Minutes

Canterbury Local Advisory Committee Meeting

Date: 27 February 2026 **Time:** 10.00am to 3.00pm

Venue: Ashburton Fire Station, Burnett Street, Ashburton.

Present:

Darin Cusack	LAC Chair
Wendy Smith	LAC Deputy Chair
Andrew Cocking	LAC Member
Brett King	LAC Member
Cherie Leckner	LAC Member
Mark Adams	LAC Member
Ross Paniora (online)	LAC Member

In Attendance:

Myles Taylor	For Rob Hands, District Manager, Mid-South Canterbury
Dean Harker	Community Risk Manager, Canterbury
Craig Chambers	Community Risk Manager, Mid-South Canterbury
Stephen Butler	Group Manager
Mike Johns	Group Manager
Maria McDonald (online)	Secretariat Local Advisory Committees

Apologies:

Habib Ullah Marwat	LAC Member
Rob Hands	District Manager, Mid-South Canterbury
Dave Stackhouse	District Manager, Canterbury
Paki Johnston	Pou Takawaenga Māori Matua

Welcome

The meeting opened with a karakia, and the Chair welcomed those in attendance. The Chair noted a special thank you to Shane Laulu for his secretariat support to the LAC. The LAC Interests Register was reviewed, and the Chair asked members to send through their updated interests. No conflicts were identified. The previous meeting minutes were accepted, and the Chair noted thanks to the ANZAC station for their hospitality. The LAC noted and discussed the Correspondence register.

Terms of Reference

The LAC Chair led the presentation and discussion on the updated Terms of Reference.
Myles Taylor gave a brief on how the West Coast LAC operates, connects with the district and the community. The LAC noted the importance of promoting awareness of their membership and role with the community and with local brigades. The LAC Chair will distribute the name badges, along with useful information in the toolkit.

District update

The District Manager (DM) and Community Risk Manager (CRM) discussed recent activity and matters of interest for the committee. The CRM covered primary focus areas, risk factors and operational challenges. The LAC Chair gave positive feedback on the information provided and noted that the focus on intelligence led, risk based, and factual information supports the LAC to operate effectively. The DM advised the District Plan has previously been shared, and the LAC has requested a presentation on this at the next meeting, and for the Fire Plan to be shared.

Engagement planning

The LAC discussed engagement with district leaders and worked through the engagement plan refreshing priority areas and lead LAC members. The link and guidance for accessing Whāriki has been provided to members to support easier capturing of engagements in the meeting pack.

General Business

The next LAC meeting confirmed for:

- **16 June 2026** – Check Rolleston possibility as preference with 10am start (otherwise Ashburton Fire Station).

The meeting closed at 3.00pm with karakia.

Action Log

Date	Action	Responsible	Due	Status
27 February 2026	Update the engagement plan	LAC Chair	27 March 2026	Completed
27 February 2026	Explore next meeting venue and confirm with LAC Chair	Secretariat	13 February 2026	In progress
27 February 2026	Re-advise members of convene drop-in times that LAC members can attend	Secretariat	13 February 2026	Completed
27 February 2026	Presentation at next meeting on the District Plan	Community Risk Managers	Next meeting	Completed
27 February 2026	Provide the Fire Plan to LAC members	Community Risk Managers	27 March 2026	Completed
27 February 2026	LAC members to review their interests and update Interests Register	LAC members	16 June 2026	Completed
27 February 2026	Check if claim forms have come to LAC members, and if these come to only FENZ emails or to personal emails	Secretariat	13 February 2026	Completed.
27 February 2026	Share link to Whāriki to LAC members	Secretariat	13 February 2026	Completed.

Committee Work Plan

Annual Report Drafting May/June 2026