



E koekoe te tūl, e ketekete te kākā, e kūkū te kereru  
Reflecting the diversity of community voices

## Marlborough Local Advisory Committee Meeting

## Minutes

**Date:** 28 November 2024

**Time:** 10.00 am – 3.00 pm

**Venue:** Blenheim Fire Station

### Present:

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

### In Attendance:

Brad Mosby	Region Manager – Te Ihu
Grant Haywood	District Manager, Nelson-Marlborough
Paki Johnson	Pou, Takawaenga Māori
Shane O'Brian	Acting Group Manager
Leanne Hay	Senior Advisor, Local Advisory Committees

### Apologies:

Steve Trigg	Community Risk Manager (CRM), Nelson-Marlborough
Lucy Chamberlain	National LAC Manager

### Welcome

The meeting opened with a karakia, and the Chair welcomed those in attendance.

### Committee operations

The minutes from the Local Advisory Committee's (LAC) previous meeting on 19 September 2024 were confirmed. The Committee also noted the correspondence received and updated the action log from the previous meeting.

There was one amendment to the draft minutes in relation to the CRM presentation. It was noted that feedback was given to the CRM on the presentation at the meeting.

There were no amendments to the interest register.

## **District update**

The LAC was provided with an update for the Nelson-Marlborough district with data on recent incidents and callouts.

The Regional Manager gave an update on issues relating to the Region.

The Pou, Takawaenga Māori also gave an update on the Kaupapa Māori and Cultural Communities Branch.

The committee discussed with the District Manager the opportunities on connecting with the new Nelson-Tasman LAC and how this could practically roll out. The District Manager agreed to arrange a meeting with the two Chairs and Deputy Chairs at a time and location that suited.

The committee also resolved to confirm that FENZ could join the local chamber of commerce as had been done in Nelson.

## **Engagement Planning Workshop**

The committee completed their workplan and a number of actions were noted from the plan in the action log.

## **LAC Board Updates**

The Senior Advisor gave a brief update on the move from four meetings a year to three and how that will work in terms of planning and the NLAC report to the Board on the performance of LACs in 2023-24 which went up alongside the LAC insights reporting. Copies will be provided with the minutes for the LAC.

## **Insights**

There were no insights for this quarter.

Actions were confirmed and the meeting closed with a karakia.

Meeting closed 3.00pm

## **Next Meeting**

T2 Thursday 6 March 2025 – Blenheim Fire Station

T3 Thursday 12<sup>th</sup> June 2025 – Blenheim Fire Station

## Action Log

Date	Action	Responsible	Due	Status
28 Nov 2024	DM to arrange a meeting with Nelson-Tasman and Marlborough Chairs and Deputy Chairs to connect and discuss options to link together in the future	DM	Post meeting	Open
28 Nov 2024	From the work plan, complete a more targeted engagement plan at T2 meeting.	LAC	T2	Open
28 Nov 2024	<p>Engagement T2 - Interface between Marlborough District Council (Dean Hefford), Civil Defence Emergency Management (Brian Patton – Dave Parsons) and LAC to circulate questions to members</p> <p>Relevance with:</p> <ul style="list-style-type: none"> <li>• 4Rs</li> <li>• Future service delivery</li> </ul> <p>Purpose: relationships, understand the interface in recovery space with Fire and Emergency and other agencies.</p> <p><b>Invite new CEO of Council John Boswell to next meeting.</b></p>	Chair/Chris Faulls	T2	Open
28 Nov 2024	Follow up with CRM on assessment of the Risk Profile of the region – Matrix was given, now LAC would like the actions. Ask CRM to provide an update prior to next meeting.	Senior Advisor and DM	T2	Open
28 Nov 2024	Ask District Manager to have a discussion on volunteering in the Marlborough district to feed into engagement planning around volunteering and other matters as identified in the Engagement Plan	LAC to prepare questions for the district team about received a wide range of information before next meeting	T2	Open
28 Nov 2024	<p>LAC to develop template to open discussion when engaging.</p> <p><i>SA – post note to meeting – there are templates available with standard questions. Will attach to email with draft minutes.</i></p>	Nic/Andy will make a start and LAC will contribute	T2	Open

28 Nov 2024	Arrange an out of cycle meeting in May/June with CFOs and Brigade members to engage on sustainable volunteering	LAC	Post meeting	Open
28 Nov 2024	Volunteering strategy – latest update from Volunteering team to be included into next meeting papers	Senior Advisor	T2	Open
28 Nov 2024	Youth volunteering: LAC members to engage with own networks on challenges and opportunities for youth to volunteer.	LAC members	T2	Open
28 Nov 2024	Invite the National Volunteering Team to give an update on volunteering at T2 meeting	Senior Advisor	Post meeting	Open
28 Nov 2024	National Office – could please provide advice on what is needed for Blenheim to have their station upgraded to a career station	Senior Advisor	Post meeting	Open
28 Nov 2024	Submission on MDC/CDEM Plan on behalf of LAC (verbal)	Chris Faulls	Q4/T2	Open
<b>19 Sept</b>	Discuss items for the Chairs meeting with the Board on 28 February – Leanne to check and include in update to the board.	Chair/LAC	28 Nov 2024	Completed
<b>19 Sept</b>	Chair and Deputy Chair to forward contact details of REAP to DM for information	Trevor/Tracy at fortnightly meeting with DM	28 Nov 2024	Completed
<b>19 Sept</b>	DM will talk offline with Andy and Mark about chamber of commerce issues to open the door further	Andy/Mark	28 Nov 2024	Completed
<b>19 Sept</b>	Feedback to District Manager on new presentation template	Senior Advisor	28 Nov 2024	Complete
<b>19 Sept</b>	Agenda item to continue discussion on engagement planning	Senior Advisor	28 Nov 2024	Complete
<b>19 Sept</b>	Out of cycle meeting to continue working on the engagement plan	LAC Committee / Nic	TBC	Complete