Minutes

Bay of Plenty Local Advisory Committee Meeting

Date: Wednesday 28 May 2025 **Time:** 10.00 am – 3.00pm

Venue: Whakatane Fire Station, 157 Commerce Street, Whakatane

LAC members present:

Soifua Pearson: Chair
Te Rika Temara-Benfell: Deputy Chair - *from 10.30am*
Sam Fellows
Georgia Mischefski-Gray
Mike Chapman
Jay Bocock
Carey Urlich

In Attendance:

David Guard	Region Manager - Ngā Tai ki te Puku
Jeff Maunder	District Manager - Bay of Plenty
Luke Burgess	Community Risk Manager – Bay of Plenty
Tony Gillard	Group Manager
Teresa McDivitt	Team Leader Business Services Coordinator
Shane Laulu	Senior Advisor, Local Advisory Committees

Apologies:

Clinton Naude	LAC Member
Hori Mana	Pou Takawaenga Māori Matua

Welcome

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

The Chair invited the Group Manager as host to introduce themselves. The Group Manager welcomed the LAC to the station and briefed the committee on the station and its coverage of the area.

Committee operations

There were amendments to the members register of interests. These were recorded and noted.

The Committee confirmed the minutes of the LACs previous meeting on 3 April 2025. There was discussion on the content of minutes. Action points were reviewed and updated.

Chair Update

The Chair summarised recent activity including the Volunteer Leaders Conference in Rotorua. Upcoming activity includes the LAC Chairs Hui in Wellington during mid-July.

Engagement Plan & Engagement reports review

The LAC reviewed its engagement reports for the period and worked through a test analysis process to determine insights. Discussion will be captured post-meeting for circulation among the LAC and recording. LAC members will identify priorities for engagement ahead to the Trimester One meeting in September.

Annual insights Reporting

The LAC discussed its annual insights reporting and will complete the report for the 24–25-year post meeting.

District update

The District Manager (DM) gave an update and overview on current focus, issues, and risks for the district. The DM acknowledged the presence of LAC members at the recent Volunteers Leadership Conference.

Shared with the LAC were district activities, 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 actions for 2025-27. This included programme work with marae safety, home fire safety pilot with Te Whanau-a-Apanui and Tūwharetoa, education for home, education for iwi commercial entities, and Maui-tinei-ahi with Kura Kaupapa Māori.

The DM briefed the LAC on the District approach to delivering the Kaupapa Māori Rautaki strategy.

The LAC discussed the District's engagement approach and possibilities to connect.

Feedback from the LAC on the District update is that information provides a good contextual range of information as the committee builds its knowledge base.

General Business

The Region Manager briefed the LAC on the progress with the Future Operation Capability programme. Discussed were the overview aims, resourcing model, and impacts with environment. The project is handed over to the business from the end of June 2025 for further development toward implementation.

The Deputy Chair briefed the LAC on the Volunteer Leadership Conference with observations and insights from the weekend event. Included was a summary with the experience, learnings, themes in discussions, and acknowledged the senior leadership for their role in the conference. Several recommendations will be recorded in Whāriki.

Next meeting:

Trimester 1 meeting: **Wednesday 4 September 2025**, Murupara Fire Station.

Closing

The meeting closed at 2.40pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
28 May 2025	Relevant LAC members to provide updates for amending the LAC register of members interests	LAC	Immediate post-meeting	Progressing
28 May 2025	Draft Engagement report T3 analysis from period engagement reports.	Chair	Immediate post-meeting	Completed
8 May 2025	Draft Annual Insights Report for LAC circulation	Chair	Prior to submitting to NLAC by 11 June 2025	Completed
28 May 2025	LAC members to confirm with the Senior Advisor their intended stakeholder engagement for the period to be incorporated into the LAC's engagement plan. For review at September meeting.	LAC	Immediate post-meeting	Progressing
28 May 2025	Share with LAC the District workplan in delivering Kaupapa Māori Rautaki strategy within District for reference.	District Manager	By Trimester One meeting in September	Progressing
28 May 2025	Follow up with iwi Chairs to support the CRM team's engagement with Nga iwi Māori	Jay Bocock	By Trimester One meeting in September to update LAC members	Progressing
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	Completed
3 April 2025	Confirmation of marae venue in Whakatane for Trimester three meeting	Deputy Chair	By pre-agenda meeting 29 April	Completed
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	Completed
3 April 2025	Update LAC on engagement collateral (Including badges)	Senior Advisor LAC	Immediate post-meeting	Completed
3 April 2025	Information for LAC on Community Risk Team examples of work and progress	District Manager/ Community Risk Manager	Immediate post meeting	Completed