



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 10 March 2025

Time: 9.00am – 12.30 CIT (8.15am – 11.50am NZT)

Venue: Chatham Islands Council Chambers

Present:

Deena Whitiri	LAC Chair
Melodie Eruera-Fraser	Member
Jenna Hoverd	Member

In Attendance:

Bruce Stubbs (online)	Region Manager, Te Ūpoko
Brett Lockyer (online)	Acting District Manager, Te Ūpoko
Craig Cottrill (online)	Group Manager, Wairarapa and Chatham Islands
Philip Soal	Community Risk Manager, Te Ūpoko (CRM)
Leanne Hay (online)	Senior Advisor, Local Advisory Committees
Chris Lind (online)	National Advisor, Future Operational Capability Project

Apologies:

Brett Swanson	Deputy Chair
Nick Pyatt	District Manager, Te Ūpoko
Steve Joyce	Advisor, Risk Reduction
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The meeting opened with a karakia, followed by Mihi Whakatau. The Chair welcomed new members Jenna Hoverd and Melodie Eruera-Fraser.

Committee operations

The minutes from the Local Advisory Committee's meeting on 8 August 2024 were confirmed.

Senior Advisor is to confirm that all correspondence noted in the correspondence table has gone to new members, and that their interests have been recorded in the interests register.

Update on Actions (as per LAC District and LAC Actions spreadsheet):

In relation to the District providing firefighting resources to remote communities, this will need more consideration by Fire and Emergency. Provision of any resourcing would also require initial training, ongoing training and maintenance and replacement of resources. Any unintended adverse health and safety consequences would need to be considered.

The Group Manager will liaise with Jenna Hoverd following the meeting on what options could be looked at in conjunction with DOC on this issue.

District update

The Acting District Manager and Group Manager provided updates on key issues affecting Chatham Islands since the previous meeting.

On May 1st, 2025, Brett Lockyer will finish as Acting District Manager, and Gareth Hughes will take over for 18th months.

The Big Day Out was considered a success, as was the number of Home Fire Safety visits completed by the District team while in the Chatham Islands. The CRM will also meet with property owners during this visit to discuss regulatory compliance issues. Fire Wise programmes with schools on the Islands will also be undertaken during this visit.

The Chatham Islands volunteer brigade currently has 18 members, with 8 in the recruitment process. There is a current need for more Officers, Drivers, and BA (Breathing apparatus) wearers. Training for new recruits is both on and off the Island.

The District Manager advised the Chatham Islands should get replacement utes by the end of the year, these will most likely be cascaded from other brigades as newer utes are purchased.

District leadership are working to provide District Guidance for LAC planning in the next financial year.

Community Risk Manager update

The District are currently considering the impacts an Alpine Fault event would have on the Chatham Islands and how they can mitigate risks relating to Fire and Emergency. They will include Civil Defence Emergency Management (CDEM) and the Chatham Island Council in their discussion.

National LAC Team update

A brief update was provided on moving LAC meetings from quarterly to trimester meetings, new LACs, invoicing, and the Whāriki engagement tool.

The link to the video of the LAC Chairs report to the Fire and Emergency Board will be provided separately as this was unable to be played at the meeting.

Chairs update

The Chair reiterated the success of the Big Day out. Community engagement was high, and information on home fire safety visits was well received.

Update on the Workforce Operational Capability Project

Chris Lind updated the LAC on the project and timelines. The LAC discussed issues specific to the Chatham Islands and Chris agreed to provide a one pager that they can give to their stakeholders on the project. The committee was invited to provide further feedback to the project team via email: futureoperationalcapability@fireandemergency.nz.

Stakeholder Engagement Plan

The LAC discussed and updated its engagement plan for the remainder of the year. Jenna Hovered will lead engagement with Ngāti Mutunga as both Deena and Mel are trustees.

Stakeholder actions were reviewed, and a number noted as completed.

The issue raised with wildfire training for community members in remote areas was raised, and the District advised the committee that this will not be considered due to the same issues noted above for resourcing for remote communities. District noted that the local Brigade was trained for wildfire incidents, any further resourcing would be better placed in prevention work.

Also discussed was the reduction of Department of Conservation (DoC) staff on the island due to a recent restructure. The District will work with DoC to ensure there is sufficient coverage across the Islands.

Updates to the Board

The LAC continue to meet and engage with stakeholders, despite the last meeting being cancelled due to a tangi.

While the District has noted to the LAC that Fire and Emergency will not undertake wildfire training for community members, LAC still advocates for a specialist team on the Islands, as per their previous update to the Board.

The recent restructure of DoC has impacts for the fire response on the Islands. The District will ensure sufficient coverage is provided via the local Brigade across the Islands.

The Big Day out, supported by the LAC was very successful. It was a good opportunity to engage with the community and promote home fire safety.

Other Business

Brett introduced Gareth Hughes – Gareth will take over as Acting District Manager from now on. He is looking forward to taking learnings from CI to the new Wellington LAC.

Senior Advisor to provide Chair with the update to the Board on Tracy Page's resignation, in time for the Chairs attendance at the Board meeting on the 28th of March.

Meeting closed 12.05pm CIT.

Action Log

	Date	Action	Responsible	Due	Status
1.	10 March 2025	Correspondence – check new members have all correspondence	Senior Advisor	Post meeting	In progress
2.	10 March 2025	Confirm meeting that LAC can travel to Wellington	Senior Advisor/Lucy	Post meeting	In progress
3.	10 March 2025	District – will provide the LAC with district guidance for planning purposes for 25/26	DM/CRM	T3/T1	In progress
4.	10 March 2025	Stakeholder engagement with Council – ask Council to invite CDEM to discuss planning and training for AF8 event	Chair	Post meeting	In progress
5.	10 March 2025	FOC to provide a one pager that committee can use when engaging with stakeholders Committee to provide any further feedback to Chris Lind on Future capability project	Future Operational Capability National Advisor Committee	Post meeting	In progress As needed
6.	10 March 2025	District to complete actions in the stakeholder spreadsheet for committee feedback to stakeholders.	District	Post meeting	In progress
7.	10 March 2025	Send copy of the board update for member resignation in time for Chair visit with board on 28 March	Senior Advisor	Post meeting	Completed
8.	10 March 2025	Send FENZ Closing karakia (incl below)	Senior Advisor	Prior to meeting	Completed
9.	17 Aug 2024	CRM to provide statistics from HFSV campaign regarding smoke alarm installations since September (year) visit.	Community Risk Manager	Nov 2024	Complete 128 HFSV while on island

		Provide update to LAC for stakeholder feedback			
10.	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	Completed FENZ responded to LAC – If resource provided training is also needed. FENZ will look at other community options.

Karakia Whakamutanga (closing a hui)

Unuhia, unuhia

Draw on, draw on

Unuhia ki te uru tapu nui

Draw on the supreme sacredness

Kia wātea, kia māmā, te ngākau, te tinana,
te wairua i te ara takatā

*To clear, to free the heart, the body and
the spirit of mankind*

Koia rā e Rongo, whakairia ake ki runga

*Rongo, suspended high above us (i.e. in
'heaven')*

Kia tina! TINA! Hui e! TĀIKI E!

Draw together! Affirm