



# Minutes

## Marlborough Local Advisory Committee Meeting

**Date:** 1 March 2023

**Time:** 9:00am - 3:00pm

**Venue:** Blenheim Fire Station

### Present:

Trevor Hook	LAC Chair
Tracy Johnston	LAC Deputy Chair
Chris Faulls	LAC Member
Nic John	LAC Member

### In Attendance:

Grant Haywood	District Manager, Nelson-Marlborough
Chris Hayles	Group Manager, Nelson-Marlborough
Steve Trigg	Group Manager, Nelson-Marlborough
Craig Davies	Group Manager, Nelson-Marlborough
Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees

### Apologies:

Mark Lucas	LAC Member
Mark Elkington	LAC Member

### Welcome

The meeting opened with a karakia and a welcome from the Chair.

### Minutes

The minutes of the Committee's out-of-cycle meeting on 9 December 2022 were confirmed as a correct record.

### District update

The District update included a briefing on the forestry sector. Work is under way on service agreements and relationships between forestry companies and Fire and Emergency. Although this is largely an

operational issue, there may be a role for the LAC, outside of the Land Management Forum that these companies attend.

The Committee will be provided with an aide memoire on work being done locally and nationally on relationships and agreements with forestry companies, to support future LAC engagement with those companies with a presence in Marlborough.

The District Manager noted that the District Team is now fully staffed, including the appointment of new Community Risk Manager and Group Manager. Last year's volunteer attraction campaign has resulted in an increase in volunteer recruits in Blenheim and Picton.

The Group Managers updated the LAC on recent incidents and community engagement. Fundraising is under way for recovery trailers that can be used as community hubs during emergency responses, and members observed that there may be an opportunity to connect the Chamber of Commerce, who have expressed an interest in supporting Fire and Emergency with this campaign.

Members discussed work being carried out by a consulting firm for Civil Defence Emergency Management on community readiness, in response to recent flooding in Nelson and Marlborough. They noted the importance of the District Team's involvement in the project's agency engagement in coming months.

### **Community engagement**

The LAC has increased its focus on volunteer engagement over the past few months, meeting with several brigades and Brigade Leaders and with Volunteer Attraction staff from Fire and Emergency's National Headquarters, as they prepare for Volunteer Surge Project work in Marlborough.

Issues raised by volunteers include daytime crewing, low community awareness of Fire and Emergency's role in medical emergencies, of the range of volunteer roles and the fact that some volunteers do not want to attend vehicle accidents. Volunteer leaders also noted a lack of clarity as to how risk reduction and resilience roles connect with brigade service delivery. Brigades have different strengths and there may be opportunities for cross-brigade interaction and training to assist with this.

The Deputy Chair met with Marlborough's new mayor and discussed the potential for information sharing and closer agency collaboration, to avoid engagement fatigue in the community and duplication in the emergency management space. The Council's newly appointed Community Resilience Manager, whose primary role will be community engagement, has spent time as a volunteer for Fire and Emergency.

The Deputy Chair also attended the multi-agency Clued Up Kids programme alongside District team members and felt it was a well-organised, highly engaging and effective programme. Topics covered with the children included bullying and cyber bullying, rail and road safety, emergency response, fire and water safety, home hazard identification and mental wellbeing.

The LAC plans to meet with the Regional Public Service Commissioner and raise agency collaboration and aligning resilience and recovery work.

### **Developing an approach to risk work**

A LAC member led a workshop to consider a model that might be used by the LAC and/or the District Team, to identify and understand risk, consequences and in particular prevention control measures that could be implemented. Following the workshop, the LAC will work with the District Team to test and develop the draft model.

### **National LAC Team update**

The National LAC Team provided an update on the LAC appointments process for Marlborough currently under way. Members will be advised of appointees to the LAC in mid-March 2023, and they will be inducted via online and in-person induction modules in May 2023. Newly appointed members will be welcomed at the LAC's quarter four meeting.

Members were also informed of new appointments to the Board of Fire and Emergency, Hon Ruth Dyson QSO, in the role of Deputy Chair, and Belinda Clark QSO, as a member.

### **LAC Workplan**

The Committee provided feedback on the first draft of a new LAC Workplan template for the 2023-24 year. The Workplan, providing an overview of the Committee's goals, engagement priorities and approach, will be finalised with new members at the Committee's quarter four meeting.

### **District Plan**

The District Team discussed with the LAC the progress of the first three sections of the draft District Plan – District Priorities, Risks and Issues, the District Profile and the Work Programme. Reviewing the District Plan forms a part of the LAC's legislative role to provide feedback to Fire and Emergency on the development of local plans. An online meeting will be arranged for the LAC to provide input on relevant sections once feedback from Fire and Emergency's Planning Team has been incorporated.

A session on development of local plans will be considered for the LAC Chairs' Forum in June 2023, along with agency collaboration and forestry.

Given its alignment with the District Plan, annual guidance as to how the LAC can best support the District Team's work will be provided once the Plan has been finalised.

### **Updates to the Board**

The Committee agreed on content and insights for the quarterly LAC Board Report.

## Action Log

#	Date	Action	Responsible	Due	Status
1.	19 October 2022	Schedule a session on broader implications of port development with Port Health and Safety Manager	National LAC Team, Deputy Chair	May 2023	Complete To be reported via District Action Report
2.	19 October 2022	Contact Civil Contractors NZ	Mark Lucas	October 2023	In progress Extended to October 2023
3.	9 December 2022	Connect the District Team with Volunteer Marlborough	Mark Lucas	May 2023	In progress To be extended Timeframe to be confirmed
4.	9 December 2022	Motueka case study – consider a closer look for a later meeting	National LAC Team, District Team	May 2023	Remove Update will come through District updates
5.	1 March 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
6.	1 March 2023	Set up an opportunity for the LAC to review and provide input on District Plan	District Team, Chair	Mar 2023	Complete
7.	1 March 2023	Consider as topics for Chairs' Forum: <ul style="list-style-type: none"> <li>Agency collaboration</li> <li>Local plans update</li> <li>Forestry</li> </ul>	National LAC Team	Jun 2023	Complete
8.	1 March 2023	Include in presentation at District Team meeting with Chamber of Commerce the	District Team, Deputy Chair, Mark	May 2023	Complete

		opportunity for employers to support recovery trailers	Elkington Volunteer Attraction Team,		
9.	1 March 2023	Touch base with Regional Public Service Commissioner, Craig Churchill, on agency collaboration and aligning resilience and recovery work	Chair, Deputy Chair	May 2023	Complete
10.	1 March 2023	Let the LAC know when the Volunteer Attraction Team plan to launch their campaign in Marlborough	National LAC Team	Mar 2023	Open Timing is being sorted with the Volunteer Attraction team
11.	1 March 2023	Share 'bowtie' model identifying threats, consequences, and controls with the District Team –and report back at next meeting.	District Manager, Nic John	May 2023	In progress