



# Minutes

## Chatham Islands Local Advisory Committee Meeting

**Date:** 8 August 2024

**Time:** 9.00am – 12.05 CIT (8.15am – 11.20am NZT)

**Venue:** Chatham Islands Council Chambers

### Present:

Deena Whitiri	LAC Chair
Brent Swanson	LAC Deputy Chair
Duncan Ryan	LAC Member
Tracy Page	LAC Member

### In Attendance:

Kerry Gregory	Chief Executive, Fire and Emergency
Paki Johnston	Poutakawaenga Māori – Te Ihu
Bruce Stubbs	Region Manager, Te Ūpoko
Brett Lockyer	Acting District Manager, Te Ūpoko
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Philip Soal	Community Risk Manager, Te Ūpoko
Steve Joyce	Advisor, Risk Reduction
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Shane Laulu	Senior Advisor, Local Advisory Committees

### Apologies:

Levi Lanauze	LAC Member
Nick Pyatt	District Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees
Sally McKay	Co-ordinator, Local Advisory Committees

### Welcome

Paki Johnston opened the meeting with a karakia.

### Committee operations

The minutes from the Local Advisory Committee's meeting on 16 May 2024 were confirmed. Correspondence was accepted, and action points from the previous meeting were reviewed and updated.

### Chief Executive and Poutakawaenga Māori visit

The Chief Executive, Kerry Gregory, acknowledged the stakeholder networks established by the LAC and commented on the positive impact this had on their visit. Three key areas of focus for Fire and

Emergency were outlined: funding and fiscal challenges to build and maintain the organisation, culture change, and strategic direction and prioritisation.

The Chief Executive observed good culture in the brigade visited on the Island. A key challenge for Fire and Emergency is increasing the depth of capability with specialist skills in the rural space. Fire and Emergency is currently sending some of our people to Canada as an opportunity to increase capability in wildfire skills.

Paki Johnston updated the Committee on behalf of Piki Thomas on the Hiwa-i-te-rangi programme and the Rautaki Māori.

### **District update**

The Acting District Manager and Group Manager provided updates on key issues affecting Chatham Islands since the previous meeting. Expired equipment including line rescue equipment is being removed from trucks and stations. The expectation is for new equipment to arrive in New Zealand in mid-September.

The committee is keen to progress the concept of placement of resources on the north of the Island, specifically the Kaingaroa community. This has recently been undertaken on Great Barrier Island. From the perspective of Fire and Emergency, the placement of equipment is achievable, however community support in the form of volunteers is required.

### **Community Risk Manager update**

New fire danger signs are being created and Fulton Hogan will install these on the Island soon. Discussions with the community relating to large-scale burns and burn plans have been undertaken. The Chatham Islands Fire Plan is now signed off and operational.

All schools on the Chatham Islands have been contacted in relation to the Firewise programme and will receive their new resources soon. Pitt Island School will be used as a hub for Home Fire Safety Visits (HFSVs). Planning is underway to complete the remainder of the HFSVs for Chatham Island. 111 posters will arrive with trainers in August.

The Chair reminded the Committee of the 8 March 2025 Big Day Out event.

### **National LAC Team update**

The Committee was encouraged to provide best practice examples or recent collaborations that can be shared with other LACs and the wider organisation. An update on the appointment process was provided, including the Chatham Islands reappointments that closed last week.

The enhancements to the LAC insights Register were discussed, including the benefits of a complete record of insights for the district, national and Board levels of Fire and Emergency.

### **Chairs update**

The Chair provided an update of the LAC Chairs hui that was held on 30 July 2024. The purpose of the hui was to create the content for the 2023-24 Chairs Insights Report to the Board.

A video report of the local insights reports was also recorded for all Chairs while in Wellington. It will be edited and provided alongside the Chairs Insights Report to the Board at their October meeting.

There was frustration from all chairs that the Board changed their areas of focus for LACs mid-way through the reporting cycle. The Chair fed back to the committee the discussions had by Chairs at the hui, including key themes raised.

The Chair appreciated the opportunity for all Chairs to informally meet the evening before the hui to undertake some pre-thinking on key cross-LAC themes. The visit to the active National Coordination Centre was interesting and appreciated.

The Committee has developed the LAC 2024-25 workplan to incorporate the Board's areas of focus.

### **Stakeholder Engagement Plan**

The committee and their stakeholders have agreed to a six-monthly engagement frequency or at their request if something arises outside of scheduled engagements.

The significant work undertaken with engagement planning by the LAC was acknowledged. The engagement framework that has been developed to provide all committees with consistent guidance was outlined.

The Chair discussed the engagements with Enterprise Trust and DoC in June 2024. It was recommended to have a *kanohi Ki te kanohi* engagement with Fire and Emergency staff and stakeholders in conjunction with an LAC committee meeting annually.

The three-meeting cycle concept was outlined. This will be discussed by the Board in August. The Chair proposed 6 monthly meetings for the Chatham Islands and would like to explore this in 2026. The Chief Executive and NLAC team members mentioned that there will be a key focus for each meeting and if the Chatham Islands reduced the number of meetings, some messaging and information could be lost.

The Chair mentioned that it has been difficult for the Committee to provide feedback on engagements with stakeholders due to slow feedback from Fire and Emergency. The *Stakeholder Engagements – actions log* has been created by the Chair and was shared at the meeting. The district has 39 actions to complete and will work through these and update the Committee for the next meeting.

### **Updates to the Board and feedback to the self-review survey**

#### Self-review survey

The committee reviewed their self-review survey and overall are satisfied with the results. It was noted that responses from a small committee can skew the results. A series of questions were rated 'strongly disagree' relating to giving appropriate time and focus to the LAC. The committee understand that work and volunteer commitments make this difficult for some members.

The LAC agrees that meetings are efficient and are more successful when held in person, virtual meetings can prove difficult.

### Updates to the Board

- It is recommended to set up a wildfire firefighting team for the Chatham Islands. This should be combined with specialised wildfire training three times per year. This will target the specific wildfire risk present on the islands and would be different from the urban training the brigades currently receive. The lower level of commitment should encourage more community members to attend rather than the weekly training requirements.
- The LAC appreciated the visit from the Chief Executive, Regional Manager and District staff. The LAC enjoyed receiving a kanohi ki te kanohi update on the Rautaki Māori and the Hiwa-i-te-rangi programme.
- The committee reviewed and agreed their 2024-25 workplan and stakeholder engagement plans.
- Discussion was held with Fire and Emergency staff on equipment resourcing for Chatham Islands based on the Great Barrier Island example. District staff will provide a proposal for the LAC to consider, including the community volunteering commitments required.
- The LAC is encouraged to see the level of training for volunteers increasing on the Island.

### **Other Business**

Nil

### **LAC meeting dates:**

Quarter Two: Chatham Island Council Chambers (TBC), Thursday 7 November

### **Action Log**

	Date	Action	Responsible	Due	Status
1.	17 Aug 2023	CRM to provide statistics from HFSV campaign regarding smoke alarm installations since September visit.	Community Risk Manager	Nov 2024	In progress
2.	22 February 2024	Rob Thomas correspondence 8 October 2023 – District to respond and advise LAC when closed.	Community Risk Manager	Nov 2024	In progress
3.	22 February 2024	District staff to provide direction to the LAC on options for providing resources to remote communities, specifically the north of the Island (Great Barrier Island example).	District Manager	Nov 2024	In progress
4.	16 May 2024	111 system Social Media tiles printed as A3 (x 10) and laminated as posters for	Community Risk Manager	May 2024	Complete

		positioning in key areas on Island.			
4.	16 May 2024	Provide LAC with suitable dates to engage with volunteers 6-monthly	Acting District Manager	Nov 2024	In progress
5.	8 Aug 2024	NLAC to share a copy of the KMCC presentation with Committee members.	NLAC	Aug 2024	Complete
6.	8 Aug 2024	District and Region staff to communicate date of next visit.	Acting District Manager	Sep 2024	In progress
7.	8 Aug 2024	District Team to work through the actions in the Stakeholder Actions Log.	Acting District Manager	Early Oct 2024	Complete
8.	8 Aug 2024	Chair to update FY 2025 Workplan and Stakeholder Engagement Plan	LAC Chair	October 2024	Complete
9.	8 Aug 2024	Chair to update Stakeholder Actions Log, once received from District	LAC Chair	October 2024	