



# Minutes

## Taranaki Local Advisory Committee Meeting

**Date:** Thursday 20 February 2025

**Time:** 10.00 am – 2.50pm

**Venue:** New Plymouth District Council

### Present:

Sam Bennett	LAC Chair
Stephen Hopkinson	LAC Deputy Chair (from 2.00pm)
Brendan Rei	LAC Member
Tracy Abel	LAC Member
Neil Holdom	LAC Member
Daniel Fleming	LAC Member
Alisha Stone	LAC Member
Cullum Williamson	LAC Member

### In Attendance:

David Utumapu	District Manager, Taranaki
Shane Lau	Senior Advisor, Local Advisory Committees
Shaun Wooller	Group Manager
Chris Lind (online)	National Advisor, Future Operational Capability Project

### Apologies:

Stephen Hopkinson	LAC Deputy Chair
Bruce Stubbs	Region Manager – Te Upoko
Lucy Chamberlain	National Manager, Local Advisory Committees

### In-Committee time

#### Open meeting Welcome

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

#### Committee operations

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

#### District update

Introduction of Shaun Wooller as recently appointed Group Manager. The District Manager and the committee had a discussion on how best the committee could work with the District team.

The District Manager 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 incident numbers and a breakdown of the incident subjects for the October to February period. The LAC discussed the underlying issues and their interest in trends overtime.

The District Manager presented dashboard data on the health of volunteer brigades and will update this as an on-going item for the LAC.

### **Engagement Session and Planning workshop**

The Senior Advisor, Local Advisory Committees gave a short overview around developing an engagement plan for Taranaki. 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.

### **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](mailto: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 remainder calendar year.

### **Next meetings:**

Trimester 3 meeting: **Thursday 29 May 2025**, Hawera

Trimester 1 meeting: **Tuesday 23 September 2025** Stratford TBC

### **Closing**

The meeting closed at 2.50pm with karakia.

### **Action Log**

Date	Action	Responsible	Due	Status
20 Feb 2025	Amendments to the Interests register as discussed	Senior Advisor NLAC	Post meeting	In-progress
20 Feb 2025	Complete draft of Taranaki Engagement Plan, including planned engagements and circulate for review. The LAC will arrange an out-of-cycle meeting to complete its planning process.	Chair  Tracy Abel – LAC member  Senior Advisor NLAC	30 March 2025	In progress
20 Feb 2025	District team to provide:	District Manager	Prior to Trimester 3	In-progress

	<ul style="list-style-type: none"> <li>• Diversity stats/data for Taranaki</li> <li>• Further information on unwanted alarm stats</li> <li>• Further information on responses to motor vehicle accidents</li> </ul> <p>For follow up:</p> <ul style="list-style-type: none"> <li>• Connecting Daniel with the Community Risk manager regarding background on accommodation fire risks.</li> </ul>		meeting in late May	
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