



# Minutes

## Chatham Islands Local Advisory Committee Meeting

**Date:** 9 June 2021

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

**Venue:** Chatham Islands Volunteer Fire Station

### Present:

Brent Swanson	Chair
Deena Whitiri	Deputy Chair
Tracy Page	Member

### In attendance:

Kylan McKeen	Senior Advisor, Local Advisory Committees
Craig Cottrill	Principal Rural Fire Officer, Wellington Rural Fire District
Jacob Davies	Business Operations Manager, Te Ūpoko
Steve Joyce	Deputy Principal Rural Fire Officer

### Apologies:

Lucy Chamberlain	National Manager, Local Advisory Committees
Bruce Stubbs	Region Manager, Te Ūpoko
Dave Key	Area Manager, Wellington

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The Chatham Islands Local Advisory Committee (the Committee) fourth meeting was attended by the Committee and members of Fire and Emergency's Te Ūpoko Regional Leadership Team (RLT).

### Welcome

The Chair opened the meeting with a karakia welcoming LAC and RLT members.

### Minutes

The drafted minutes of the previous meeting were confirmed.

### Report back from the Board

The Senior Advisor, LAC informed the Committee of the Board's decision to seek more

members for the Chatham Islands LAC by running a nominations process.

### **RLT Update**

The Principal Rural Fire Officer (PRFO) informed the Committee of the District Manager appointment and updated them on the progress of the Tranche 2 district redeployment. The Business Operations Manager (BOM) provided an overview of his position and connection to the LAC.

### **Chatham Islands Fire Plan**

The RLT consulted with the Committee on the local fire plan. The members provided initial comments and feedback on the plan.

### **Community Engagement**

A member met with Hokotehi Moriori Trust introducing the LAC role and intent for engagement. Hokotehi will meet the Committee in November to discuss their risks and concerns relating to fire and emergencies.

The Committee met with Ngāti Mutunga o Wharekauri Iwi Trust who reiterated their wish to engage quarterly with the LAC.

Introductory emails were sent to Chatham Islands Council and Air Chathams who have agreed to meet with the Committee to discuss risks and issues.

### **Stakeholder Engagement Planning**

The Committee agreed to engage with the Chatham Islands Enterprise Trust and subsidiaries, as they were identified as key stakeholders that fall into various community priorities for the LAC.

The Committee agreed to meet with volunteers at their AGM, alongside the Deputy Principal Rural Fire Officer, to listen to their interests.

### **Committee time**

Members discussed the results of their self-review they completed in April, identified areas for improvement and discussed what themes they would like the Chair to speak of at the Chair's Forum in June.

### **Hazardous Substances presentation**

Fire and Emergency's Hazardous Substances team presented the hazardous substances response capability development programme to the Committee. The LAC discussed areas where hazardous substances are a concern and what hazardous substances response

capability exists on the Chatham Islands.

### **National LAC Team update**

The National LAC team provided updates regarding the work being done in refining the integration of advice across Fire and Emergency, and the progress of the LAC evaluation.

### **Reporting to the Board**

The Committee drafted the content of its Board Report for the quarter.

The meeting closed at 2:00pm

### **Action Log**

Date	Action	Responsible	Due	Status / Notes
9 June 2021	RLT to send Tranche 2 structure to LAC	RLT	July 2021	
9 June 2021	LAC Deputy Chair to supply Māori name in fire plan to BOM	LAC Deputy Chair	June 2021	Complete
9 June 2021	NLAC to provide links to minutes of LAC	National LAC team	June 2021	Complete
9 June 2021	LAC Chair to forward link of LAC minutes to Ngāti Mutunga o Wharekauri Iwi Trust	LAC Chair	July 2021	
9 June 2021	NLAC to provide dates of 2021/22 Chatham Islands LAC meetings	National LAC team	June 2021	Complete
9 June 2021	LAC Chair to forward dates of 2021/22 Chatham Islands LAC meetings to Ngāti Mutunga o Wharekauri Iwi Trust	LAC Chair	July 2021	
9 June 2021	LAC Chair to provide committee self-review discussion	LAC Chair	June 2021	Complete
9 June 2021	NLAC to provide feedback to HazMat team on LAC discussion	NLAC	June 2021	Complete