



Minutes

Northland Local Advisory Committee Meeting

Date: 26 January 2024

Time: 9:30 am - 3:00 pm

Venue: Bay of Islands Airport, Kerikeri

Present:

Mita Harris	LAC Chair
Karen Joyce-Paki	LAC Deputy Chair
Sheila Taylor	LAC Member
Kate Alexander	LAC Member
Isopo Samu	LAC Member
Sarah Benikowski	LAC Member
Sarah Hoyle	LAC Member
Kubi Witten-Hannah	LAC Member

In Attendance:

Russell Wood	Deputy Chief Executive, Service Delivery Operations
Ron Devlin	Region Manager, Te Hiku
Wipari Henwood	District Manager, Northland
Lucy Chamberlain	National Manager, Local Advisory Committees
Shane Laulu	Senior Advisor, Local Advisory Committees
Ivan Trethowen	Community Risk Manager, Waitematā
Daniel Alexander	Fair North Airports Manager

Apologies:

JJ Ripikoi	LAC Member
Mitchell Brown	Community Risk Manager, Northland

Welcome

The meeting opened with a karakia tīmatanga, and a welcome to attendees from the Chair.

Minutes

The minutes from the previous Local Advisory Committee (LAC) meeting on 27 October 2023 were confirmed. Action points from the previous meeting were reviewed and updated in the action log.

Te Hiku Region update

The Region Manager noted that all districts are undertaking planning for the 2024-25 financial year (FY2024-25). Teams from across the region will also be involved in several community events in early 2024, to connect with communities.

A new District Manager has been appointed to the Waitemata District and will be publicly announced shortly. As a result, District Manager portfolios will be reallocated within the Region Leadership Team, with the Northland District Manager now holding the community risk portfolio.

District update

The District Manager briefed the LAC on the development of the Northland District Plan for FY2024-25. -The District Manager also highlighted upcoming events that Fire and Emergency will have a presence at, such as Waitangi Day.

Current district programmes are progressing as scheduled. -The District Manager is engaging with the three relevant local territorial authorities on their annual and long-term plans.

Key focus areas for the District team over the quarter have included the risk management team reviewing vulnerable and isolated communities, volunteerism, fire risk spike days, and insight for future service delivery.

The District Manager highlighted recent medical responses that have had impacted staff. The LAC noted and discussed as an insight.

Far North Airport engagement

The LAC held an engagement session with the Far North Airports Manager. They provided an overview of the airport's facilities, fire rescue capability and emergency planning. They also outlined the challenges that smaller provincial airports face to deliver emergency response services.

The Chair thanked the Far North Airports Manager for the opportunity to engage, and for the thoughtful discussion.

Service Delivery Operations Branch – Introduction, organisational context

The Deputy Chief Executive, Service Delivery Operations (DCE) discussed his organisational priorities with the LAC, covering the following four areas:

- Safety, health and wellbeing,
- fiscal sustainability,
- culture evolution,
- consolidating core capability.

The DCE also noted his intention to meet with other LACs throughout 2024 and encouraged the building of strong and cohesive relationships between Regions and District teams with LACs.

LAC portfolio planning

The LAC held a workshop to consider transitioning to a portfolio approach with engagement, and a review of their quarterly meeting format.

The Committee agreed in principle on the following portfolio allocations:

- Local government – Sarah Benikowsky,

- Youth – Sheila Taylor,
- Civil Defence Emergency Management – Kubi Witten-Hannah,
- Māori – Karen Joyce-Paki,
- Industry – Kate Alexander,
- Aged care – Isopo Samu,
- Health – Sarah Hoyle,

The LAC noted that climate change was a subject that would influence across all portfolios.

The Committee agreed that further work will be required to develop and implement the portfolio approach, as noted in the action log.

Community engagement

Committee members tabled and discussed their engagement reports with the following stakeholders:

- Rural Support Trust
- Pakotai Community
- Far North District Council

Updates to the Board

The Committee agreed on the following content for its quarterly update to the Board.

LAC Transition to Portfolio approach

In reviewing its insights approach and utilising the skillsets of current members, the LAC has moved to a portfolio approach with designated leads to deliver the 23-24 and 24-25 work plans. -The LAC will engage across these focused areas. At District level the District Manager will coordinate several roles within the district team to support the portfolios. -The aim of the portfolio approach is to improve engagement and develop quality insights and advice. -The LAC will review this initiative in 6 months on impact and efficacy.

Maintaining commitment to Māori

As part of the wider public debate, there is community query about the on-going commitment of government agencies to Te Tiriti O Waitangi and programmes and initiatives to connect and be relevant to Māori communities. -Fire and Emergency should be cognisant in this environment of this sentiment and its responsiveness to Māori in continuing to highlight this commitment at governance, strategic and operational levels.

Impact of serious trauma incidents and appropriate support

There have been several self-harm incidents staff have attended recently in the district. -While existing organisational structures and processes support our people, the LAC is wanting to ensure in elevated numbers of incidents such as these, there is mechanism to increase appropriate support as required particularly with the individual risk to wellbeing and safety of Fire and Emergency staff attending these incidents.

LAC meeting schedule

The Committee discussed and agreed on their meeting schedule for the 2024 calendar year:

- 2023-24 Q4: Friday 3 May 2024 – Maungaturoto Marae
- 2024-25 Q1: Friday 2 August 2024 – venue TBC
- 2024-25 Q2: Friday 1 November 2024 – venue TBC

Action Log

Date	Action	Responsible	Due	Status
26 Jan 2024	Deputy Chair to connect District Manager and Sheila Taylor to the Whangarei Hapū Advisory Committee meeting. To coordinate attendance for their next meeting.	Deputy Chair	May 2024	In progress
26 Jan 2024	LAC Portfolios <ul style="list-style-type: none"> ▪ Confirm portfolios as agreed ▪ Adjust section 3 of workplan to portfolio ▪ Portfolio holders to identify their engagements (3 minimum) ▪ Establish 3-weekly meetings ▪ District Manager will confirm relevant staff to assist each portfolio ▪ LAC will confirm the indicators in reviewing the model in 6 months ▪ Insert reference to LAC providing insight to the Board as part of the portfolio purpose 	LAC Chair, Deputy Chair	May 2024	In progress
24 Jan 2024	LAC Engagement report: Rural Support Trust Follow up and connect District Manager to next Trust meeting.	Kate Alexander	May 2024	In progress

24 Jan 2024	Invite to LAC members to attend the Region Leadership Team meeting in Pahia on 13-14 March 2024.	Region Manager	March 2024	In progress
7 Mar 2023	Connect the District Team with the Northland Intersectoral Forum. To be scheduled for February 2024	Isopo Samu	May 2023	In Progress
7 Mar 2023	Connect the District Team with Te Kupenga Rangatira the Safety Net – re. Kaitaia airport concerns and opportunities.	LAC Chair	May 2023	Completed
18 Aug 2023	Link LAC Chair with Fire and Emergency Communications team to come up with collateral for the community, so the community are aware the LAC exists and what their functions are and how they can support.	NLAC Team	August 2023	Completed
18 Aug 2023	Confirm with NLAC team on venue for next LAC meetings and Q3 & Q4 meeting dates.	LAC Chair	31 August 2023	Completed
27 Oct 2023	Declare Conflict of Interest in the register.	Deputy Chair	November 2023	Completed
27 Oct 2023	Circulate Communications Plan for the Fire season with the Committee.	Community Risk Manager	November 2023	Completed