



Minutes

West Coast Local Advisory Committee Meeting

Date: 2 February 2023

Time: 9:00am - 2:00pm

Venue: Hokitika Fire Station

Present:

Terry Donaldson	LAC Chair
Andy Thompson	LAC Deputy Chair
Health Milne	LAC Member
Shoshy Perchig-Gibli	LAC Member
Mark Bolland	LAC Member
Mark Davies	LAC Member

In Attendance:

Myles Taylor	District Manager, West Coast
Sam Bugler	Acting Community Risk Manager, West Coast
Christine Watson	Senior Advisor, Local Advisory Committees

Apologies:

Lucy Chamberlain	National Manager, Local Advisory Committees
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Welcome

The meeting began with a karakia and a welcome from the Chair.

Minutes

The minutes from the Committee's meeting on 17 October 2022 were confirmed as a correct record.

National LAC Team Update

The National LAC Team updated the Committee on the appointments process underway for six of the seven LACs. New members will be appointed in April 2023 and inducted in May 2023.

District update

The District Manager briefed the Committee on recent scrub fires, contingency plans to cover water shortages, the first declaration for a Prohibited Fire Season in Buller, and upcoming work with volunteer brigade leaders.

The District Manager noted the lack of surge capacity on the Coast. Existing firefighting capacity can deal with fires that last a few hours, but for longer duration events, support from further afield is generally required.

District Guidance

The District Manager provided the Committee with the District Team's current priorities and guidance as to how the LAC can best support and work with the District Team in the coming year. Preparedness work for a magnitude 8 earthquake along the Alpine Fault (AF8) is a key priority for the District Team and the members will do what they can to support this.

Community Engagement

In January 2023, members met with Grey District Council's newly established Risk and Readiness Committee and discussed Civil Defence training, water infrastructure maintenance and preparedness for an AF8 earthquake.

Up to 248 people went through CDEM/CIMS4 training in 2022, including Fire and Emergency and Department of Conservation staff. Members noted that scenario training or an emergency exercise would be valuable, to keep skills fresh.

Engagement planning

The Committee will engage with New Coasters in March 2023 and is arranging to meet with the Te Tai Poutini West Coast Multicultural Council. In addition to approaching the Westland Young Farmers' Club, members will set up a meeting with Federated Farmers.

Members will attend and observe an upcoming Chief and Deputy Chief Fire Officers meeting. Kāti Waewae and Makaawhio are both very short of capacity and unable to engage with the Committee this quarter. Members proposed meeting with Māori health and social services provider, Poutini Waiora, given their awareness of need and risk in the community.

District Plan

The first three sections of the West Coast District Plan have been drafted. The LAC reviewed the draft plan, fulfilling its legislative role to provide regular feedback to Fire and Emergency on the development of local plans, sharing members' thoughts on the current content and structure of the document.

LAC Workplan for 2023-24

Members agreed on a first draft of the LAC's Workplan for the 2023-24 year. The Committee will review the document again at the quarter four meeting in May 2023, with newly appointed members present.

Updates to the Board

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

Action Log

#	Date	Action	Responsible	Due	Status
1.	11 May 2022	Schedule meeting with Makaawhio and Kāti Waewae	Mark Davies	May 2023	On hold pending hapū availability
2.	29 July 2022	Connect with Welfare Officer about training to prepare volunteers for supporting families of incident/accident victims	District Manager	May 2023	Complete
3.	29 July 2022	Invite agencies and LAC members to interagency meeting	District Manager	March 2023	Complete Informal meeting - first quarter of 2023
4.	29 July 2022	Approach Westland Young Farmers' Club and Federated Framers to propose engagement	Deputy Chair	May 2023	In progress
5.	17 October 2022	Connect the District Manager with Soroptimist International of Westland	Mark Davies	May 2023	In progress
6.	17 October 2022	Arrange a meeting with the Regional Council	Chair	May 2023	In progress
7.	17 October 2022	Arrange engagement with Buller District Council for 15 March	Chair	March 2023	In progress
8.	17 October 2022	Arrange engagement with New Coasters – end of March	Shoshy Perchig-Gibli	March 2023	In progress
9.	2 February 2023	Propose a meeting with the West Coast Multicultural Council o Te Tai Poutini – 11 April	Shoshy Perchig-Gibli	April 2023	In progress
10.	2 February 2023	Talk with hapū about LAC engagement with Poutini Waiora	Chair, Mark Davies	May 2023	In progress
11.	2 February 2023	Invite members to an upcoming Chief and Deputy Chief Fire Officers meeting	District Manager	May 2023	In progress

12.	2 February 2023	Review Workplan and engagement priorities at Q4 meeting, with new members.	Chair	May 2023	In progress
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