



Minutes

Nelson-Tasman Local Advisory Committee Meeting

Date: Thursday 13 February 2025

Time: 10.00 am – 2.30pm

Venue: Nelson Fire Station

Present:

Ali Boswijk	LAC Chair
Shane Graham	LAC Deputy Member
Richard Kempthorne	LAC Member
Jennifer Beatson	LAC Member
Te Naihi Wilson	LAC Member
Tony Lewis	LAC Member
Fiona Wilson	LAC Member

In Attendance:

Pamela Dawson	Business Operations Manager, Te Ihu
Grant Haywood	District Manager, Nelson/Marlborough
Steve Trigg	Community Risk Manager
Tracy Williams	Business Team Leader
Tara Jackson	Business Services Co-ordinator
Chris Best	Group Manager
Craig Davies	Group Manager
Paki Johnson (online)	Pou Takawaenga Māori Matua
Leanne Hay	Senior Advisor, Local Advisory Committees
Shane Lauulu (online)	Senior Advisor, Local Advisory Committees

Apologies:

Brad Mosby	Region Manager, Te Ihu
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The meeting was opened with a karakia, followed by a welcome from the District Manager. The Chair also welcomed everyone and lead introductions.

Committee operations

There were no amendments to the members register of interests.

Update from the Chair

The Chair along with another LAC member met with the Chair and members of the Marlborough LAC via zoom. This was a valuable connection, and they will endeavour to have regular meetings going

forward. In particular, common ground noted was the relationships fostered within the Forestry industry.

Engagement Session and Plan for February through to June 2025

LAC Senior Advisor gave a short overview on developing an engagement plan for Southland for the first half of the year. Also covered was how LAC engagement fitted into a bigger picture of work for LACs and analysis of engagements leading to considered and strategic advice to the organisation and the Board.

The committee discussed potential focus areas and determined priorities for engagement. They also noted potential engagements for each member that link back to the priorities. It was noted that the diversity across the LAC will be an asset to this work.

Two LAC members have already begun a plan to engage with local iwi and they will share this with the LAC once further work has been done. One member has also made a connection with a local forestry company.

The Committee discussed engaging with volunteers and the potential of a survey to gather information. They determined further information was needed before pursuing this route.

A draft engagement plan was formed, this will be refined by the Senior Advisor and forwarded back to the committee for final confirmation.

District Update

The District Manager gave an update on current issues for the district. The district are currently part way through a 3-year planning cycle.

Budget allocation and current fiscal constraints were discussed, and the committee noted it would be valuable to be across this in more detail. The Business Operations Manager and the District Manager agreed to a meeting to go over the budgets and fiscal considerations for the region.

The committee discussed with District Staff what information it would be useful to gather when engaging with the community. The District Manager provided committee members with a response to the Board's expectations, which highlighted key areas of focus for the LAC with regards to the district.

The committee requested further information on broad volunteer profiles and a list of names of businesses that support FENZ for the district.

NLAC update

The Senior Advisor gave an update to the committee on the Whāriki engagement reporting tool rollout and guidance for members when invoicing.

Future Operational Capability Project

An update was provided to the committee on this project. The committee was invited to provide feedback to the project team via email: futureoperationalcapability@fireandemergency.nz

General Business

The committee confirmed the draft engagement plan which they noted was on track with district priorities.

Next meeting:

T3 meeting: Tuesday 6 May 2025 – Venue TBC

Closing

The meeting closed at 2.30pm with a karakia whakamutunga.

Action Log

Date	Action	Responsible	Due	Status
13 Feb 2025	Discuss budgets and forecasting for Nelson/Marlborough district 1 hour online meeting	Pamela Dawson/ Grant Haywood/ LAC	Late March	In progress
13 Feb 2025	Forward information on district volunteer profile (gender, age, demographic etc) and names of businesses that support FENZ by allowing volunteers to be released.	District Manager	In advance of T3 meeting	In progress.
13 Feb 2025	Confirm next meeting venue	Chair	Following the meeting	In progress
13 Feb 2025	Gather information on existing volunteer surveys from National Volunteering Team and Eke Taumata team.	Senior Advisor	In advance of T3 meeting	In progress
13 Feb 2025	Resend FENZ Board letter of expectations to committee	Senior Advisor	Post meeting	Completed (attached with draft mins)
13 Feb 2025	Email web link for Whāriki directly to members	Senior Advisor	Post meeting	Completed (<i>in email with draft mins</i>).
13 Feb 2025	Complete draft of Nelson/Tasman Engagement Plan, including planned engagements for review	Leanne Hay Senior Advisor NLAC	11 February	Completed (<i>attached with minutes</i>)