



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 17 August 2023

Time: 1.45pm – 3.35pm (CIT) / 1.00pm – 2.50pm (NZT)

Venue: Chatham Islands Council Building

Present:

Deena Whaitiri	LAC Chair
Brent Swanson	LAC Deputy Chair
Levi Lanauze	LAC Member

In Attendance:

Nick Pyatt	Acting Region Manager, Te Ūpoko
Gareth Hughes	Acting District Manager, Wellington
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Philip Soal	Community Risk Reduction Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees
Sally McKay	Coordinator, Local Advisory Committees

Apologies:

Duncan Ryan	LAC Member
Tracy Page	LAC Member
Bruce Stubbs	Region Manager, Te Ūpoko
Steve Joyce	Advisor, Risk Reduction
Christine Watson	Senior Advisor, Local Advisory Committees

Welcome

The Chair opened the meeting with a karakia, and a minute silence was observed for whānau that have recently passed.

Minutes

The minutes of the Committee's meeting on 29 June 2023 were confirmed as a correct record.

Correspondence was taken as read.

Strategic guidance and District priorities

Strategic guidance received from the Board was appreciated, and the five key focus areas contained within the strategic guidance were discussed and were in-line with the LAC's focus areas for Chatham Islands.

A District perspective of key priorities, issues, and risks, with a focus on the 4Rs was distributed, outlining how the LAC can support the District team.

Stakeholder Planning and Workplan 2023-24

The Committee will continue quarterly engagement with key stakeholders and plan to engage with other priority groups on a bi-annual basis. Meetings with other groups and stakeholders will take place on an 'as required' basis.

An open invitation for the Committee to attend volunteer training evenings is still in effect.

An open invitation for the community to attend a public meeting was discussed, to allow questions and additional reach into the wider community. Potential sponsorship from the Community Risk Reduction team to incentivise attendance was raised.

Insights reporting

The Board is seeking a consolidated annual report from all LACs with quarterly reporting by exception going forward. With the additional Committees being stood up over the coming year, LACs have the collective opportunity to influence decision making at the strategic level of Fire and Emergency. The 2022-2023 Insights Reports are due to the National LAC team by mid-September 2023.

District update

The Acting District Manager provided an update on the current development of Wellington Regional Leadership team with secondments into key positions as part of succession planning.

A review is underway to update the incident notification process and the Group Manager is currently investigating communication options with Starlink to meet Firefighters' operational requirements.

A meeting with the Chatham Islands Council Consultants will take place to consider the proposal for a combined Chatham Islands emergency services precinct.

Fire and Emergency have indicated that they would like to be involved with two different working groups that fall under the Chatham Islands Investment Strategy (CIIS), the first to provide improved and consistent communications, and the second focusing on the well-being and reduction of drug and alcohol harm.

In terms of how the District can contribute to the CIIS, work is underway with the Turn-out System (changes to the 3050-111 number), a couple of new appliances going to the island (subject to programme) and reviewing the current location of the local fire station.

The Group Manager is currently coordinating training for the Department of Conservation staff and engaging a contractor to carry out some remedial work at the fire station.

A regional approach is being undertaken to prepare for this summer, including deployable resources and Urban Search and Rescue infrastructure ahead of the expected El Niño weather pattern. It was highlighted that a biosecurity consideration may need to be incorporated into any planned response to Chatham Islands.

The Community Risk Reduction team are very keen to drive risk reduction and fire safety initiatives on the island. The 2024-27 Chatham Islands Fire Plan review is underway with the first draft complete; distribution will occur shortly. A request was made for a relevant Chatham Islands photo to be supplied for the front of the document.

Discussion is underway about the roll-out of a new version of the Home Fire Safety Visit programme in February 2024. Get Firewise is also being rolled out through the schools for whānau to support children's learning.

The Community Risk Reduction team is compiling resources to send in for Te Kōhanga Reo o Wharekauri Trust's 40th anniversary event planned for September 2023.

National LAC team update

Christine Watson has resigned from her role as Senior Advisor in the National LAC team. Sally McKay will be supporting the Chatham Islands in the interim.

LAC meeting dates

Quarter Two: Wednesday 1 November 2023, to coincide with the anticipated visit from the Chief Executive and senior Region and District leadership members.

Quarter Three: Thursday 22 February

Quarter Four: Thursday 16 May

Q3 and Q4 dates set pending the Region Leadership team's meeting schedule due to be confirmed in September 2023.

Updates to the Board

The Committee discussed and agreed on the content for their quarterly update to the Board.

Action Log

#	Date	Action	Responsible	Due	Status
1.	29 June 2023	Provide the Chairs' Forum outputs to the Chair.	National LAC team	August 2023	In progress
2.	29 June 2023	Email details of upcoming engagements to LAC members.	Chair	post 18 September 2023	Complete *
3.	29 June 2023	Committed regular communication to Chatham Islands residents about using the 111 emergency service number.	District Manager	September 2023	In progress
4.	29 June 2023	Provide copies of presentations to the LAC.	National LAC team	September 2023	In progress
5.	29 June 2023	Provide an update about access to resources on the Portal to the LAC.	National LAC team	October 2023	In progress
6.	17 Aug 2023	Arrange a public forum in November inviting the community to attend.	Chair	September 2023	In progress
7.	17 Aug 2023	Re-establish bi-annual engagement with DOC	Chair	September 2023	Complete *
8.	17 Aug 2023	Distribute working copies of Stakeholder Engagement and Workplan template to LAC	National LAC team	August 2023	Complete
9.	17 Aug 2023	Populate and circulate the completed Stakeholder Engagement and Workplan	LAC, Chair	September 2023	Complete
10.	17 Aug 2023	Confirm Q3 and Q4 meeting dates after the publication of RLT meeting schedule	LAC and National LAC team	September 2023	In progress
11.	17 Aug 2023	Distribute Insight Report suggested discussion script to LAC	National LAC team	August 2023	Complete
12.	17 Aug 2023	LAC to respond to NLAC with Insight Report feedback within 3-4 weeks of today	LAC	15 Sept 2023	Complete
13.	17 Aug 2023	LAC committee to provide CRM team with a relevant photo for the cover of the CI Fire Plan	LAC	September 2023	In progress
14.	17 Aug 2023	CRM to provide statistics from HFSV campaign regarding smoke alarm installations since September visit	Community Risk Reduction Manager	September 2023	In progress
15.	17 Aug 2023	Confirm any changes to the draft itinerary for CE visit in November 2023	District Manager	August 2023	In progress
16.	17 Aug 2023	Draft a letter to Christine Watson following her resignation	National LAC team	August 2023	In progress

