



Minutes

West Coast Local Advisory Committee Meeting

Date: 12 September 2023

Time: 9:30am - 2.20pm

Venue: Hokitika Fire Station

Present:

Shoshy Perchig-Gibli	LAC Chair
Andy Thompson	LAC Deputy Chair
Terry Donaldson	LAC Member
Sam Speight	LAC Member
Taane Johnsen	LAC Member
Heath Milne	LAC Member
Mark Bolland	LAC Member

In Attendance:

Myles Taylor	District Manager, West Coast
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Raaj Govindaraj	Principal Advisor, Local Advisory Committees

Apologies:

Chris Rea	LAC Member
Paul Henderson	Region Manager, Te Ihu
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The meeting began with a karakia and a welcome from the Chair. An introduction was done by the two new Principal Advisors to the Local Advisory Committees (LAC) team.

Minutes

The minutes from the Committee's meeting on 22 June 2023 were confirmed.

Workplan and insights reporting

The Chair updated the Committee on the Board's strategic guidance for LACs and had a whiteboard session with the Committee on the West Coast LAC's workplan for 2023-24 financial year.

The Committee requested the Board consider providing them with summarised bullet point responses, as part of the Board's response to the LAC's Insights Report, to make it easier for the LAC to share it with the community as updates.

District update

The District Manager provided an update on current fire stations and the building upgrade works that are being carried out. Brigade fire trucks' movements around the area was also discussed, as well as health and safety for crew working with asbestos. An Advisor Risk Reduction officer has been brought onboard to focus on the District Plan.

A major multi-brigade and multi-agency joint training exercise is taking place at the Greymouth Airport in late October 2023 to simulate an air crash scenario. The District team is also exploring HAZMAT training opportunities.

Community engagement

The Committee engaged with their local Rotary Club on its emergency management plans. The Committee is exploring having either formal engagements or one-to-one engagement options with the Rotary Club, so that community preparation and plans can be made more visible to the community during large events in the District.

National LAC team update

The Principal Advisor for the LAC team updated the Committee on the new mileage reimbursement template and reminded the LAC to complete the LAC annual self-review and satisfaction survey. The Committee was advised of the resignation of Christine Watson (Senior Advisor) from the National LAC team who was responsible for supporting the West Coast LAC. The Committee passed on their gratitude to Christine Watson and her work with the LAC.

Quarterly Board report

The Committee agreed on the content for its quarterly report to the Board, including asking the Board to consider revising the resources allocated to District brigades, taking into consideration the geographical areas they service when allocating appliances, equipment, and resources, to enable the District brigades in the West Coast to service its local communities effectively and efficiently.

General business

Future meeting dates and venues were discussed and agreed.

- Quarter 2: Tuesday 14 November 2023, at either the marae or Byte in Greymouth. If neither venue is available, then Greymouth Fire Station is to be confirmed.
- Quarter 3: 5 March 2024 at Greymouth Fire Station
- Quarter 4: 28 May 2024 at Greymouth Fire Station.

Action Log

	Date	Action	Responsible	Due	Status/Notes
1.	11 May 2022	Contact Makaawhio and Kāti Waewae about engagement.	LAC Members	Sept 2023 Ongoing	Hapū availability dependent
2.	29 Jul 2022	Invite agencies and LAC members to interagency meeting.	District Manager	Nov 2023 Dec 2023	In Progress
3.	29 Jul 2022	Approach Westland Young Farmers' Club and Federated Framers to propose engagement.	LAC Deputy Chair	Oct 2023	Ongoing
4.	17 Oct 2022	Connect the District Manager with Soroptimist International Westland.	LAC Chair	May 2023 Oct 2023	Ongoing
5.	17 Oct 2022	Arrange a meeting with the Regional Council. Direction is to be discussed for clarity.	LAC Member	Sept 2023	Date being organised after initial meeting
6.	17 Oct 2022	Arrange engagement with Buller District Council. Direction is to be discussed for clarity.	LAC Member	Sept 2023	Date being organised
7.	2 Feb 2023	Propose a meeting with the West Coast Multicultural Council o Te Tai Poutini.	LAC Chair	Sept 2023	In Progress
8.	2 Feb 2023	Invite members to an upcoming Chief and Deputy Chief Fire Officers meeting.	District Manager	Sept 2023	In Progress
9.	22 June 2023	Provide support for New Coasters on evacuation plans/fire extinguishers.	Community Risk Manager	Sept 2023	In Progress
10.	22 June 2023	Follow up with People Branch about training resource on the Coast.	NLAC team	Sept 2023	
11.	22 June 2023	Share opportunities for LAC members to participate in Te Aho Tapu Māori capability initiatives.	NLAC team	Sept 2023	