



Minutes

Marlborough Local Advisory Committee Meeting

Date: 11 June 2024

Time: 10.00am – 3.50pm

Venue: Blenheim Fire Station, 4 Symons Street, Blenheim.

Present:

Trevor Hook	LAC Chair
Tracy Johnston	LAC Deputy Chair
Chris Faulls	LAC Member
Nic John	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
Jeff White	Acting Group Manager, Marlborough
Steve Trigg	Community Risk Manager
Rylee Pettersson (<i>virtual</i>)	Principal Advisor, Local Advisory Committees
Shane Laulu (<i>virtual</i>)	Senior Advisor, Local Advisory Committees

Apologies

Sharon Barcello-Gemmell	LAC Member
Mark Lucas	LAC Member
Mark Elkington	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 from the Local Advisory Committee's (Committee's) previous meeting on 12 March 2024 were confirmed. The Committee also noted the correspondence received and updated the action log from the previous meeting.

LAC Consultations discussion – Levy

LAC debriefed on the consultation process and discussed capability into the recovery space and how Fire and Emergency sees its role along with inter-agency collaboration nationally and regionally. The Region Manager and District team provided legislative and operational context to the discussion. It was noted by the LAC that there had been little objection to the current proposal except for specific feedback to aviation at a national level.

Region Manager update

The Region Manager provided an update covering their initial 90-day plan and focuses coming into the role. Shared was the confirmation of the Region Leadership Team portfolios holders and workstreams.

The Region Manager highlighted key areas of support required from the LAC and sought feedback from the LAC on these key areas. Also, shared with the LAC was the strategic intent of the Leadership Team to develop a Te Ihu Region 10-year Plan.

District update and District guidance 24-25

The District Manager provided the LAC an update for the Nelson-Marlborough district with data on incidents and call outs. The LAC were briefed on several events over June and July and LAC involvement in the Local Planning and Modular Service Workshop on 1 July.

The District Guidance for FY24-25 was provided and discussed. Noted was the Committee suggestion that Mark Elkington may be able to assist with his relationship with the Marlborough Principals Association.

2024 Draft District Plan

The District Manager and Community Risk Manager discussed the District work plan, CRM Team focus for FY24-25, with the LAC and its key features which included culture, well-being and safety, volunteer sustainability, and connection with communities.

The LAC confirmed their agreement in principle for the District Plan and District Guidance FY24-25.

Chairs forum update

The Chair provided observations from the LAC Chairs Forum held in Wellington during April. It was noted the discussion with the Board members and Chief Executive around the enduring areas of focus to guide LAC planning and engagement.

Board's areas of focus

The National LAC team discussed the Board areas of focus and how this guides LAC planning for the coming FY24-25 year.

2023-24 Insights report

The LAC discussed its approach to develop and complete its 2023-24 Insights report for submitting by 5 July 2024. The LAC workshopped its recommendations and key insights. The LAC subgroup formed will complete the work from the workshop and circulate to members for sign off.

LAC Updates

- LAC priority for 2024/25 to continue to assist with education to reduce false alarms given the significant impact it has on Blenheim Brigade callouts by targeting the business community with education and using that opportunity to help with raising the awareness of the benefits of FENZ volunteers on their workforce from a skills and training perspective.
- LAC discussion around the opportunity to attract and retain volunteers from a diverse range of jobs to support risk reduction delivery work.
- LAC priority for 24/25 to get across the assessment of community risk as required of the Committee by the board.

Meeting format for the Q1 meeting on 29 August

The LAC will adopt its new meeting format from the 29 August meeting. Noted is the focus for the Quarter one meeting will be LAC planning and engagement for FY2024-25.

General Business

Actions were confirmed and the meeting closed with a karakia.

Meeting started at 10.00am and ended at 3:50pm

Action Log

Date	Action	Responsible	Due	Status
11 June 2024	LAC members confirmed to attend Local planning & Modular Service Workshop on 1 July.	Chair Nic John Tracy Johnston Chris Faulls	June 2024	Open
11 June 2024	Briefing for LAC at Q1 meeting on Health and safety meetings for brigades	District Manager	August 2024	Open
11 June 2024	Advice to LAC engagement planning for Q1	NLAC team	August 2024	Open
11 June 2024	LAC provide any additional comments to District Manager on the District Plan by 26 June.	Nic John	August 2024	Open
11 June 2024	Collate notes for 23-24 Insight session together and circulate to LAC to finalise report to submit on 5 July	Nic John Tracy Johnston Andy Rowe	June 2024	Open
12 Mar 2024	Complete engagement report for meeting with Regional Public Service Commissioner Craig Churchill	Chair	June 2024	Open
12 Mar 2024	Engagement Q4 - Interface between Marlborough District Council (Dean	Chair	June 2024	Open

	<p>Hefford), Civil Defence Emergency Management (Brian Patton – Dave Parsons) and LAC to circulate questions to members</p> <p>Relevance with:</p> <ul style="list-style-type: none"> • 4Rs • Future service delivery <p>Purpose: relationships, understand the interface in recovery space with Fire and Emergency and other agencies.</p>			
12 Mar 2024	Invite Region Manager Te Ihu to attend Q4 in person	Chair	June 2024	Completed
21 Nov 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
21 Nov 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)	November 2024	Completed
21 Nov 2023	Provide LAC with Relief/Recovery documents.	National LAC team	November 2023	Completed
21 Nov 2023	Strategy and performance – how can we measure the impact of reduction and readiness activities.	National LAC team	November 2023	Completed
21 Nov 2023	For LAC on how FENZ from its perspective define vulnerable communities.	National LAC team	November 2023	Completed
21 Nov 2023	District Leadership Team identify what they view as key vulnerable communities in the district.	District Manager	November 2023	Completed
21 Nov 2023	Provide Chair copy of the Statement of Intent.	National LAC team	November 2023	Completed
21 Nov 2023	District Leadership Team to brief LAC on their volunteering plan.	District Manager	March 2024	Recommended remove – confirmed
21 Nov 2023	District leadership team to provide volunteer numbers in their quarterly updates to monitor sustainability.	District Manager	March 2024	Recommended remove – confirmed
21 Nov 2023	Provide information to LAC on linkages between MDC/CDEM and status report on current MOUs with: <ul style="list-style-type: none"> • DOC • NZDF • MoE 	National LAC team	November 2023	Completed

21 Nov 2023	Quarter Two updates to Board: <ul style="list-style-type: none"> • RIF – funding* • Funding • Self-satisfaction survey – themed results • Are we adding value 	National LAC team	March 2024	Completed
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 – confirmed

DRAFT