



Minutes

West Coast Local Advisory Committee Meeting

Date: 14 November 2023

Time: 10am-2.10pm

Venue: Byte Mawhero, Greymouth

Present:

Shoshy Perchig-Gibli	LAC Chair
Andy Thompson	LAC Deputy Chair 10am to 1.30pm
Chris Rea	LAC Member
Sam Speight	LAC Member
Taane Johnsen	LAC Member
Heath Milne	LAC Member

In Attendance:

Myles Taylor	District Manager, West Coast
Raaj Govindaraj	Principal Advisor, Local Advisory Committees
Shane Lauulu	Senior Advisor, Local Advisory Committees

Apologies:

Terry Donaldson	LAC member
Mark Bolland	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. An introduction was done of new Senior Advisor, Shane Lauulu who will be supporting the West Coast Local Advisory Committee (LAC).

Minutes

The minutes from the Committee's meeting on 12 September 2023 were confirmed.

Chairs Hui Update

The Chair updated the Committee on the Chairs' hui that took place on 31 October 2023 in Wellington. The Chair provided the Committee with a summary of discussions that occurred at the hui. LAC Chairs worked to identify common themes from each LAC's insights report to develop the national-level Chairs' Insights Report. The Chair also highlighted the desire from LAC Chairs to strengthen the feedback loop on insights from the organisation and understanding the needs of vulnerable communities was a big point of discussion between the LAC Chairs present.

Workplan and Insights Reporting

The Chair and LAC discussed the content of the 2023-2024 workplan and development of the stakeholder register. The Principal Advisor suggested referencing the Northland LAC template to assist with the development of the LACs stakeholder engagement register.

Community engagement

The Committee engaged with the Buller District Council and discussed the value of Fire and Emergency providing a submission at the district level to the Council's Long-Term Plan.

The Committee acknowledged the District Manager for arranging Fire Chiefs meeting.

Further engagements are planned and noted in the action log below.

District update

District Manager provided an update on recent staff movements and retirement. The Moana station rebuilding programme is continuing with the completion time possibly delayed. Several Fire and Emergency district personnel attended the conference on leadership development. The District Manager will be attending the volunteer recruit course graduation ceremony on 15 December 2023.

District continues to manage its volunteer support recruitment and retention challenges and are aiming to recruit up to 50 new volunteers for the West Coast over the coming period.

National LAC Team update

The National LAC Team updated the Committee on new recruits to the team – Shane Lulu (Senior Advisor) and Kate Adams (Coordinator).

Along with the West Coast LAC, Shane will also support the Northland and Marlborough LACs and Kate is assisting Sally McKay with logistics and secretariat support.

LAC Terms of Reference (ToR) variance (from the existing ToR to the revised version) was explained to the Committee.

Board quarterly report

The Committee agreed on the content of its quarter two report to the Board.

Discussion on LAC engagement with stakeholders and associated risk of not being able to provide useful feedback to follow-up on local community engagements. Noted as action from the discussion was inclusion in the quarter two insight report to highlight risk to LAC members with the on-going trust and confidence of the community to share insight with Fire and Emergency without tangible impact.

For inclusion into the quarter two report to the Board, is the engagement with Buller District Council, which highlighted the following:

- Acknowledgment of Fire and Emergency being able to resource outside flooding events, although noted Fire and Emergency wasn't involved in debrief.
- Concern raised there wasn't a Volunteer Support Officer for some brigades in the district, given the volunteer representation of the area, and the need for the provision of support for younger volunteers, induction process, and health and wellness.

General Business

Future meeting dates and venues were discussed and agreed.

Quarter 3 meeting to be set for **5 March 2024** at Greymouth Fire Station, and **Quarter 4** meeting to be set for **28 May 2024** at Greymouth Fire Station. To be confirmed.

Meeting started at 10.00am and ended at 2.10pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
11 May 2022	Contact Makaawhio and Kāti Waewae about engagement	LAC, Leads: Taane Johnsen / Terry Donaldson / Chris Rea	March 2024 Ongoing	Hapū availability dependent
29 Jul 2022	Invite agencies and LAC members to interagency meeting	District Manager	March 2024	Still to be progressed
29 Jul 2022	Approach Westland Young Farmers' Club and Federated Framers to propose engagement	LAC. Lead: Andy Thompson	March 2024	Discussion and Ongoing
17 Oct 2022	Arrange a meeting with the Regional Council Direction is to be discussed for clarity	LAC. Lead: Terry Donaldson	March 2024	Date being organised after initial meeting
2 Feb 2023	Propose a meeting with the West Coast Multicultural Council o Te Tai Poutini	LAC: Lead: Shoshy Perchig-Gibli	March 2024	In Progress

14 Nov 2023	Arrange meeting with new West Coast-Tasman MP	LAC. Lead: Andy Thompson	March 2024	To be progressed
14 Nov 2023	Invite Penny Kirk from West Coast Regional Public service to an upcoming LAC meeting	LAC. Lead: Andy Thompson	March 2024	To be progressed
14 Nov 2023	Arrange engagement with the West Coast MSD manager	LAC. Lead: Heath Milne	March 2024	To be progressed
14 Nov 2023	Arrange engagement with Gloriavle community	LAC. Lead: Taane Johnsen	March 2024	To be progressed
14 Nov 2023	Arrange engagement with Ngāi Tahu Forestry Operations Manager	LAC. Lead: Shoshy Perchig-Gibli	March 2024	To be progressed
14 Nov 2023	Arrange engagement with Hokitika Lion and Rotary Clubs	LAC. Lead: Chris Rea	March 2024	To be progressed
17 Oct 2022	Arrange engagement with Buller District Council Direction is to be discussed for clarity	LAC, Lead: Taane Johnsen	November 2023	Completed
22 Jun 2023	Provide support for New Coasters on evacuation plans / fire extinguishers	Community Risk Manager	March 2024	In Progress Included in operational work programme
2 Feb 2023	Invite members to an upcoming Chief and Deputy Chief Fire Officers meetings	District Manager	November 2023	Completed
14 Nov 2023	Share Northland LAC workplan template as aid and guide to support West Coast LAC workplan development	NLAC Team	November 2023	To be progressed
14 Nov 2023	Myles to provide District KPI report to the LAC to assist process to measure progress	District Manager	March 2024	To be progressed
14 Nov 2023	LAC to include in insight report for Q2 critical commentary on risk to LAC with engagement and perceived impact. To note this for the Board attention. Heath to draft text for comment and inclusion in Q2 insight report	LAC. Lead: Heath Milne	November 2023	Completed by Heath for comment then inclusion in Q2 report