



# Minutes

## Chatham Islands Local Advisory Committee Meeting

**Date:** 9 December 2021

**Time:** 9:00am-2:00pm

**Venue:** Kōpinga Marae, Chatham Islands

### Present:

Deena Whaitiri	Chair ( <i>via Teams</i> )
Brent Swanson	Deputy Chair
Tracy Page	Member
Duncan Ryan	Member
Levi Lanauze	Member

### In attendance:

Lucy Chamberlain	National Manager, Local Advisory Committees
Christine Watson	Senior Advisor, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Steve Joyce	Risk Reduction Advisor, Chatham Islands
Nick Pyatt	District Manager, Wellington
Piki Thomas	National Manager, Kaupapa Māori

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The Chatham Islands Local Advisory Committee (LAC) met at Kōpinga Marae with members of the Te Ūpoko Regional Leadership Team (RLT).

### Welcome

Meeting attendees were welcomed to Kōpinga Marae around the central pou of the main whare – Hokomenetai. The meeting then began with a karakia and introductions, welcoming the two recently appointed members onto the Chatham Islands Committee.

### Minutes

The minutes of the previous meeting were confirmed.

### Chairs' Forum

The Chair provided a report on the LAC Chairs' Forum held at the end of November. She noted that the challenges facing the Chatham Islands LAC are quite different from those encountered on the mainland and that, with less geographical spread, fewer stakeholders and support from RLT and the National LAC Team, the Committee has completed more engagements than some other LACs.

The Chair advised that common themes raised by the LACs included a need for more direction to the committees from the Fire and Emergency, the importance of providing feedback to community stakeholders and a lack of understanding in communities about the role of Civil Defence Emergency Management (CDEM).

### **District Update**

The District Manager updated the committee on the stand up of the district team, district priorities and the opportunities provided by cell coverage on the Chatham Islands, in terms of the provision of information and capturing of data. He advised that Communications Centre mapping for the Chatham Islands will go live in December, allowing Centre staff to pinpoint the locations of emergency incidents.

The district's Community Risk Manager is working to finalise the fire safety brochure and will make a trip to the Chatham Islands within the next three months. Among other things, the brochure will explain that the fire brigade alarm will not be used in the event of a tsunami, rather, with the advent of cell phone coverage, the national alert system will be used.

### **Community Engagement**

The Committee was unable to undertake much engagement in the previous quarter, due to COVID-19 restrictions.

### **Engagement Planning**

The Committee planned its engagement for the next quarter. The Committee will engage with its four key stakeholders in March, around the time of the Q3 LAC hui.

Hokotehi Moriori Trust, Ngāti Mutunga o Wharekauri Iwi Trust, Chatham Islands Enterprise Trust and the Chatham Islands Council are the stakeholders with whom the LAC has agreed to meet regularly. The Chatham Islands Airport will be included in engagement for this quarter.

The Committee agreed to invite the Chatham Islands' volunteers for lunch and engagement as part of its next meeting in early March, to understand their perspectives, needs and concerns.

### **LAC Advisory Framework**

National LAC team provided an update on the framework being developed to integrate LAC advice into Fire and Emergency. Tools and processes to implement the framework will be introduced to the LACs at their quarter 3 meetings.

### **National LAC Team update**

The Committee also received updates from the LAC Team on the findings of the Year One Evaluation of LACs, the new quarterly LAC Board report template and the appointment processes to recruit more members to Chatham Islands and Tairāwhiti LACs.

### **Māori Capability within Fire and Emergency**

The National Manager, Kaupapa Māori gave the Committee an overview of the Hiwa-i-te-Rangi programme to increase Māori capability across the organisation and introduced the He Tīmatanga Kōrero booklet provided to Fire and Emergency staff, to upskill themselves in this area. Committee members resolved to work through the book, to support members' cultural understanding and work with iwi/imi.

## Board report

The Committee agreed its Board report content for the quarter.

The meeting closed at 2:00pm.

## Action Log

Date	Action	Responsible	Due	Status / Notes
5 Aug 2021	Add siren information to fire safety brochure	RLT	March	Community Risk Manager is planning a trip to the C.I.s in Jan-Feb 2022, to progress work on the brochure and social media content and sirens.
5 Aug 2021	Fire safety content to be ready for social media	RLT	March	Community Risk Manager is planning a trip to the C.I.s in Jan-Feb 2022, to progress work on the brochure and social media content and sirens.
5 Aug 2021	Raise with DOC the ongoing management of fire risk from tree planting funded through the One Billion Trees programme	RLT	November	Group Manager has contacted the programme. A member is Manager of the programme on the Chatham Islands and will keep the Group Manager informed.
9 Dec 2021	Share the themes from the LAC Chairs' Forum on 30 Nov with the LAC	National LAC Team	December	Completed
9 Dec 2021	Provide LAC members with the district update presentation	National LAC Team	December	Completed
9 Dec 2021	Invite the Committee's four key stakeholders and the airport to meetings with the LAC in March, in the week of the Q3 LAC hui.	National LAC Team	January	Completed
9 Dec 2021	Schedule extra time on the Chatham Islands in the week 28 Feb-4 March for stakeholder meetings	RLT	Dec/January	Not possible due to COVID-19 restrictions and protocols – operational team members will attend virtually.
9 Dec 2021	Identify the best person to engage with at MPI and meet with them in Wellington	Brent Swanson / Nick Pyatt	February	Postponed due to COVID restrictions
9 Dec 2021	Invite volunteers to lunch and to spend some time with the LAC next meeting	National LAC Team / DLT	February	Postponed until next meeting when all members can attend in person
9 Dec 2021	Discuss how to advise people of fire permits granted	Group Manager / Risk Reduction Advisor	March	In progress – fire permit information to be shared via Facebook pages. Communications Centre in New Zealand also to be made aware of fire permits.
9 Dec 2021	Provide revised engagement plan to LAC for review	National LAC Team	January	Amended and provided to members for review on 10 Jan

