



# Minutes

## West Coast Local Advisory Committee Meeting

**Date:** 16 July 2021

**Time:** 9:30am-1:30pm

**Venue:** Greymouth Fire Station

### Present:

Terry Donaldson	Chair
Mark Davies	Member
Shoshana Perchig-Gibli	Member
Zak Neale	Member
Heath Milne	Member

### Apologies:

Andy Thompson	Deputy Chair
Mark Bolland	Member
Lucy Chamberlain	National Manager, Local Advisory Committees
Myles Taylor	Principal Rural Fire Officer (PRFO), Te Hiku
Paul Henderson	Region Manager, Te Ihu
Pamela Dawson	Business Operations Manager, Te Ihu

### In Attendance:

Christine Watson	Senior Advisor, Local Advisory Committees
Mark Boere	Area Manager, West Coast
Atila de Oliveira	Principal Rural Fire Officer (PRFO), Te Ihu

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The West Coast Local Advisory Committee (LAC) meeting was held at Greymouth Fire Station. The meeting coincided with the extreme weather event that caused flooding and damage on the West Coast, so Fire and Emergency local leaders were largely occupied with that.

### Welcome

The Chair welcomed the Committee and members of the Te Ihu Regional Leadership Team (RLT).

## **Minutes**

The minutes from the Committee's meeting on 21 May were confirmed.

### **RLT update**

Local leaders provided feedback and information on concerns volunteers have raised during LAC engagement, including the psychological wellbeing of volunteers, traffic management and training. They also gave an update on recruitment in the lead up to the stand-up of the new district teams.

### **Community engagement**

Since the last LAC meeting members have met with volunteer representatives from Hokitika, Ross, Kumara and Greymouth, at a volunteer forum similar to those undertaken in recent few months.

Hokitika volunteers noted that their recruitment is going particularly well – the brigade has a waiting list. The Committee suggested that a case study could be undertaken to identify what is working well here.

Meetings planned in South Westland were postponed, but members are keen to extend the Committee's engagement into this area and will arrange meetings with businesses, volunteers and other stakeholders in South Westland this quarter.

### **Review of LAC purpose and role**

The National LAC Team led an interactive review of LAC functions and responsibilities.

### **Engagement planning**

The Committee noted that the incoming District Manager's priority in the first few months will be to build relationships. Members will therefore work with him to plan LAC engagement timelines, and schedule joint meetings where appropriate, to avoid duplication and stakeholder confusion.

The LAC agreed on the following priority stakeholders for 2021-22:

- **Fire and Emergency Volunteers**
- **Iwi**
- **Education (Youth/Schools)**
- **Civil Defence Emergency Management**
- **Industry and small and medium enterprises – including farming, tourism and larger dairy, forestry and mining employers**

Members plan to work alongside the new Community Risk Team on education, with volunteer sustainability in mind. They also have an interest in contributing to any review of Fire and Emergency's MOU with the Ministry of Education, to assist with potential addition of content relating to the alignment of strategic priorities.

The LAC will meet regularly with the two hapū in the LAC district, assisting Fire and Emergency to connect with hapū and to support them with risk management, response and the development of safe new buildings.

The Committee will engage with industries including farming, tourism, dairy, forestry and mining, due to the numbers they employ and their range of needs. Members will place particular focus on small and medium enterprises which tend to be less well prepared for emergencies and less able to sustain outages and short-term losses than larger companies.

### **National LAC Team update**

The National LAC Team provided updates on the new Chair of the Fire and Emergency Board, the Year 1 Evaluation of LACs and the development of processes to integrate LAC advice into Fire and Emergency.

Members noted that mechanisms for Fire and Emergency to provide feedback, not just to LACs, but also to community stakeholders will need to be developed and agreed.

The Committee acknowledged Paul Swain's contribution as Fire and Emergency Chair during the establishment of the first seven committees. Given that the new Board Chair is from the West Coast, the Committee would welcome a visit from her at a future LAC meeting.

### **Board report**

The Committee drafted the content of its August Board report.

The meeting closed at 1:30pm.

## Action Log

Date	Action	Responsible	Due	Status/Notes
16 July 2021	Coordinate LAC engagement with volunteers and businesses in South Westland	LAC	August 2021	Ongoing (due to COVID restrictions)
16 July 2021	Send more LAC brochures to the Chair	National LAC Team	July 2021	Completed
16 July 2021	Invite Fire and Emergency Board Chair to attend an LAC meeting	National LAC Team	August 2021	Completed
16 July 2021	Set up a session with the incoming District Manager to discuss engagement plan for the coming year	LAC Chair	August 2021	Deferred until Q2
16 July 2021	Arrange an LAC meeting to pull district risks, issues and opportunities from engagement into the 'RIO' register	LAC	August/ September 2021	Completed by email circulation
16 July 2021	Provide a banner/s for LAC presence at events	National LAC Team	August/ September 2021	National LAC Team working with Communications to provide