Bay of Plenty Local Advisory Committee Meeting

Minutes

Date: Thursday 5 February 2026 **Time:** 09.00 am – 4.00pm

Venue: Hukapak Board Room, 221 Totara Street, Mount Maunganui.

Present:

Soifua Tupou	LAC Chair
Te Rika Temara-Benfell (online)	LAC Deputy Chair
Jay Bocock (Until 1pm)	LAC Member
Mike Chapman	LAC Member
Clinton Naude	LAC Member

In attendance:

Jeff Maunder	District Manager – Bay of Plenty
Luke Burgess	Community Risk Manager – Bay of Plenty
Teresa McDivitt	Team Leader District – Business Services Coordinator
Hori Mana	Pou Takawaenga Māori Matua
Lucy Chamberlain (until 1.30pm)	National Manager – Local Advisory Committees (LACs)
Shane Laulu (Online)	Senior Advisor, Local Advisory Committees

Apologies:

Georgia Mischefsky-Gray	LAC Member
Sam Fellows	LAC Member

The LAC members had a stakeholder engagement from 9am to 10.00am.

Welcome and Whakawhānaungatanga

The LAC meeting was opened with a karakia by the Deputy Chair at 10.00am. The Chair welcomed members and attendees.

Committee operations

Amendments to the members register of interests was noted. The minutes from the Local Advisory Committee's (LAC) meeting on 30 September 2025 were confirmed, actions updated, and correspondence noted.

Refreshed LAC Terms of Reference

The Chair presented the changes to the terms of reference (TOR), with the LAC discussing roles and responsibilities in aligning with the updated TOR. There was discission with the LAC seeking clarification on some aspects of the TOR with the National Manager LACs. The LAC will consider writing to the Fire and Emergency Board to provide feedback.

District Update

The District Manager (DM) updated the LAC on recent activity and matters of interest for the committee including the organisational changes and impacts at district level. The DM briefed the LAC on local planning referencing the written brief provided to the LAC members ahead of the meeting. The DM discussed progress with the development of the Bay of Plenty plan for the coming year and where the LAC could provide input.

LAC Engagement

The LAC reviewed its annual engagement plan and discussed aligning with the refreshed TOR. The LAC discussed the format of the Trimester meetings requesting the second half available for engagement as a collective with stakeholders.

Secretariat update

The Senior Advisor updated the LAC on updated claims process and changes.

General Business

The committee confirmed actions from the meeting.

Next trimester meeting

The LAC's Trimester 3 meeting is on **7 May 2026** with the venue to be confirmed. Noted was the focus for the meeting on development of the LAC's annual report to the Fire and Emergency Board.

In-committee

The LAC went into in-committee for discussion.

Closing

The meeting closed by the Chair at 4pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
5 February 2026	LAC to review meeting structure and make required changes for Trimester 3 meeting in May	Chair	End of March 2026	Progressing
5 February 2026	LAC to write to the Fire and Emergency Board to provide feedback on the refreshed TOR	Chair	27 February 2026	Progressing
5 February 2026	Provide LAC with relevant MOUs and agreements, confirmation of industry brigades	Senior Advisor/, District Manager	7 May 2026	Progressing
5 February 2026	Take updated Committee photo	Chair	7 May 2026	Progressing

30 September 2025	List of stakeholders the district is currently engaging with provided to the LAC	Chair to follow up with District Manager	Immediate post meeting	Progressing
28 May 2025	Follow up with Iwi Chairs to support the CRM team's engagement with Nga Iwi Māori	Jay Bocock	7 May 2026	Progressing