Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 16 May 2025

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

Venue: Region 3 HQ, Wellington City Station 2/38 Oriental Parade

Present:

Deena Whaitiri	LAC Chair
Jenna Hoverd	Member
Brent Swanson	Deputy Chair

In Attendance:

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

Apologies:

Melodie Eruera-Fraser	Member
Brent Swanson	Deputy Chair – Will be late joining, in transit.
Jenna Hoverd	Member – Leaving early
Bruce Stubbs	Region Manager, Te Ūpoko

Welcome

The Chair opened with karakia, welcomed Gareth Hughes and Aiden Crawford to the CI LAC followed with mihi whakatau and whakawhānaungatanga.

Chairs update

The Chair is attending the Volunteer Leadership Conference in Wellington this weekend and will provide feedback at the T1-2026 Hui. The next LAC Chairs Forum is scheduled for 17 July 2025.
Due to technical issues, the Chair was unable to attend the March 2025 Fire and Emergency Board meeting. Attendance has been rescheduled for the Board meeting on 29 August 2025.
The focus of today's meeting is reporting on the 2024-25 year and finalising the CI LAC Workplan and Engagement Plan for FY2025-26.

Committee operations

The minutes from the Local Advisory Committee's meeting on 10 March 2025 were confirmed with one update.

The Senior Advisor confirmed that all correspondence noted in the correspondence table has gone to new members. Updated interests were noted and will be recorded in the interests register.

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

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

Actions were reviewed the Actions Log updated.

The LAC discussed the importance of in person meetings with Chatham Island stakeholders and Fire and Emergency District staff and the value add of the LAC members in bringing groups together. Opportunities for forward planned community engagements to co-inside with District visits to the Island.

10.16am CIT (9:31am NZT) - Meeting adjourned – lost quorum.

12.05pm CIT (11:20am NZT) - Meeting re-convened - met quorum.

Stakeholder engagement

The Committee engaged with the CI Enterprise Trust, CI Council, Hokotehi Moriori Trust, Dept of Conservation Chatham Islands Ops Manager and held the Annual Community Engagement at the Chatham Islands Day Out. The Stakeholder Engagement Feedback Reports are taken as read.

The Stakeholder Engagement Actions Log were reviewed and updated in preparation to close the loop in the next round of stakeholder engagements. The Chair explained it has taken time and have been able to close most of the actions with our stakeholders since establishment in 2020.

With the agreeance of the Committee's stakeholders, engagements have transitioned to six-monthly, November and April of each year. It is the Committee's preference that the District Team attend these meetings, if available and kanohi ki te kanohi where possible.

The engagement with the community at the CI Day Out 2025 was successful, both District and Committee present, engaging with approximately 300 members of the community. The Chair advised that this will be a regular engagement in the Committee's Engagement Plan, held on the second Saturday in March. The 2025 event provided a valuable opportunity for community members to interact with the Fire and Emergency team and arrange follow-up Home Fire Safety Visits. This format was well received and considered effective.

Stakeholders observed a decrease in Fire and Emergency visibility during 2024. However, the LAC perceived this had improved recently due to increased training activity following the full staffing of the Chatham Islands brigade. Volunteer training is now scheduled quarterly to support the development of eight new staff. The Committee have requested access to the training schedule to

facilitate greater engagement with volunteers. The LAC will coordinate visits to the brigade in August/September once new LAC members have been appointed.

A request was made by the district to prioritise stakeholder visits based on operational response needs and risk reduction activities. The Chair responded to incorporate it in the District Guidance for LACs for 2025-26.

District update

The DM provided an update on key developments affecting the Chatham Islands since the last meeting. A refreshed strategic direction has recently been released. The DM will visit the Chatham Islands from 26–29 May. The Volunteer Support Officer (VSO) recently visited staff on the Chatham Islands. Fire Chief to Chatham Islands shared for the first time in 20 years, the Chatham Islands Brigade has a full complement of brigade members.

The Wellington LAC is being established in late July and the District team are keen on learning from the experiences of the Chatham Islands LAC.

Community Risk Manager update

The District Community Risk team has twelve staff, nine who are in regulatory compliant roles, including building compliance, evacuations, investigations and readiness and recovery. All staff are secondees, who are all very capable. An ongoing focus is on building compliance and readiness, referencing lessons from Loafers Lodge fire. Building owners and Council representatives on Chatham Islands have been consulted with on this issue.

Phase two of the Home Fire Safety Assessment (HFSA) Readiness and Recovery is underway on Chatham Islands. A new mapping system is being utilised to track HFSA visits on Chatham Islands, LAC members may be contacted to help identify contacts for address points.

Wellington District's Risk Reduction Strategy has been updated, including Chatham Islands content. Final feedback will be shared with stakeholders shortly. This remains a living document, and updates will be reissued as needed. Fire safety remains a high priority due to the island being served by a single brigade. Ongoing initiatives include alarm installations and home fire safety visits.

Ongoing engagement with iwi and imi includes reviewing needs and enhancing emergency planning. Efforts aim to ensure that education and support are tailored to what is relevant and effective for each group, including the number and nature of engagements.

Wildfire risk and mitigation, annual burn offs continue as a mitigation strategy. Culture and capability – fire safety trends are being analysed to ensure prevention efforts are relevant to Chatham Islands. The LAC requested data on call statistics, false alarms and non-traceable calls be included in the district update in future meetings.

National LAC Team update

- LAC Annual Insights reporting overview: LAC annual insights reports are due 11 June 2025 ahead of the chair's hui in July.

- Future Operational Capability update: The project is focusing on refining and finalising the District and Region local planning process ready for implementation in Q1, FY25/26. The team will report back to LACs when District planning commences in September.
- Volunteer Engagement Model Project: This project formally known as the Agreements of Service and Model Rules project is being developed in collaboration with the United Fire Brigades Association. Volunteer agreements are inconsistent across the country, this project aims to modernise agreements to better reflect the vital role of volunteers to keep our communities safe, while defining the relationship between brigades and Fire and Emergency.
- Update on Chatham Island LAC Recruitment Process: Recruitment is underway for new members for the Chatham Islands LAC with Board decisions on appointments expected at the end of June and announcements in mid-July.
- Community Perceptions Report update: The draft report was received in April. The NLAC team will write a proposed response to the report and both will go to the Board to review before being released. The LAC requested receiving a copy of the report prior to it being released wider.

LAC Annual Insights Reporting for FY2025

Members agreed to adopt the draft Annual Insights report. The Chair to finalise and submit to NLAC by 11 June 2025.

LAC Workplan and Engagement Plan for FY2026

The Chair provided an overview of the draft Workplan for 2025-26, noting District to provide their guidance for LACs by June. The LAC agreed to the draft, pending the inclusion of District guidance.

Stakeholders and Communities of interest were discussed and agreed by the Committee. The Chair to finalise and submit to NLAC by 11 June 2025.

Updates to the Board

The Committee engaged with five of their eight stakeholders since their T2-2025 Hui. They welcomed new District Members to the team and sadly farewelled two of their founding Committee Members.

The Committee will continue to advocate for wildfire and peat firefighting training and for a specialist team on the island, as per their previous updates to the Board. The District will ensure sufficient coverage is provided via the local Brigade across the Islands following the Dept of Conservation's restructure last year.

Other Business

The LAC and District team farewelled the CI LAC Deputy Chair Brent Swanson, thanking him for his dedication and commitment to the kaupapa and to the community of Chatham Islands. The LAC will miss his insights knowledge and experience.

LAC meeting dates:

The Senior Advisor will confirm the T1-2026, T2-2026 & T3-2026 meetings dates after the appointments for new members have been notified.

Meeting closed with karakia at 1:21pm NZT (2.06 CIT).

Action Log

Date	Action	Responsible	Due	Status
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	Pending
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)	Pending
10 March 2025	CRM to forward Updated Draft Risk Reduction Strategy to LAC.	Community Risk Manager	1 Aug 2025	Pending
16 May 2025	Comms around cleaning and maintenance of installed fire alarms	Community Risk Manager	August 2025	Closed
16 May 2025	District to provide update on landline number to fire station.	District Manager	August 2025	Closed
16 May 2025	Provide a timeline for the District plan	District Manager	15 June 2025	Closed
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	Closed
16 May 2025	Coordinate availability for Nov 2025 and Apr 2026 Stakeholder Engagement rounds with Committee & District.	Chair	5 July 2025	Closed
16 May 2025	Coordinate Stakeholder Engagements with 6 Key Stakeholders for Nov 2025 and Apr 2026	Chair	10 July 2025	Closed
16 May 2025	GM to provide dates in Nov 2025 and Apr 2026 for engagements with Volunteers	General Manager	5 July 2025	Closed