



Bay of Plenty Local Advisory Committee Meeting

Minutes

Date: Thursday 3 April 2025

Time: 10.00 am – 4.00pm

Venue: He Puna Manawa, 10 Grey Street, Tauranga

LAC members present:

Soifua Pearson (Chair)	Mike Chapman
Te Rika Temara-Benfell (Deputy Chair)	Jay Bocock
Sam Fellows	Carey Ulrich
Clinton Naude	

In Attendance:

David Guard	Region Manager, Ngā Tai ki te Puku
Luke Burgess	Community Risk Manager, Bay of Plenty
Hori Mana	Pou Takawaenga Māori Matua
Teresa McDivitt	Team Leader Business Services Coordinator
Shane Lauulu	Senior Advisor, Local Advisory Committees
Chris Lind (online)	National Advisor, Future Operational Capability Project

Apologies:

Georgia Mischefski-Gray	LAC Member
Jeff Maunder	District Manager, Bay of Plenty
Lucy Chamberlain	National Manager, Local Advisory Committees

Open meeting Welcome

The meeting was opened with a karakia from the Deputy Chair, followed by a welcome from the Chair.

Committee operations

Discussion and amendments noted for the register of interests from committee members.

Engagement Session and Planning workshop

The Senior Advisor, Local Advisory Committees gave a short overview around developing an engagement plan for Bay of Plenty. They also covered how LAC engagement fitted into a bigger picture of work for LACs along with analysis of engagements leading to considered and strategic advice to the organisation and the Board.

The committee workshopped their focus and determined priorities for engagement. They also noted potential engagements as part of their tactical approach for each member that link back to the agreed priorities.

The LAC will bring these together for their first draft of their plan post-meeting.

District update

The Community Risk Manager (CRM) gave an update and overview on current focus, issues, and risks for the District. Discussion was held about the numbers of staff and volunteers in the District.

Shared with the LAC were the staffing levels in the District, incident numbers and a breakdown of the incident subjects and trends. The LAC discussed the underlying issues and their interest in trends over time.

The CRM presented the Community Risk Team focus for 2025-27 and priority focus areas.

Future Operational Capability briefing

Chris Lind from the Future Operational Capability project updated the committee on the project and timelines. The committee was invited to provide feedback to the project team via email:

futureoperationalcapability@fireandemergency.nz

NLAC update

The Senior Advisor provided an update on the Whāriki engagement reporting tool rollout and guidance for members when invoicing.

General Business

The committee discussed place holder dates for the Trimester three and Trimester one meetings in the remaining calendar year.

Next meetings:

Trimester 3 meeting: **Wednesday 28 May 2025**, Whakatane – marae venue to be confirmed.

Trimester 1 meeting: **Wednesday 10 September 2025**, Murupara - venue to be confirmed

The LAC is interested in every second meeting being held at marae in the District.

Closing

The meeting closed at 4.00pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
3 April 2025	LAC to confirm text for focus statement and priorities of the engagement plan for finalising	Chair/Deputy Chair	For Trimester three meeting on 28 May	In-progress

3 April 2025	Confirmation of marae venue in Whakatane for Trimester three meeting	Deputy Chair	By pre-agenda meeting 29 April	In-progress
3 April 2025	LAC members to make the NLAC team aware of any issues connecting with their Fire and Emergency login or FENZ email.	LAC members	Immediate post-meeting	In-progress
3 April 2025	Update LAC on engagement collateral (Including badges)	Senior Advisor LAC	Immediate post-meeting	In-progress
3 April 2025	Information for LAC on Community Risk Team examples of work and progress	District Manager/ Community Risk Manager	Immediate post meeting	In-progress