Minutes

Waikato Local Advisory Committee Meeting

Date: Thursday 5 June 2025 **Time:** 10.00 am – 2.30pm

Venue: Thames Fire Station, 106 Pahau Street, Thames 3500

Present:

Te Rehia Papesch	LAC Chair
Shayne Wihongi	LAC Deputy Chair
Jeremy Mihaka-Dyer	LAC Member (Online)
Lauola Schuster	LAC Member

In Attendance:

David Guard	Region Manager – Nga Tai ki te Puku
Daryl Trim	District Manager, Waikato
Shane Laulu	Senior Advisor, Local Advisory Committees

Apologies:

Jan Sedgwick	LAC Member
Lisa Thomson	LAC Member
Mark Tinworth	Community Risk Manager, Waikato

Welcome

The meeting was opened with a karakia by the Deputy Chair, followed by a welcome from the Chair. The Chair notified the LAC on the recent resignation of Lisa Thomson as a committee member. The Chair provided an overview of the agenda and sought any additions to the agenda.

Committee operations

There were no amendments to the members register of interests. The minutes of the LACs previous meeting on 12 February 2025 were confirmed by the Committee. Action points were reviewed and updated.

Chair's update

The Chair acknowledged and thanked Fire and Emergency for the invite and hospitality in attending the recent Region Volunteers Leaders Conference. The programme was informative, and it was useful to connect with volunteers and brigades. Highlighted were the strong relationships that whanaungatanga that had been built up over years for participants. The Chair empathises with the cultural challenges shared at the conference and how this is a significant focus for Fire and Emergency leadership. Noted was the positive peer support and collaborative approach observed among the Chief Fire Officers in addressing cultural challenges and leadership. The Chair noted the conference is a valuable experience and possibly utilising it as a component of onboarding for LAC

members. LACs regular participation would be useful as a way of integrating members into their work. The Deputy Chair shared their observations and learning confirming the usefulness of having LAC members attend these bi-annual conferences for LAC members to better understand the context and culture of Fire and Emergency. The Chair invited the District and Region Manager to also provide their observations and feedback.

Review of Engagement Plan, Reports, and annual insights reporting

The LAC reviewed its engagement plan and recent reports and Board priorities. LAC members updated on their individual engagements, summarised in their submitted Whāriki reports, and areas of interest. Jeremy Dyer-Mihaka tabled a draft letter to go to businesses and sport organisations and Volunteering Taupō for consideration.

The LAC discussed managing duplication in the emergency response, community resilience, local government space with engagement. The LAC noted its role as an advisory group in capturing community voice and that it is at differing levels and perspectives and will continue to monitor.

The Senior Advisor briefed the LAC on the quality of insights approach with Waikato and several other LACs testing the approach in this cycle of meetings. Waikato is testing the approach with its engagement reports submitted in this period. The LAC discussed its approach to completing the 2024-5 Insights report and actions required.

District update

The District Manager (DM) gave an update and overview on current issues for the district. The LAC was briefed on region and district priorities, in particular the Thames Coromandel District Area and the challenges they face. The District workplan was discussed including the key performance indicators, along with identified risks and issues. The DM provided overview on work undertaken in capability building, leadership development, partnerships and relationships, and volunteerism. The Region Manager and DM discussed the Strategic Direction and consolidated thinking and focuses going forward

The LAC was also briefed on motorised rescue crafts and updated situation relevant to the Waikato district and progress with the Future Operation Capability (FOC) programme. Discussed were the overview aims, resourcing model, and impacts with environment. The FOC project is handed over to the business from the end of June 2025 for further development toward implementation.

General Business

The LAC discussed the committee's current membership numbers and approach to addressing. The Chair will follow up with actions from the discussion.

The DM updated the LAC on the Volunteer Voice model and development of the project so far and intended aims.

The LAC discussed its approach to the Chair meeting with the Board and issues they will highlight which includes committee membership and the value of volunteer leader conferences from the recent experience.

The committee confirmed meeting actions, and a place holder date for the Trimester three meeting.

The LAC was given a tour of the Thames Fire Station by Group Manager Shane Bromley and discussed the history of the station from its amalgamation of Grahamstown and Shortland Fire Brigades in 1887. The members appreciated the hospitality of their station hosts and depth of legacy and history of the station.

Next meeting:

Trimester 1 meeting: **Thursday 16 October 2025** TBC

The meeting closed at 2.30pm.

Action Log

Date	Action	Responsible	Due	Status
5 June 2025	Prepare summary overview of engagement reports for this period and themes for reporting and circulate with Members.	Deputy Chair	Immediate post meeting	Progressing
5 June 2025	LAC to review draft letters prepared by Jeremy for business and sports group engagements. members to provide comment to finalise draft.	LAC	Immediate post meeting	Progressing
5 June 2025	LAC to prepare annual insights report from template and circulate for finalising by 19 June.	Chair/Deputy Chair	19 June	Progressing
5 June 2025	Provide Volunteer dashboard and bridge analysis report talked to in District Update to LAC members	District Manager	Immediate post meeting	Completed
5 June 2025	Circulate the Fire and Emergency Strategic Direction document for LAC members	District Manager	Immediate post meeting	Progressing
5 June 2025	Update the LAC's engagement plan with amendments as discussed Provide geographical patches to be included in plan	Senior Advisor Deputy Chair	Immediate post meeting (to go with draft mins)	Progressing
5 June 2025	Submit report to Whāriki from recent Volunteer Leaders Conference	Chair/Deputy Chair	Immediate post meeting	Progressing
5 June 2025	Chair will follow up with National Manager LACs on committee membership	Chair	Immediate post meeting	Progressing

12 Feb 2025	Provide the LAC with a list of contact details of Chief Fire Officers and Group managers.	District Manager	28 February 2025	Completed
12 Feb 2025	Follow up on invoicing query	Senior Advisor NLAC	19 February 2025	Completed
12 Feb 2025	LAC to provide feedback on District priorities work programme to the District Manager	LAC members	28 February 2025	Completed
12 Feb 2025	LAC provide feedback to future operational capability project via email address from session	LAC members	28 February 2025	Completed
12 Feb 2025	Provide framework once packaged for LAC	Future operational capability project	End of March2025	Completed
12 Feb 2025	Complete draft of Waikato Engagement Plan, including planned engagements and circulate for review	Shane Laulu Senior Advisor NLAC	19 February 2025	Completed