



# Minutes

## West Coast Local Advisory Committee Meeting

**Date:** 21 May 2021

**Time:** 9:00am-3:00pm

**Venue:** Greymouth Fire Station

### Present:

Terry Donaldson	Chair
Andy Thompson	Deputy Chair
Shoshana Perchig-Gibli	Member
Zak Neale	Member
Mark Bolland	Member
Heath Milne	Member

### Apologies:

Mark Davies	Member
Paul Henderson	Region Manager, Te Ihu
Doug Muller	Planning and Performance Manager
Lucy Chamberlain	National Manager, Local Advisory Committees

### In Attendance:

Christine Watson	Senior Advisor, Local Advisory Committees
Sharon Powick	Coordinator, Local Advisory Committees ( <i>via Teams</i> )
Mark Boere	Area Manager, West Coast
Atila de Oliveira	Principal Rural Fire Officer (PRFO), Te Ihu
Myles Taylor	Principal Rural Fire Officer (PRFO), Te Hiku
Pamela Dawson	Business Operations Manager
Brendon Lawson	National Advisor, Hazmat Development ( <i>via Teams</i> )

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The fourth quarter meeting of the West Coast Local Advisory Committee (the Committee) was held at Greymouth Fire Station.

## **Welcome**

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

## **Minutes**

The minutes from the September meeting were confirmed as a correct record.

## **RLT update**

The Committee was provided with an update on Tranche 2 of the Fire and Emergency restructure. The RLT introduced Myles Taylor, who has been appointed District Manager for the West Coast and attended to observe the meeting. The Area Manager and Principal Rural Fire Officer will continue to be the LAC's main contacts until the new structure is stood up.

## **West Coast Fire Plan**

West Coast's PRFO spoke to the draft Fire Plan, its content and purpose, and explained the public consultation process currently underway. The Committee had read through the Plan and provided feedback.

## **Microsoft Teams/Sharepoint training**

The Committee was provided with training on Sharepoint, a new platform for its shared files.

## **Community engagement**

LAC members reported on engagement undertaken since their February meeting, with the rūnaka of Kāti Māhaki ki Makaawhio, and three volunteer forums held in Waimangaroa, Reefton and Dobson. These forums involved representatives of brigades in Buller and the Grey Valley and allowed the Committee to draw together emerging themes and concerns.

The rūnaka of Kāti Māhaki ki Makaawhio and Kāti Waewae have both indicated a wish to meet regularly with the LAC.

An LAC member observed a communication workshop for volunteers which is part of the leadership programme based in Hokitika. This was clearly a positive experience for the volunteers, who spoke openly about their motivation to volunteer and their pride in working for Fire and Emergency.

## **Stakeholder engagement planning**

In the next few months, members plan to arrange two more volunteer forums, in Hokitika and South Westland, to help provide a representative picture across the LAC district.

While in South Westland, members will also meet with community organisations and businesses in sectors the Committee has prioritised, such as tourism.

### **Hazardous Substances presentation**

Fire and Emergency's Hazardous Substances Team gave a presentation on the Hazardous Substances Response Capability Development Programme and community engagement planned for the second half of 2021 on the West Coast. Members also identified areas of risk they are aware of and offered to assist with identifying community stakeholders on the Coast.

### **Committee time**

The Committee discussed the results of the LAC self-review survey completed in April and identified areas for improvement of the LAC's operation and engagement. Members also compiled issues and opportunities they wish the Chair to raise at the Chairs' Forum in June.

### **National LAC Team update**

The National LAC Team provided updates on the Year 1 Evaluation of LACs currently underway, work being done on a framework to integrate LAC advice into Fire and Emergency and planning for the coming year at the quarter 1 meeting in July.

### **Report to the Board**

The Committee drafted the content of the June Board Report.

The meeting closed at 3:00pm.

### **Action Log**

Date	Action	Responsible	Due	Status/Notes
21 May 2021	Update the LAC on Tranche 2 recruitment and change timeframes (when new roles come into effect).	RLT	July 2021	
21 May 2021	Schedule annual iwi engagement with Kāti Waewae and Kāti Māhaki ki Makaawhio	LAC	July 2021	Ongoing

21 May 2021	Arrange engagement with volunteer representatives - in South Westland and Hokitika	Area Manager/ PRFO	July 2021	
21 May 2021	Schedule meetings with community and business stakeholders in South Westland	LAC	July 2021	
21 May 2021	Provide the Welcome Pack volunteers receive to LAC members	RLT	June 2021	Provided – and available in Sharepoint files