



Minutes

Marlborough Local Advisory Committee Meeting

Date: 21 November 2023

Time: 10.00am – 2:56pm

Venue: Picton Fire Station, 877 High Street, Picton

Present:

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

In Attendance:

Grant Haywood	District Manager, Nelson-Marlborough
Steve Trigg	Group Manager, Nelson -Marlborough
Chris Hayles	Group Manager, Nelson-Marlborough
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Shane Lauulu – via Online	Senior Advisor, Local Advisory Committees

Apologies:

Mark Elkington	LAC Member
Paul Henderson	Region Manager
Lucy Chamberlain	National Manager, Local Advisory Committees
Paul Manson	Group Manager, Nelson-Marlborough

Welcome

The meeting began with a karakia and a welcome. Wayne Wytenburg - Chief Fire Officer for Picton Volunteer Fire Brigade welcomed LAC members to the station as host, and updated members on the area and local needs. The LAC met with Picton Fire Brigade members during the lunch break.

An introduction from new Senior Advisor, Shane Lauulu who will now be supporting the Marlborough Local Advisory Committee (LAC).

Note: The planned agenda item - LAC site visit to Picton Port did not proceed due to time constraints. However, the LAC did receive and update on the iREX project from the Picton Chief.

Minutes

The minutes from the Committee's meeting on 19 September 2023 were confirmed.

Chairs Hui Update

Rylee updated the Committee on the Chairs' hui that took place on 31 October 2023 in Wellington. She provided the Committee with a summary of discussions that occurred at the hui. LAC Chairs worked to identify common themes from each LAC's insights report to develop the national-level Chairs' Insights Report. Rylee also highlighted the desire from LAC Chairs to strengthen the feedback loop on insights from the organisation and understanding the needs of vulnerable communities was a big point of discussion between the LAC Chairs present.

Workplan and Insights Reporting

The 2022-2023 workplan was tabled.

District Update

The District Manager and Group Managers provided a presentation update and shared their District plan priorities for 2023/24 with the Committee for discussion. The slide deck presentation is attached to the minutes.

The District Manager sought advice from the LAC on information that would be useful to provide the LAC at Quarterly meetings as part of his reporting.

Workplan 2023-2024

The draft 2023-2024 workplan was tabled and discussed on its initial content and approach. From the discussion, this will be further worked on with the next version circulated for discussion before finalising.

Engagement reports

The following engagement reports were tabled:

- Land Management Forum Nelson-Marlborough region
- Mark Tschepp Fire and Emergency Waihopi Brigade
- Nigel Botham Fire and Emergency Blenheim Brigade
- Richard Peterson Wairau Valley Brigade
- Waihopi Brigade visit

National LAC Team update

The National LAC Team updated the Committee on new recruits to the team – Shane Lulu (Senior Advisor) and Kate Adams (Coordinator).

Along with the Marlborough LAC, Shane will also support the Northland and West Coast LACs and Kate is assisting Sally McKay with logistics and secretariat support.

LAC Terms of Reference (ToR) variance (from the existing ToR to the revised version) was explained to the Committee.

Quarter Two Updates to the Board

The Committee drafted and agreed to content for an update to the Fire and Emergency Board for this quarter.

General Business

Future meeting dates and venues was discussed and agreed to allow for post meeting engagement with brigade and community representatives. Dates and locations of future meetings are as following:

- Quarter 3: Tuesday 12 March 2024 at Blenheim Fire Station
- Quarter 4: Tuesday 11 June 2024 – venue to be confirmed closer to the time

Meeting closed with a karakia.

Meeting started at 10.00am and ended at 2:56pm.

Action Log

Date	Action	Responsible	Due	Status
1 Mar 2023	Understand the progress of the Volunteer Attraction Team plan to launch their campaign in Marlborough and wider.	NLAC	March 2024	Update provided from National Volunteerism manager for LAC on status and progress #10 on action log -Q1 Sep 23
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	Extended Waiting to hear back on a rescheduled date for the meeting #11 on action log Q1 Sep 23
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	Reassign to District Manager #13 on action log Q1 Sep 23
19 Sep 2023	Organise meeting with Shane, Tracy, and Trevor to do a full review and update of Insight Register.	NLAC	March 2024	Reassign to District Manager #18 on action log Q1 Sep 23
21 Nov 2023	23-24 Workplan development – Nic to progress content and text and circulate back to LAC.	LAC – Nic lead	November 2024	Shane to assist Nic as required

21 Nov 2023	Provide LAC with Relief/Recovery documents.	NLAC	November 2023	Follow up with FENZ Community Readiness and Recovery on whether final documents can be accessed and provided to LAC – done
21 Nov 2023	Strategy and performance – how can we measure the impact of reduction and readiness activities.	NLAC	November 2023	Follow up at NHQ for information
21 Nov 2023	For LAC on how FENZ from its perspective define vulnerable communities.	NLAC	November 2023	Follow up at NHQ for information
21 Nov 2023	District Leadership Team identify what they view as key vulnerable communities in the district.	District Manager	November 2023	
21 Nov 2023	Provide Chair copy of the Statement of Intent.	NLAC	November 2023	Follow up at NHQ for information
21 Nov 2023	District Leadership Team to brief LAC on their volunteering plan.	District Manager	March 2024	
21 Nov 2023	District leadership team to provide volunteer numbers in their quarterly updates to monitor sustainability.	District Manager	March 2024	
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 	NLAC	November 2023	Rylee follow up with Jane Friend – done
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 	NLAC	March 2024	For follow up