



Minutes

Chatham Islands Local Advisory Committee Meeting

Date: 16 May 2024

Time: 10.00am – 2.35pm CIT/ 9.15am – 1.50pm NZT

Venue: Chatham Islands Council Chambers

Present:

Deena Whaitiri	LAC Chair
Brent Swanson	LAC Deputy Chair
Duncan Ryan	LAC Member
Levi Lanauze	LAC Member

In Attendance:

Brett Lockyer	Acting District Manager, Te Ūpoko
Craig Cottrill	Group Manager, Wairarapa and Chatham Islands
Philip Soal	Community Risk Manager, Te Ūpoko
Steve Joyce	Advisor, Risk Reduction
Rylee Pettersson	Principal Advisor, Local Advisory Committees
Sally McKay	Co-ordinator, Local Advisory Committees

Apologies:

Tracy Page	LAC Member
Bruce Stubbs	Region Manager, Te Ūpoko
Nick Pyatt	District Manager, Te Ūpoko
Lucy Chamberlain	National Manager, Local Advisory Committees

Welcome

The Chair opened the meeting with a karakia.

Minutes and Action Log

The minutes from the Local Advisory Committee's meeting on 19 February 2024 were confirmed. Correspondence was accepted, and action points from the previous meeting were reviewed and updated.

2022-23 Insights Report

The LAC 2022-23 insights reports video presentation to the Board was played to the meeting attendees, followed by discussion on the common themes identified across the motu. It was noted the professionalism of the presentation was lacking. This will be addressed for the 2023-24 video

reports with more time and support being available at the Chairs Hui in July to record each LAC's report.

The Board's response to the Chairs Insights Report and feedback to the local Insight Report were discussed, with no questions raised.

Debrief LAC Chairs Forum – 12 April 2024

An overview of the Forum was provided by National LAC Principal Advisor as the Chair was unwell, attending parts of the event virtually.

Fire and Emergency Chief Executive addressed the Chairs and outlined his short and long-term priorities including the importance of maintaining a tight focus and progress on strategic direction, culture, and financial sustainability.

The Board outlined their areas of focus including how the LACs could contribute in the areas of volunteer sustainability, culture change, community risks and opportunities (including opportunities to identify areas of shift important to Fire and Emergency's planning), and training. It was noted that some of these topics wouldn't necessarily have immediate results due to their long-term nature, however the LACs contribution would shape outcomes. This was re-iterated in the Boards letter of focus sent to committees in early May 2024.

District update

The Acting District Manager and Group Manger provided updates on key issues affecting Chatham Islands since February's meeting.

Consultation on the Wellington Draft District Plan closed 15 March. This was a review of the Plan prepared in 2022, with no significant changes having taken place in the interim. The finalised Plan will be distributed before the end of the 2023-24 financial year.

The discontinuation of the 3050-111 number is in progress. Island-based communications including posters in high traffic areas, businesses, community groups and information on social media was underway. These methods of communication, including timing and frequency, were suggested by stakeholders during the LAC's engagement, and has successfully redirected emergency service calls to the 111 number. An answer service on the old 3050-111 number will be set up to advise callers to use 111 instead.

Following the mapping of local fire hydrants and water sources there is now improved communications between responders and the Comms Centre through the cell network advising a responding appliance where additional water can be obtained in real time.

Fire and Emergency Trainers are currently on the Island carrying out annual recertification and recruitment training. VSO John Rowe has a scheduled visit to the Island in late May.

Communication regarding the relocation of the Fire Station and potentially integrating other emergency service providers into a combined hub is on-going.

District guidance for 2024-25 was provided, indicating key priorities and focus areas the LAC can support the District.

Community Risk Manager update

The Community Risk Manager confirmed the three local Chatham Island/ Pitt Island schools were on the same Fire Wise schedule as mainland New Zealand schools, with resource material ready to be sent over for the next delivery of the programme.

Good progress had been made linking the Wellington District Facebook page with the Chatham Islands Buy Sell and Swap page so updates can be communicated using this platform. Media tiles and flyers were being printed for distribution into PO boxes and homes.

Statistics specific to the Chatham Islands Home Fire Safety Visits were not yet available as they were still included in the nationwide results and needed further work to extract this information.

Senior Risk Reduction Advisor Steve Wadsworth will make his annual visit to the Island in June/ July 2024.

The LAC was thanked for their submissions and feedback on the Chatham Islands Fire Plan. All the feedback has been actioned and included.

National LAC Team update

The LAC was updated on the option to be issued with Fire and Emergency email addresses.

Following an invitation to the CE, arrangements are underway for him, other SDLT and Region team to visit the Island in August 2024.

NLAC will keep the LAC informed of the timelines for the re-appointment round due to take place before two members terms expire in November 2024.

2023-24 LAC annual insights reporting

The LAC was briefed on the process and timeline for developing the LAC's 23-24 annual insights report and provided with input documents to support this. The LAC will work to have the report completed by early July ahead of the LAC Chairs meeting in later July.

Stakeholder Engagement

Engagement reports were tabled for discussion.

Minimal changes were expected to the Stakeholder Engagement plan for 2024-25, except for potentially altering the frequency of the engagements and adding the Chatham Island Landscape Restoration Trust to the schedule.

The updated Stakeholder Action Log with District responses was discussed. The responses will be passed on to stakeholders at the next planned engagement round in June 2024, and the table will be updated by the LAC Chair.

Attending the Volunteer Brigade training evenings has been optional, the committee agreed to include 2 scheduled 6-monthly stakeholder engagements with Volunteers in their FY2025 engagement plan.

The Acting District Manager will review the time Fire and Emergency personnel are available to physically meet with Stakeholders on Island, outside their operational commitments.

Other Business

Community Risk Manager asked the LAC to investigate how other agencies and organisations communicated successfully via social media to ensure the Wellington page achieved maximum exposure.

LAC meeting dates:

Quarter One: Fire Station Thursday 8 August (Fire and Emergency CE invited to attend)

Quarter Two: Fire Station Thursday 7 November

Action Log

	Date	Action	Responsible	Due	Status
1.	29 June 2023	Provide the Chairs' Forum outputs to the Chair.	National LAC team	February 2024	Complete
2.	29 June 2023	Communication strategy for using 111 emergency service number.	District Manager	May 2024	Complete
3	29 June 2023	Provide an update about access to resources on the Portal to the LAC.	National LAC team	February 2024	Complete
4.	17 Aug 2023	CRM to provide statistics from HFSV campaign regarding smoke alarm installations since September visit.	Community Risk Manager	May 2024	In progress
5.	22 February 2024	Rob Thomas correspondence 8 October 2023 – District to respond and advise LAC when closed.	Community Risk Manager	May 2024	In progress
6.	22 February 2024	Complete District relationship owner section of the LAC stakeholder engagement plan.	Group Manager	May 2024	Complete
7.	22 February 2024	Process to ensure feedback from previous engagements.	NLAC and LAC	May 2024	Complete
8.	22 February 2024	Strategic resources – process for business case based on Great Barrier Island scenario.	District Manager	May 2024	In progress

9.	22 February 2024	Draft Fire Plan to stakeholders for sharing and seeking feedback.	Chair	May 2024	Complete
10.	22 February 2024	Follow up to confirm Chief Executive's rescheduled visit with a preference of 8 August Q1 LAC meeting.	NLAC	May 2024	Complete
11.	22 February 2024	Confirmation of Board meeting dates for quarterly insight updates up to June 2025 if possible.	NLAC	February 2024	Complete
12.	22 February 2024	Follow up with Phillipa Morrison for FENZ access to private chat group for disseminating information to the community.	Chair	May 2024	Complete
13.	22 February 2024	Follow up with Chair on LAC Insights Register information.	NLAC	February 2024	Complete
14.	16 May 2024	Forward Amit Prasad's Board response letter to District Team and Committee.	NLAC	May 2024	Complete
15.	16 May 2024	Distribute planned public consultation programme for 2024-25 once finalised.	District Manager/ NLAC	When available	In Progress
16.	16 May 2024	111 system Social Media tiles printed as A3 (x 10) and laminated as posters for positioning in key areas on Island.	Community Risk Manager	May 2024	In Progress
17.	16 May 2024	Follow up on setting up FENZ email addresses for LAC members to access Portal and Learning Station. Advise option of having FENZ emails forward to personal email address.	NLAC	May 2024	Complete
18.	16 May 2024	Email distribution groups have closed response options for recipients outside Fire and Emergency. Follow up who can reply and who receives	NLAC	June 2024	Complete

		messages that have been BCC'd.			
19.	16 May 2024	Provide information on Chatham Islands appointment process to Committee and District Team, with social media comms and nomination link to web page.	NLAC	June 2024	Complete
20.	16 May 2024	Stakeholder Action Log to be tidied up and recirculated to the Committee, NLAC and District.	LAC Chair	June 24	Complete
21.	16 May 2024	Clarification around Volunteerism Strategy involving youth.	Group Manager	May 24	Complete
22.	16 May 2024	Committee to advise CRM/ District team with the date of the Big Day Out – 8 March 2025.	LAC Chair	When available	Complete
23.	16 May 2024	Confirm the booking of the Chatham Islands Fire Station training room as the venue for the Q1 (8 August 2024) meeting and Community Engagement forum with CE.	CI Risk Reduction Advisor	May 2024	Complete
24.	16 May 2024	Provide a report on the review of response resources provided by Fire and Emergency on Chatham Islands and Great Barrier Island.	Group Manager	TBC	
25.	16 May 2024	Investigate background behind District review/ consultation of the entire LAC structure (historic) and distribute to LAC.	Group Manager/ NLAC	When available	In progress
26.	16 May 2024	Provide CRM with other community groups who have Social Media pages that can be accessed.	LAC Committee	May 2024	In progress
27.	16 May 2024	Remove Fire and Emergency acronyms from Risk Reduction communications.	Community Risk Manager	May 2024	In Progress
28.	16 May 2024	Review time that Volunteers can meet with the CI LAC.	Acting District Manager	June 2024	

29.	16 May 2024	Committee to finalise FY2025 Work Plan and Stakeholder Engagement Plan	LAC Committee	June 2024	Complete
30.	16 May 2024	Committee to finalise FY2023-24 Insights Report.	LAC Committee	June 2024	Complete
31.	16 May 2024	Coordinate Stakeholder Engagements Post Q4 LAC Hui.	LAC Chair	June 2024	Complete