



Minutes

West Coast Local Advisory Committee Meeting

Date: 24 November 2020

Time: 9:00am-5:00pm

Venue: Greymouth Fire Station

Present:

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

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Paul Henderson	Region Manager, Te Ihu
Mark Boere	Area Manager, West Coast
Atila de Oliveira	Principal Rural Fire Officer, West Coast
Cathryn Moriarty	National Manager, Strategy and Performance
Jason Prendergast	United Fire Brigades Association Representative
Pamela Dawson	Business Operations Manager
Doug Muller	Planning and Performance Manager

The West Coast Local Advisory Committee (the Committee) and the Te Ihu Regional Leadership Team (RLT) met at Greymouth Fire Station.

Welcome

The Chair welcomed Committee members and Fire and Emergency staff, including the recently appointed Business Operations Manager.

Minutes

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

Correspondence

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented to the October Board meeting, noting its approval of the progress and direction of the Committee's work.

District risks, priorities, engagement gaps and opportunities

The RLT presented information on the brigades on the West Coast District, risks and challenges and opportunities to assist the Committee to focus its engagement in areas where it can add most value.

Stakeholder Engagement

Stakeholder engagement this quarter has consisted of introductory conversations with education and health stakeholders.

The Committee has scheduled several meetings and informal engagements before its February meeting, including a meeting with the rūnanga of Kāti Waewae, presentations to Greymouth and Hokitika brigades and to the West Coast Mayors, Chairs and Iwi Group.

Members will also continue to socialise the role of the LAC with stakeholders in industries and small and medium enterprises.

Challenges with volunteerism in some smaller communities were identified by the RLT and the Committee plans to explore local needs, and opportunities and barriers to volunteerism in the course of its engagement.

Memorandum of Understanding (MOU) and Operational Service Agreements (OSAs)

The Committee discussed the provisions of the national MOU with the Ministry of Education and the national OSAs with the Department of Conservation and the New Zealand Defence Force.

United Fire Brigades Association (UFBA)

A representative from the UFBA presented to the meeting on the UFBA's role, its connections with Fire and Emergency and the ways in which it supports volunteers. The Committee noted the challenges that exist communicating with, and training volunteers, due to seasonal work and commitments on the West Coast.

Volunteer Support

The Volunteer Development Manager (VDM) outlined the leadership development and coaching and other support he and other VDMs provide volunteers and brigade leaders. Committee members noted their interest in communicating these opportunities with volunteers during the course of their work.

Report to the Board

The Committee drafted the content of the December Board Report.

The meeting closed at 5:00pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
11 Sept	Consult West Coast iwi on how they wish to engage and schedule time during rūnanga meetings for LAC engagement (Makaawhio Rūnanga - from Hokitika south, office in Hokitika, marae at Bruce Bay Kāti Waewae Rūnanga , from Hokitika north, office at Arahura Marae)	National LAC Team/Pou Takawaenga	November	Engagement arranged with Kāti Waewae Rūnanga on 14 Feb 2021 Pou Takawaenga has approached Makaawhio Rūnanga for a similar opportunity.
24 Nov	Add engagement to LAC's Teams calendar	All	December	Ongoing
24 Nov	Add AM and PRFO to the LAC's Microsoft Teams channel	National LAC Team	December	Completed
24 Nov	Send information on volunteer development workshops to Christine for LAC members	Volunteer Development Manager	December	Sent to the LAC on 28 Nov
24 Nov	Send dates of West Coast Provincial Fire Brigade Association Challenges to the LAC	Area Manager	December	Sent to the LAC on 25 Nov
24 Nov	Send K1 article to the LAC	National LAC Team	November	Sent to the Committee on 25 Nov