



Minutes

Marlborough Local Advisory Committee Meeting

Date: 30 June 2023

Time: 9:00am - 3:00pm

Venue: Rarangi 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
Mark Lucas	LAC Member
Chris Faulls	LAC Member
Andy Rowe	LAC Member

In Attendance:

Piki Thomas	Deputy Chief Executive, Kaupapa Māori and Cultural
Grant Haywood	District Manager, Nelson-Marlborough
Steve Trigg	Group Manager, Nelson-Marlborough
Lucy Chamberlain	National Manager, Local Advisory Committees
Raaj Govindaraj	Principal Advisor, Local Advisory Committees

Apologies:

Paul Henderson	Region Manager, Te Ihu
Chris Hayles	Group Manager, Nelson-Marlborough
Paki Johnston	Pou Takawaenga Māori, Te Ihu and Te Kei
Craig Davies	Group Manager, Nelson-Marlborough
Christine Watson	Senior Advisor, Local Advisory Committees

Welcome

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

Minutes

The minutes of the Committee's meeting on 1 March 2023 were confirmed as a correct record.

District update

The District Manager provided a summary of activity over the past quarter to the Local Advisory Committee (LAC).

The District Manager noted that public consultation will be undertaken in the near future on the proposed increase to the insurance-based funding levy.

Incidence of working smoke alarms is still a concern in the community resilience space. In particular, the placement of smoke alarms is very important. Hard-wired alarms will need to have their back-up batteries replaced regularly.

Funding is required to support people who require accommodation after a house fire and subsequent loss of property.

To date, district staff have visited 15 organisations and have developed plans to address and reduce instances of false alarms.

District Plan

The District team will be looking at its priorities in the workplan and reprioritising them to align with the funding they have been allocated. A re-draft of the District Plan will also be carried out to make it more concise and better related to local and regional needs across Nelson-Tasman and Marlborough.

Community engagement

This quarter, members engaged with a local Councillor on community needs. The Committee also met with the District Manager to discuss risk reduction initiatives, the Royal New Zealand Airforce contingent at base Woodbourne at the 'Future of Work Conference', the Marlborough Port, and with the Koromiko & Picton Volunteer Fire Brigades to look at possibilities of having Fire and Emergency's presence at the 'mussels festival', to promote fire safety.

Kaupapa Māori and Cultural Communities update

The Deputy Chief Executive, Kaupapa Māori and Cultural Communities (KMCC) updated the Committee on the KMCC Branch design process, and how LAC members from across the country have been supporting this work. The design incorporates Fire and Emergency's high-level Māori strategic direction and the functions and resources Fire and Emergency requires to deliver on the strategic direction.

The Committee was pleased to hear about the development of the Branch, noting that Kaupapa Māori and the increase in Pou Takawaenga Māori (Māori Liaison Officers) numbers across Aotearoa New Zealand was an area the LAC raised in its 2021-22 Insights Report.

Chairs' Forum feedback and Board direction

The Chair provided the Committee with an update on the LAC Chairs' Forum, which was held on 28 June 2023 at National Headquarters in Wellington. Five of the seven LAC Chairs met in person, including the Deputy Chair of Chatham Islands LAC.

LAC Chairs also met with members of the Board and the Executive Leadership Team to discuss Committee operations and engagement and share examples of best practice.

Following the recent forum, Chairs will shortly be receiving the Board's strategic direction to assist LACs with their annual workplan and strategic engagements.

National LAC team update

The National LAC team provided an update to the Committee on the Board's decision to stand-up nine additional LACs, noting that Committees will be stood up from January 2024, with the Nelson-Tasman Committee to be established in the first tranche. The team also provided an update on the fees schedule for LAC members and exit interview process in place for retiring members.

The Chair noted that the stand-up of the Nelson-Tasman LAC will mean there will be two LACs in the Nelson-Marlborough district. LAC members felt the two Committees should work cohesively, especially on matters of significance and commonality across the district. It was noted that each LAC should still maintain their individual identities to better serve and reflect their local communities.

LAC Workplan

The Chair mentioned that a revised and robust LAC Workplan will be developed, along with a stakeholder engagement register. The Chair felt that it was important to build relationships for the upcoming 2023-24 financial year, with response, risk reduction and recovery initiatives and increasing the LAC's liaison with iwi.

Momentum on initiatives for readiness and response is increasing within the district and the community. The LAC has worked to identify isolated and vulnerable communities and at-risk groups where smoke alarms promotions and give-aways had taken place.

The next phase of this work is to focus on engaging with schools, and undertake a multi-agency approach (i.e., alongside Fire and Emergency staff and Police) on fire safety initiatives. Social housing was also flagged as a concern.

Updates to the Board

The Committee discussed and agreed on content for their quarterly update to the Board.

The meeting closed with a karakia whakamutunga.

Action Log

	Date	Action	Responsible	Due	Status/ Notes
1.	19 Oct 2022	Contact Civil Contractors NZ	Mark Lucas	October 2023	On-Hold Update: On hold as NZ Safety Standards is in its re-establishment stage. October 2023 is when the consultation period will end.
2.	9 Dec 2022	Connect the District team with Volunteer Marlborough	Mark Lucas	May 2023	Extended – Due date to be confirmed Update – item to be reprioritised and progress to be made.
3.	1 Mar 2023	Confirmation of when the Volunteer Attraction Team plan to launch their campaign in Marlborough	National LAC team	Mar 2023	Open
4.	1 Mar 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
5.	30 June 2023	District Manager to work on revised workplan on new template as part of district planning	District Manager	Sep 2023	In progress
6.	30 June 2023	Contact Craig Churchill to find a suitable time for him to attend a LAC meeting	Group Manager	Sep 2023	In progress
7.	30 June 2023	National LAC team to find Tikanga and Te Reo resources to be made available to the LACs	National LAC team	Sep 2023	In progress

8.	30 June 2023	Follow up with Board on reprioritising the workplan to focus on priority deliverables.	Chair	Sep 2023	In progress
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