



# Minutes

## Chatham Islands Local Advisory Committee Meeting

**Date:** 5 August 2021

**Time:** 9:30am-2:30pm

**Venue:** Te Ūpoko Region Headquarters, Wellington

### Present:

Deena Whaitiri	Deputy Chair
Tracy Page	Member

### Apologies:

Brent Swanson	Chair
Bruce Stubbs	Region Manager, Te Ūpoko
Dave Key	Area Manager, Wellington
Jacob Davies	Business Operations Manager, Te Ūpoko

### In attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Craig Cottrill	Principal Rural Fire Officer, Wellington Rural Fire District
Steve Joyce	Deputy Principal Rural Fire Officer
Nick Pyatt	Assistant Area Manager, Wairarapa
Renee Potae	Women in Fire and Emergency, Te Ūpoko
Andrew Tollison	Central Communications Manager

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The Chatham Islands Local Advisory Committee (LAC) met at Te Ūpoko Region Headquarters with members of the Te Ūpoko Regional Leadership Team (RLT).

### Welcome

The Deputy Chair opened the meeting with a karakia.

### Minutes

The minutes of the previous meeting were confirmed as drafted, subject to the addition to the attendee list.

## **RLT Update**

RLT provided an update on recruitment for the district team and how the new team will work with the LAC. The Deputy Chair welcomed incoming District Manager, Nick Pyatt – the Committee looks forward to having him on the Chatham Islands for the LAC’s November meeting.

## **Review of LAC role and purpose**

The National LAC Team led a review of the LACs’ role and functions.

## **Community Engagement**

The Committee discussed recent engagement with community health and social service provider, Ha o Te Ora o Wharekauri Trust. At this meeting, the Trust noted that community home fire safety training including the use of fire extinguishers would be useful, and emphasised the importance of a variety of fire safety communications materials.

In response to Ha O Te Ora’s queries about the meaning of fire sirens on the Island, RLT will consider including clarification of the triggers for first, second and third alarms in the fire safety brochure they are producing for the Chatham Islands.

The brochure is part of the Home Fire Safety Visit project led by Te Ūpoko’s Fire Risk Management Officer. Fire and Emergency’s Communications team will produce a video and other collateral highlighting how the people of the Chatham Islands can work together as a community to reduce fire risk and to demonstrate the importance of building community resilience.

The Committee was pleased to hear that this project in partnership with iwi and imi is now planned for September and will include one day on Pitt Island.

## **Engagement Planning**

The Committee planned its engagement for the coming year, reducing the list of key stakeholders to those with the broadest mandate and targeting established forums, to engage with as many as possible in the community.

- **Iwi / Imi**
- **Chatham Islands Council**
- **Chatham Islands Enterprise Trust**
- **Community Groups**
- **Fire and Emergency Volunteers**

The Committee is arranging meetings with its four key stakeholders in November. Ngāti Mutunga o Wharekauri Iwi Trust, Hokotehi Moriori Trust, Chatham Islands Enterprise Trust and the Chatham Islands Council are all stakeholders with whom the LAC has agreed to meet regularly, due to their importance and influence on the Islands.

The Committee will engage with volunteers annually at their AGM, to promote volunteering and understand volunteer perspectives, connecting with them alongside local leaders.

The LAC will engage with established community forums to understand their local needs and risks in relation to fire and emergencies.

### **National LAC Team update**

The National LAC team provided updates on the appointment of Fire and Emergency's new Board Chair, work being done to refine the integration of LAC advice into Fire and Emergency, and progress with the LAC Year 1 Evaluation.

### **Women in Fire and Emergency**

A presentation on Women in Fire and Emergency NZ (WFENZ), a support network that promotes and facilitates the participation and success of women in fire and emergency roles, was given by the network's Te Ūpoko representative.

### **Board report**

The Committee drafted the content of its Board Report for the quarter.

The meeting closed at 2:30pm.

### **Central Communications Centre**

LAC members then toured Fire and Emergency's Communications Centre, which is co-located with Police. Members met with the Central Communications Manager and discussed the potential impacts of cell phone coverage being introduced into the Chatham Islands from September 2021. With emergency calls currently remaining in the Chatham Islands, a system will need to be set up to deal with 111 calls that come into mainland New Zealand from the Chatham Islands. RLT will work with the Communications Centre on this as a priority.

## Action Log

Date	Action	Responsible	Due	Status / Notes
5 Aug 2021	Draft a response to Hazsub Team's letter (the LAC looks forward to seeing them on Wharekauri/Rēkohu later in the year)	National LAC Team	Aug/Sept	Completed
5 Aug 2021	Provide feedback from the LAC Chairs' Forum at next meeting	LAC Chair	November	Update to be provided at Q2 meeting
5 Aug 2021	Draft a thank you letter to Dave Key (to be sent after 27 Sept)	National LAC Team	September	Completed
5 Aug 2021	Add siren information to fire safety brochure	RLT	August	Update to be provided at Q2 meeting
5 Aug 2021	Look at other opportunities for Fire and Emergency to inform people about sirens	RLT	Ongoing	Update to be provided at Q2 meeting
5 Aug 2021	Fire safety content to be ready for social media	RLT	11 August	Update to be provided at Q2 meeting
5 Aug 2021	Set up meetings (early Nov) with: - Ngāti Mutunga o Wharekauri Iwi Trust - Hokotehi Moriori Trust - Chatham Islands Enterprise Trust - Chatham Islands Council	National LAC Team/LAC Chair	September	Postponed till Q3 meeting
5 Aug 2021	Check whether it's possible to bring the November LAC meeting forward to 4 Nov	National LAC Team	August	Completed – meeting date remains 11 Nov
5 Aug 2021	Check engagement priorities with the Chair	National LAC Team	August	Completed
5 Aug 2021	Raise with DOC the ongoing management of fire risk from tree planting funded through the One Billion Trees programme	RLT	November	Update to be provided at Q2 meeting
5 Aug 2021	Share the Year 1 Evaluation report with the LAC	National LAC Team	September	Update to be provided at Q2 meeting. Report to be shared in Q3
5 Aug 2021	Look at Sharepoint access for members - ensure links will work for LAC members. Check email addresses.	National LAC Team	August	Update to be provided at Q2 meeting