



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 22 February 2024

Time: 9.45am to 2.10pm CIT / 9.00am to 1.35pm NZT

Venue: Chatham Islands Council Building

Present:

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

In Attendance:

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| Piki Thomas | DCE, Kaupapa Māori Cultural Communities |
| Brett Lockyer | Acting District Manager, Te Ūpoko |
| Craig Cottrill | Group Manager, Wairarapa and Chatham Islands |
| Philip Soal | Community Risk Reduction Manager, Te Ūpoko |
| Shane Lauulu | Senior Advisor Local Advisory Committees |

Apologies:

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| Levi Lanauze | LAC member |
| Bruce Stubbs | Region Manager, Te Ūpoko |
| Sally McKay | Coordinator, Local Advisory Committees |
| Lucy Chamberlain | National Manager, Local Advisory Committees |
| Steve Joyce | Advisor, Risk Reduction – joined meeting 11.50am NZT |

Welcome

The Chair opened the meeting with a karakia. Welcome to Brett Lockyer as Acting District Manager.

Rautaki Māori Update

The DCE Kaupapa Māori Cultural Communities updated members on the Rautaki Māori Strategy. Covered was the engagement and consultation process and branch design for delivery.

Minutes and Action Log

The minutes from the previous Local Advisory Committee (LAC) meeting on 17 August 2023 were confirmed. Correspondence and Action points from the previous meeting were reviewed and updated in the action log.

Stakeholder engagement

Discussion in reviewing LACs 2023-2024 workplan document and District feedback and input into plan.

The LAC noted its on-going concern in providing timely feedback to stakeholders from insight engagement and potential for reputational risk from delay or lack of adequate response.

NLAC noted Board feedback for LACs 2022-2023 annual insights is being finalised and to be provided to LACs shortly.

Fire and Emergency support Great Barrier Island

Discussion on the case study of Fire and Emergency support on Great Barrier Island and resources strategic placement to assist response. The LAC believes there is synergy with this approach and risk mitigation for the Chatham Islands. The discussion also noted a long-term approach would be appropriate when considering resource and investment.

The Acting District Manager took the LAC through the business case process in seeking additional resources. The LAC and District will explore this further and support the LAC can provide into a business case process.

District update

The Acting District Manager provided an update on the current development of Wellington Regional Leadership Team with secondments into key positions until end of June 2024.

The Chatham Fire Station is the first station to have Starlink installed to improve communications. Approval to replace current appliances on Island. A business case is being developed for a new station with an additional site being identified.

At the time of the Q4 LAC meeting, the team will be on Island for 7-10 days focusing on projects and workstreams. CIMS and USAR training being undertaken.

Insights Register

The Chair noted some discrepancies in content on the Insights register. The NLAC will follow up with the Chair on these to resolve.

Chatham Island Draft Fire Plan 2024-27

The draft fire plan was discussed and noted the importance of sharing with stakeholders for comment and timelines for inviting feedback and final decisions.

National LAC Team update

A verbal update was provided. Request in future this will be a written update in meeting papers.

Insights and update to the Board

| 2023-2024 Quarter 3 Insights | |
|------------------------------|--|
| For Noting: | <p>For noting as update:</p> <ul style="list-style-type: none"> • The LAC is seeking to secure CE’s rescheduled visit for the Q1 2024/24 LAC meeting 8 August 2024 • The LAC is undertaking Q3 engagement with stakeholders in March 2024 • The following work threads are progressing with the support of the District: <ul style="list-style-type: none"> ○ Progressing appliances ○ Communications in transitioning to the 111-emergency line ○ Training approaches for Chatham Islands • Chair represented LAC at the Gold Star Service Honours to Russell Phillips on 20 January 2024 • Assurance there is adequate resourcing and support for Chatham Islands LAC with the establishment of the remaining LACs |
| Q3 Insights: | <p>Insight: Resourcing in the outer Island areas with at-risk communities</p> <p>The LAC has highlighted potential risk of resources being strategically placed on the Island to assist in an emergency response situation. In investigating the issue, the LAC has drawn from a similar approach taken on Great Barrier Island as something that would be applicable to the Chatham Islands.</p> <p>In collaboration with the District, there is agreement to investigate a business case for this approach with a strengthened strategic focus on the future state with emergency response and supporting at-risk communities.</p> <p>Insight: An improved feedback loop from the organisation to LACs to enhance engagement and stakeholder relationships</p> <p>The LAC has highlighted the reputational risk in delayed or no meaningful feedback to stakeholders after engaging with them in seeking their advice and knowledge. This provides a vulnerability to LAC members with trust and confidence and ongoing engagement opportunities with a perceived lack of tangible or delayed action without an explanation.</p> |

LAC meeting dates:

Quarter Four: Fire Station Thursday 16 May

Quarter One: Fire Station Thursday 8 August (Fire and Emergency CE invited to attend)

Quarter Two: Fire Station Thursday 7 November

Action Log

| Date | Action | Responsible | Due | Status |
|--------------|--|-------------------|---------------|-------------|
| 29 June 2023 | Provide the Chairs’ Forum outputs to the Chair. | National LAC Team | February 2024 | In progress |
| 29 June 2023 | Communication strategy for using 111 emergency service number. | District Manager | May 2024 | In progress |

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| 29 June 2023 | Provide an update about access to resources on the Portal to the LAC. | National LAC team | February 2024 | In progress |
| 17 Aug 2023 | CRM to provide statistics from HFSV campaign regarding smoke alarm installations since September visit | Community Risk Manager | May 2024 | In progress |
| 22 February 2024 | Rob Thomas correspondence 8 October 2023 – District to respond | Community Risk Manager | May 2024 | In progress |
| 22 February 2024 | Complete District relationship owner section of the LAC stakeholder engagement plan | Group Manager | May 2024 | In progress |
| 22 February 2024 | Process to ensure feedback from previous engagements | NLAC and LAC | May 2024 | In progress |
| 22 February 2024 | Strategic resources – process for business case based on Great Barrier Island scenario | District Manager | May 2024 | In progress |
| 22 February 2024 | Draft Fire plan to stakeholders for sharing and seeking feedback | Chair | May 2024 | In progress |
| 22 February 2024 | Follow up to confirm Chief Executive's rescheduled visit with a preference or 8 August Q1 LAC meeting | Chair and NLAC | May 2024 | In progress |
| 22 February 2024 | Confirmation of Board meeting dates for quarterly insight updates up to June 2025 if possible | NLAC | February 2024 | In progress |
| 22 February 2024 | Follow up with Phillipa Morrison for Fire and Emergency access to private chat group for disseminating information to the community | Chair | May 2024 | Completed |
| 22 February 2024 | Follow up with Chair on LAC Insights Register information | NLAC | February 2024 | In progress |