



Minutes

Northland Local Advisory Committee Meeting

Date: 3 May 2024

Time: 9:30 am - 2:50 pm

Venue: Kohukohu Fire Station

Present:

Mita Harris	LAC Chair
Sheila Taylor	LAC Member
Kate Alexander	LAC Member
Isopo Samu	LAC Member
Sarah Benikowski	LAC Member
Kubi Witten-Hannah	LAC Member

In Attendance:

Ron Devlin	Region Manager, Te Hiku
Wipari Henwood	District Manager, Northland
Mitchell Brown	Community Risk Manager, Northland
Lindsey Davidson	Senior Firefighter Kohukohu Volunteer Fire Brigade
Lucy Chamberlain	National Manager, Local Advisory Committees
Shane Lauou	Senior Advisor, Local Advisory Committees

Apologies:

Karen Joyce-Paki	LAC Deputy Chair
Sarah Hoyle	LAC Member

Welcome

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

Isopo Samu introduced Lindsay Davidson Senior Firefighter Kohukohu Fire Station and briefed the Committee on the area the Brigade services.

Minutes

The minutes from the Local Advisory Committee's (LAC's) meeting on 26 January 2024 were confirmed. Action points from the previous meeting were reviewed and updated in the action log.

Fire and Emergency update on weather events

The District Manager presented on the Fire season incidents and responses Nov 23- Oct 24 for discussion.

Fire and Emergency update on recent media campaign in Northland?

The District Manager and Community Risk Manager reviewed the fire risk campaign and discussed influencing community behaviours with localised messaging.

Fire and Emergency update on national initiatives

The Region Manager briefed the LAC on progress with the Eke Taumata programme and gave an update on the Volunteer Brigade Leader development and review process. They also provided an overview of recent engagement around Fire and Emergency's draft Code of Conduct, and the release of the Auckland Floods and Cyclone Gabrielle Operational Review.

District update

The District Manager provided several updates covering Fire Plan submissions, District Guidance for 2024/25 and discussion on how the LAC can support the District team, which includes alignment on engagement and planning. The Community Risk Manager discussed the priorities arising from the district's risk register.

LAC Portfolio updates

Portfolio holders updated on their areas of responsibility. Several portfolios are scheduling engagements that can be updated at the next LAC Q1 meeting in August. These include the local government, Arts, Disability, Industry sectors. Several engagements with the Pacific Peoples community were undertaken over the quarter.

Resignation of member discussion

Discussion on resignation of member in Q3 and considerations. Committee consensus to seek advice on community coverage and Committee members to ensure they cover ethnic communities in the District as part of their portfolio responsibilities.

Debrief Chairs Forum

The Chair tabled his report on the Chairs Forum held in April and shared learnings.

The National Manager LACs presented the Board priorities for discussion shared at the Chairs Forum. The priorities are: Sustainable Volunteerism, Community Risks and Opportunities, and Culture Change. Confirmation of these will provide guidance for LAC in their engagement focus and planning.

The Board response to 22-23 insights presentation will be sent to LAC members post-meeting.

2023-24 LAC annual reporting

The LAC was briefed on the process and timeline for developing the LAC's 23-24 Annual report and input documents to support this. The LAC has a subgroup who will work on this to have completed by early July ahead of the LAC Chairs meeting in later July.

Updates to the Board

There are no updates for Quarter 4.

Engagement reports were tabled for discussion.

2024 LAC meeting schedule

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

- **2024-25 Q1: Friday 2 August 2024** – Next meeting Ngawha recreational park – business /meeting facilities – afternoon day before – tour of geothermal field / meeting following day
- **2024-25 Q2: Friday 1 November 2024** – venue TBC

Action Log

Date	Action	Responsible	Due	Status
7 Mar 2023	Connect the District Team with the Northland Intersectoral Forum. To be scheduled for February 2024	Isopo Samu	May 2023	In Progress
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	Completed
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	Completed

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	Completed
3 May 2024	Complete engagement report from the briefing provided by Senior Firefighter Kohukohu Brigade at the Q4 meeting.	Isopo Samu	May 2024	To progress
3 May 2024	Link the Northland Community Risk Manager and Māori Portfolio holder to work Flood resilience Māori Communities and Marae	Sheila Taylor	May 2024	To progress
3 May 2024	Chair to seek advice on community coverage. Other Committee members to pick up ethnic communities in your portfolios.	LAC Chair /Isopo Samu	May 2024	To progress
3 May 2024	Provide LAC portfolio details to the District team to circulate and District to share their portfolio roles	LAC Senior Advisor to coordinate with Community Risk Manager	May 2024	To progress
3 May 2024	NLAC to circulate slides from the National LAC Manager's presentation at the Q4 meeting and 22-23 Insights Board response slide deck.	LAC Senior Advisor	May 2024	To progress
3 May 2024	Arrange Committee subgroup to meet out of cycle to prepare the 23-24 LAC annual report	LAC Chair	May 2024	To progress
3 May 2024	Chair to confirm Q4 insight/update with LAC Senior Advisor	LAC Chair	As soon as possible	To progress