



# Minutes

## Chatham Islands Local Advisory Committee Meeting

**Date:** 5 November 2020      **Time:** 08.30 – 15.00

**Venue:** Te Ūpoko Region Headquarters, Wellington

### Present:

Brent Swanson	Chair
Deena Whaitiri	Deputy Chair (via teleconference)
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 Ūpoko
Dave Key	Area Manager, Wellington
Craig Cottrill	Principal Rural Fire Officer, Wellington Rural Fire District
Cathryn Moriarty	National Manager, Strategy and Performance
Jacob Davies	Business Operations Manager, Te Ūpoko
Barbara Tane	Service Coordinator, Local Advisory Committee
Janaya Soma	Senior Communications Advisor

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The Chatham Islands Local Advisory Committee (the Committee) and Fire and Emergency representatives from Te Ūpoko were hosted at Te Ūpoko Region Headquarters in Wellington for the Committee's second meeting.

### Welcome

The Chair welcomed everyone and opened the meeting with a karakia. The minutes for the previous LAC meeting were confirmed by LAC members and interests register updated.

The National Manager, Local Advisory Committees reported back on the Board's response to the LACs 2021 workplan.

## **Correspondence**

The Committee received a letter from the Fire and Emergency Board in response to its first report, which was presented to the October Board meeting, noting its approval of the progress and direction of the Committee's work.

## **Stakeholder Engagement**

The Committee finalised their engagement plan and will continue to focus on the following priority groups for 2020/21:

- **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 to distribute an introductory letter to all households on the Chatham Islands to reach out to the wider community.

The Committee have engaged with the Chatham Islands Conservation Board and the Chatham Islands Fishers Forum. Committee members and representatives from Te Ūpoko Regional Leadership Team attended the Chatham Islands Stakeholders Forum outlining the establishment of the Chatham Islands LAC. Key stakeholders who attended this meeting included Ngāti Mutunga o Wharekauri Iwi Trust, Hokotehi Moriori Trust, Chatham Islands Council, and Chatham Islands Enterprise Trust. This forum created a good opportunity to start the communication process with a number of priority stakeholders identified in the Committee's 2020/21 work plan.

The 50<sup>th</sup> Jubilee of the Chatham Islands fire station in March 2021 was identified as an opportunity to engage with the community to expand the Fire and Emergency volunteer base.

To assist the Committee with collating information from forums and bigger gatherings, the Committee asked for the National LAC team to devise a sign-in sheet to collect information of attendees.

## **Introduction to National Memorandum of Understanding (MOU) and Operational Service Agreements (OSA)**

The National LAC team gave an overview on Fire and Emergency's national agreements with the Department of Conservation (OSA), Ministry of Education (MOU) and the New Zealand Defence Force (OSA).

### **Local Planning & 10-year plan**

The Committee were given an overview on the progress and implementation of Local Planning and the 10-year plan by the National Manager – Strategy and Performance.

### **Reporting to the Board**

The Committee drafted the content of the December Board Report.

### **Closing comments**

The Committee thanked the National LAC team and region team for their continued support. Members were invited for a tour around Te Ūpoko Region Headquarters and Wellington City Fire Station.

The meeting closed at 15.00.

### **Action Log**

Date	Action	Responsible	Status/Notes
5 Nov 2020	Share Chatham Island Business Plan with LACs	National LAC Team	Completed. Sent 1 Dec 2020
5 Nov 2020	Adapt letter and presentation for LAC	National LAC Team	Completed. Sent 20 Nov 2020
5 Nov 2020	Send sign-in sheet to LAC	National LAC Team	Completed. Sent 20 Nov 2020
5 Nov 2020	Circulate Chatham Island Station Plan to LAC	National LAC Team	Completed. Sent 25 Nov 2020
5 Nov 2020	Send 10-year plan to LAC	National LAC Team	Completed. Sent 20 Nov 2020
5 Nov 2020	Send MOU/OSA summary to LAC	National LAC Team	Completed. Sent 20 Nov 2020
5 Nov 2020	Share Chatham Island Fire Plan with LAC	National LAC Team	Completed. Sent 25 Nov 2020