Minutes

Bay of Plenty Local Advisory Committee Meeting

Date: Tuesday 30 September 2025 **Time:** 10.00 am – 3.00pm

Venue: Murupara Fire Station

LAC members present:

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

In Attendance:

Jeff Maunder	District Manager - Bay of Plenty
Luke Burgess	Community Risk Manager – Bay of Plenty
Teresa McDivitt	Team Leader Business Services Coordinator
Shane Laulu (Online)	Senior Advisor, Local Advisory Committees

Apologies:

Clinton Naude	LAC Member
Georgia Mischefski-Gray	LAC Member
Carey Urlich - resigned	LAC Member
David Guard	Region Manager - Ngā Tai ki te Puku

Open meeting Welcome

The meeting was opened with a karakia, followed by a welcome from the Deputy Chair who undertook the role of Chair with the Chair joining online late. The Deputy Chair provided a background and history of the area and their personal connection to Murupara.

Updates to the LAC members register of Interests was noted along with apologies. Noted also was the resignation of Carey Urlich as a LAC Member. The minutes of the LACs previous meeting on 28 May 2025 were confirmed by the Committee. Action points were reviewed and updated.

District update

The District Manager (DM) gave an update and overview on current focus, issues, and risks for the district.

The DM noted the themes he had raised with the Fire and Emergency Board during their district visit the previous week. Highlighted were the strategic focuses, risks and challenges with resourcing and managing workloads with the needs of the District. He felt the Board was engaged in the discussion and the dialogue was productive. The DM thanked the LAC for their input into the Board visit and meeting.

The DM and LAC discussed the positioning of where the LAC can support the District team with providing access toward building partnerships and how the District can be more effective in its engagement and identify gaps and risks, along with leveraging LAC members networks as required.

The LAC provided advice on where the District team can gain more leverage with visibility at several key community forums that provided access to key influencers and decision makers in the community. The LAC was available to support in its role if required.

The DM briefed the LAC on the Murupara area operationally. Discussed was the local brigade is staffed, the model used and how it is supported at a District level. This is an innovative model with a view to meet the needs of the community.

The Deputy Chair spoke of the social and contextual history of the area, the aim of the local iwi Ngāti Manawa to revitalise the village and its role as the largest community organisation in Murupara. The longer-term focus to regenerating the forest and farming investment. The economic challenges and underinvestment over decades had built an environment of distrust in the community and rebuilding a more collaborative approach between government agencies. Noted were the work of iwi and the public commissioner for the region that is contributing toward this and here the LAC could leverage for the District team.

The Community Risk Manager (CRM) updated the LAC on activity and work undertaken during the period. The LAC were briefed on the work with marae as the Fire District with highest volume of marae in the country. The progress of the Firewise programme and the building of a cultural component in the delivery for Kura Kaupapa in the District supported by the Pou Takawaenga.

As we head into summer wildfire season, there are strategic risks for the district and preparing for a focused campaign supported by the national communications team and a collaboration with Te Whanau Apanui on the safe use of fire pits.

The CRM updated the LAC on fire safety partnerships with several working groups such as Deaf Aotearoa, Ray White, Multi-cultural Council in Rotorua, and Kainga Ora.

Chair Update

The LAC discussed the meeting with the Board as was covered in some detail during the District update. The Chair raised the need to review the engagement plan to get the level of insight to inform the Board. The Chair acknowledged the district team and work of the Community Risk team and CRM.

Engagement Plan & Engagement reports review

The LAC reviewed its plan for the 25-26 and discussed additional areas for engagement by the committee. Noted in discussion was the LACs prioritisation to reflect communities that don't currently have connection or visibility with Fire and Emergency. The LAC will finalise post meeting and circulate.

The LAC discussed some upcoming engagement for inclusion in the 25-26 plan.

The Chair tabled the analysis done at the last meeting in May with the content contributing towards the previous 24-25 Insights annual report for Bay of Plenty.

General Business

The LAC was updated on SharePoint and future direction for member self-service and easier online access.

The 25-26 meeting dates and venues were confirmed as:

- **Trimester 2:** 5 February 2026 – Maketu
- **Trimester 3:** 7 May 2026 – Te Kaha (TBC)

Noted for the agenda items of the Trimester 2 meeting in February:

- Briefing on Draft 26-27 District Plan for consultation with LAC

Closing

The meeting closed at 3.00pm with karakia.

Action Log:

Date	Action	Responsible	Due	Status
30 Sep 2025	Chair to follow up with DCE Service Delivery from meeting engagement with the Board and ELT in Tauranga.	Chair	Immediate post meeting	Progressing
30 Sep 2025	Chair to follow up with Waikato LAC Chair re; out of cycle committee meeting and introductions for possibly Feb/March 2026	Chair	Post meeting	Progressing
30 Sep 2025	Update the 25-26 engagement plan and confirm settings and stakeholders for engagement in the T2 period (to February 2026) and circulate	Chair/Deputy Chair	Immediate post meeting	Progressing
30 Sep 2025	LAC seek the list of stakeholders the district is currently engaging with to assist with alignment of the LAC 25-26 engagement planning process	Chair to follow up with District Manager	Immediate post meeting	Progressing
30 Sep 2025	Send the text for introductory email to Dep Chair for use and mould for LAC to use in the next round of engagements	Senior Advisor	Immediate post meeting	Completed
28 May 2025	Relevant LAC members to provide updates for amending the LAC register of members interests	LAC	Immediate post-meeting	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	Completed

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