



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 29 June 2023

Time: 9:00am - 11.50am (CIT) / 8:15 - 11.05am (NZT)

Venue: Chatham Islands Council Building

Present:

Deena Whaitiri	LAC Chair
Brent Swanson	LAC Deputy Chair
Duncan Ryan	LAC Member
Tracy Page	LAC Member

In Attendance:

Piki Thomas	Deputy Chief Executive, Kaupapa Māori and Cultural Communities
Nick Pyatt	District Manager, Wellington
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Steve Joyce	Advisor, Risk Reduction
Cullum Peni-Wesche	Senior Advisor, Local Advisory Committees
Sally McKay	Coordinator, Local Advisory Committees

Apologies:

Levi Lanauze	LAC Member
Bruce Stubbs	Region Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees

Welcome

The Chair opened the meeting with a karakia.

Minutes

The minutes of the Local Advisory Committee's (LAC's) meeting on 14 March 2023 were confirmed as a correct record.

Correspondence was taken as read.

District update

The District Manager provided an update on the response to the Loafers Lodge fire in Wellington City, where an operational review will take place, led by the Australasian Fire Authorities Council.

Personnel from the District are deploying to Canada to support the ongoing wildfire response effort. The Group Manager for Wairarapa and Chatham Islands shadowed an incident controller to gain valuable operational knowledge and experience.

The draft Wellington District Plan is in the review stage, with feedback being sought from district personnel to incorporate into the document.

LAC Chairs' Forum

The Deputy Chair provided an overview of the LAC Chairs' Forum hosted in Wellington on 28 June 2023. The Deputy Chair noted the positive engagement with other Chairs, the Fire and Emergency Board, and members of the Executive Leadership Team.

The Deputy Chair highlighted the insightful discussion on the progress of current LACs and the preparations underway to establish the remaining LACs. The Deputy Chair encouraged Fire and Emergency to provide appropriate support for new LACs that mirrors the level of service current Committees receive.

Chatham Islands update

The Group Manager updated the Committee on the Te Ūpoko regional training team's visit to the Chatham Islands, noting their time spent with the volunteer brigade also included reorganising the station to improve operational efficiency. The Group Manager also highlighted that increasing volunteer numbers has improved operational readiness and capacity to respond, and that the next focus will be on implementing a long-term leadership plan.

The local fire plan for Chatham Islands is due for public consultation shortly.

National LAC team update

The National LAC team provided an update to the Committee on the Board's decision to stand-up nine additional LACs, noting that Committees will be stood up from January 2024. The Wellington LAC will be established in the final tranche. The team also provided an update on the fees schedule for LAC members and exit interview process in place for retiring members.

Following the recent LAC Chairs' forum, Chairs will shortly receive strategic direction from the Board for the coming year, to help shape the LAC's work and engagement plans.

Supporting the Kaupapa Māori and Cultural Communities Branch

The Deputy Chief Executive, Kaupapa Māori and Cultural Communities (KMCC) updated the Committee on the KMCC Branch design process and how LAC members from across New Zealand have been supporting this work. The Branch design incorporates Fire and Emergency's high-level Māori strategic direction and the functions and resources Fire and Emergency requires to deliver on the strategic direction.

LAC meeting dates

The Committee agreed to amend its quarter one and two meeting dates to Thursday 17 August 2023, and Wednesday 1 November 2023, respectively.

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.	14 Mar 2023	Once a year, schedule engagement in week of LAC meeting, so District / Region teams can attend.	LAC, Chair	June 2023	Complete
2.	14 Mar 2023	Decide on future use of engagement plan and register.	National LAC team	August 2023	In progress
3.	29 June 2023	Confirm availability for quarter three and quarter four meeting dates.	LAC, District team	July 2023	In progress
4.	29 June 2023	Provide the Chairs' Forum outputs to the Chair.	National LAC team	July 2023	In progress
5.	29 June 2023	Update the Committee's quarter one and two meeting dates.	National LAC team	June 2023	Complete
6.	29 June 2023	Email details of upcoming engagements to LAC members.	Chair	July 2023	In progress
7.	29 June 2023	Forward stakeholder correspondence to LAC members.	Chair	June 2023	Complete
8.	29 June 2023	Committed to regular communication about using 111 emergency service number.	District Manager, Craig Cottrill	August 2023	In progress
9.	29 June 2023	Provide copies of presentations to the LAC.	National LAC team	July 2023	In progress
10.	29 June 2023	Provide an update about access to resources on the Portal to the LAC.	National LAC team	August 2023	In progress