



# Minutes

## Marlborough Local Advisory Committee Meeting

**Date:** 19 September 2024

**Time:** 10.00 am – 3.00 pm

**Venue:** Blenheim Fire Station

### Present:

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

### In Attendance:

Russell Wood	DCE Service Delivery
Grant Haywood	District Manager, Nelson-Marlborough
Steve Trigg	Community Risk Manager (CRM), Nelson-Marlborough
Lucy Chamberlain	National Manager, Local Advisory Committees
Leanne Hay	Senior Advisor, Local Advisory Committees
Shane Lauulu	Senior Advisor, Local Advisory Committees
Shane O'Brian	Acting Group Manager
Bob Boardman	Advisor Risk Reduction

### Apologies:

Tracy Johnston	LAC Deputy Chair
Brad Mosby	Region Manager – Te Ihu
Rylee Pettersson	Principal Advisor, 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 (LAC) previous meeting on 11 June 2024 were confirmed. The Committee also noted the correspondence received and updated the action log from the previous meeting.

There were no additions to the interest register.

## **District update**

The District Manager began with an acknowledgement of the passing of Graeme Still, FENZ wildfire specialist last week.

The LAC was provided with an update for the Nelson-Marlborough district with data on recent incidents and callouts. He acknowledged the stand-up of the new Nelson-Tasman LAC and has considered how he could present consistently across the two committees.

There was discussion on the work to reduce the number of false alarms and whether the LAC could foster some connections with the community on this issue. The District Manager resolved to talk to LAC members further about connection to the Marlborough Chamber of Commerce.

The National Manager LACs noted that a new code on the reduction of false alarms was in development by FENZ, and the committee will be asked to comment on the document in due course.

The Advisor Risk Reduction gave a presentation on the development of a spreadsheet to identify the risk profile of Marlborough Communities. Initial feedback was given at the meeting, and the LAC resolved to review the document further and provide collated comments to the Chair, who will forward them on to the District Manager at the next fortnightly meeting.

## **Chairs update**

The Chairs forum was attended by the Deputy Chair as the Chair was unavailable. The forum was useful and a good networking opportunity. There was shared focus on the insights report to the Board and further discussion on the information in the letter from the Board on LAC focus areas.

LAC insight reports have now been collated and the Chairs report is drafted for presentation at the Board meeting in October.

The Chair is scheduled to attend the Board meeting on 28 February 2025. The committee will discuss areas for discussion at the November LAC meeting.

## **Committee self-review survey – discussion on results**

LAC members discussed the results of the self-review survey held earlier this year.

Members noted the results for effectiveness of meetings and efficiency of engagement. They determined that this is something they will look into in more detail. The committee will collate comments on the survey and feed back to NLAC via the Chair.

Overall, the committee felt the response was positive. They noted in terms of effectiveness the committee would like to see how LAC insights flowed into the district strategy and resource management – this would be good to see in the District Managers updates going forward.

## **Presentation by the Deputy Chief Executive, Service Delivery Operations**

The Deputy Chief Executive (DCE) discussed their strategic priorities with the Committee, highlighting the following four areas:

- Safety, health and wellbeing
- fiscal sustainability
- culture evolution
- consolidating core capability

The DCE also noted their intention to meet with other Local Advisory Committees in 2024, having already met with Northland, Tairāwhiti and West Coast. The DCE also reaffirmed the benefits of building strong and cohesive relationships between Committees and their region and district teams.

### **Engagement Planning Workshop**

NLAC introduced new templates to assist LAC engagement planning and presented a workshop on using the templates.

The committee worked through the initial stages of the engagement plan in the time available. The committee will hold an out of cycle meeting to continue this work, with a view to have the plan ready to discuss at the quarter two meeting on 28 November.

### **LAC Board Updates**

- The committee noted that the new template for district reporting presented by the District Manager as an excellent resource, and they noted it will enable the committee to feed into LAC planning.
- They enjoyed connecting with the DCE Service Delivery and hearing about future investments in assets.
- From the presentation from the Advisor Risk Reduction they noted it was good to see the District developing methodology for assessing vulnerable communities
- The committee is looking forward to the Nelson-Tasman LAC establishment and how that will work as a district.

### **Insights**

No insights are recorded for this quarter.

### **General Business**

The National Manager of LAC's noted that Fire and Emergency are intending to undertake an evaluation of the LAC committees from a community perspective. Feedback will be sought from LACs on the scope and content of this evaluation early in the new year.

An update was provided on the timeline for establishing the new Nelson-Tasman committee and that the Marlborough committee will be invited to the Pōwhiri on 7 October.

The committee were also advised of the unexpected sad passing of Midge Te Kani, Tairāwhiti Committee earlier in September.

The Committee made a note of REAP, a rural community training group and if they could assist with Fire and Emergency with volunteer training.

**Actions were confirmed and the meeting closed with a karakia.**

Meeting closed 3.00pm

### Next Meeting

Thursday 28<sup>th</sup> November – Venue TBC

### Action Log

Date	Action	Responsible	Due	Status
19 Sept	LAC members to provide feedback to Adviser Risk Reduction plans via Chair and Deputy Chair at fortnightly meeting with District Manager	Committee/ Trevor/Tracy at fortnightly meeting with DM	28 Nov 2024	Open
19 Sept	Chair and Deputy Chair to forward contact details of REAP to DM for information	Trevor/Tracy at fortnightly meeting with DM	28 Nov 2024	Open
19 Sept	Discuss items for the Chairs meeting with the Board on 28 February	Chair/Committee	28 Nov 2024	Open
19 Sept	Committee to provide further insights on the LAC self-survey to NLAC via Chair	Nic	28 Nov 2024	Open
19 Sept	DM will talk offline with Andy and Mark about chamber of commerce issues to open the door further	Andy/Mark	28 Nov 2024	Open
19 Sept	Feedback to District Manager on new presentation template	Senior Advisor	28 Nov 2024	Complete
19 Sept	Agenda item to continue discussion on engagement planning	Senior Advisor	28 Nov 2024	Open
19 Sept	Out of cycle meeting to continue working on the engagement plan	LAC Committee / Nic	TBC	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: <ul style="list-style-type: none"><li>• 4Rs</li><li>• Future service delivery</li></ul>	Chair	June 2024	Open

	Purpose: relationships, understand the interface in recovery space with Fire and Emergency and other agencies.			
<b>11 June 2024</b>	LAC members confirmed to attend Local planning & Modular Service Workshop on 1 July.	Chair Nic John Tracy Johnston Chris Faulls	June 2024	Completed
<b>11 June 2024</b>	Advice to LAC engagement planning for Q1	NLAC team	August 2024	Completed
<b>11 June 2024</b>	LAC provide any additional comments to District Manager on the District Plan by 26 June.	Nic John	August 2024	Completed
<b>11 June 2024</b>	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	Completed
<b>12 Mar 2024</b>	Complete engagement report for meeting with Regional Public Service Commissioner Craig Churchill	Chair	June 2024	Completed
<b>12 Mar 2024</b>	Invite Region Manager Te Ihu to attend Q4 in person	Chair	June 2024	Completed
<b>21 Nov 2023</b>	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
<b>21 Nov 2023</b>	Organise meeting with Shane, Tracy, and Trevor to do a full review and update of Insight Register.	National LAC team	March 2024	Completed
<b>21 Nov 2023</b>	23-24 Workplan development – Nic to progress content and text and circulate back to LAC.	LAC (Nic John lead)	November 2024	Completed
<b>21 Nov 2023</b>	Provide LAC with Relief/Recovery documents.	National LAC team	November 2023	Completed
<b>21 Nov 2023</b>	Strategy and performance – how can we measure the impact of reduction and readiness activities.	National LAC team	November 2023	Completed
<b>21 Nov 2023</b>	For LAC on how FENZ from its perspective define vulnerable communities.	National LAC team	November 2023	Completed
<b>21 Nov 2023</b>	District Leadership Team identify what they view as key vulnerable communities in the district.	District Manager	November 2023	Completed
<b>21 Nov 2023</b>	Provide Chair copy of the Statement of Intent.	National LAC team	November 2023	Completed

<b>21 Nov 2023</b>	Provide information to LAC on linkages between MDC/CDEM and status report on current MOUs with: <ul style="list-style-type: none"> <li>• DOC</li> <li>• NZDF</li> <li>• MoE</li> </ul>	National LAC team	November 2023	Completed
<b>21 Nov 2023</b>	Quarter Two updates to Board: <ul style="list-style-type: none"> <li>• RIF – funding*</li> <li>• Funding</li> <li>• Self-satisfaction survey – themed results</li> <li>• Are we adding value</li> </ul>	National LAC team	March 2024	Completed