae property, communication channels with marae in times of weather events and emergencies, and insurance cover, cost, and implications were covered.

The home fire safety campaigns are launching 23 March. LAC support was requested to publicise the Tairāwhiti Fire and Emergency Facebook page. Noted that have recently reviewed the media policy around spokespeople and release of local information. LAC members are invited to join the district Relay for Life team and attend.

District planning is not actively progressing for 2026/27 at present. No decisions have been made following consultation on the Strategic Implementation Programme proposals with outcomes expected on 18 March, with planned transition and implement by the end of June 2026. The LACs will receive information on final decisions and implications.

Review of engagement plan

The LAC discussed engaging with the local brigades, with three planned for the year, the next one in March. A presentation is in the engagement kit to support this engagement. Trudi will link with Peter to see if this is possible to get invited. The CRM will share calendar events with the LAC and consider events the LAC can be invited to.

Plan reviewed, changes to be reflected and to focus on these at the catch ups. Tee Montgomery to pick up Willis Tamatea's areas, Erana Reedy and Raaniera Te Whata to check lists. Multicultural communities, Pacific Peoples to be covered by both Jordan Walker and Shane McClutchie. Discussion around the size of the committee and needing to be realistic about what commitments are made with the capacity available.

LAC Secretariat update

Member fees and payments: National Manager, LACs presented on changes to the process for claiming fees and expenses.

General Business

Actions reviewed and confirmed.

Photo at next meeting.

Next meeting:

Date for next meeting is Tuesday 26 May.

Venue to be confirmed as the Gisborne Fire Station will be mid renovation.

Closing

The meeting closed at 2.00 pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
24 February 2026	Photo to be placed on next agenda.	Chair/Senior Advisor	Next meeting	Completed
24 February 2026	Consider next venue location as Gisborne Fire Station will be in construction.	Chair/Senior Advisor	24 March 2026	In progress
24 February 2026	Look at finalising sign in for Shane and Jordan (log in expired) and Raaniera. Tee cannot log in. Provide invitations to future training.	Senior Advisor	24 March 2026	Completed
24 February 2026	Explore inviting LAC to local brigades gathering, and to invite to planned local events in the district engagement plan	Trudi Hicklin	24 March 2026	Progressing
24 February 2026	Forward engagement emails to the LAC inbox	Tee Montgomery	24 March 2026	Completed
24 February 2026	Arrange setting up LAC members with Whāriki access	Senior Advisor	24 March 2026	Completed
24 February 2026	Resend the talking points to the LAC	Senior Advisor	24 March 2026	Completed