



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 14 March 2023

Time: 9:00am - 12:00pm (CIT) / 8.15am – 11.15am (NZT)

Venue: Chatham Islands Council Building

Present:

Deena Whitiri	LAC Chair
Brent Swanson	LAC Deputy Chair
Levi Lanauze	LAC Member
Tracy Page	LAC Member

In Attendance:

Nick Pyatt	District Manager, Wellington
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Christine Watson	Senior Advisor, Local Advisory Committees
Sally McKay	Service Coordinator, Local Advisory Committees

Apologies:

Kerry Gregory	Chief Executive, Fire and Emergency
Bruce Stubbs	Region Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees
Steve Joyce	Advisor, Risk Reduction

Welcome

The Chair opened the meeting with a karakia, followed by a minute's silence for the Fire and Emergency volunteers who lost their lives during Cyclone Gabrielle. The Local Advisory Committee's (the Committee) meeting was postponed from 15 February 2023 to 14 March 2023 due to the cyclone. Chief Executive, Kerry Gregory's planned visit to the Chatham Islands at that time was also postponed. The LAC hopes to be able to welcome him later in the year.

Minutes

The minutes of the Committee's meeting on 2 November 2022 were confirmed as a correct record.

District update

The District Manager briefed the Committee on the impact of Cyclone Gabrielle and other recent extreme weather events around the country on Fire and Emergency. District Team members have been deployed to the hardest hit areas and support for Hawke's Bay will be an ongoing focus. The District Manager noted that these events will lead to significant learning, both within Fire and Emergency and across the Emergency Management sector.

The Deputy Chair provided insight on Cyclone Gabrielle from a Department of Conservation (DOC) perspective. DOC was the first government agency to have contact with some isolated areas, through both remote-based staff and Very High Frequency (VHF) radio. He noted that DOC has communications equipment, generators, food supplies, survival and self-support skills and resources that can be utilised, if required, on the Chatham Islands.

The District update also covered an upcoming visit of Te Ūpoko region trainers to the island, a multi-agency airport response exercise on 15 March 2023, and the addition of new recruits to the Chatham Islands Volunteer Fire Brigade. Given the need they see in this area, members were pleased to hear that a Risk Reduction Advisor is scheduled to spend some time on the island, to work with the community on vegetation burn plans. Members also noted the importance of communicating the use of the 111 emergency number, and the promotion the District Team has booked in the Chatham Islands Conservation Foundation newsletter.

The District Team and Chatham Islands Council are working together to remove risky trees and are considering bringing an arborist to the Islands. Ngāti Mutunga o Wharekauri Trust are also interested in supporting this initiative.

District Guidance

The District Manager provided the LAC with guidance for the coming year, on how members can most usefully work with and alongside the District Team. Support from the Committee was requested to understand the best communications channels for disseminating information, to increase community involvement in community readiness and resilience work and encourage volunteering for Fire and Emergency in diverse roles. The District Manager noted that helping members of the District Team gain further insight into the cultural history of the Islands would also be valuable to support service delivery.

District Plan

Three sections of the District Plan have been drafted and reviewed by Fire and Emergency's Planning Team. Feedback is currently being analysed and incorporated by the District Team, before the initiation of a consultation process, which will include the LAC. Reviewing the District Plan forms part of the LAC's legislative role to provide feedback to Fire and Emergency on the development of local plans.

Community engagement

Since the last LAC meeting in November 2022, members have met with Hokotehi Moriori Trust, Chatham Islands Council, and the Chatham Islands Enterprise Trust. The Committee discussed the frequency of engagement with these three stakeholders and Ngāti Mutunga o Wharekauri Iwi Trust, and agreed that after over a year of regular meetings, members will meet with them at least six-monthly. However, all stakeholders will be contacted quarterly, and a meeting arranged if required.

The Committee resolved to increase its focus on engagement with volunteers and will meet with the Chatham Islands Volunteer Fire Brigade on 29 May 2023, just prior to the next LAC meeting.

Meeting dates

The Committee set dates for the next two LAC meetings, deciding on Monday 28 August 2023 for the quarter one meeting and Thursday 2 November 2023 for quarter two. The Deputy Chair submitted his apologies for the quarter 4 four meeting on 1 June 2023.

National LAC Team update

The National LAC Team provided an update on the appointment process currently under way. Letters have been sent to reappointed LAC members, including all those on the Chatham Islands LAC. Nineteen new members have been appointed to the other six LACs. Induction of new members will begin in April 2023 and will be completed by May 2023. Profiles of the new members will be posted online from 20 March 2023.

Three new LAC Chairs will take up their roles on 2 June 2023, and the next Chairs' Forum will take place on 29 June 2023.

The appointment of Hon. Ruth Dyson QSO and Belinda Clark QSO to Fire and Emergency's Board in December 2022 was also noted.

Workplan

A new workplan template has been created to provide an overview of each LAC's goals, engagement priorities and approach. This template was shared with members, and the plans for the 2023-24 year will be finalised at the quarter four LAC meeting in June 2023.

Updates to the Board

The committee agreed on the content of its quarterly progress report to the Board.

Action Log

#	Date	Action	Responsible	Due	Status
1.	11 August 2022	Set up engagement for LAC with volunteers on training night	Craig Cottrill, Steve Joyce	February 2023	Complete Invitation extended to LAC members for 29 June 2023
2.	14 March 2023	Reach out to key stakeholders to gauge interest in engagement this quarter	Chair	April 2023	In progress
3.	14 March 2023	Reiterate 111 number messaging during engagement	LAC members	June 2023	In progress
4.	14 March 2023	Once a year, schedule engagement in week of LAC meeting, so District/Region Team can attend	Chair, LAC members	June 2023	In progress
5.	14 March 2023	Include LAC members in consultation on District Plan	District Manager	May 2023	In progress

6.	14 March 2023	Decide on future use of engagement plan and register	National LAC Team	June 2023	In progress
7.	14 March 2023	Committed regular communication about using 111 emergency service number	Craig Cottrill	March 2023	In progress
8.	14 March 2023	Extend concern and good wishes from CI LAC to Hawke's Bay LAC in light of Cyclone Gabrielle's impact in the region	National LAC Team	March 2023	Complete