



Minutes

Marlborough Local Advisory Committee Meeting

Date: 19 September 2023

Time: 9:30am-2:30pm

Venue: Blenheim Fire Station

Present:

Trevor Hook	LAC Chair
Tracy Johnston	LAC Deputy Chair
Chris Faulls	LAC Member
Nic John	LAC Member
Sharon Barcello-Gemmell	LAC Member
Mark Elkington	LAC Member
Mark Lucas	LAC Member
Andy Rowe	LAC Member

In Attendance:

Grant Haywood	District Manager, Nelson-Marlborough
Steve Trigg	Group Manager, Nelson-Marlborough
Paul Manson	Group Manager, Nelson -Marlborough
Chris Hayles	Group Manager, Nelson-Marlborough
Raaj Govindaraj	Principal Advisor, Local Advisory Committees
Rylee Pettersson	Principal Advisor, Local Advisory Committees

Apologies

Paul Henderson	Region Manager
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The meeting opened with a karakia by Sharon (Committee member) and a welcome from the Chair.

Minutes

The minutes of the Committee's meeting on 30 June 2023 was confirmed as a correct record and noted two minor amendments to be made – change of spelling to *Mussels* and wording correction to *base Woodbourne brigade*.

Workplan and insights reporting

The Chair updated the Committee on the Board's strategic guidance for LACs. The Board guidance and District priorities were considered by the Committee in a whiteboard session to help form the LAC's workplan for 2023-24 financial year.

The Committee elected to delegate the 2022-23 Annual Insight Report for the Board to the Chair to lead outside the meeting.

It was agreed that the Insight register also requires a full review and update and a process for it to be maintained will be managed by the Committee.

District update

The District Manager and Group Managers provided an update and shared their District plan priorities for 2023-24 with the Committee.

The Marlborough District currently have the highest levels of structure fires (mainly kitchens and garages) across Aotearoa.

Fire and Emergency's role across the '4Rs'. Understanding community risk and readiness 'as it relates to fire' has been clarified. Also, in the recovery space, the transition to other agencies after an event is clearer.

Over the coming 12 months, the District team's priorities are:

- Volunteer management and how to move the emphasis from response to include readiness and risk reduction work
- Trialling new community risk profiling tool. Marlborough Sounds to be the first priority noting the issues around roading network/access and sustainability of volunteers
- Wildfire season preparation and communication
- Reducing structure fire incidents through increased education
- Strengthening relationship and engagement with iwi, hapū and marae
- Building brigade cultural awareness
- Enhancing capabilities for severe weather events
- Fire and Emergency's preparedness to operate after an AF8 event
- Port Marlborough development and ensuring Fire and Emergency's response is fit for purpose.

Engagement

Following the last meeting, the Committee met with representatives of the Rarangi Brigade and Rarangi Residents Association. There was discussion on how best to ensure topics raised through engagement are acknowledged and responded to with input from the District team.

Following the September 2023 meeting at Blenheim Station, the Committee visited the RNZAF Base Woodbourne Brigade, met with Brigade members, and toured their facilities including checking out their new appliances.

Engagement with the business community via Marlborough Chamber of Commerce facilitated by the Committee for the Volunteer Attraction team was delayed. Engagement reports from last quarter were shared but not discussed.

Committee updates and insights

As an all-volunteer resourced region, the Committee recognised they need to do more to build a deeper understanding of the views and motivations of volunteers including the barriers to engaging in risk reduction and readiness activities. Each Committee member has been assigned brigades to meet with via their Brigade Chief. District support has been offered to facilitate this.

- Trevor Hook
 - Marlborough Sounds
- Andy Rowe and Mark Elkington
 - Blenheim Rural, Blenheim Urban, Rarangi and NZRAF Base Woodbourne
- Mark Lucas
 - Seddon, Flaxbourne and Northbank
- Chris Faulls
 - Linkwater, Havelock, Rai Valley and Canvastown
- Nic John
 - DOC
- Sharon Gemmell
 - Picton and Koromiko
- Tracy Johnston
 - Wairau Valley, Waihopi and Renwick

It was noted that the region currently has the highest incidents of structure fires in the country (predominantly kitchens and garages). This reinforces the need for increased risk reduction and readiness work with communities.

The District team are well down the track of preparing for heightened fire risk due to the expected El Niño weather conditions. They have expressed concern that a significant event over summer has the potential to divert their attention and resource from BAU for an extended period.

The new District and annual planning process and timing appears to require a high level of planning expertise and LAC observe that this is putting additional pressure on the District team.

The District team noted that there is increasing talk that Blenheim should become a career firefighter-staffed station. The LAC acknowledges that this is an operational decision but that the Committee can contribute context through brigade, community, and stakeholder consultation by building an understanding of whether Fire and Emergency is currently meeting the needs of the community. It was noted that false alarms continue to be approximately one-third of all calls and reducing this will in turn reduce the demand, something else that will be included in LAC engagement with the business community via the Marlborough Chamber of Commerce and other industry bodies.

The trial of having the RNZAF Base Woodbourne Brigade respond to callouts off base has been working well. In some cases, it improves response times to an incident, and is increasing job satisfaction for the Woodbourne Brigade members and opening up positive joint training opportunities for Marlborough volunteer brigades, utilising the skills and equipment on base.

The Committee would like to acknowledge Christine Watson for her work with the LAC. Christine was the Senior Advisor to the LAC, who is no longer with the National LAC team.

National LAC team update

The National LAC team reminded the Committee to use the new green reimbursement template, as well as to complete the LAC annual self-review and satisfaction survey.

General business

Future meeting dates and venues were discussed and agreed to allow for post meeting engagement with brigade and community representatives. Dates and locations of future meetings are:

- Quarter 2: Tuesday 21 November 2023 at Picton Fire Station
- Quarter 3: Tuesday 12 March 2024 at Havelock North Fire Station
- Quarter 4: Tuesday 11 June 2024 – venue to be confirmed closer to the time.

Meeting closed with a karakia.

Action Log

#	Date	Action	Responsible	Due	Status
1.	19 Oct 2022	<p>Schedule a session on broader implications of port development with Port Health and Safety Manager</p> <p>Update:</p> <ul style="list-style-type: none"> Paul is holding the existing relationships and is having the meetings with the Port. Lucy Chamberlain will be invited to the next meeting. Tracy will still be involved Plans are being drafted for Port operations emergency Management, and involves multiagency approach (Kiwirail, Fire and Emergency, Port, Bluebridge, Harbour-Master, cruise ships, Civil Defence, District Council and Police) 	National LAC Team / Tracy	May 2023	Remove – to be reported back via District Actions Report
2.	19 Oct 2022	<p>Contact Civil Contractors NZ</p> <p>Update - Contact has been made and teeing up for early oct – awaiting confirmation on date – stakeholder engagement</p>	Mark Lucas	May 2023 October 2023	Complete
3.	9 Dec 2022	<p>Connect the District Team with Volunteer Marlborough</p> <p>Update – Mark contacted the district volunteer team a few times but no response.</p> <p>Agreed this is no longer a priority</p>	Mark Lucas	May 2023	Remove
4.	9 Dec 2022	<p>Motueka case study – consider a closer look for a later meeting</p>	National LAC Team / District Team	May 2023	Remove as it will come through

					District Updates
5.	1 Mar 2023	Provide an aide memoire on work being done locally and nationally on relationships and agreements with forestry – to support engagement with forestry companies with a presence in Marlborough	National LAC Team / District Manager	May 2023	Complete – info provided as part of 30 June meeting pack
6.	1 Mar 2023	Set up an opportunity for the LAC to review and provide input on District Plan	District Team / Chair	Mar 2023	Complete
7.	1 Mar 2023	Consider as topics for Chairs' Forum: <ul style="list-style-type: none"> • Agency collaboration • Local planning update • Forestry 	National LAC Team	June 2023	Complete
8.	1 Mar 2023	Include in presentation at District Team meeting with Chamber of Commerce the opportunity for employers to support recovery trailers	District Team / VA Team / Mark E / Tracy	May 2023	Complete
9.	1 Mar	Touch base with Regional Public Service Commissioner, Craig Churchill, on agency collaboration and aligning resilience and recovery work	Tracy / Trevor	May 2023	Complete
10.	1 Mar 2023	Status on Volunteer Attraction Team plan to launch their campaign in Marlborough. Source, update and share presentation and resources developed for campaign with LAC to utilise for engagement with business community.	National LAC team	Mar 2023 Oct 2023	Extended
11.	1 Mar 2023	Share 'bowtie' model identifying threats, consequences, and controls with the District team and report back at next meeting	District Manager	May 2023 Nov 2023	Extended

		Update – waiting to hear back on a rescheduled date for the meeting.			
12.	30 June 2023	Next Agenda Slot for 2023/24 Q1 meeting & included in meeting papers - Review Revised Workplan Grant to work on revised workplan on new template as part of his district plan work	District Manager / National LAC Team	Sep 2023	Complete
13.	30 June 2023	Contact Craig Churchill to find a suitable time for him to attend a LAC meeting. Update – meeting is to be scheduled.	Group Manager	Sep 2023 Oct 2023	Extended and In Progress
14.	30 June 2023	National LAC team to find Ti Kanga and Te Reo resources to be made available to the LAC.	National LAC team	Sep 2023	In Progress
15.	30 June 2023	To follow up with Board on reprioritising the workplan to focus on priority deliverables.	Chair	Sep 2023	Complete
16.	19 Sep 2023	Update – National LAC team to check in with Volunteers team at NHQ – update Chamber of Commerce District Manager to follow up with the Volunteer team from a District Level.	National LAC team District Manager	21 Nov 2023	In Progress
17.	19 Sep 2023	Reintroduce the LAC and District team to the TEAMS/SharePoint channel.	National LAC team	Oct 2023	In Progress
18.	19 Sep 2023	Organise a meeting between National LAC team, Volunteer team, LAC Chair and Deputy Chair to do a full review and update of Insights Register.	National LAC team	Oct 2023	In Progress
19.	19 Sep 2023	Post engagement correspondence with Rarangi Brigade and Residents Association, The District team to come back to the LAC with	LAC Deputy Chair and Group Manager	ASAP Oct 2023	In Progress

		feedback for the LAC to incorporate into response.			
20.	19 Sep 2023	Volunteer attraction presentation to Chamber of Commerce – to be tracked down and shared with the Committee	National LAC team	21 Nov 2023	In Progress
21.	19 Sep 2023	Provide Marlborough LAC with a copy of messaging to Nelson communities and stakeholders to ensure consistency of message.	National LAC team	Oct 2023	In Progress