



Minutes

Marlborough Local Advisory Committee Meeting

Date: 19 May 2021

Time: 9:30am-4:30pm

Venue: Emergency Operations Centre, Blenheim

Present:

Trevor Hook	Chair
Tracy Johnston	Deputy Chair
Mark Elkington	Member
Chris Faulls	Member
Rod Thomas	Member
Amber McNamara	Member
Nic John	Member <i>(via Microsoft Teams)</i>
Mark Lucas	Member

Apologies

Danny Smith	Member
Paul Henderson	Region Manager, Te Ihu
Pamela Dawson	Business Operations Manager
Lucy Chamberlain	National Manager, Local Advisory Committees

In Attendance:

Christine Watson	Senior Advisor, Local Advisory Committees
Sharon Powick	Coordinator, Local Advisory Committees <i>(via Teams)</i>
Grant Haywood	Area Manager, Nelson-Tasman
Chris Hayles	Principal Rural Fire Officer
Paki Johnston	Pou Takawaenga Māori
Doug Muller	Planning and Performance Manager
Paul Manson	National Response Capability Advisor
Brendon Lawson	National Advisor, Hazardous Substances <i>(via Teams)</i>
Catherine Coates	Welfare Manager, Marlborough Civil Defence and Emergency

The Marlborough Local Advisory Committee (the Committee) and members of the Te Ihu Regional Leadership Team (RLT) met at Civil Defence Emergency Management's (CDEM's) Marlborough Emergency Operations Centre for the Committee's fourth meeting.

Welcome

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

Minutes

The minutes of the previous meeting were confirmed as a correct record.

District update

RLT members provided an update on Tranche 2 appointments and on the Land Management Forum recently held in Nelson.

Marlborough Fire Plan

The Principal Rural Fire Officer spoke to the purpose and content of the draft Fire Plan. Having read through the Plan, the Committee provided feedback and noted that members can take opportunities to talk about the purpose and value of the Fire Plan as they engage – highlighting the operational nature of the content and the reasons for Fire and Emergency decisions.

Operational Service Agreement (OSA) with Defence

National response capability advisor, Paul Manson provided information on Fire and Emergency's OSA with the New Zealand Defence Force and how the two organisations work together in emergency situations.

Civil Defence Emergency Management

A presentation from the Civil Defence Emergency Management (CDEM) helped clarify the coordination role of the organisation and how CDEM and Fire and Emergency work together.

Community engagement

In April the Committee wrote to Te Waka a Māui Iwi Chairs Forum, introducing the Committee and its role and requesting an opportunity to meet with the Chairs. The Pou Takawaenga has facilitated a meeting with a representative of Te Tauihu iwi Chairs who is working on a cross-iwi emergency management framework and was previously an iwi Chair.

The Committee engaged with United Fire Brigades Association representatives and with volunteers less formally and at training events, such as a house burn in the Wairau Valley.

Engagement planning

The Committee mapped out its plan of work on volunteerism over the next few months, including engagement with volunteer brigades, both urban and rural. Members will attend some events, such as openings of the Northbank station and of new premises for the Rai Valley brigade. Recognising the difference in the needs and concerns of younger, more junior firefighters and Chiefs, members will engage separately with these groups in some cases.

This quarter the Committee also plans to arrange evening events to meet with employers of volunteers in Marlborough.

Hazardous Substances presentation

Fire and Emergency's Hazardous Substances Team gave a presentation on the Hazardous Substances Response Capability Development Programme and community engagement planned for the second half of 2021. Members noted vineyards as a dominant land use in Marlborough and the significance of the Marlborough Sounds as a natural asset.

Microsoft Teams/Sharepoint training

The Committee was provided with training on Sharepoint, a new platform for LAC communication and file sharing.

Committee time

The Committee discussed the results of the LAC self-review survey completed in April and identified areas for improvement of the LAC's operation and engagement. Members also considered the topics they see as valuable for the Chair to raise at the Chairs' Forum in June.

National LAC Team update

The National LAC Team updated the LAC on the Year 1 LAC Evaluation and work being progressed on a framework to integrate LAC advice into Fire and Emergency's planning processes.

Board Report

The Committee drafted the content of its fourth quarter report to the Board.

The meeting closed at 4.30pm.

Action Log

Date	Action	Responsible	Due	Status/Notes
19 May	Schedule engagement with Te Tauihu iwi representative	National LAC Team / Chair	July 2021	Scheduled during LAC meeting 13 July
19 May	Repeat the committee self-review in six months' time	LAC / National LAC Team	October 2021	Scheduled
19 May	Lead organisation of engagement event for employers of volunteers	Mark Lucas	July 2021	In progress
19 May	Check whether there are privacy issues with the LAC receiving lists of names/contacts of volunteers to invite them to engagement events	RLT	June 2021	Invitations to be extended through brigades
19 May	Work to refine the engagement report back template and process as part of the Year 1 Evaluation work	National LAC Team	August / September 2021	