Minutes

Wellington Local Advisory Committee Meeting

Date:	10 March 2026	
Time:	09.30am – 2.30pm	
Venue:	Wairarapa Room, Te Ūpoko HQ, Level M, 2 Oriental Parade, Wellington.	
LAC members:	Adrienne Staples (Chair)	Asher Wilson-Goldman
	Shamia Love-Shariff (DC)	Andrew Brown
	Maria Mitimeti	Maleeha Ahmad
In Attendance:	Gareth Hughes	Acting District Manager – Te Ūpoko
	Philip Soal	Community Risk Manager – Te Ūpoko
	Aidan Crawford	Pou Takawaenga - Te Ūpoko
	Lucy Chamberlain	National Manager, Local Advisory Committees
	Kate Adams	Coordinator, Local Advisory Committees
Apologies:	Bruce Stubbs	Region Manager – Te Ūpoko

Welcome

The meeting was opened with a karakia, followed by a Health and Safety briefing.

Committee Operations

Apologies: none noted. The Interest Register was reviewed and updated. The committee approved the minutes of the previous meeting. Correspondence: none noted.

Updated LAC Terms of Reference

The LAC Chair led the presentation and discussion on the updated Terms of Reference. The district spoke about Volunteer leadership meetings and noted LAC members are welcome to attend these.

District Update

The District Manager and Community Risk Manager shared a district update including District Plans and priorities. The Pou Takawaenga gave an update on engagement and support marae in the rohe. The district team noted that operationally they work and support the Chatham Islands.

Engagement Plans and Reports

There was discussion on the LAC Engagement Plan and working with the district on this. A key focus is for committee members to be visible in their communities. This Engagement Plan reflects the

committee's establishment phase and is subject to further revision. The LAC noted they were lacking geographical support in the Porirua region however this can be filled from other angles.

General Business

The updated claims process was discussed, outlining the new process and timeframes. Members are encouraged to contact the secretariat if they have any questions.

The Pou Takawaenga invited the LAC to the Fire and Emergency New Zealand Matariki celebration on Wellington waterfront.

The committee delayed taking of the photograph due to some committee members attending virtually.

Next Meeting

The next meeting date has been changed to Wednesday 10 June 2026 at Waikanae Volunteer Fire Brigade.

Close

The meeting closed with a karakia by the District Manager at 2:35pm. The committee then received a museum tour.

Action Log

Date	Action	Responsible	Due	Status
10 March 2026	Committee photo taken on next meeting	LAC Chair	10 June 2026	Pending
10 March 2026	Provide district station plans so they are accessible	District Manager/Senior Advisor	10 April 2026	Completed
10 March 2026	Copy of updated stakeholder list provided	Senior Advisor	10 April 2026	Completed
10 March 2026	Invite LAC members to Volunteer leadership meetings	District Manager	10 April 2026 – Ongoing	Progressing
10 March 2026	Set up a regular meeting with District Manager and LAC	District Manager	10 April 2026	Completed
10 March 2026	Provide information on Memorandum of Understandings with Department of Conservation, New Zealand Defence Force, and Ministry of Education relevant to the local area.	District Manager/Senior Advisor	10 June 2026	Completed

10 March 2026	Share last year's reporting	Senior Advisor	24 March 2026	Completed
10 March 2026	Update Guidance around Terms of Reference in Members Guide	Senior Advisor	10 April 2026	Completed