



Minutes

Marlborough Local Advisory Committee Meeting

Date: 12 March 2024

Time: 10.00am – 2.35pm

Venue: Blenheim Fire Station

Present:

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

In Attendance:

Brad Mosby	Region Manager, Te Ihu
Grant Haywood	District Manager, Nelson-Marlborough
Chris Hayles	Group Manager, Nelson-Marlborough
Paki Johnston	Poutakawaenga Maōri, Te Ihu
Shane Laulu	Senior Advisor, Local Advisory Committees
Craig Churchill	Regional Public Service Commissioner for Marlborough, Nelson-Tasman, and West Coast

Apologies

Mark Lucas	LAC Member
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

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

Committee operations

The minutes of the previous Local Advisory Committee (Committee) meeting held on 21 November 2024 were confirmed. The Committee also noted the correspondence received and updated the action log from the previous meeting.

Regional Public Service Commissioner

The Regional Public Service Commissioner discussed their role, current work programme, and environmental context across the region. This included the focus of work for the Public Service and connecting key stakeholders. The Regional Commissioner also noted the ongoing coordination work of the Civil Defence governance group with long-term emergency response and cohesiveness of regional recovery.

The Chair thanked the Regional Commissioner for their presentation and discussion with members.

District update

The District Manager provided an update for the Nelson-Marlborough district, highlighting data on outputs over the last 12 months. This included a review of fire season, recent operational events, community risk focus and staff survey results.

Draft District Plan

The District Manager provided a brief update on the Nelson-Marlborough District Plan and advised that recent emergency events in the South Island would result in the Te Ihu Region Leadership Team assessing its Region priorities, which will result in changes to the local District Plan. The Committee will be updated once the District Plan has been developed further by the quarter four meeting.

Region Manager update

The Committee welcomed the Region Manager to the meeting and members provided an overview of their background and interests.

The Region Manager outlined their initial observations of the region and its current strengths and challenges. They also provided an overview of their key objectives and deliverables and acknowledged the opportunity to develop a working relationship with the Committee and connect regularly.

National LAC Team update

The National LAC team provided an update on the work to establish four LACs in Waikato, Taranaki, Nelson-Tasman and Southland, as well as the upcoming Chairs' forum in Wellington on 12 April 2024, and key focus areas in working with the Marlborough LAC.

Insights Register review

Nic John updated the Committee on work undertaken by the committee sub-group on the review of the Insights register. The Committee endorses the value of the work and implementing this into its practice and processes.

Stakeholder engagement planning

The LAC planned their engagement over the next quarter, as noted in the meeting actions.

Updates to the Board / insights

The LAC has worked over the last two quarters to strengthen its workplan as a much more active document and reflecting on its approach toward delivering quality insights for the Board. This has provided a period of reflection that the committee believes better focuses and directs its engagement for the District and identifies any capability areas for support.

General Business

The Committee agreed to hold their 2023-24 quarter four meeting to take place on Tuesday 11 June 2024 at Blenheim Fire Station.

The meeting closed with a karakia.

Meeting started at 10.00am and ended at 2:35pm

Action Log

Date	Action	Responsible	Due	Status
12 Mar 2024	LAC advice from staff survey supporting District Focus for next quarter LAC/DM Connect offline Bring an approach back to LAC	Nic John, District Manager	June 2024	Open
12 Mar 2024	Insights Register Review - Nic and Senior Advisor to follow up on developing process and complete	Nic John, National LAC team	June 2024	Open
12 Mar 2024	Engagement Q4 - Interface between Marlborough District Council (Dean Hefford), Civil Defence Emergency Management (Brian Patton – Dave Parsons) and LAC to circulate questions to members Relevance with: 4Rs Future service delivery Purpose: relationships, understand the interface in recovery space with Fire and Emergency and other agencies.	Chair	June 2024	Open
12 Mar 2024	Invite Region Manager Te Ihu to attend Q4 in person	Chair	June 2024	Open
12 Mar 2024	Complete engagement report for meeting with Regional Public Service Commissioner Craig Churchill	Chair	June 2024	Open
1 Mar 2023	Understand the progress of the Volunteer Attraction Team plan to launch their campaign in Marlborough and wider.	National LAC team	March 2024	Completed
1 Mar 2023	Share 'bowtie' model identifying threats, consequences, and controls with the District. Team and report back at next meeting.	District Manager	March 2024	Recommended remove

30 Jun 2023	Contact Craig Churchill to find a suitable time for him to attend a LAC Meeting. Update – Meeting is to be scheduled.	District Manager	March 2024	Completed
19 Sep 2023	Organise meeting with Shane, Tracy, and Trevor to do a full review and update of Insight Register.	National LAC team	March 2024	Completed
21 Nov 2023	23-24 Workplan development – Nic to progress content and text and circulate back to LAC.	LAC (Nic John lead)	Nov 20243	Completed
21 Nov 2023	Provide LAC with Relief/Recovery documents.	National LAC team	Nov 2023	Completed
21 Nov 2023	Strategy and performance – how can we measure the impact of reduction and readiness activities.	National LAC team	Nov 2023	Completed
21 Nov 2023	For LAC on how Fire and Emergency, from its perspective, define vulnerable communities.	National LAC team	Nov 2023	Completed
21 Nov 2023	District Leadership Team identify what they view as key vulnerable communities in the district.	District Manager	Nov 2023	Completed
21 Nov 2023	Provide Chair copy of the Statement of Intent.	National LAC team	Nov 2023	Completed
21 Nov 2023	District Leadership Team to brief LAC on their volunteering plan.	District Manager	March 2024	Recommended remove
21 Nov 2023	District leadership team to provide volunteer numbers in their quarterly updates to monitor sustainability.	District Manager	March 2024	Recommended remove
21 Nov 2023	Provide information to LAC on linkages between MDC/CDEM and status report on current MOUs with: DOC NZDF MoE	National LAC team	Nov 2023	Completed
21 Nov 2023	Quarter Two updates to Board: RIF – funding* Funding Self-satisfaction survey – themed results Are we adding value	National LAC team	March 2024	Completed