Minutes

Chatham Islands Local Advisory Committee Meeting

Date: Monday 8 September 2025

Time: 9.45am – 2.25 CIT (9.00am – 1.35pm NZT)

Venue: Chatham Island Council Chambers and via Teams

LAC Members

Deena Whaitiri	Chair
Jenna Hoverd	Deputy Chair
Melodie Eruera-Fraser	Member
Denis Prendeville	Member
Owen Pickles	Member(online)

In Attendance:

Bruce Stubbs	Region Manager, Te Ūpoko
Gareth Hughes	District Manager, Te Ūpoko
Craig Cottrill	Group Manager, Wairarapa & Chatham Islands
Aiden Crawford	Pou Takawaenga, Māori Matua Te Ūpoko
Philip Soal	Community Risk Manager, Te Ūpoko (CRM)
Steve Joyce	Chief Fire Officer & Advisor Risk Reduction - Chatham Islands
Michelle Bartlett	Senior Advisor, Local Advisory Committees (online)

Apologies:

Keri Moir	Member
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome/ Karakia tīmatanga and Mihi Whakatau

The Pou Takawaenga opened with karakia, the committee held whakawhānaungatanga/ introductions to welcome new members.

Chairs update/ Tiamana Update

The chair attended a leadership conference in Wellington in May 2025. Operational volunteers from Te Ūpoko attended. There were multiple exhibitions, stalls and workshops available, and the chair gained information and resources and attended three workshops and two full days of presentations.

Consultation with LACs on the Code of Practice for Fire Fighting Water Supplies. The committee nominated Deena to be the representative for the Chatham Islands LAC.

On 29 August, the Chatham Islands LAC chair attended the Fire and Emergency New Zealand Board meeting. They discussed the Chatham Island LAC Insights report, shared successes with the Home Fire Safety visits, the volume of information particularly for new LAC members, Emergency preparedness on the Chatham Islands and how the Chatham Islands LAC manages the feedback loop. The Chair is looking forward to the Board's response to our insights report, feedback on this will be provided at the chair's forum in November.

Committee operations/ Komiti Operations

Apologies from Keri Moir, Steve Joyce and Lucy Chamberlain

The minutes from the Local Advisory Committee's T3-2025 meeting on 16 May 2025 were confirmed.

The actions arising were reviewed, updated and some marked as completed.

Correspondence table reviewed and agreed.

Updated interests were noted and will be recorded in the interests register.

LAC Stakeholder Engagement- outstanding actions

Actions were reviewed in the Engagement Actions' Log and updated.

No outstanding actions currently.

LAC Work Plan and Engagement Plan for FY 2026

The LAC would like to update the new directives and guidance from the District into the CI 25-26 Workplan and Engagement Plan.

Reviewed Whāriki analysis for 2024-25 and discussed Whāriki tool with new members.

District update

The District Manager provided an update on key developments affecting the Chatham Islands since the last meeting.

Update on current fire brigade personnel, 14 people is full establishment, however membership ebbs and flows around this number. Current number is 12.

Early 2026, a 'new' vehicle (new to Chatham Islands, not new to fleet) will replace the current fire appliance.

Te Ūpoko District team have recently had a lot of involvement with the District Courts as they have been involved in both the Loafers Lodge and Wards Line incidents.

Community Risk Manager update

The Te Ūpoko CRM team attended the Land Management Forum August 2025.
The focus was 2025-26 fire season planning - this summer is predicted to be a La-Nina weather pattern (warmer but wetter conditions).

Carbon farming is increasing nationally; some beach fire zones have moved in Wellington to comply with legislation. Voluntary restrictions are being introduced on high-risk activities in the height of day, during the fire season. Eg welding, grinding, mowing.

New Zealand has had the largest number of fatal fires over the last few years. Elder person campaign has been running due to many fatal fires involving people over age 60. The Chief Fire Officer has spoken with hospital and GP staff on the Chatham Islands around referring vulnerable people for Fire Safety Home visits. Fire Danger signs will gradually change over to Fire Season status instead. These are intended to be more educational to the public and includes pict-o-grams and 'check it's alright to light.' Urban/ rural interface housing fringe bush lines creating a new presentation that will cover how to mitigate fire risks. Members of Te Ūpoko Risk Reduction team are checking that landowners are being responsible around burn offs.

Wellington District Team Strategic Direction

The District Manager covered the purpose, value and direction for the Wellington region. This Strategic Direction explains our why and the four values of Fire and Emergency New Zealand. While the Vision outlines the values that allows us to always be ready. The Strategic Direction 2025-30 includes five focus areas each with outcomes and impacts that Fire and Emergency want to achieve in the next five years: 1. Supporting our People; 2. Undertaking safe, effective and resilient operations; 3. Being an effective regulator; 4. Building strong relationships; and 5. Having strong business foundations. Station Plans will be updated to align with the new strategic direction while remaining bespoke to that station.

The District Manager also attended the Volunteer Leaders Conference, these are held in each region every two years, are run over two days, and include sessions on leadership training, conflict conversations, involving leaders and LAC representation from both Chatham Islands and Hawke's Bay.

National LAC Team update

SharePoint and access for committees - The National LAC team is working to get all LAC members access to SharePoint. New log in guidance was distributed 4 September, if you are still having issues contact IT Support number on 0800 374 843.

Communities of Interest This tool was developed to understand what is important in each region and to assist in the engagement strategies, and recruitment of LACs to ensure members are across key communities and geography in each region. Feedback provided to NLAC team.

Community Perceptions report and presentation included in meeting packs. Senior Advisor provided an overview of the presentation including the four engagement types, challenges, and six principles for effective LAC engagement.

Update from previous local insights reporting 2024/25 Insight – Learnings from operational reviews is not visible to LACs – link to Operational reviews included in meeting packs. 2023/24 Insight – concern from LACs that carbon forestry is increasing fire risk – link to information and research on carbon forestry and fire risk included in meeting pack.

Induction - Feedback on recent induction was good overall, covered the basics and not overwhelming.

LAC meeting dates - The next Chatham Island meeting is scheduled for 2 February 2026 however this date is no longer suitable and needs to be rescheduled.

Committee only time

Insights for Reporting FY 2026

- Need to focus on Chatham Islands rural fire response.
- Carbon farming is still young for the Chatham Islands – a lot of landowners are looking into this.
- Looking at the organisation's events outside of fire and emergency responses.
- The Department of Conservation – what does that MOU look like post restructure – 1 km margin on their estate is their responsibility.
- How are landowners managing their land in respect to fire risk, how to make their land safe.
- Wildfire training supported for those on Island who have that experience to be prepared for the next event considering specified training or contracting those who have that training on Island. Could be DOC and FENZ jointly, access to former employees with skill set.
- Noting that some of these insights have been raised in the past and have been responded to.

Other Business

Action list reviewed

Review of Stakeholder Engagement appointments

Meeting closed with karakia from Pou Takawaenga at 2.05pm CIT/ 1:20pm NZT

Action Log

Date	Action	Responsible	Due	Status
8 Sept 2025	Karakia booklet to be distributed to committee members	Senior Advisor	15 October 2025	Complete
8 Sept 2025	Share previous insights reports with new members	Chair	By T2 meeting Feb/March 2026	Pending
8 Sept 2025	Share engagement plan with District and NLAC to align with new Strategic plan priorities.	Chair/ District Manager/ Senior Advisor	15 October 2025	Pending
8 Sept 2025	T2 date review currently 2 Feb - shift to March 2026 to align with Stakeholder engagement, open Station day.	Chair/ District Manager and Senior Advisor	15 October 2025	Pending

8 Sept 2025	Chatham Islands station plan will be rolled out by Group Manager	Group Manager	15 October 2025	Pending
8 Sept 2025	Consultation with stakeholders around 111 emergency number knowledge	LAC	By T2 meeting March 2026	Pending
8 Sept 2025	Group Manager comms around 111 and CFO FENZ number	Group Manager	By T2 meeting March 2026	Pending
8 Sept 2025	Group Manager to meet with Chatham Island Council and CDEM to discuss planning and training for AF8 event.	Group Manager	By T2 meeting March 2026	Pending
8 Sept 2025	Share karakia with Chatham Island members	District Manager/ Senior Advisor	8 Sept 2025	Complete
10 March 2025	District to provide the LAC with District Guidance for planning purposes for 25/26	District Manager / Community Risk Manager	10 June 2025	Complete
10 March 2025	CRM to meet with CI Council and CDEM to discuss planning and training for AF8 event.	Community Risk Manager	T1-2026 Meeting (date TBC)	Complete
10 March 2025	CRM to forward Updated Draft Risk Reduction Strategy to LAC.	Community Risk Manager	1 Aug 2025	Complete
16 May 2025	Comms around cleaning and maintenance of installed fire alarms	Community Risk Manager	August 2025	Complete
16 May 2025	District to provide update on landline number to fire station. No longer triggers siren, need to call 111 or CFO cell phone	District Manager	August 2025	Complete
16 May 2025	Provide a timeline for the District plan	District Manager	15 June 2025	Complete
16 May 2025	Share dates of planned visits to the Chatham Islands to co-ordinate attendance with stakeholder meetings	District Manager to meet with Chair to discuss	5 July 2025	Complete
16 May 2025	Coordinate availability for Nov 2025 and Apr 2026 Stakeholder	Chair	5 July 2025	Complete

	Engagement rounds with Committee & District.			
16 May 2025	Coordinate Stakeholder Engagements with 6 Key Stakeholders for Nov 2025 and Apr 2026	Chair	10 July 2025	Complete
16 May 2025	GM to provide dates in Oct 2025 and Apr 2026 for engagements with Volunteers	Group Manager/ Pou Takawaenga	5 July 2025	Pending