



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 24 September 2020

Time: 10.30-15.30

Venue: Hotel Chatham, Waitangi, Chatham Islands

Present:

Brent Swanson	Chair
Deena Whaitiri	Deputy Chair
Tracy Page	Member

Apologies:

Jamie Lanauze	Member
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In Attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Kylan McKeen	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Upoko
Dave Key	Area Manager
Craig Cottrill	Principal Rural Fire Officer
Steve Joyce	Deputy Principal Rural Fire Officer

The Chatham Islands Local Advisory Committee (the Committee) and representatives from Te Ūpoko were hosted at Hotel Chathams for the Committee's first meeting.

Welcome

The Chair welcomed everyone and opened the meeting with a karakia at 10.30.

The Chair set out ground rules for the day and stipulated the purpose for the day which was to identify priority stakeholders and complete their 2020/21 draft annual workplan.

Workplan

The Committee were led by the National Local Advisory Committee (LAC) team to successfully complete their 2020/21 draft annual workplan.

Stakeholder Engagement

The Committee mapped its community stakeholders and the existing connections/relationships that each member has in relation to the community sector. Stakeholders were then prioritised according to Chatham Islands LAC boundary risks, challenges and opportunities, the Terms of Reference and Board Expectations.

Priority groups and sectors for engagement during the 2020-21 year will be:

- **Iwi/imi**
- **Chatham Islands Council**
- **Volunteers**
- **Health providers: Canterbury District Health Board and Ha o te ora Wharekauri Trust**
- **Department of Conservation**
- **Education Providers Kōhanga/Kura**
- **Fisheries/Divers**
- **Landowners/managers**
- **Tourism operators**
- **Pitt Islanders**

The Committee agreed that initial engagement is to ensure the community understands the role of the LAC through publicity material and attendance at a stakeholder forum in November.

Engagement approach was also discussed with LAC members acknowledging that the committee is small in numbers and that capacity to engage may be an issue. It was determined that engagement with key stakeholders should be regular to build strong and connected relationships. The Committee will engage with iwi, imi and the Chatham Islands Council quarterly and align those meetings with LAC quarterly meetings.

In regards to volunteers, the Committee acknowledged that there is only one local volunteer brigade on Chatham Islands, therefore the Committee will engage directly with that brigade and its local leader.

Other identified stakeholders will be engaged either annually or six-monthly.

Reporting to the Board

The Committee drafted the content of the October Board Report.

Closing comments

The Committee thanked the National LAC team for their facilitation and to the region team for its support. Also noted was the successful foundations laid down over the day through partnership with local leaders, the Pou Takawaenga and Fire and Emergency.

The meeting closed at 15.30.

Action Log

Date	Action	Responsible	Status/Notes
24 Sep 2020	Provide invoice templates to the Committee	National LAC Team	Completed
24 Sep 2020	Send stakeholder engagement plan/register to the Committee	National LAC Team	Completed
24 Sep 2020	Send MOUs and OSAs to the Committee	National LAC Team	Completed
24 Sep 2020	To socialise locally, more about "what the LAC are here for" in the CCFT newsletter	National LAC Team	Completed