



Minutes

Marlborough Local Advisory Committee Meeting

Date: 17 February 2021

Time: 9:30am-4:00pm

Venue: Emergency Operations Centre

Present:

Trevor Hook	Chair
Tracy Johnston	Deputy Chair
Mark Elkington	Member
Chris Faulls	Member
Rod Thomas	Member
Amber McNamara	Member
Danny Smith	Member
Mark Lucas	Member

Apologies

Nic John	Member
Paul Henderson	Region Manager, Te Ihu

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Sharon Powick	Coordinator, Local Advisory Committees
Grant Haywood	Area Manager, Nelson-Tasman
Chris Hayles	Principal Rural Fire Officer
Pamela Dawson	Business Operations Manager
Doug Muller	Planning and Performance Manager

The Marlborough Local Advisory Committee (the Committee) and members of the Te Ihu Regional Leadership Team (RLT) met at Civil Defence Emergency Management's (CDEM's) Marlborough Emergency Operations Centre for its third meeting.

Welcome

The meeting opened with a karakia and a welcome from the Chair to members of the RLT.

Minutes

The minutes of the previous meeting were confirmed.

Flow Chart

The Committee discussed how to record, communicate and respond to stakeholder approaches and the community concerns that are put to LAC members and reviewed a draft flow chart reflecting this. Members resolved to keep a register of issues, opportunities and risks, which will be reviewed at each meeting.

District update

RLT members provided an operational update, which included the timelines for Tranche 2 of Fire and Emergency's restructure and the impact this is having on volunteers. The Committee acknowledged the commitment of local leaders to their jobs, over the extended period of these changes.

During the discussion, LAC members also noted some issues caused by the reliance of some communities on one or two (often ageing) individuals and progress on the unified uniform. They expect to learn more about what motivates and discourages volunteers as they engage with them more formally.

Stakeholder engagement report

Committee members undertook informal engagement in the last quarter – with volunteers and with members' own contacts and community networks.

The Committee reconfirmed its commitment to engagement with iwi as a priority. The LAC will take a 'top of the South' approach to this engagement, reaching out to all eight iwi, as Te Tau Ihu iwi boundaries do not align with those of the Marlborough LAC district.

Engagement planning

The Committee will seek advice from the Pou Takawaenga Māori and National Manager, Kaupapa Māori on engagement with iwi, before approaching iwi representatives. Members will aim to engage alongside local leaders, to build sustainable relationships that enable valuable conversations and facilitate assistance to iwi.

The Committee mapped out its plan of work on volunteerism over the next five months. This quarter members will focus on volunteers themselves and, with the benefit of insights from

this, plan engagement with employers of volunteers and self-employed volunteers at their May meeting.

With support from local leaders, LAC members will engage formally with volunteer leaders and current local United Fire Brigades Association (UFBA) representatives, and informally with volunteers at brigade meetings, and public and UFBA events.

National LAC Team update

The National LAC Team provided the LAC with papers on the progress of the seven LACs, the committee self-review to be completed at the May meeting, proactive release of LAC minutes and a new invoice template.

Dates

The Committee set its meeting dates for the 2021-22 year.

Board Report

The Committee drafted the content of its third quarter Board report.

The Chair thanked the Te Ihu RLT and the National LAC Team for their support and the meeting closed at 4.00pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
19 Nov 2020	Consider whether the Chairs' Forum should held be twice a year and potentially virtually	National LAC Team	February 2021	Ongoing
17 Feb	Work with National Manager, Kaupapa Māori and Pou Takawaenga Māori on an approach to engagement with Te Tau Ihu iwi	National LAC Team	May 2021	Letter sent to Te Tau Ihu iwi Chairs requesting engagement
17 Feb	Update flow chart	National LAC Team	May 2021	Completed
17 Feb	Create a register of issues, risks and opportunities for review at each meeting (standing agenda item)	National LAC Team	May 2021	Completed

17 Feb	Refresh and extend list of volunteer engagement questions	National LAC Team	March 2021	Completed and sent to LAC members
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