Minutes

Waikato Local Advisory Committee Meeting

Date: Thursday 19 March 2026 **Time:** 09:15 – 15:15

Venue: Tirau Fire Station, Okoroire Road, Tirau / Microsoft Teams

Present:

Te Rehia Papesch	LAC Chair
Shayne Wihongi	LAC Deputy Chair
Jeremy Mihaka-Dyer	LAC Member
Jan Sedgwick (online)	LAC Member
Lauola Schuster (online)	LAC Member
Paula Southgate (online, until 12pm)	LAC Member
Dr Nicolina Newcombe	LAC Member
Jocelyn Hale	LAC Member

In Attendance:

Alan Doherty	Group Manager, Waikato
Mark Tinworth	Community Risk Manager, Waikato
Lucy Chamberlain (online)	National Manager Local Advisory Committees
Raluca Lambess (online)	Senior Advisor, Local Advisory Committees
Michelle Bartlett (online)	Senior Advisor, Local Advisory Committees

Apologies:

Daryl Trim	District Manager Waikato
Hori Mana	Pou Takawaenga Māori Matua

Welcome

The Deputy Chair opened with a karakia, and the Chair welcomed new members.

Committee Operations

The Register of Member Interests was confirmed with new updates received from members.

The minutes were confirmed, actions reviewed, and correspondence noted.

Refreshed Local Advisory Committees Terms of Reference

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

District update

The Community Risk Manager provided a district update on key priorities and regulatory engagement to reduce harm. There was a discussion around volunteering and connecting to the brigades. The District team are developing a plan and will provide more details at the next meeting.

Review of the Engagement plan and alignment with refreshed Terms of Reference

LAC Members shared their engagements and discussed engagement priorities for the year. The district discussed their connections and sharing of key contacts. The LAC members agreed to review, redraft, and circulate the engagement priorities document for feedback and to further discuss at their next meeting.

General Business

The secretariat presented on updates to the payment process.

Jan Sedgwick as the LAC representative briefed the LAC on the Public Consultation for the Draft Firefighting Water Supplies Code. Further updates will be provided as the work progresses.

The group photo will be scheduled for the next meeting.

The next meeting confirmed for:

- **18 June 2026** – time 09:15 to 15:15 (TBC) and location Hamilton (TBC)

The meeting closed at 3:15 pm with karakia. The meeting duration was 6 hours.

Action Log

Date	Action	Responsible	Due	Status
19 March 2026	Provide the committee with a briefing on local agreements before the next meeting.	Senior Advisor	18 June 2026	Complete
19 March 2026	District contacts to be shared and LAC members invited to the Leaders' meetings.	Mark Tinworth	18 June 2026	Complete
19 March 03/2026	The CRM to connect LAC Member with the Community Readiness and Recovery Team to discuss 'My Fire Evacuation Plan'	Mark Tinworth	18 June 2026	Complete
19 March 03/2026	The Waikato LAC members to review and redraft the Local engagement priorities plan for 2025-2026 and circulate it for feedback and discussion at their next meeting.	LAC members	18 June 2026	In progress
19 March 2026	LAC Member – Jan Sedgwick to share with the LAC Members the key changes to the Draft Firefighting Water Supplies Code	Jan Sedgwick	18 June 2026	Complete

16 October 2025	Negotiate a possible out of cycle meeting with the Bay of Plenty LAC	Chair	Post meeting	In progress
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	In progress