



Minutes

Marlborough Local Advisory Committee Meeting

Date: 18 November 2020
19 November 2020

Time: 10.15am-4:00pm
9:00am-4:00pm

Venue: Blenheim Fire Station

Present:

Trevor Hook	Chair
Tracy Johnston	Deputy Chair
Mark Elkington	Member
Chris Faulls	Member
Nic John	Member
Rod Thomas	Member
Amber McNamara	Member
Danny Smith	Member (19 Nov only)
Mark Lucas	Member

In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Paul Henderson	Region Manager, Te Ihu (18 Nov only)
Grant Haywood	Area Manager, Nelson-Tasman
Chris Hayles	Acting Principal Rural Fire Officer
Dave McFarlane	United Fire Brigades Association (18 Nov only)
Cathryn Moriarty	National Manager, Strategy and Performance (19 Nov only)
Pamela Dawson	Business Operations Manager
Doug Muller	Planning and Performance Manager
Russell Wood	Deputy Chief Executive, Organisational Strategy and Capability Development (19 Nov only)

The Marlborough Local Advisory Committee (the Committee) and the Te Ihu Regional Leadership Team (RLT) met at the Blenheim Fire Station over two days. This second meeting of the Committee was an opportunity for the Te Ihu region team to provide more detailed operational information and for Committee members to consider which community sectors they wish to prioritise in this first year.

Wednesday 18 November

Welcome

The meeting opened with a karakia and a welcome from the Chair to Fire and Emergency Te Ihu region staff, including the recently appointed Business Operations Manager.

Minutes

The minutes of the previous meeting were confirmed as drafted (moved Trevor Hook, seconded Tracy Johnston).

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. The Chair noted the Committee's thanks for the Board's letter and appreciation for its understanding of the Marlborough LAC's approach, learning about operational policies and structures before beginning to engage with the community.

Local operational structures and strategy

The region team presented a deep dive into local operations, including an overview of local brigades, fire reduction programmes, fire season status, volunteer perspectives and statistics on incidents, appliance response hours etc for specific communities. The team identified challenges, risks and opportunities the Marlborough LAC may consider during its engagement, particularly taking into account the solely volunteer brigades in Marlborough.

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.

Volunteer Support

The Volunteer Development Manager (VDM) outlined the leadership development, coaching and other support VDMs provide for volunteers and brigade leaders.

The day's meeting closed at 4.00pm.

Thursday 19 November

Stakeholder Engagement

Fire and Emergency staff presented an engagement toolkit for the Committee's use as members begin to engage with the community. Considering the information provided by the regional team, the Committee discussed the community sectors they wish to prioritise.

The Committee decided to focus on volunteers and employers of volunteers, looking in some depth at what motivates them, their families, employers and the community more broadly to support volunteerism and what barriers exist. Members will work to assess and promote the lifetime value of volunteerism to these different groups, support community understanding of the importance of volunteers and work to increase diversity, so that volunteers more closely reflect the community.

The Committee considered several scenarios that have arisen over the past three months in relation to approaches made to the committee, sometimes in person, but particularly in writing. A flow chart will be developed to assist members to direct correspondence through the LAC team and RLT, so that an appropriate response can be prepared and the issues raised, recorded. Over time the correspondence register will show any recurring or widespread issues.

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

The Committee read and 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.

Local Planning and the 10-year Plan

An overview of Fire and Emergency's strategy documents and update on the implementation of local planning was provided by the National Manager, Strategy and Performance.

Board Report

The Committee drafted the content of its December Board Report.

The Chair thanked the Te Ihu RLT for its detailed briefing and the National LAC Team for its support.

The meeting closed at 4.00pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
8 Sept 2020	Provide communications material on the LAC's role, for LAC and Fire and Emergency internal use	National LAC Team/Fire and Emergency Comms Team	January 2021	Brochure and poster being prepared for LAC and internal use
19 Nov 2020	Send members the LAC the Volunteerism Strategy 2019-2029	National LAC Team	December	Sent 7 December
19 Nov 2020	Create a categorised register of correspondence to the LAC on local issues	National LAC Team	December	Completed
19 Nov 2020	Draft a flow chart for correspondence and approaches to the LAC	LAC/RLT/ National LAC Team	January 2021	Draft to be considered at Feb meeting
19 Nov 2020	Provide information on what UFBA services are most accessed by members in Marlborough	National LAC Team	December	Provided 7 December
19 Nov 2020	Consider whether the Chairs' Forum should held be twice a year	National LAC Team	February 2021	Ongoing