



Minutes

Marlborough Local Advisory LAC Meeting

Date: 6 March 2025

Time: 9.30am – 3.00pm

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
Sharon Barcello-Gemmell	LAC Member

In Attendance:

Brad Mosby	Region Manager – Te Ihu
Grant Haywood	District Manager, Nelson-Marlborough
Steve Trigg	Community Risk Manager (CRM), Nelson-Marlborough
Leanne Hay (online)	Senior Advisor, Local Advisory LACs
Shane Laulu (online)	Senior Advisor, Local Advisory LACs
Chris Lind (online)	National Advisor, Capability Project
Ryley Webster (online)	Manager, Volunteerism

Apologies:

Mark Elkington	LAC Member
Lucy Chamberlain	National LAC Manager

Welcome

The meeting opened with a karakia, and the Chair welcomed those in attendance, with a particular note of thanks to the Region Manager attending in person.

The minutes for the previous meeting were confirmed. It was noted the LAC would like more detail in the minutes going forward.

Updates to Interest Register:

Chris Faulls has finished at the Army after 40 years.

Sharon Barcello-Gemmell - add the Fire and Emergency Māori Advisory Board and the New Zealand Parole Board to the register.

Andy Rowe – add Mayfield School Board Chair.

LAC operations

The Chair confirmed that Nic John will officially step down from the LAC following this meeting.

Sharon Barcello-Gemmell noted that she has connected with Te Naihi Wilson, from the new Nelson/Tasman LAC, discussing a range of topics.

Chris Faulls noted that he has made a submission on the MDC/CDEM plan on behalf of the LAC.

Chairs Update

The Chair updated the LAC on his recent attendance at the Fire and Emergency Board meeting on 28 February 2025.

The Board was engaged, asked good questions and were open to feedback. The Board were positive about the work of the LAC and noted how the maturity of the LAC meant useful long-term feedback could be given.

The Chair advised that the District and LAC relationship was working well and that the District team was supportive. He also noted that it was good to see intentional use of the LACs as a sounding board, and the incredible breadth of the organisation and how that is largely unseen.

The Board passed on their thanks to the Marlborough LAC for all their good work.

District update

District updates provided in advance of the LAC meeting were appreciated, it was requested if these could be sent with the meeting pack in one email.

The Region Manager (RM) gave an update on the Region's activities, including the realignment of portfolios to reflect the governance priorities and operational focus of Fire and Emergency more effectively. Key portfolios include:

- Response Capability
- Community Risk Management
- Volunteerism
- Eke Taumata He Tangata
- Safety, Health and Wellbeing

Following a call for expressions of interest, workgroups have now been established for each portfolio.

Once key resourcing was identified, the District will draft a proposal to the Region Leadership Team. This work will provide an evidence-based approach to resourcing.

The RM also provided the LAC with an update that Fire and Emergency CE Kerry Gregory is also now National Commander, following Russell Woods resignation earlier this year.

False Alarms

Darren Aitken, Senior Policy and Capability Specialist operating out of Christchurch gave an update to the LAC on recent work around the issue of false alarms, supported by a paper outlining the issue in more detail.

One of the main risks to the organisation is the inability to respond to another call out. The cost of a false alarm sits with an employer, or in the case of a self-employed, their own income. Some other risks that lie with false alarms are evacuation complacency and safety issues of building access not being addressed. (ie exits being blocked). Currently there is no policy on responding due to a lack of data.

Fire and Emergency have identified the need to capture better quality and quantitative data to help address the problem.

The LAC passed on a suggestion for a campaign to reduce false alarms. If false alarms are costing organisations for an employee's time – maybe cardboard cutout could be produced showing what this cost in terms of employee time – this could be as a deterrent. Fire and Emergency are open to other advice and support the LAC could provide to help with this issue.

Update from National Volunteering Manager on Volunteer Strategy

The Manager, Volunteering gave an update on the organisations progress on its 10-year Volunteerism Strategy. The National Volunteering team provide support to all Fire and Emergency staff and volunteer members on recruiting and retaining volunteers. The team support the organisation to apply the volunteerism lens to all decision making, to not just look as a volunteer as an individual, but part of a support network of whanau, employers, community, and friends.

The LAC discussed several topics including the scope for broader opportunities for volunteers to do other aspects of Fire and Emergency work such as fire safety home visits, operational and medical support. The opportunity is there for these volunteers, but it seems the message is not filtering down from National Office.

The LAC provided feedback that much of the Fire and Emergency advertising for volunteers is still centred around firefighting, and it's not obvious to the community that other options for volunteering are available.

The Manager Volunteering noted there is still a lot of work to do in this area. He was also open to a discussion with the LAC in the future about youth volunteering.

Update on the Future Operational Capability project.

The National Advisor, Capability Project gave an update on the Future Operational Capability project, looking at the Local Planning aspect and how LACs can input into the project. At this stage they are seeking the LAC's views on the project, and in the future, they will be seeking input on any local risks and areas of importance Fire and Emergency may have missed.

He confirmed with that community stakeholders are included in the model as well as all organisations that contribute and/or partner to Fire and Emergency.

One of the key risks the project is trying to mitigate is the lack of consistency across the organisation. He also confirmed that the data team within Fire and Emergency fact check the known hazards, but there is opportunity for LACs to help capture the unknown.

The LAC provided feedback on the importance of Civil Defence and there to be one plan for efficiency. The National Advisor, Capability Project will share the specific risks for Marlborough at the next meeting.

Engagement Planning

The LAC reviewed their workplan and then discussed planning in more specific detail around who to engage with, who will be responsible to do the engagement and an approximate time frame.

The information provided today by the District was very helpful and informative in finalising the work plan. Engagement was able to be planned based on the workplan, and gaps were identified. It was noted that LACs can bring to the table what Fire and Emergency can't, and that's the community voice.

The District Manager also commented he would like the LAC to find out from other community organisations how they recruit for volunteers, and what barriers and opportunities they find in attracting volunteers. He would be interested to hear more about youth volunteering in Marlborough in particular.

It was noted that Volunteer Marlborough was consulting on a 'Top of the South Volunteering Strategy', which involves Councils, iwi and other organisations.

LAC Board Updates & Insights

There appears to be a disconnect between local brigades and National Office on potential pathways for non-operational volunteers. Information from National Office has been that there is a pathway, but this does not appear to be seen by local brigades, who are largely still recruiting for operational volunteers.

The LAC expressed concern that the responsibility for recruiting volunteers fell to a volunteer CFO. While they are supported by the GM, District and NHQ, this is a time burden on the CFO.

General Business

It was noted the LAC's preference to have all the meeting papers distributed in one pack prior to the meeting.

The LAC would like to forward some feedback to the Volunteerism team on messaging that could be included into attraction material. Discussed was that part of the attraction in joining and organisation such as Fire and Emergency, was to test yourself (ie in terms of training).

With Nic John's resignation the LAC is concerned about the drop in membership numbers. Gaps identified were in commercial/business communities of interest. The LAC will keep in mind tapping people on the shoulder when recruitment opens.

Next Meeting

T3 Thursday 12th June 2025 – Blenheim Fire Station



Action Log

Date	Action	Responsible	Due	Status
6 March 2025	Circulate FENZ Strategic Plan to LACs	NLAC	When released	Open
6 March 2025	Circulate link to Whāriki in email with draft minutes	NLAC	Post meeting	Completed
6 March 2025	Copy of Volunteer Marlborough Top of the South Volunteer Strategy when available (April)	Tracy Johnston	Post meeting	Open
6 March 2025	Starter for 10 Questions for LAC's when engaging with community – find and resend	NLAC	Post meeting	Completed
6 March 2025	LAC to provide final engagement plan to LAC members and NLAC	Nic Johns	Post meeting	Open
6 March 2025	Provide LAC with Volunteer Attraction Toolkit https://portal.fireandemergency.nz/volunteers/volunteer-attraction-toolkit/	NLAC to follow up with NVM	Post meeting	Completed
6 March 2025	Pass on feedback on messaging that could be included in the attraction pack	NLAC	Post meeting	Completed
6 March 2025	Copy of MOU with RNZDF for Woodburn Base to Andy	NLAC	Post meeting	Completed
6 March 2025	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 – meet in person – suggestion Havelock	DM	Post meeting	Open
28 Nov 2024	From the work plan, complete a more targeted engagement plan at T2 meeting.	LAC	T2	Completed
28 Nov 2024	Engagement T2 - Interface between Marlborough District Council (Dean Hefford), Civil Defence Emergency Management (Matt Kerr/Dave Parsons) and LAC to circulate questions to members Relevance with: 4Rs - Future service delivery	Chair/Chris Faulls	T3	Open

	Purpose: relationships, understand the interface in recovery space with Fire and Emergency and other agencies. <i>Invite new CEO of Council John Boswell to next meeting – link to work plan</i>			
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. CRM to provide an update prior to next meeting.	CRM/ DM	T2	Complete
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	T2	Completed
28 Nov 2024	LAC to develop template to open discussion when engaging. SA will provide current template with standard questions.	Nic/Andy will make a start and LAC will contribute	T2	Complete
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	Completed
28 Nov 2024	Youth volunteering: LAC members to engage with own networks on challenges and opportunities for youth to volunteer.	LAC members	T2	Complete at action - ongoing
28 Nov 2024	Invite the National Volunteering Team to give an update on volunteering at T2 meeting	Senior Advisor	Post meeting	Complete
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	Complete
28 Nov 2024	Submission on MDC/CDEM Plan on behalf of LAC (verbal)	Chris Faulls	Q4/T2	Completed