



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 3 March 2022

Time: 9:00am-11:00am (CIT)

Venue: Chatham Islands Council

Present:

Deena Whaitiri	Chair
Brent Swanson	Deputy Chair (<i>via Teams</i>)
Tracy Page	Member
Duncan Ryan	Member
Levi Lanauze	Member

In attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees (<i>via Teams</i>)
Christine Watson	Senior Advisor, Local Advisory Committees (<i>via Teams</i>)
Bruce Stubbs	Region Manager, Te Ūpoko (<i>via Teams</i>)
Nick Pyatt	District Manager, Wellington
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands (<i>via Teams</i>)
Steve Joyce	Risk Reduction Advisor, Chatham Islands

The Chatham Islands Local Advisory Committee (LAC) met at Chatham Islands Council Chambers with members of the Te Ūpoko Regional Leadership Team (RLT) attending via MS Teams, due to travel restrictions under Fire and Emergency's COVID-19 Protection Framework.

Welcome

The Chair opened the meeting with a karakia.

Minutes

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

District Update

The District Manager updated the committee on the current District work programme, explaining recent focus on recovery. A two-page flyer has been created on Fire and Emergency's recovery activities and this will be added to the LAC's engagement toolkit, to assist the LAC in its work with the community.

Community Engagement

On 2 March, the Committee met with three of its key stakeholders - Hokotehi Moriori Trust, Ngāti

Mutunga o Wharekauri Iwi Trust and the Chatham Islands Council. Operational staff also attended these meetings and commented that it was advantageous to have RLT and LAC in the 'same room' with stakeholders. The organisations are all keen to meet quarterly.

Concerns that were consistently raised across the organisations included access to water in emergency situations and communication of risk reduction and other messages related to emergency situations, alarms and the 111 number.

The Council noted that it could work in partnership with Fire and Emergency on a water storage initiative but is not in a position to fully resource it.

The meeting with Ngāti Mutunga o Wharekauri Iwi Trust reinforced commitments made by Fire and Emergency during the establishment of the LACs. Ngāti Mutunga noted the partnership is strong and acknowledged that they can see a feedback flow of topics that have previously been raised, demonstrating the value of regular engagement.

Members noted that the partnership between the LAC, the district and region teams is working well, with connections strengthening at each meeting.

Engagement Planning

After the Chairs' Forum held at the end of November, the Committee received a letter from the Board Chair, setting out strategic priorities and guidance on areas of focus for the LAC in the coming year.

This, and district guidance received from the District Manager will be considered as the Committee plans engagement.

The Committee will meet with its key stakeholders again this quarter, this time including the Chatham Islands Enterprise Trust. The Chair of the Chatham Islands Airport has indicated an interest in meeting with the LAC and this engagement will be scheduled for a time when he is on-island.

The Committee has taken up an opportunity to present to the Chatham Islands Community Conservation Board on 8 April, introducing the LAC's role and work.

If COVID-19 allows, members will also meet with the Fire and Emergency volunteers, as an extension of training nights.

Meeting dates

The Committee set its meeting dates for the first two quarters of the coming financial year. These meetings will be held on 11 August and 3 November 2022.

Committee Time

All members have now completed the He Tīmatanga Kōrero booklet and quiz, to upskill themselves for work with iwi/imi and support Fire and Emergency's commitment to the Treaty of Waitangi. The Fire and Emergency tohu recognising this will be presented to members at the next LAC meeting.

Board report

The Committee agreed its Board report content for the quarter.

The meeting closed at 11:00am CIT.

Action Log

	Date	Action	Responsible	Due	Status / Notes
1.	5 Aug 2021	Add siren information to fire safety brochure	RLT	June 2022	Completed
2.	5 Aug 2021	Fire safety content for social media	RLT	June 2022	Completed
3.	9 Dec 2021	Identify the best person to engage with at MPI and meet with them in Wellington	Brent Swanson / Nick Pyatt	June 2022	In progress
4.	9 Dec 2021	Invite volunteers to lunch and to spend time with the LAC in the next meeting or two.	National LAC Team / DLT	June or November 2022	Consideration for November meeting
5.	3 March 2022	Draft letters from the LAC to outgoing and incoming CEs of Fire and Emergency	National LAC Team	May 2022	Completed
6.	3 March 2022	Share emails on the management of fire risk from tree planting funded through the One Billion Trees programme	Group Manager	March 2022	Meetings will be arranged for July and December
7.	3 March 2022	Circulate potential times for stakeholder meetings	Chair	June 2022	In progress
8.	3 March 2022	Set up quarterly meetings with stakeholders	Chair	June 2022	In progress
9.	3 March 2022	Contact CE of Airport Company to set up meeting when he is on-island	Chair	June 2022	Completed - LAC to attend meeting on 15 June
10.	3 March 2022	Connect with Phil Soal and the District Manager on key messages to go out to the community on a regular basis.	Craig Cottrill	June 2022	Completed
11.	3 March 2022	Laminate recovery info sheets for members' engagement toolkits	National LAC Team	April 2022	Completed