



Board Paper

To:	Chair and Board Members
From:	Lucy Chamberlain, National Manager, Local Advisory Committees
Date:	30 October 2020
Subject:	Local Advisory Committees - Quarterly Board Report

Purpose

The purpose of this paper is to provide the Board with an update on Local Advisory Committee (LAC) inductions and first meetings and to present the first seven LAC quarterly reports and draft 2020/21 annual work plans for the Board's consideration and approval.

Recommendations

It is recommended that the Board:

1. **Note** the contents of reports contained in Appendices: *LAC Reports to Fire and Emergency Board – Quarter One 2021*

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Rhys Jones
Chief Executive

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Appendices

Appendix 1A: Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 2A: Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 3A: West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 4A: Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 5A: Chatham Islands Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 6A: Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

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Appendix 7A: Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board

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APPENDIX 1A - Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chairs Update

The Tairāwhiti Local Advisory Committee (LAC), Fire and Emergency Ngā Tai ki te Puku Regional Leadership Team representatives and the National LAC team were warmly welcomed by Te Aitanga a Hauiti iwi onto Hauiti marae in Tolaga Bay for our induction. This helped set the tone for our two-day hui, enabling committee members, Fire and Emergency local leaders and the National LAC team to establish positive relationships. The information that was provided by the Fire and Emergency teams was highly informative, well organised and gave the LAC members a good understanding of LAC governance and operations and the risks within the Tairāwhiti boundary.

Committee members come from throughout the Tairāwhiti boundary and bring a wealth of knowledge, experience and connections with them, which will be beneficial for the success of the Committee. Over the two-day hui, the Committee came together well, engaging with each other, the Fire and Emergency teams and working towards completing the Quarter One deliverables.

Deliverables/Workplan

- Successfully drafted annual workplan
- Identified priority stakeholders, community leaders and engagement method
- Set dates for the remaining 2020/21 year

Stakeholder engagement approach and priorities

The committee considered the risks facing Tairāwhiti and identified the following risks and challenges: climate change, isolation, infrastructure – in particular water and the lack of reticulated water across their area, large visitor numbers during holiday periods, seasonal workers, new migrants and poor housing.

The Committee identified its stakeholder networks, mapped these against community sectors and identified committee members' existing connections and opportunities to build future connections.

Considering the expectations set by the Board, our Terms of Reference and local risks and opportunities, the Committee identified a list of key stakeholders they would like to engage with:









- **Volunteers**
- **Iwi/hapū**
- **Forestry**
- **Rural and agriculture**
- **Community well-being and safety**






The Committee discussed how best to approach engagement and acknowledged our capacity to engage effectively. To help connect with our stakeholders, the Committee will leverage off existing relationships. It was agreed that we will initially take a quarterly approach. The focus for this quarter will be on establishing relationships through an initial introduction and discussion about the purpose of LACs to build community awareness and understanding of our role.

The Committee considered the best approach to engagement with iwi/hapū would be to meet with local iwi/hapū leaders, particularly those in our smaller coastal communities, to gain a better understanding of some of the key challenges, as well as opportunities for strengthening community resilience.

The Committee also acknowledged that COVID-19 restrictions have resulted in the delay of LAC inductions. New Zealand was moved to Alert Level 2 (Auckland AL 3) on August 12, with the rest of the country moving to Level 1 on September 21 and Auckland following on October 7. Further changes to Alert Levels over the next year may impact the way that consultation is carried out. Additionally, further responses such as support for (current and impending) drought conditions and concern over vegetation fires could impact communities due to "disaster fatigue".

At the Committee's next meeting, we will review MOUs and OSAs in place in the Tairāwhiti boundary, meet with local UFBA representative/s and review and update the stakeholder engagement plan.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (1 September 2020) Provided for the Board's approval.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified (17 September 2020). Work progressing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in October 2020.

Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC Chair and Deputy Chair attended a volunteer leader meeting in Gisborne (05 September). LAC members will meet with local UFBA representative/s at Meeting 2 (3 November 2020).
Consider the interests of industry brigades		There are no industry brigades located in Tairāwhiti.
Provide regular advice on FENZ progress in relation to local planning		Local planning processes currently being developed. LAC engagement and advice at early stages. Update on Local Planning will be provided at Meeting 2 (3 November 2020).
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 (3 November 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 2A - Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chair's Update

On 7 and 8 September the Marlborough Local Advisory Committee (LAC) met in Blenheim with the Fire and Emergency Te Ihu regional team for a day of induction and our first official meeting. We were pleased to be able to spend our first day with Ngāti Rarua at Parerarua Marae. The Committee is a cohesive, complementary group of people with broad connections across the Marlborough community. It was hugely valuable to meet the regional team and our local leaders, and we look forward to working in partnership with them. We recognise the importance of building relationships with them and with each other as we begin our work.

Deliverables/Workplan

- Workplan for 2020-21 drafted
- LAC members' connections with community stakeholders identified
- Dates set for our quarterly meetings in the 2020-21 year

Stakeholder engagement approach and priorities

Along with the regional team, we considered the risks and opportunities Fire and Emergency identified and those we are aware of in our own communities.

The Committee then mapped our community stakeholders against community sectors, such as forestry, tourism, community preparedness, horticulture and viticulture, marine aquaculture and infrastructure and identified those on the Committee with existing relationships.

During our meeting and discussions with the region team, we recognised a number of operational areas in which the Committee requires more information before we can begin our community engagement and decided to defer prioritising our stakeholders until our next meeting.

We have requested a briefing from Fire and Emergency local leaders at our next meeting, covering volunteer perspectives, priorities and strategy; the structure of local brigades; local risks and issues; fire season status; and industry brigades. We anticipate that the identification of risks and opportunities in Marlborough will indicate where our community engagement priorities should lie and see this as the most productive approach for the Committee's work. We are conscious of protecting the LAC's role and reputation and wish to engage deliberately and cautiously at first. We plan to anchor our work in the four 'R's, with particular focus on reduction, readiness and recovery.



A number of members have experience and connections with volunteering, which will assist us as a committee with understanding volunteer perspectives.

The Committee noted a request from Te Tau Ihu iwi for increased Māori Fire and Emergency representation in the South Island, which originated from broad and positive cooperation during the Pigeon Valley fires. Currently one person covers Te Ihu and Te Kei as Pou Takawaenga.

We would like to see some communications material produced for internal use, explaining the LAC's non-operational role and the value and strategic nature of advice the LAC will provide to the Board. Local leaders commented that they would also find this useful for briefing brigades and volunteers.





The Committee identified several stakeholder engagement gaps in Marlborough, including faith-based organisations, sporting organisations and certain geographical locations. We will work further on this at our November meeting.

At the conclusion of our meeting we noted the following:

- It is vital to have operations input into our processes, and building strong relationships with Fire and Emergency local leaders is as important as building relationships within our community
- We understand the Committee and its role as a vehicle for the community voice, rather than as an entity in its own right
- We will begin slowly from an engagement point of view, as we gain a knowledge base of Fire and Emergency in our district and a clear understanding of our role
- We would like to develop a better understanding of and relationships with all eight Te Tau Ihu iwi.

WORK PROGRAMME	STATUS		NOTES
	Issues requiring attention	Work not yet begun	
Develop and implement an annual workplan			Workplan 2020-21 drafted - 8 Sept 2020 Provided for the Board's approval
Develop and implement a stakeholder engagement plan			Community stakeholders identified at first meeting - 8 Sept. Work will continue on the stakeholder engagement plan at our second meeting on 18-19 November.
Establish and build relationships with key stakeholders Undertake local engagement			Engagement to begin after further briefing from Fire and Emergency and identification of risks, challenges and
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers			UFBA engagement planned for LAC Meeting 2 - 18 Nov
Consider the interests of industry brigades			Industry brigades to be considered at Meeting 2 - 18 Nov



Provide regular advice on FENZ progress in relation to local planning		Local planning update to be provided at Meeting 2
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 – 19 Nov
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021

Released under the Official Information Act 1982



APPENDIX 3A - West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chair's Update

The induction provided by Fire and Emergency has been very beneficial and it was great to meet for the first time as a full Committee on 10 and 11 September. We feel well supported and more confident in our role, have a clearer understanding of our district, the structure of Fire and Emergency's regional team and the Committee's next steps. Members confirmed our commitment to the LAC kaupapa and feel a sense of excitement about beginning to engage with our community. Being welcomed onto Arahura Marae by Kāti Waewae was a privilege and set the right tone for our first official meeting.

Deliverables/Workplan

- Workplan for the 2020-21 year drafted
- Community stakeholders identified
- Stakeholder groups for engagement in the first year prioritised
- Meeting dates set for the 2020-2021 year

Stakeholder Engagement Approach and Priorities

We mapped the community groups and sectors LAC members have connections with and the relationship holder/s for each. We then identified engagement priorities based on local challenges and issues, our Terms of Reference and the expectations set by the Fire and Emergency Board.

Local risks and challenges on the West Coast identified by the committee include isolation, flooding, transport accidents, failure of transportation links due to weather events and the potential for earthquakes along the Alpine Fault. The sustainability of the volunteer base is particularly important given that there are no career fire stations on the West Coast. Led by these risks and by those identified by Fire and Emergency's region team, we agreed to prioritise engagement with the following groups and sectors over the next financial year:

- **Volunteers**
- **Iwi**
- **Youth/Schools**
- **CDEM**
- **Industry and small and medium enterprises – including farming, tourism and larger dairy, forestry and mining employers**



Engagement with the two local rūnanga will be a priority for the Committee in its first year and this engagement will be supported by Fire and Emergency's National Manager Kaupapa Māori and Pou Takawaenga for Te Ihu and Te Hiku.

Our focus on young people stems from the Committee's wish to support the recruitment of volunteers from school age forward.








Our engagement with industry and small and medium enterprises will help us understand the emergency management needs of the key industries across the West Coast and the impact of volunteers within their workforce.

We will begin work to engage with and understand volunteers at our second meeting, with a visit from a local UFBA representative, along with engagement with local volunteer leaders at their regular forums.


One of the groups we will engage with initially is the West Coast Mayors and Chairs group, to explain the role of the LAC and link with the Councils, which play a pivotal role (along with the New Zealand Lifelines Council) in restoring infrastructure after emergencies.

We note that there are no industry brigades on the West Coast.

The Committee identified principles for our engagement. We will meet with stakeholders face to face, where possible in their own space or forum. We will engage in groups of two or more committee members, but with significant communities of interest, such as iwi and volunteers, where appropriate we will engage as a whole committee. We will engage alongside Fire and Emergency local leadership in some situations, particularly where relationships already exist.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted - 11 Sept 2020 Provided for the Board's approval
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified at first meeting - 11 Sept. Work continuing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement began in October 2020
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		UFBA engagement planned for LAC Meeting 2 - 24 Nov



Provide regular advice on FENZ progress in relation to local planning		Local planning processes currently being developed. LAC engagement at early stages.
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 - 24 Nov
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021

Released under the Official Information Act 1982



APPENDIX 4A - Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chairs Update

The Hawke's Bay Local Advisory Committee (LAC) came together cohesively during an informative and enjoyable induction at Pukemokimoki Marae and a successful first meeting in Napier. There is diversity of experience and networks across the committee members, and familiarity with Fire and Emergency across the committee, from previous engagement or connection through volunteering. Additionally, four of the committee members were involved with the Hawke's Bay LAC trial in 2018. Presentations by the Te Ūpoko leadership team, the National Manager, Kaupapa Maori and the LAC team gave Committee members a good understanding of the risks within the LAC boundary, engagement at Fire and Emergency and the role of LACs engaging with local communities and providing strategic advice on local risks, issues and opportunities.

Overall, the information that was shared and engagement between LAC members, local leaders and the National LAC team created a good foundation to build on for the future of the Committee.

Deliverables/Workplan

- Successfully drafted annual workplan
- Identified priority stakeholders and community leaders
- Identified engagement method to contact stakeholders

Stakeholder engagement approach and priorities













The Committee has taken an iterative approach to our engagement, leveraging off existing networks in our first quarter of engagement, with a focus on initial engagement with established networks of community agencies and sectors and hapū clusters, to maximise engagement across a broad range of sectors and networks. This will help determine engagement activity for the rest of the year. Taking direction from existing risks, the Terms of Reference and the Board Expectations, the Committee identified the following priority groups:

- **Volunteers**
- **Iwi/hapū**
- **Civil Defence Emergency Management (CDEM)**
- **Community Education Groups (CEG)**
- **Local Council**
- **Established networks of community agencies**



Committee members will engage with iwi/hapū by way of hapū clusters, through members with established connections. Risks noted by Fire and Emergency’s regional team include climate change, overcrowded residences, wildfires and unoccupied property and buildings.

For the next Hawke’s Bay LAC meeting, we have requested more information from the Fire and Emergency regional team on challenges, risks and issues – and on the risk reduction and fire prevention work the local team are doing. We have also planned sessions looking at Hawke’s Bay’s COVID-19 and drought recovery plan, the Land Management Forum and MOU/OSAs, and engagement with a UFBA representative.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (15 September 2020). Provided for the Board’s approval.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified at first meeting (15 September 2020). Work progressing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in October 2020.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members will meet with local leader and brigade members at Meeting 2 (17 November 2020).
Consider the interests of industry brigades		There will be a focused session on industry brigades at Meeting 3 (02 February 2021)
Provide regular advice on FENZ progress in relation to local planning		Local planning processes currently being developed. LAC engagement and advice at early stages.
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 (17 November 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 5A - Chatham Islands Local Advisory Committee

Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chair's Update

The Chatham Islands Local Advisory Committee (LAC) met with Fire and Emergency's Te Ūpoko Regional Leadership Team members along with the National LAC team for our induction and first meeting. The Committee members are already well-known to each other due to previous community engagement and bring strong connections to a range of stakeholders across the islands. The presentations from Fire and Emergency were well delivered and covered what Fire and Emergency knows about Chatham Islands, explaining how the LACs are governed and will operate, outlining Fire and Emergency service delivery on the islands and local Fire and Emergency leaders' understanding of current issues, risks and opportunities. Committee members are confident – in our purpose and how we will engage with our community. Overall, the induction and our first meeting were a success and established strong connections across the committee.

Deliverables/Workplan

- Successfully drafted 2020/21 annual workplan
- Successfully identified priority stakeholders and engagement method
- Set dates for the remaining 2020/21 year

Stakeholder engagement approach and priorities

The Committee identified the emergency response risks within our boundary. These included isolation, variability of weather conditions, the limited amount of response resources (particularly on Pitt Island), the reliance on volunteer capability, the lack of reticulated water on the islands, roading and infrastructure challenges, and the impacts of tourism. The Committee also discussed the potential impacts of each risk on the community and islands.

Once the risks were identified, the Committee mapped the stakeholders they have connections with against community sectors and identified opportunities to leverage off existing relationships, to build their engagement approach. The following stakeholders were identified for engagement in the first year:








- **Volunteers**
- **Iwi/Imi**
- **Chatham Islands Council**
- **Health providers: District Health Board and Ha o te ora**



- **Department of Conservation**
- **Education Providers Kōhanga/Kura**
- **Fisheries/Divers**
- **Landowners/managers**
- **Tourism operators**
- **Pitt Islanders**

The Committee discussed its approach to engagement and acknowledged that as it is a small committee, capacity may be an issue. The focus for initial engagement is to ensure the community understands the role of the LAC through publicity material and attendance at a stakeholder forum in November. The Committee determined it was important to engage with our key stakeholders regularly to build strong and connected relationships, and to engage with iwi, imi and the Chatham Islands Council quarterly and align this engagement with our meeting dates where possible. In respect of engagement with volunteers, as there is only one local volunteer brigade on Chatham Islands, the Committee will engage directly with that brigade and its local leader. Other identified stakeholders will be engaged either annually or six-monthly.

At our next meeting, we will review and update our workplan and stakeholder engagement plan, meet with brigade members and the local leader, receive an update on local planning, consider MOUs and OSAs and attend the stakeholder forum (12 November 2020).

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (24 September) Provided for the Board's approval.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified at first meeting (24 September). Work progressing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in November 2020. Stakeholder forum (12 November 2020).
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members will meet with local leader and brigade members at Meeting 2 (11 November 2020).



Consider the interests of industry brigades		There are no industry brigades located on Chatham Islands.
Provide regular advice on FENZ progress in relation to local planning	●	Local planning processes currently being developed. LAC engagement and advice at early stages.
Consider the provisions of current OSAs and MOUs	●	Agenda item for Meeting 2 (11 November 2020).
Undertake a Committee self-review	●	To be completed in May 2021
Participate in LAC evaluation – first year	●	To be completed in May 2021

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APPENDIX 6A - Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chair's Update

The Northland Local Advisory Committee (LAC) completed a day-long induction at Kerikeri Fire Station, with the Te Hiku Regional Leadership team on 28 September. The following day we were welcomed by Ngāti Rahiri and Ngāti Kawa with a fantastic pōwhiri at Te Tii Marae before our first official LAC meeting. The LAC membership is strong, bringing diverse and complementary community networks to the Committee. Meeting with the regional team was very valuable, both for the background and information they were able to provide and given the importance of our partnership with them going forward.

We recognised the challenges that exist for us to engage across the full Northland region, both geographically and in terms of the broad range of communities and issues we will be dealing with.

Deliverables/Workplan

- Workplan for the 2020-21 year drafted
- Community stakeholders mapped
- Engagement priorities identified, based on local challenges and issues, our Terms of Reference and the Fire and Emergency Board's expectations
- Meeting dates set for the 2020-21 year

Stakeholder engagement approach and priorities

Working with our local leaders, the Committee identified risks and challenges in fuel load, drought and climate change, isolated communities, deprivation in the areas of health, socio-economic and mental wellbeing, communication, arson in the case of structure fires, roading, forestry and logging trucks in particular, significant weather events, iwi and hapū engagement.

We mapped Northland stakeholders against community interest groups such as health, forestry, community preparedness and infrastructure.

From the risks and opportunities identified, the Committee agreed to focus on people and iwi in our first year and to take a geographical approach to engagement, aligned with members' own areas and communities. We prioritised the following sectors and groups for initial engagement:

- **Volunteers**
- **Iwi**
- **Civil Defence Emergency Management/Coordinating Executive Group**



- **Isolated and vulnerable communities**
- **Health and wellbeing**
- **Industry brigades**

We will engage in exploratory ways, focusing on established agency networks, iwi collectives and councils initially.

Te Hiku's Pou Takawaenga briefed us on the iwi and hapū in Te Taitokerau and strategies to facilitate positive engagement and lasting relationships. Although there are some iwi collectives, not all iwi and hapū are involved and so engagement will need to carefully consider which we engage with separately. Committee members are well positioned to leverage off existing relationships.




Members identified around ten vulnerable communities which will receive first focus from the Committee and noted that there are currently a number of opportunities in the post-Covid environment for strengthening resilience in isolated communities.

An existing group of volunteer chiefs and deputy chiefs will provide an effective forum for the Committee to engage with and to build our understanding of volunteer perspectives.

At our next meeting we will consider one of the industry brigades in our area, that of Bay of Islands Airport. The region team is currently working on a service agreement with the airport. Marsden Point's brigade is on the agenda for our third meeting.

WORK PROGRAMME	STATUS		NOTES
	Issues requiring attention		
Develop and implement an annual workplan			Workplan 2020-21 drafted - 29 Sept 2020 Provided for the Board's approval
Develop and implement a stakeholder engagement plan			Community stakeholders and priority sectors for engagement identified at first meeting - 29 Sept. Work is continuing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement			Engagement began in October 2020
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers			UFBA engagement planned for LAC Meeting 2 - 26 Nov
Consider the interests of industry brigades			Bay of Islands Airport and Marsden Point industry brigades to be considered at Meetings 2 and 3



Provide regular advice on FENZ progress in relation to local planning		Local planning processes currently being developed. LAC stakeholder engagement at early stages.
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 – 26 Nov
Undertake a Committee self-review		To be completed in May 2021
Provide input into LAC evaluation – first year		To be completed in May 2021

Released under the Official Information Act 1982



APPENDIX 7A - Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 1 (July-September 2020)

Chairs Update

The Otago Local Advisory Committee (LAC) met with Fire and Emergency Te Kei Regional Leadership Team members along with the National LAC team for our induction and first meeting. The Committee members were warmly welcomed by the Fire and Emergency regional team who introduced themselves and then presented on the current risks, issues and opportunities within the area. The National LAC team also presented on how LACs are governed and will operate. The information was well-organised and allowed the Committee members to confidently understand risks, challenges within the LAC boundary and Fire and Emergency operations and service delivery within the area.

This was the first time many of the Committee members had met, providing a good opportunity for members to introduce themselves and engage with each other over the two-day hui. It was a valuable experience to share and hear each other's stories and helped members connect and gain a deeper appreciation for the experience, connections and insights each member brings to the Committee.

Deliverables/Workplan

- Successfully drafted annual workplan
- Identified priority stakeholders and mapped members stakeholder networks
- Set dates for the remaining 2020/21 year

Stakeholder engagement approach and priorities

The Committee discussed and identified some of the risks and challenges within our boundary, particularly at-risk populations within our communities such as the elderly, youth, migrants, refugees and the transient workforce. Also identified were climate change, coastal erosion, infrastructure – particularly access and use of water, the changing landscape and use of land, poor housing and building materials, a growing rural/urban fringe, fuel management, increase in urbanisation and commuting to work and travel away from home.

The Committee considered these risks and challenges and utilised them to help identify priority stakeholders and sectors to engage with initially. The following stakeholders were identified for engagement in the first year:

- **Mana whenua (iwi/hapū)**
- **Civil Defence Emergency Management (along with Joint Committees of Mayors)**
- **Volunteers**








- Forestry
- Youth/Education
- Agricultural industries
- Conservation
- Territory/Regional Authorities
- Tourism
- Climate Change
- Health/Wellbeing/Community
- Emergency Management sector

The Committee recognised mana whenua as partners, not just stakeholders. The Committee agreed to leverage off existing networks in order to establish and develop engagement with leaders within the boundary. This is particularly the case with mana whenua, as members have well-established relationships. The Committee's focus for the first year is to establish relationships across the prioritised sectors. We will introduce LACs and their role and seek opportunities to engage to understand the sector's emergency management needs, local risks, challenges and opportunities.

For the Committee's next meeting, we will review our stakeholder engagement plan and refine our engagement approach, engage with UFBA representative/s, consider MOUs and OSAs and receive an update on Local Planning.

WORK PROGRAMME	STATUS	NOTES
Develop and implement an annual workplan	Issues requiring attention ● Work not yet begun ● On track/progressing ●	Workplan 2020-21 drafted (9 September 2020) Provided for the Board's approval.
Develop and implement a stakeholder engagement plan	●	Community stakeholders and priority sectors for engagement identified (9 September 2020). Work progressing on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement	●	Engagement will begin in November 2020.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers	●	LAC members will meet with local UFBA representative at Meeting 2 (11 November 2020).



Consider the interests of industry brigades		An industry brigade focussed session will feature at Meeting 3 (11 February 2021)
Provide regular advice on FENZ progress in relation to local planning		Local planning processes currently being developed. LAC engagement and advice at early stages. Update on Local Planning will be provided at Meeting 2 (11 November 2020).
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 2 (11 November 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021

Released under the Official Information Act 1982



Board Paper

To:	Chair and Board Members
From:	Lucy Chamberlain - National Manager, Local Advisory Committees
Date:	18 December 2020
Subject:	Local Advisory Committees – Quarter Two Board Report

Purpose

The purpose of this paper is to provide the Board with the Local Advisory Committees' (LACs) quarterly reports and an update on the progress made by each committee since the first round of meetings.

Recommendations

It is recommended that the Board:

- **Note** the contents of reports contained in Appendices: LAC Reports to Fire and Emergency Board – Quarter Two 2020-21.

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Chief Executive

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Deputy Chief Executive
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Appendices

Appendix 1: Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 2: Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 3: Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 4: Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 5: West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 6: Chatham Islands Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 7: Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board



APPENDIX 1 - Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chair's update

The Northland Local Advisory Committee (LAC) met on 26 November at Whangarei Fire Station, with the Te Hiku Regional Leadership Team (RLT).

The presentation on local risks, challenges and opportunities from the regional team was helpful for our work on our engagement priorities. With the guidance of the RLT we considered what has been learnt over the past few months from the Ōhau and Ahipara fires and the Moerewa flood event and noted that work is being done by the Northland Regional Council on flood protection schemes.

In addition to our consideration of the national Memorandum of Understanding (MOU) and Operational Service Agreements, we were briefed by local leaders on the MOU they are working on with Bay of Islands Airport. The MOU will allow the airport brigade to operate outside the airport and assist Fire and Emergency when required. It will cover areas such as equipment and training standards.

Stakeholder engagement

In the last quarter, Committee members took a range of opportunities to introduce themselves to priority stakeholders, and socialise the role of the LAC in the Te Taitokerau community. Members presented to and made connections with the Kaipara Police Iwi/Hapū Liaison Group, Northland Emergency Services Group, Northland Conservation Board Chair, DOC Northland Regional Leadership Team, Northland Intersectoral Forum, Bay of Islands Airport, the UFBA's Northland Fire Brigades Sub-Association (of the Auckland Provincial), and Auckland Provincial Gold Star Association.

The UFBA presentation at our meeting helped us understand the support the Association offers firefighters and the important role it can play, particularly in the development and motivation of volunteers and their families.

Stakeholder engagement approach and priorities

We refined the Committee's stakeholder plan and agreed to prioritise a number of vulnerable communities that are affected by isolation, deprivation and other issues. We will do this as much as possible through existing relationships.

The engagement tools provided by the National LAC Team will be very useful for approaching community groups and capturing the information and insights we gather from our engagement.

We will postpone engagement with the Marsden Point brigade, due to current uncertainty there and in the knowledge that the Area Manager is in regular contact.















Members will attend Police Iwi/Hapū Liaison Group hui in their own areas. It would be good to have the Pou Takawaenga or Area Manager attend these meetings occasionally as well.

We appreciate the collaborative approach of our local Fire and Emergency leaders and will engage alongside them where appropriate. We will work with them to arrange attendance at forums for volunteer brigade Chiefs and Deputy Chiefs.

Priority stakeholders for 2020-21

- **Volunteers**
- **Iwi**
- **Civil Defence Emergency Management/Coordinating Executives Group**
- **Isolated and vulnerable communities**
- **Health and wellbeing**
- **Industry brigades**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan for 2020-21 drafted 29 September 2020. Approved by the Board at its October meeting
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified. Decision taken to focus on isolated and vulnerable communities in particular.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement began in October 2020, with introductory presentations and conversations in a number of areas.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		UFBA representative presented to the LAC meeting on 26 Nov. Members attended meetings of the Northland Fire Brigades Sub-Association (of the Auckland Provincial), and the Auckland Provincial Gold Star Association.
Consider the interests of industry brigades		Bay of Islands Airport covered by Area Manager at 26 Nov meeting. Marsden Point brigade engagement to be postponed, given current uncertainty there.
Provide regular advice on FENZ progress in relation to local planning		Local planning and 10-year Plan presentation provided at 26 Nov meeting.
Consider the provisions of current OSAs and MOUs		Presentation and consideration at 26 Nov meeting.
Undertake a Committee self-review		To be completed in May 2021
Provide input into LAC evaluation – first year		To be completed in May 2021



APPENDIX 2 - Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chair's update

The Tairāwhiti Local Advisory Committee (LAC), were welcomed onto Gisborne Fire Station for their second meeting with a pōwhiri from the Gisborne Fire and Emergency team. Members from Ngā Tai ki te Puku Regional Leadership Team, the National LAC team and delegates from Fire and Emergency were also in attendance.

Presentations from Fire and Emergency covered district risks, priorities and opportunities for the Committee to consider when engaging with stakeholders; an overview of National and Regional Memorandum of Understandings and Operational Service Agreements; progress and implementation of local planning; the 10-year plan; marae preparedness and a set of engagement tools to help support the Committee connect with our stakeholders. A representative from the United Firefighters Brigade Association (UFBA) presented on the UFBA, its relation to Fire and Emergency and how it supports volunteers.

We found these sessions valuable as they provided the information necessary to assist the Committee to begin engaging with stakeholders.

Stakeholder Engagement approach and priorities

We have finalised our engagement plan for 2020/21 and will send the introductory letter to our stakeholders in Quarter Two. Engagement meetings will commence from February 2021.

Priority stakeholders for 2020/21

- **Volunteers**
- **Iwi/hapū**
- **Forestry**
- **Rural and agriculture**
- **Community well-being and safety**














Engagement findings and advice

Members from the Committee attended a Volunteer Leaders' meeting in Gisborne to meet local volunteer leaders and introduce Committee members to the volunteers.

We learned that there is a delay with volunteers completing training which is impacting on the number of operational volunteer firefighters in the area. Consideration could be given to whether there is potential for another training resource to assist training volunteers in the area.

The Committee noted literacy challenges within the community that may be affecting the attraction of potential volunteers. There may be an opportunity for Fire and Emergency to collaborate with organisations, such as Rural Education Activities Programme, to strengthen literacy to support the attraction of volunteers in the area.

We also discussed how the school fire safety programmes could be better imbedded into schools. Consideration could be given for the schools fire safety programme to be included in the MOU with the Ministry of Education.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (1 September 2020) Accepted by the Board.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified (17 September 2020). Stakeholder register confirmed at meeting 2 (3 November 2020)
Establish and build relationships with key stakeholders Undertake local engagement		Engagement has begun from November 2020 with members sending letters to identified stakeholders.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members met with volunteers at a leader's meeting in September. A UFBA representative also presented to the Committee at Meeting 2 (3 November 2020).
Consider the interests of industry brigades		There are no industry brigades located in Tairāwhiti.
Provide regular advice on FENZ progress in relation to local planning		An overview on local planning was delivered to the Committee at Meeting 2 (3 November 2020).
Consider the provisions of current OSAs and MOUs		An overview of National and Regional MOUs and OSAs were presented to the Committee at Meeting 2 (3 November 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 3 - Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October – December 2020)

Chairs update

The Hawke's Bay Local Advisory Committee (LAC) held their second meeting at Bay View Station in Napier. Attending were representatives from Fire and Emergency Te Ūpoko Regional Leadership Team (RLT), the National LAC team and the National Manager Strategy and Performance.

Presentations over the day included an overview on the national Memorandum of Understandings and Operational Service Agreements; progress on the implementation of local planning and the 10-year plan; local risks, priorities and opportunities for the Committee to consider when engaging with stakeholders and a set of engagement tools to help support the Committee connect with our stakeholder.

The RLT shared their flood recovery plan and learnings from the Napier flood that took place a week earlier. A representative from the United Firefighters Brigade Association (UFBA) presented on the UFBA, its relation to Fire and Emergency and how it supports volunteers.

Overall, the information that was shared among the Committee was well received and benefits the LACs as we continue building relationships with local leaders.













Stakeholder engagement approach and priorities

We continue to take an iterative approach to engagement and have agreed on stakeholder priorities by identifying and connecting with the following groups before December 2020:

- **Volunteers**
- **Iwi/hapū**
- **Rural**
- **Safer Communities and other social services networks**

The engagement tools will be tested by the Committee when connecting with stakeholders to acquire information during this time.

We have engaged with volunteers by attending volunteer leadership meetings within Te Ūpoko and will continue to engage on a 6-month basis.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (15 September 2020). Approved by the Board.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified at first meeting (15 September 2020). Priority groups were re-evaluated and aggregated by LAC members at meeting two (17 November 2020)
Establish and build relationships with key stakeholders Undertake local engagement		LAC members have engaged with stakeholders and will continue to do so with newly identified stakeholders as per their re-evaluated priority list.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members met with a UFBA representative at Meeting 2 (17 November 2020). LAC members have also attended volunteer leadership meetings in Region. Members will continue to engage with volunteers on a 6-month basis.
Consider the interests of industry brigades		There will be a focused session on industry brigades at Meeting 3 (02 February 2021)
Provide regular advice on FENZ progress in relation to local planning		LAC members were provided an overview on Local Planning at Meeting 2 (17 November 2020)
Consider the provisions of current OSAs and MOUs		LAC members were provided an overview of National MOUs and OSAs at Meeting 2 (17 November 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 4 - Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chair's update

The Marlborough Local Advisory Committee (LAC) met for the second time on 18 and 19 November at Blenheim Fire Station.

We appreciated the letter we received in response to our first report to the Board. It is encouraging to know that the Board is comfortable with our approach, learning about operational and strategic aspects of emergency management before we begin to engage.

The Te Ihu region team provided us with the comprehensive briefing we had requested, on volunteer perspectives, priorities and strategy, the structure of local brigades, risks and issues, fire season status and industry brigades.

The presentation on Fire and Emergency's 10-year Plan and strategy was useful in understanding the strategic context we are working in.

Stakeholder engagement

In the previous Quarter, two useful learning and engagement opportunities were taken up, with members attending a Women's Training and Networking Day for firefighters across the top of the South Island; and a Forest Owners Association forum.

Stakeholder engagement approach and priorities

Discussion following the operational briefing helped us define our priorities and next steps with engagement planning.

With exclusively volunteer personnel in Marlborough, the sustainability of brigades is challenging. We have decided to focus on engagement with volunteers and employers of volunteers, looking in some depth at what motivates them, their families, employers and the community more broadly to support volunteerism and what barriers exist. We aim to assess and promote the lifetime value of volunteerism to these different groups, support community understanding of the importance of volunteers and work to increase diversity, so that volunteers more closely reflect our community.

We will engage with volunteers, to learn what matters to them and any opportunities they see for improvement.

We see the Proud Employer Mark as a positive initiative and Committee members will work with employers, through the Chamber of Commerce and other organisations, to understand their perspective, their expectations and the impact on their businesses of supporting volunteers.



Following the presentation given by a representative of the UFBA we requested more information about participation rates and the value of the UFBA to Marlborough volunteers.

We are beginning to introduce the Committee to our community, but are currently in listening mode, building our capability and understanding before we begin to inform or educate. We are establishing collaborative engagement with local leaders and in most cases engaging alongside them.













Engagement findings and advice

The Committee noted that Marlborough's volunteers are largely response-focused, and we see opportunities to extend their role into the readiness, reduction and recovery areas. Supported by Fire and Emergency's Communications Directorate, the LAC may be able to advise on communication of the importance of the other 3 Rs and promote the services Fire and Emergency provides for volunteers.

We also see scope for the Committee to support Fire and Emergency's messaging within the community, about its services, such as fire prevention programmes, as well as unification and operational matters.

Priority stakeholders for 2020/21

- **Volunteers**
- **Employers of Volunteers**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted 8 September Approved by the Board at its October meeting.
Develop and implement a stakeholder engagement plan		Volunteerism prioritised. Work will continue on the stakeholder engagement plan at our February meeting.
Establish and build relationships with key stakeholders Undertake local engagement		Some introductory engagement in November and December. This will continue in the next Quarter, with a particular focus on understanding volunteerism.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		UFBA representative presented at LAC Meeting 2 - 18 November
Consider the interests of industry brigades		Region team provided the LAC with information on Woodbourne base brigade on 19 November
Provide regular advice on FENZ' progress in relation to local planning		Local planning update and information on the 10-year Plan provided on 19 November
Consider the provisions of current OSAs and MOUs		Overview of national MOU and OSAs provided on 19 November
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 5 - West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chair's update

The West Coast Local Advisory Committee (the Committee) met for the second time at Greymouth Fire Station on 24 November. The Te Ihu Regional Leadership Team (RLT) joined us.

The Volunteer Development Manager also attended, explaining his role and the leadership workshops and coaching he delivers. We were impressed with Fire and Emergency's holistic approach to volunteer development and would like to support it in the course of our work.

Local leaders presented a deep dive into local individual local areas and brigades, highlighting risks, challenges and opportunities, both for Fire and Emergency and for the Committee to add value through our engagement. The useful set of engagement tools provided by the National LAC Team will support the Committee to approach and connect with our stakeholders.

In preparation for the meeting the Committee read the national Memorandum of Understanding (MOU) with the Ministry of Education (MOE) and the two national Operational Service Agreements (OSAs). The OSA with the Department of Conservation (DOC) is particularly relevant for the West Coast.

Stakeholder engagement approach and priorities

In the context of the West Coast risks, challenges and opportunities presented by the region team, we considered our priority sectors, where the greatest need lies and what the Committee can realistically achieve in the next Quarter.

We have scheduled several meetings and informal engagements before our February meeting, including a meeting with the rūnanga of Kāti Waewae, presentations to Greymouth and Hokitika brigades and to the West Coast Mayors, Chairs and Iwi Group.

We will also continue to socialise the role of the LAC with our stakeholders in industries and small and medium enterprises.

There are challenges with volunteerism in some smaller communities and we want to explore local needs, and opportunities and barriers to volunteerism. Next year we would like to spend time engaging with a range of stakeholders in the Buller district, to provide some focus on this area.



Engagement findings and advice












The presentation provided by a United Fire Brigades Association (UFBA) representative made us aware of challenges in communicating with volunteers what the UFBA has to offer and getting them involved. This is partly due to seasonal work and commitments, which also limit the amount of time available to train volunteers. We may be able to assist with raising awareness of training and other opportunities.

Members noted that the content of the MOU with MOE focuses on managing safe and compliant school buildings and does not cover alignment of strategic priorities - specifically, building resilient communities through education. As we engage with education stakeholders, we will consider educational goals contributing to Fire and Emergency's strategic priorities that could be included when the MOU is reviewed.

Significant investment by the Government and through the Provincial Growth Fund will make a huge difference to New Zealand's largest fibre and cellular black spot in the Haast district, making virtual training possible for the Haast Brigade and helping volunteers to be better connected with their community.

Priority stakeholders for 2020/21

- **Volunteers**
- **Iwi**
- **Youth/Schools**
- **CDEM**
- **Industry and small and medium enterprises – including farming, tourism and larger dairy, forestry and mining employers**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (September 2020). Approved by the Board at October Board Meeting.
Develop and implement a stakeholder engagement plan		Stakeholders and sectors prioritised on 11 September are still relevant. Work continues on the stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		More formal engagement to begin in December 2020
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members to meet with local leaders and brigade members in Hokitika and Greymouth in December. UFBA presentation received at meeting on 24 November.
Consider the interests of industry brigades		There are no industry brigades on the West Coast
Provide regular advice on FENZ progress in relation to local planning		Presentation on local planning and the 10-year Plan to be provided at February meeting.
Consider the provisions of current OSAs and MOUs		Overview of national OSAs and MOUs presented at meeting 2 (24 November).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 6 - Chatham Islands Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chair's update

The Chatham Islands Local Advisory Committee (LAC) held their second meeting at Te Ūpoko Region Station in Wellington. In attendance from Fire and Emergency were the Te Ūpoko Regional Leadership Team, the National LAC team and the National Manager Strategy and Performance.

The Committee received presentations on local risks, priorities and opportunities for the Committee to consider when engaging with stakeholders; an overview on the national Memorandum of Understandings and Operational Service Agreements; the 10-Year Plan and progress on the implementation of local planning and a set of engagement tools to help support the Committee connect with our stakeholders. These sessions and the tools were well-received and provided the Committee with more confidence to start reaching out to stakeholders.

Stakeholder engagement approach and priorities

We finalised our engagement plan and agreed to send a letter of introduction to the priority stakeholders identified in our 2020/21 work plan. We also agreed on distributing an introductory letter to all PO Boxes on the Chatham Islands to reach out to the wider community of stakeholders.

It is our intention to follow-up with priority stakeholders to set-up a time to meet and engage early in the new year.

In November 2020, we 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.

We have identified the 50th Jubilee of the Chatham Islands fire station in March 2021 as an opportunity for broader community engagement to expand the Fire and Emergency volunteer base on the Chatham Islands.












There is also opportunity in utilising the upcoming development of cell network connectivity to promote fire safety and risk mitigation within the Chatham Island community.



The following priority stakeholders were identified for engagement in 2020/21:

Priority stakeholders for 2020/21

- **Volunteers**
- **Iwi/Imi**
- **Chatham Islands Council**
- **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**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (24 September 2020) Approved by the Board.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified at first meeting (24 September 2020). Committee has developed engagement plan and has progressed implementation at second meeting (5 November 2020)
Establish and build relationships with key stakeholders Undertake local engagement		Engagement commenced in November 2020: Chatham Island Conservation Board (11 November 2020); Chatham Islands Stakeholder Forum (12 November 2020); Chatham Islands Fishers Forum (16 November 2020)
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members will meet with local leader and brigade members.
Consider the interests of industry brigades		There are no industry brigades located on Chatham Islands.
Provide regular advice on FENZ progress in relation to local planning		Local planning presentation on Local Planning at second meeting (5 November 2020) Local planning processes continue being developed.
Consider the provisions of current OSAs and MOUs		Overview of national OSAs and MOUs presented at second meeting (5 November 2020)
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 7 - Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board

Quarter 2 (October-December 2020)

Chairs update

The Otago Local Advisory Committee (LAC) held their second meeting at Wanaka Fire Station. In attendance from Fire and Emergency were the Region Manager, the National LAC team and the National Manager Strategy and Performance.

The Committee received presentations on the progression and implementation of local planning; the 10-Year Plan; district risks, priorities and opportunities for the Committee to consider when engaging with stakeholders and a suite of engagement tools to help support the Committee connect with stakeholders. Members from the RLT presented on the Queenstown Red Zone and Mt Iron as a case study to highlight the high fire-risks at those locations. A local member from the United Fire Brigade Association (UFBA) also presented on the UFBA, its relationship with Fire and Emergency and how it supports volunteer firefighters.

These sessions were well-received and generated a lot of discussion among the Committee when regarding our advisory role and considering who to engage with. The Committee are keen to share their thinking and hear about initiatives from other LACs.

The Committee appreciate the guidance and support from the National LAC team.

Stakeholder engagement approach and priorities













The Committee re-evaluated, and aggregated, our priority stakeholder groups and agreed to focus on three community groups for 2020/21. We believe these three broad groups represent the highest priority communities, stakeholders and individuals and as such should be our focus initially:

- **Mana whenua (iwi/hapū)**
- **Volunteers**
- **Vulnerable Communities**

Engagement findings and advice

The Committee was given a presentation on the current high fire-risks in the Queenstown Red Zone and on Mt Iron in Wanaka. We learnt that the fire risks are largely a result of property developments in high fire-risk locations, and gaps in understanding the potential risks among occupants.

The Committee identified the importance of Fire and Emergency providing timely and frank advice into planning processes to help mitigate the risk of new residential developments in high-risk areas.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (9 September 2020) Accepted by the Board.
Develop and implement a stakeholder engagement plan		The Committee agreed at Meeting 2 (11 November 2020) to focus on three priority groups for 2020/21. Work in progress to finalise stakeholder engagement plan.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in February 2021.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members engaged with a UFBA representative at Meeting 2 (11 November 2020).
Consider the interests of industry brigades		An industry brigade focused session will feature at Meeting 3 (11 February 2021)
Provide regular advice on FENZ progress in relation to local planning		LAC members were provided an overview on Local Planning at Meeting 2 (11 November 2020).
Consider the provisions of current OSAs and MOUs		Agenda item for Meeting 3 (11 February 2020).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



Board Paper

To:	Chair and Board Members
From:	Lucy Chamberlain - National Manager, Local Advisory Committees
Date:	26 March 2021
Subject:	Local Advisory Committees – Quarter Three Board Reports

Purpose

This paper provides the Board with the Local Advisory Committees' (LACs) third quarter reports and an update on the progress and direction of the committees since their second meetings.

Recommendations

It is recommended that the Board:

- **Note** the contents of reports contained in Appendices: LAC Reports to Fire and Emergency Board – Quarter Three 2020-21.

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Rhys Jones
Chief Executive

Raewyn Bleakley
Deputy Chief Executive
Office of the Chief Executive

Released under the Official Information Act 1982



Appendices

Appendix 1: Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 2: Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 3: Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 4: Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 5: West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 6: Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board



APPENDIX 1 - Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The Northland Local Advisory Committee (LAC) met on 25 February at Te Kōpuru Fire Station, with members of the Te Hiku Regional Leadership Team (RLT).

Engagement discussion and planning was the key focus of this, our third meeting. A Wildfire Specialist led a session on the Northland Fire Plan and LAC members will take part in a Fire Plan workshop in Whangarei on 12 March, to provide feedback on the Plan and to meet some key community stakeholders.

We also set our meeting dates for 2021-22.

Community engagement

One Committee member is taking the lead on engagement in each of the 19 vulnerable communities we have prioritised. Over the past three months we have initiated contact with some groups in these communities and also continued to socialise the role of the LAC with our networks and with agencies working in Te Taitokerau.

Most of these vulnerable and isolated communities are predominantly Māori. In many cases, effective engagement will require the involvement of Māori personnel. Some LAC members need cultural support to approach and engage with marae committees and residents.

Informal engagement is often most warmly received by iwi/hapū, as there is a level of engagement fatigue, with many agencies approaching hapū and marae for consultation and information.

An LAC member attended the annual Treaty of Waitangi celebrations in Hōreke, accompanied by the Pou Takawaenga Māori. Due to existing risk factors, we see value in Fire and Emergency having more of a presence in this community and at this annual event.

We agreed to add Pipiwai to our list of communities for engagement. The large rubbish and forestry fire there in January provides us an opening for conversations on risk reduction. LAC members will attend a community meeting in Pipiwai alongside Fire and Emergency local leaders, once a debrief survey has been carried out.

Insights and considerations

During the RLT's district update on fire season status, members noted that due to Northland's topography, fire risk can be very different in areas that are close together. There may be potential for



Fire and Emergency to be more nuanced in the way fire season status is applied, with some smaller areas delineated.

Currently housing issues in Northland are being exacerbated by the urban-rural (and international) shift due to COVID-19, and by consenting and compliance costs that are out of reach for some people. This is increasing fire risk, with more people living in smaller, substandard houses, caravans and sheds. We had an informative discussion with our local leaders about some of the interventions they are implementing.

Rubbish disposal is also an issue for vulnerable communities in Northland. In many rural areas in Northland there is no roadside collection service. This, combined with a lack of personal transport, the cost of fuel and disposal charges, leads residents to burn their rubbish, even during prohibited fire seasons. There may be opportunities for Fire and Emergency to strengthen its input into Councils' strategic plans and policies in this and other areas.

We see an opportunity to introduce more locally-focused communications about fire safety. The new Strategic Communications Advisors in regional teams have the potential to be useful in this space.

We would like to see Fire and Emergency's communications campaigns and channels localised as much as possible, noting that communities in Northland have different needs from many other parts of the country and include large Māori populations. Collateral and messaging in Te Reo Māori would be valuable, with increasing numbers of kohanga reo meaning that for more children, Te Reo is their first language.

We are aware that campaigns targeting children can be particularly effective, as they often pass on risk reduction information to their parents and wider whānau. With sufficient resourcing, marae-based education programmes could also be considered.













We see value in a Fire and Emergency Board member being connected with and championing each LAC, while the committees are in their establishment phase.

An LAC member attended the debrief in Ahipara after the recent fires there and noted that the community is highly engaged and has pulled together extremely well during these fires. It would be good to find a way to acknowledge the community's work, hospitality and positivity in the face of these challenges.

We also note the important contribution the Pou Takawaenga Māori made, to iwi liaison during the fires and in risk reduction work with the community afterwards.

Priority stakeholders for 2020-21

- **Volunteers**
- **Iwi/hapū**
- **Civil Defence Emergency Management/Coordinating Executives Group**
- **Isolated and vulnerable communities**
- **Health and wellbeing**
- **Industry brigades**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan for 2020-21 drafted 29 September 2020. Approved by the Board at its October meeting
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified. Decision taken to focus on isolated and vulnerable communities in particular.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement began in October 2020, and continues, with a focus on isolated and vulnerable communities.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Engagement through volunteer leaders meetings and more informal opportunities and events.
Consider the interests of industry brigades		Bay of Islands Airport covered by Area Manager at November meeting – an LAC member also has contact. Marsden Point brigade engagement postponed, given current uncertainty there.
Provide regular advice on FENZ progress in relation to local planning		Local planning and 10-year Plan presentation provided at November meeting.
Consider the provisions of current OSAs and MOUs		Presentation and consideration at November meeting.
Undertake a Committee self-review		To be completed in May 2021
Provide input into LAC evaluation – first year		To be completed in May 2021



APPENDIX 2 - Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The Tairāwhiti Local Advisory Committee (LAC) met on 04 February at Gisborne Fire Station for their third meeting. Members of the Ngā Tai ki te Puku Regional Leadership Team (RLT) were also in attendance.

The meeting focused on confirming our engagement plan for the remainder of the 2020/21 financial year with members taking responsibility to engage with certain stakeholders. The RLT provided an update on the organisational restructure, Fire and Emergency's response to local emergency events since our last meeting, and the Area Manager presented on the marae engagement project undertaken within the district. The National LAC team provided updates to the Committee on committee operations and processes.

The Tairāwhiti LAC chair, Molly Pardoe, stepped down on 1 March and the members and the local Fire and Emergency team would like to acknowledge Molly's contribution over the last eight months.

We have set our meeting dates for the 2021-22 financial year.

Community engagement

To date, the Committee has sent out introductory letters to stakeholders, advising individuals and businesses about the LAC and their purpose for seeking engagement. Several stakeholders have responded to the Committee asking to meet and discuss priorities and challenges they face.

A number of iwi/hapū are confirmed for engagement within the next quarter. Committee members will leverage off existing relationships with tangata whenua to engage face-to-face with community leaders. Many iwi/hapū reside in the northern part of our local area in high-risk areas situated along the coast and/or in isolated communities. We are expecting engagement will give us insights into the risks and challenges faced by these communities and opportunities to strengthen resilience and readiness and support recovery.

Members have previously engaged with volunteer leaders at a district level in September where they garnered an awareness of issues regarding training. To continue engaging with volunteers, we will meet them at their district volunteer leadership meetings alongside local leaders.

Members will engage with the forestry sector through the local Forestry Owners Association. Members will also attend the next local Land Management Forum in April.



Insights and considerations

The Committee considered the impacts of the resignation of the Chair on committee numbers. The Committee noted this is likely to increase the engagement responsibilities of individual members, and the challenges presented by the size of the LAC district. The Committee noted that a more sustainable number of members for the Committee to function effectively across their boundary would be an additional two members to bring the Committee numbers up to seven.

While some of our members whakapapa back to the Coast we believe there is a risk that the LAC will be seen as a Gisborne LAC and would encourage the appointment of people residing north of Gisborne city.

We would also like the Board to consider promoting a change to the Local Advisory Committee Regulations, to allow the Board to co-opt members onto the LAC. This would facilitate the replacement of members and succession planning without running a nominations process. The length of time to run the process places more pressure on current committee members who may then decide to step down.

LAC members will use their networks across local marae to increase awareness of the Kāinga Rua programme that supports marae to develop their capability and capacity to support emergency management responses in their local communities. It is an opportunity for members to work alongside local leaders to increase fire protection on our marae, preserving them for future generations.

Members have learned from Fire and Emergency personnel that the purpose and intent of LACs is still unclear to some volunteers and career staff. Increasing internal communications about the role and purpose of LACs would be valuable as the LAC and personnel work together to integrate the LAC function and advice into the organisation.

Priority stakeholders for 2020/21

- **Iwi/hapū**
- **Volunteers**
- **Forestry**
- **Rural and agriculture**
- **Community well-being and safety**

WORK PROGRAMME	STATUS Issues requiring attention ● Work not yet begun ● On track/progressing ●	NOTES
Develop and implement an annual workplan	●	Workplan 2020-21 drafted (1 September 2020). Accepted by the Board.
Develop and implement a stakeholder engagement plan	●	Community stakeholders and priority sectors for engagement identified (17 September 2020).
		Stakeholder register confirmed at meeting 2 (3 November 2020)
		Organisations/entities identified for engagement until end of June 2021 confirmed at meeting 3 (4 February 2021).
Establish and build relationships with key stakeholders Undertake local engagement	●	Members sent introductory letters to stakeholders from November 2020
		Local engagement will commence in February 2021
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers	●	LAC members met with volunteers at a leaders' meeting in September 2020.
		A UFBA representative presented to the Committee at Meeting 2 (3 November 2020).
		Members will engage with volunteers at District Leadership Meetings twice annually.
Consider the interests of industry brigades		There are no industry brigades located in Tairāwhiti.
Provide regular advice on FENZ progress in relation to local planning	●	An overview on local planning was delivered to the Committee at Meeting 2 (3 November 2020).
Consider the provisions of current OSAs and MOUs	●	An overview of National and Regional MOUs and OSAs were presented to the Committee at Meeting 2 (3 November 2020).
Undertake a Committee self-review	●	To be completed in May 2021
Participate in LAC evaluation – first year	●	To be completed in May 2021



APPENDIX 3 - Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The Hawke's Bay Local Advisory Committee (LAC) held its third meeting at Haumoana Volunteer Fire Station on 2 February. We were welcomed by the Senior Station Officer, who spoke on the history of the station. Also attending were representatives from Fire and Emergency Te Ūpoko Regional Team (RLT).

The RLT updated the Committee on the current restructure taking place in the organisation and informed us on local emergency events since our November meeting.

A Wildfire Specialist presented on the Hawke's Bay Fire Plan and received feedback from members regarding the fire plan template.

We have set our meeting dates for the 2021-22 financial year.

Community engagement

LAC members met with volunteers, alongside local leaders, at district volunteer leadership meetings in November 2020. This first meeting was introductory in nature and focused on explaining the LAC purpose and role. The Committee will continue engaging with volunteers at this forum.

Committee members have existing relationships with iwi/hapū throughout the Hawke's Bay district and have initially engaged informally with leaders. This engagement focused on introducing LACs and their role and identifying opportunities for further engagement.

As part of our safer communities priority, we have engaged with district health boards. Fireworks continue to be a concern for these entities and they are looking for advocacy to remove the selling of fireworks in the district. Future engagement is planned with Hastings Safer Community and the Hawke's Bay Suicide Prevention group.

We met with Wairoa District Council who highlighted the risk with forestry in the area, especially with the increased fire risk of unmanaged carbon forests, as well as the increase in logging trucks on the roads.

LAC members have introduced themselves and the Committee at informal meetings of rural and agricultural organisations. Future engagement in this sector includes Federated Farmers, the Rural Community Board, and Rural Community Halls.



Insights and considerations

The Committee noted during their engagement with volunteers, that some volunteers are unaware of the purpose of LACs. There is an opportunity for Fire and Emergency to consider how to provide more information to volunteers and their leaders on LACs and their role.

The Committee also noted that some priority groups, and the areas they cover, do not align with LAC boundaries. LACs will need to consider how best to engage with these stakeholders strategically, sometimes across LAC boundaries.

The Committee and RLT members also discussed the possibility of holding community debriefs after a significant emergency event had taken place locally. These debriefs have the potential to be used as opportunities to engage with communities to identify and understand local risks, and to support communities to be better prepared for emergencies and more resilient to respond to and recover well when emergencies happen. These debriefs could also raise awareness of volunteering opportunities within Fire and Emergency.

Priority stakeholders for 2020/21

- **Iwi/hapū**
- **Volunteers**
- **Rural**
- **Safer communities and other social services networks**

WORK PROGRAMME	STATUS Issues requiring attention ● Work not yet begun ● On track/progressing ●	NOTES
Develop and implement an annual workplan	●	Workplan 2020-21 drafted (15 September 2020). Approved by the Board.
Develop and implement a stakeholder engagement plan	●	Community stakeholders and priority sectors for engagement identified at first meeting (15 September 2020).
		Priority groups were re-evaluated and stakeholders allocated to specific LAC members at meeting two (17 November 2020)
		Stakeholders identified for engagement during the remainder of 2020/21 confirmed at meeting 3 (2 February 2021)
Establish and build relationships with key stakeholders Undertake local engagement	●	LAC members have engaged with stakeholders and will continue to do so, with newly identified stakeholders as per their re-evaluated priority list.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers	●	LAC members have also attended volunteer leadership meetings in-region. Members will continue to engage with volunteers on a six-monthly basis.
		LAC members met with a UFBA representative at Meeting 2 (17 November 2020).
Consider the interests of industry brigades	●	There will be a focused session on industry brigades at Meeting 4 (07 May 2021)
Provide regular advice on FENZ progress in relation to local planning	●	LAC members were provided with an overview on local planning at Meeting 2 (17 November 2020)
Consider the provisions of current OSAs and MOUs	●	LAC members were provided an overview of National MOUs and OSAs at Meeting 2 (17 November 2020).
Undertake a Committee self-review	●	To be completed in May 2021
Participate in LAC evaluation – 1st year	●	To be completed in May 2021



APPENDIX 4 - Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The Marlborough Local Advisory Committee (LAC) met on 17 February at the Emergency Operations Centre in Blenheim, with members of the Te Ihu Regional Team (RLT).

The RLT provided a district update and the Committee discussed how to record, communicate and respond to stakeholder approaches and the community concerns that are often put to LAC members. We resolved to keep a register of issues, opportunities and risks, which will be reviewed at each meeting.

Our approach has been to take time to understand the Fire and Emergency context. The Committee has done enough preparation now to be confident to undertake both informal and formal engagement.

Members expect that while exploring volunteerism, pertinent issues and broader opportunities for us to pursue will become apparent. We are aiming to be structured in our approach and ensure that we are able to maintain the relationships we establish.

We have set our meeting dates for the 2021-22 financial year.

Community engagement

Committee members undertook informal engagement in the last quarter – with volunteers and with members' own contacts and community networks.

We reconfirmed our commitment to engagement with iwi as a priority. We will take a 'top of the South' approach to this engagement, reaching out to all eight iwi, as Te Tau Ihu iwi boundaries do not align with those of the Marlborough LAC district.

The Committee will seek advice from the Pou Takawaenga Māori and National Manager, Kaupapa Māori on engagement with iwi, before we approach iwi representatives. We will aim to engage alongside local leaders.

The Committee mapped out our plan of work on volunteerism over the next five months. This quarter we will focus on volunteers themselves and, with the benefit of insights from this, at our May meeting we will plan engagement with employers of volunteers and self-employed volunteers.

With support from our local leaders, we will engage formally with volunteer leaders and current local United Fire Brigades Association (UFBA) representatives and informally with volunteers at brigade meetings, and public and UFBA events.



From initial discussions with volunteers, we foresee that we will identify some issues caused by the extended organisational change process, the reliance of some communities on one or two (often ageing) individuals and progress on the unified uniform. We expect to learn more about what motivates and discourages volunteers as we engage with them more formally.

Insights and considerations

Committee members are ready to engage with iwi but note that we will require support, to develop our approach and communicate with iwi leadership, and to facilitate hui in a way that leads to lasting relationships and the provision of quality advice. We consider cultural support for iwi engagement crucial to meaningful engagement and outcomes.













We are aware there may be challenges to engagement due to the concerns that have been expressed regarding Fire and Emergency's iwi liaison capacity in the South Island, but unless advised otherwise by the Kaupapa Māori Team, we will proceed with a formal approach to iwi leadership.

We note the complexity that the existence of two LACs at the top of the South Island will bring when the Nelson-Tasman LAC is set up, with regard to iwi engagement and Fire and Emergency district management.

The Committee would appreciate more clarity from Fire and Emergency on what feedback LACs can expect from their advice, both to committees and to our communities.

Priority stakeholders for 2020/21

- **Iwi/hapū**
- **Volunteers**
- **Employers of volunteers**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted 8 September Approved by the Board at its October meeting.
Develop and implement a stakeholder engagement plan		Volunteerism and iwi/hapū engagement prioritised.
Establish and build relationships with key stakeholders Undertake local engagement		An approach to engagement with Te Tau Ihu iwi will be developed, with support from the Kaupapa Māori Directorate. Understanding volunteerism is also a key focus this quarter, with both formal and informal engagement planned.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Formal engagement with volunteer leaders and local UFBA members is planned. Informal engagement with volunteers will also contribute to the Committee's volunteerism deep-dive.
Consider the interests of industry brigades		RLT provided the LAC with information on Woodbourne base brigade on 19 November
Provide regular advice on FENZ' progress in relation to local planning		Local planning update and information on the 10-year Plan provided on 19 November
Consider the provisions of current OSAs and MOUs		Overview of national MOU and OSAs provided on 19 November
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 5 - West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The West Coast Local Advisory Committee (LAC) met at Greymouth Fire Station on 19 February, with members of the Te Ihu Regional Leadership Team (RLT). We appreciated having an extended period of meeting time to discuss the engagement undertaken during December, January and February and to plan our engagement for the next three months.

The Committee was pleased to hear from local leaders about the current volunteer attraction campaign in South Westland and the large number of Home Fire Safety Visits recently undertaken in the Charleston area.

We have set our meeting dates for the 2021-22 financial year.

Community engagement

This quarter LAC members engaged with the rūnaka of Kāti Waewae, Greymouth and Hokitika volunteer brigades and the West Coast Mayors, Chairs and Iwi Group. Mainly these were introductory engagements, in preparation for more formal discussions about local needs.

The LAC was supported by the National Manager, Kaupapa Māori and Area Manager for iwi engagement at Arahura Marae in February. Kāti Waewae's recent emergency planning has focused on earthquake preparedness, so the rūnaka found the meeting timely.

Members noted the significant fire risk at Arahura Pa, with aging residential housing, vulnerable community members and a lack of community water and firefighting infrastructure. Other concerns for the pa include flooding, sea level rise and tsunamis. We learned of the proposed papakainga housing project that would see the pa relocated to the upper terrace behind the marae.

The rūnaka suggested that we also engage directly with Pōkeka – a relatively new joint venture between Kāti Waewae and Makaawhio – and with Poutini Waiora, the community health and education provider.

The rūnaka was enthusiastic about future engagement with the LAC and expressed a desire for it to continue in a similar way at this stage. Rūnaka members are also very open to further engagement with Fire and Emergency operational staff.

The LAC presentation to the Mayors, Chairs and Iwi forum was a good chance to share with these key West Coast leaders the role of the Committee.



Engagement with Hokitika and Greymouth volunteer brigades in December allowed members to present on the role of the LAC and to have informal conversations with volunteers. Those we spoke to are feeling motivated and well-resourced. We note however, that these brigades are both responsible for significant built environments and are less challenged than some rural brigades, in terms of sustainability.

We are working with our local leaders to arrange three formal volunteer forums for March, April and May, in Waimangaroa, Reefton and South Westland. Brigade representatives from the surrounding area will be invited to attend each of these evening meetings. Engagement with other community leaders and groups will take place during the day.

We note that Buller has a slightly separate identity from the West Coast and it will be important to establish relationships and hear from volunteers and the community there.

We are working with the Pou Takawaenga Māori to arrange engagement with the Makaawhio rūnaka in the next few months.

We will also continue to socialise the role of the LAC with stakeholders in education, industries and small and medium enterprises.












Insights and considerations

Housing in Kāti Waewae's new papakainga could present an opportunity for Fire and Emergency to engage and contribute at the planning stage, for example on integrated sprinkler systems and planning to mitigate fire and emergency risk.

If a Kāti Waewae community member could be encouraged to join Fire and Emergency as a volunteer or a young person could be interested in a cadet opportunity, this could greatly increase skill sets in the community and provide first response in an emergency.

Priority stakeholders for 2020/21

- **Volunteers**
- **Iwi**
- **Youth/Schools**
- **CDEM**
- **Industry and small and medium enterprises – including farming, tourism and larger dairy, forestry and mining employers**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (September 2020). Approved by the Board at October Board Meeting.
Develop and implement a stakeholder engagement plan		Stakeholders and sectors prioritised on 11 September are still relevant. Engagement with iwi and volunteers prioritised for the next quarter.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement with volunteers began in December 2020 and with iwi in February 2021. We are extending the geographic reach of engagement this quarter, both north to Buller and south to South Westland.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Both formal and informal engagement is planned. Three volunteer forums are planned over the next three months – in Waimangaroa, Reefton and South Westland.
Consider the interests of industry brigades		There are no industry brigades on the West Coast
Provide regular advice on FENZ progress in relation to local planning		Verbal update provided to the Committee.
Consider the provisions of current OSAs and MOUs		Overview of national OSAs and MOUs presented at meeting 2 (24 November).
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



APPENDIX 6 - Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 3

Chair's update

The Otago Local Advisory Committee (LAC) and representatives from Fire and Emergency Te Kei Regional Leadership Team (RLT) were welcomed onto Ōtākou marae for their third meeting on 11 February.

The RLT provided an update on the restructure currently taking place in the organisation, emergency events in the district and spoke on the community response to the Ōhau fire. The National LAC team provided an overview of the national Memorandum of Understanding and Operational Service Agreements.

The Area Manager and Business Operations Manager discussed the Otago Fire Plans that went out for public consultation in December 2020. The Committee provided feedback regarding the fire plan template.

We have set our meeting dates for the 2021-22 financial year.

Community engagement

At our meeting, members agreed to focus our engagement on Fire and Emergency volunteers and mana whenua for the remainder of the 2020/21 financial year. This will allow members to begin engagement gradually and to prepare effectively for future engagement with vulnerable communities.

Members have engaged with a United Fires Brigades Association representative and will continue this engagement. Dates are confirmed in March and April for members to attend district volunteer leadership meetings alongside RLT representatives, and we will continue to engage with volunteers at this forum.

The Committee's engagement with mana whenua has included informal conversations with iwi leaders. Future engagement will include Puketeraki Marae, Te Rūnaka o Moeraki, Te Rūnaka o Ōtākou, Owaka and local kaumatua representatives in coming months.

The Committee noted a greater number of year one students attending University with many going into private accommodation due to insufficient student accommodation in north Dunedin. This creates an at-risk population as many students are younger and living away from home for the first time. Fire and Emergency are involved in partnership with the University and the Sophia Crestani Charter to enhance the awareness of fire safety and well-being of the student community in north Dunedin.



A Committee member attended a community meeting of Mt Iron residents with representatives from Queenstown Lake District Council, Fire and Emergency, Department of Conservation and National Emergency Management Agency (NEMA) discussing the red zone and living in a high-risk area. To help residents better prepare they were encouraged to view Fire and Emergency and NEMA 'readiness' resources, sign-up to the 'Get Ready' website, and contact Fire and Emergency personnel to request a fire risk assessment at their property. The engagement highlighted the importance of local authorities and residents in high risk areas being aware of their fire risks and mitigations to manage these risks and the ways Fire and Emergency can support them to reduce risk and improve their preparedness.













Insights and considerations

Committee members noted that few stakeholders in the community are aware of LACs and their purpose. Fire and Emergency volunteers have also expressed an interest in knowing more about LACs and their role. The Committee note an opportunity for Fire and Emergency to increase internal and external communications in promoting the role of the LACs.

We see value in having a Fire and Emergency Board member connect with our Committee, especially in our establishment phase, to hear their thoughts on how feedback regarding the insights presented in the LAC reports could be implemented into the organisation.

Priority stakeholders for 2020/21

- **Mana whenua**
- **Volunteers**
- **Vulnerable communities**

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (9 September 2020). Approved by the Board.
Develop and implement a stakeholder engagement plan		The Committee agreed at Meeting 2 (11 November 2020) to focus on three priority groups for 2020/21.
		Organisations/entities identified for engagement until end June 2021 confirmed at meeting 3 (2 February 2021)
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in February 2021.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		The Committee engaged with a UFBA representative at Meeting 2 (11 November 2020).
		The Committee will engage with volunteers at district leadership meetings throughout the year
Consider the interests of industry brigades		An industry brigade focused session will feature at Meeting 4 (14 May 2021)
Provide regular advice on FENZ progress in relation to local planning		LAC members were provided an overview on local planning at Meeting 2 (11 November 2020).
Consider the provisions of current OSAs and MOUs		LAC members were presented with an overview at meeting 3 (11 February 2020)
Undertake a Committee self-review		To be completed in May 2021
Participate in LAC evaluation – first year		To be completed in May 2021



Chatham Islands Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020/21 Quarter 3

Chair's update

The Chatham Islands Local Advisory Committee (LAC) met at the Chatham Islands Council Chambers for its third meeting. Representatives of the Te Ūpoko Regional Leadership Team (RLT) were also in attendance.

Our focus for the meeting included planning our stakeholder engagement for the next quarter and understanding volunteerism on the island.

The RLT provided an update on the Tranche 2 district redeployment and discussed how volunteers and its local leader on the island would be minimally impacted. The National LAC Team provided feedback from the Board and updated the Committee on committee operations and processes.

We have set our meeting dates for the 2021–22 financial year.

Community engagement

LAC members engaged with the Chatham Islands Community Conservation Board introducing the LAC purpose and intent.

Conservation Board members noted how low water levels during dryer months can create problems for households if water from tanks is required to fight fires. LAC members decided to undertake engagement with smaller community conservation groups, as areas have separate risks and concerns based on their location.

The LAC met with Department of Conservation (DoC) staff on Pitt Island to inform them as to LAC roles and responsibilities. DoC staff highlighted the opportunity for fire alarms to be provided on the island, as many households do not have working alarms.

In January, LAC members sent out 300 householders to all residents and businesses on the Chatham and Pitt islands introducing the LAC Committee and extending an invitation for further engagement. Followed up in February, by sending individual emails to 12 of the 29 community priority stakeholders.

LAC members were invited from the Kaingaroa community, to attend a community meeting that also included members of the Chatham Islands Council. Members introduced the role of the LAC and spoke on the purpose of their engagement.

Residents understand the challenges and risks they face regarding response times and distance of the main fire station situated 50km from their community. Risks noted included low water supplies and



coastal winds potentially escalating a fire to spread and further isolate communities by blocking access for response. Some residents noted their interest in becoming Fire and Emergency volunteers to increase the resilience in their community

There is opportunity to work with the Kaingaroa community to increase fire safety awareness and community preparedness.

LAC members engaged with Chatham Islands Shipping Ltd as part of their Infrastructure Lifelines stakeholder priority group providing an introduction on the LAC roles and responsibilities. More engagement is planned with the Chatham Islands Enterprise Trust, of which Chatham Islands Shipping Ltd is a subsidiary.

The Chatham Islands Volunteer Fire Station held its 50th Jubilee on 27 March in which LAC members attended the meet-and-greet with past and present volunteers, the station open day and Jubilee dinner.

Committee members had their second engagement with delegates from Ngati Mutunga o Wharekauri Iwi Trust. To strengthen community preparedness, iwi members indicated their willingness to assist with the installation of smoke alarms to iwi members and others on the island. Iwi members also expressed an interest in meeting quarterly to effectively engage with the LAC.

Proactive engagement will continue with the community priority stakeholders for the remainder of the 2020/21 financial year.

Insights and considerations

The Committee acknowledged the impacts of the resignation of the LAC member situated on Pitt Island. We noted that engagement responsibilities of individual members will increase along with the challenges presented by the size of the LAC district, including travel to Pitt Island to engage with the community. The Committee noted that a more sustainable number of members for the Committee to function effectively across their boundary would require an additional three members to bring the Committee numbers up to six.

During stakeholder engagement sessions, we noted that some of our communities are not well prepared for emergencies. There is potential for Fire and Emergency to increase fire safety awareness and community preparedness planning with residents in these communities.

We also note the importance of Fire and Emergency continuing to attend the Chatham Islands Stakeholder Forums to help strengthen links with community stakeholders.



Priority stakeholders for 2020/21

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

WORK PROGRAMME	STATUS Requiring attention ● Work not yet begun ● On track/progressing ●	NOTES
Develop and implement an annual workplan	●	Workplan 2020-21 drafted (24 September 2020) Approved by the Board.
Develop and implement a stakeholder engagement plan	●	Stakeholders and priority sectors for engagement identified at first meeting (24 September 2020). Engagement plan developed with implementation progressed at second meeting (5 November 2020)
Establish and build relationships with key stakeholders Undertake local engagement	●	Engagement commenced November 2020
Engage with volunteers and representatives to understand volunteer perspectives. Consider and promote the interests of volunteers	●	LAC members met with the local leader and brigade members at Jubilee (27 March 2021).
Consider the interests of industry brigades		There are no industry brigades located on Chatham Islands.
Provide regular advice on FENZ progress in relation to local planning	●	Local planning presentation on Local Planning at second meeting (5 November 2020) Local planning processes continue being developed.
Consider the provisions of current OSAs and MOUs	●	Overview of national OSAs and MOUs presented at second meeting (5 November 2020)
Undertake a Committee self-review	●	To be completed in May 2021
Participate in LAC evaluation – 1st year	●	To be completed in May 2021



Board Paper

To:	Chair and Board Members
From:	Lucy Chamberlain - National Manager, Local Advisory Committees
Date:	25 June 2021
Subject:	Local Advisory Committees – Quarter Four Reports to the Board

Purpose

This paper provides the Board with the Local Advisory Committees' (LACs') fourth quarter reports and an update on the progress and direction of the committees since their third meetings.

Recommendations

It is recommended that the Board:

- **Note** the contents of reports contained in Appendices: LAC Reports to Fire and Emergency Board – Quarter Four 2020-21.

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[REDACTED]

Rhys Jones
Chief Executive

Raewyn Bleakley
Deputy Chief Executive
Office of the Chief Executive



Appendices

Appendix 1: Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 2: Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 3: Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 4: Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 5: West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

Appendix 6: Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board



APPENDIX 1 - Northland Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The Northland Local Advisory Committee (LAC) met on 27 February at Mangōnui Fire Station, with members of the Te Hiku Regional Leadership Team (RLT).

We were pleased to hear about the District Manager (DM) appointments and to know that good progress is being made towards roll out of Tranche 2 of the restructure. We are conscious, however of the size of the DM role for one person, particularly in the period before all vacant positions have been filled.

LAC members very much appreciate the contribution and advice of Te Hiku's Pou Takawaenga Māori and ideally we would like him to attend our meetings, to provide context and guidance for the committee's engagement with vulnerable communities. But we understand that his is a very busy role.

The Committee would welcome a visit from the Board to Northland, whether for a regular meeting or at another time. LAC members would be delighted to host Board members and have the opportunity for open kōrero about the needs of the Te Taitokerau community.

We are extending our engagement and every meeting is an improvement on the last. We feel well supported by Fire and Emergency but are also aware of the costs of staff attending our meetings. We are working with the National LAC Team on ways to address this. Our model of meeting at different stations around Northland is working well and allowing us to meet Chief Fire Officers and volunteers.

Community engagement

LAC members engaged with the draft Fire Plan in February and attended a stakeholder workshop on the Fire Plan held in Whangarei in March.

This quarter we continued to engage with iwi and isolated and vulnerable communities, attending a housing hui in the Hokianga town of Utakura and utilising a number of existing and agency meetings on the Poutō Peninsula and in Whangarei for LAC engagement. We see potential for a cross-agency kaupapa Māori-focused programme in Waikara or Poutō to work together to help communities to make progress on the deprivation issues and risks they face.

We met with the Emergency Response Manager at Marsden Point Refinery, with the Emergency Services Manager for Civil Defence Emergency Management (CDEM) in Whangarei and with members of Federated Farmers.



At a meeting with Bay of Islands Airport we heard that relationships with Fire and Emergency local leaders and volunteers are positive and constructive. There is some concern about the risk represented by vegetation in the reserve that borders the airport, on Department of Conservation (DOC) land, that has already led to one incident.













During our engagement this quarter, we noted concern among iwi groups and farmers about the areas of land that may be classified as “Significant Natural Area” (SNA) by Councils under the Resource Management Act to protect indigenous flora and fauna. The establishment of SNAs is likely to have an impact on volunteer brigades, due to additional fuel causing wildfires within overgrown areas. With the assistance of a member working for DOC, we will consider what other impacts this has for Fire and Emergency.

Insights and considerations

Volunteer recruiting and retention continue to be of concern to brigades in the Far North, with brigades having to recruit firefighters from outside the main towns. Most of these volunteers work in town, but for night incidents they are effectively too far away to respond. For some of the busier brigades, sleeping quarters and a day and night shift system may be a way to help balance the workload evenly among members.

Housing in the district is still a major issue for local communities, especially in the Far North. In Te Taitokerau there is not only a shortage of housing, as experienced in the rest of the country, but the standard of the current housing stock is well below habitable standards for many in the rural and isolated areas. The importance of Fire and Emergency’s risk reduction work was highlighted recently by a fatality in Hihi, caused by a candle used for lighting in substandard housing.

Increasing urban to rural population shift is exacerbating challenges for Māori communities in Northland. This may increase the demand and need for Fire and Emergency engagement and Māori capacity in roles working with at-risk communities.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan for 2020-21 drafted 29 September 2020. Approved by the Board at its October meeting
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified. Decision taken to focus on isolated and vulnerable communities in particular.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement began in October 2020, and continues, with particular focus on isolated and vulnerable communities, CDEM and volunteers.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Engagement through volunteer leaders' meetings and more informal opportunities and events.
Consider the interests of industry brigades		Bay of Islands Airport covered by Area Manager at November meeting – an LAC member also has contact. Chair engaged with Emergency Response Manager at Marsden Point Refinery in third quarter.
Provide regular advice on FENZ progress in relation to local planning		Local planning and 10-year Plan presentation provided at November meeting.
Consider the provisions of current OSAs and MOUs		Presentation and consideration at November meeting.
Undertake a Committee self-review		Completed in May 2021.
Provide input into LAC evaluation – first year		Chair interviewed by independent evaluator in May 2021.



APPENDIX 2 - Tairāwhiti Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The Tairāwhiti Local Advisory Committee (LAC) met on 4 May at Gisborne Fire Station for their fourth meeting. Members of the Ngā Tai ki te Puku Regional Leadership Team (RLT) also attended.

Our focus included engagement undertaken within the last quarter and confirming the stakeholders we will meet in the forthcoming quarter.

The Region Manager updated the LAC on the Tranche 2 organisational district redeployment, informing us on the District Manager appointment and confirming that relationships with the Area Manager and Principal Rural Fire Officer will continue until the District Manager is stood up. The RLT presented on the local Fire Plan and updated the Committee on the current fire season and regional response to emergency events.

The National LAC team informed the Committee of the Board's decision to progress nominations to obtain more LAC members and provided updates regarding the LAC evaluation and framework currently being undertaken.

The Committee discussed the results of the self-review survey and how we can progress our committee operations and engagement. This was a very enlightening session and we identified a number of ways to improve the way we operate.

Community engagement

This quarter, LAC members engaged with district volunteer leaders, Turanga Health, and with local Federated Farmers. While these were introductory meetings, the LAC also held more formal discussions to learn more of the local needs.

Engagement with volunteer leaders at West and North Tairāwhiti brigade meetings allowed the LAC to present on their role and purpose, and to hear of volunteer interests. We learned that locations of some brigades are vulnerable to natural disaster events which may affect their response capability.

We met with the Chief Executive of Turanga Health to learn of their connection into rural Māori communities, marae and homes. Discussed was the risk of wildfire in the area and their clients' limited knowledge of fire safety and preparedness on rural marae. Our first engagement was positive and we will continue to engage with them to hear more of their risks and needs.

Federated Farmers raised concerns regarding farming communities and the wildfire risk they face due to their proximity to forestry. We will continue to engage with this group.















The Committee's focus with iwi/hapū will be to use the district's marae preparedness programme as leverage to engage with remote communities in the north. We will connect with the Area Manager in early June to develop an engagement plan.

We acknowledge the support of the Principal Rural Fire Officer and Area Manager attending stakeholder meetings to provide operational information.

Insights and considerations

There may be an opportunity for Fire and Emergency to engage with Turanga Health to show staff how to install smoke alarms in their client's homes and on marae to help mitigate fire and emergency risks.

There is also an opportunity for Fire and Emergency to strengthen engagement with rural communities to support planning for emergencies.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (1 September 2020). Accepted by the Board.
Develop and implement a stakeholder engagement plan		Community stakeholders and priority sectors for engagement identified (17 September 2020).
		Stakeholder register confirmed at meeting 2 (3 November 2020)
		Organisations/entities identified for engagement until end of June 2021 confirmed at meeting 3 (4 February 2021).
Establish and build relationships with key stakeholders		Members sent introductory letters to stakeholders from November 2020
Undertake local engagement		Local engagement will commence in February 2021
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		LAC members met with volunteers at a leaders' meeting in September 2020.
		A UFBA representative presented to the Committee at Meeting 2 (3 November 2020).
		Members will engage with volunteers at District Leadership Meetings twice annually.
Consider the interests of industry brigades		There are no industry brigades located in Tairāwhiti.
Provide regular advice on FENZ progress in relation to local planning		An overview on local planning was delivered to the Committee at Meeting 2 (3 November 2020).
Consider the provisions of current OSAs and MOUs		An overview of National and Regional MOUs and OSAs were presented to the Committee at Meeting 2 (3 November 2020).
Undertake a Committee self-review		Members undertook a committee self-review in May
Participate in LAC evaluation – first year		The Chair was interviewed in May



APPENDIX 3 - Hawke's Bay Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The Hawke's Bay Local Advisory Committee (LAC) held its fourth meeting at Wairoa Volunteer Fire Station on 7 May. The Chief Fire Officer welcomed us and gave an overview of the station and volunteer membership. Representatives from Fire and Emergency Te Ūpoko Regional Team (RLT) also attended.

The Region Manager updated the LAC on the Tranche 2 district redeployment, informing us of the District Manager appointment for Hawke's Bay and advised that relationships with the Area Manager and Principal Rural Fire Officer will continue until the District leadership is stood up. RLT provided a district update, highlighting the response to recent floods, the increasing risks relating to emergency and temporary housing, the effectiveness of SAFE teams delivering smoke alarm safety visits, and concern regarding the current drought in Hawke's Bay.

We were consulted on the local Fire Plan, providing initial comments and agreed to submit feedback online.

The Acting Chair Tairāwhiti LAC joined us for our engagement sessions and shared Tairāwhiti engagement activities. We discussed how the two LACs could potentially work together on engagements with forestry and iwi/hapū stakeholders that crossover LAC boundaries.

The National LAC team gave a progress update on the LAC evaluation and framework.

Community engagement

The LAC met with representatives from Wairoa District Council, Hawke's Bay Regional Council and the National Emergency Management Agency to hear of the LAC kaupapa and to discuss local needs. Challenges with volunteer availability was noted when resources are sent to Napier, Hastings or Gisborne during a significant event, leaving Wairoa vulnerable.

Representatives at this meeting also mentioned the increase of forestry in the local area. We will engage, alongside district leaders, with industry agents over the next quarter to understand what concerns and issues they have in relation to fire and emergencies.

Members will meet this quarter to develop an engagement plan to effectively approach iwi/hapū in the region to hear their risks, issues and needs. Members have sent LAC introductory letters to Ngā Whenua Rahui, Ngāti Kahungunu and had an introductory hui with Ngāti Kahungunu ki Tāmaki nui a Rua.















The Committee will attend the next round of volunteer leadership meetings at Northern Hawke's Bay, Taranaki, Hawke's Bay City and Central Hawke's Bay brigade meetings.

Over the next quarter, we have agreed to engage with Māori communities, regional council, forestry, safer community groups, coordinated executive groups and medium to large sized industries.

Insights and considerations

We learned from volunteer leaders in Wairoa that volunteer sustainability is challenged by the extensive time taken to train new recruits to become operational, resulting in new volunteers becoming disinterested and potentially leaving. Consideration could be given to another training resource assisting in training volunteers in the area.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (15 September 2020). Approved by the Board.
Develop and implement a stakeholder engagement plan		<p>Community stakeholders and priority sectors for engagement identified at first meeting (15 September 2020).</p> <p>Priority groups were re-evaluated and stakeholders allocated to specific LAC members at meeting two (17 November 2020)</p> <p>Stakeholders identified for engagement during the remainder of 2020/21 confirmed at meeting 3 (2 February 2021)</p>
Establish and build relationships with key stakeholders Undertake local engagement		LAC members have engaged with stakeholders and will continue to do so, with newly identified stakeholders as per their re-evaluated priority list.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		<p>LAC members have also attended volunteer leadership meetings in-region. Members will continue to engage with volunteers on a six-monthly basis.</p> <p>LAC members met with a UFBA representative at Meeting 2 (17 November 2020).</p>
Consider the interests of industry brigades		A session on industry brigades will be provided at the Q1 2021/22 meeting.
Provide regular advice on FENZ progress in relation to local planning		LAC members were provided with an overview on local planning at Meeting 2 (17 November 2020)
Consider the provisions of current OSAs and MOUs		LAC members were provided an overview of National MOUs and OSAs at Meeting 2 (17 November 2020).
Undertake a Committee self-review		The Committee undertook its self-review in April.
Participate in LAC evaluation – 1st year		The Chair was interviewed in May.



APPENDIX 4 - Marlborough Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The Marlborough Local Advisory Committee (LAC) met on 19 February at the Emergency Operations Centre in Blenheim, with members of the Te Ihu Regional Team (RLT).

The RLT provided a district update that included Tranche 2 appointments and the recent Land Management Forum meeting.

The meeting was very positive, with constructive discussion and clear engagement planning for the next few months. I am encouraged by the quality of engagement undertaken this quarter. LAC members are becoming increasingly confident and able, understanding the kind of engagement that will glean the best information and insights.

After the presentation on the Marlborough Fire Plan, members noted that we can take opportunities to talk about the purpose and value of the Fire Plan – the content and the reasons for Fire and Emergency decisions, fire season status, road closures etc.

A presentation from Marlborough Civil Defence Emergency Management (CDEM) helped clarify the coordination role of the organisation and how CDEM and Fire and Emergency work together.

Fire and Emergency's National Response Capability Advisor provided details of how the OSA with the New Zealand Defence Force (NZDF) functions in practice. During discussions with the Hazardous Substances Team members noted vineyards as a dominant land use in Marlborough and the significance of the Marlborough Sounds as a natural asset.

The LAC self-review we carried out was valuable, and we will complete the survey and discussion again in six months' time.

Community engagement

This quarter members began to engage in more depth, particularly with volunteers, in a variety of different forums.

Engagement with iwi is still a priority. We have written formally to the Te Taihū Chairs, through the Te Waka a Māui Iwi Chairs Forum. The Pou Takawaenga Māori has arranged for us to meet with a former iwi Chair who is developing an emergency management framework for Te Taihū iwi.

In May, we engaged with members of the UFBA and with volunteers in a variety of less formal situations. Members also attended a house burn training event in the Wairau Valley.



The Committee mapped out our plan of work on volunteerism over the next three to four months, including a more targeted approach to engaging with volunteer brigades, both urban and rural. We will attend some events, such as the Northbank station opening. We recognise the difference in the needs and concerns of younger, more junior firefighters and Chiefs and will engage separately with these groups.













This quarter we will also begin to engage with employers of volunteers.

Insights and considerations

We see some risk in Marlborough CDEM's move away from supporting community civil defence groups towards the introduction of community plans. Some of these groups are continuing to operate despite this.

We have considered the Committee's relationship with Land Management Forums. While the Forums have an operational focus, the stakeholders intersect with those of the LAC and those who attend have an interest in their local LAC's work. We currently have a member who attends on behalf of the Department of Conservation and we see value in LAC members occasionally updating stakeholders and Fire and Emergency personnel on our work programme.

We are open to opportunities for the LAC to effectively support Fire and Emergency's strategic direction, whether assisting with communicating messaging, reflecting community concerns in relation to Fire and Emergency's changing role or sense-checking plans.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted 8 September Approved by the Board at its October meeting.
Develop and implement a stakeholder engagement plan		Volunteerism and iwi/hapū engagement prioritised.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement is planned with a representative of Te Taihū iwi, who is developing a cross-iwi emergency management plan. Volunteer engagement continues in the fourth quarter and will include employers of volunteers.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Formal engagement with volunteer leaders and local UFBA members undertaken. Informal engagement with volunteers is also contributing to the Committee's volunteerism deep-dive.
Consider the interests of industry brigades		RLT provided the LAC with information on Woodbourne base brigade on 19 November.
Provide regular advice on FENZ' progress in relation to local planning		Local planning update and information on the 10-year Plan provided on 19 November
Consider the provisions of current OSAs and MOUs		Overview of national MOU and OSAs provided on 19 November. FENZ-NZDF OSA elaborated on at 19 May meeting by FENZ National Response Capability Advisor.
Undertake a Committee self-review		Completed in May 2021.
Participate in LAC evaluation – first year		Chair interviewed by independent evaluator in May 2021.



APPENDIX 5 - West Coast Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The West Coast Local Advisory Committee (LAC) met at Greymouth Fire Station on 21 May, with members of the Te Ihu Regional Leadership Team (RLT). The newly appointed West Coast District Manager attended, to meet LAC members and observe.

The Committee has undertaken some solid engagement in the last three months. Discussions at the meeting were robust and we feel we're really starting to fulfil our purpose.

During a presentation from the Hazardous Substances Team, we offered to assist with identifying community stakeholders on the Coast.

Community engagement

This quarter local leaders helped us arrange three evening volunteer forums, in Waimangaroa, Reefton and Dobson, with brigade representatives from the surrounding area invited to attend.

Engagement with these volunteers has been enthusiastic and open and we have seen a number of common themes emerging. We are planning two more of these forums, in Hokitika (including Greymouth, Kumara and Ross) and South Westland (including Fox Glacier, Franz Josef Glacier, Whataroa and Haast), to give us a representative picture across the LAC district.

While we are in South Westland, we will undertake other engagement, with community development officers, South Westland Emergency Relief Trust and businesses, targeting groups in our priority sectors, such as tourism.

In May the Chair met with the CE of the rūnaka of Kāti Māhaki ki Makaawhio in Hokitika. Like Kāti Waewae, the hapū wants to continue to engage with the LAC regularly. We will schedule engagement with each of the rūnaka at least annually.

Previous emergency events have shown communications to be an area for improvement for Makaawhio. Fire and Emergency local leaders will be able to advise on sprinklers, for the hapū's new accommodation development near Bruce Bay.

An LAC member was invited to observe a communication workshop for volunteers, which is part of the leadership programme based in Hokitika. This was a clearly a positive experience for the volunteers, who spoke openly about their motivation to volunteer and their pride in working for Fire and Emergency.



Insights and considerations

We have heard feedback from volunteers about the challenges they face in dealing with personal trauma, both during and after incidents they attend. They are offered support after these incidents, but some do not feel well enough prepared for aspects of the work such as caring for distraught family members and injured motorists (sometimes children) over extended periods of time.

We understand that some brigades provide tools and training in this area upfront to help them understand their role fully and deal with upsetting situations, but that it is not compulsory. We see an opportunity to strengthen both messaging and training in this area.

We understand that volunteers are not always told what kind of medical event they are attending and sometimes not warned if it is a suicide. There may be some people who would choose to work in this challenging area, and these volunteers could be provided with more specialised training.

Volunteers noted the size of welcome and training packs they receive to read. More innovative, potentially digital training solutions would be helpful and also good to share with whānau.











Volunteers undertaking qualified firefighters and officer training courses complete these in Rotorua. The lack of a training location in the South Island means that volunteers have to commit nine days to a seven-day training programme.

Another concern that has come through very strongly in engagement relates to traffic management at motor vehicle accidents on the open road. With a qualified Site Traffic Management Specialist (STMS) required to close a road or lane, brigade chiefs and volunteers currently experience stress due to safety concerns in these situations. If firefighters had some equipment, or could do more in these situations anxiety would be reduced and sites more quickly made safe.

Volunteers also raised risks around the difficulty of remaining compliant with requirements of Operational Skills Management (OSM). This can have an impact operationally and on brigades' ability to retain volunteers. Brigade chiefs have noted that the implications of having too few volunteers with up to date OSMs causes them stress.

One thing that may help is more communication with volunteers about why OSMs are implemented in the way they are. There may be scope for Fire and Emergency to spend more time supporting brigades with how to train volunteers.

We have noticed that the Civil Defence Emergency Management's (CDEM's) role as a coordination and enabling agency is unclear to many in our community. As part of a key response agency it would be useful for brigades to have a better understanding, potentially through more communications messaging.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (September 2020). Approved by the Board at October Board Meeting.
Develop and implement a stakeholder engagement plan		Stakeholders and sectors prioritised in September. Iwi and volunteer engagement has recently been our main focus, now extending to include industries and civil defence organisations.
Establish and build relationships with key stakeholders Undertake local engagement		Engagement with volunteers began in December 2020 and with iwi in February 2021. We are extending engagement to South Westland this quarter.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		Both formal and informal engagement is planned. Three volunteer forums held in the third quarter – in Buller and the Grey Valley. Engagement is planned for Hokitika and South Westland in June and July.
Consider the interests of industry brigades		There are no industry brigades on the West Coast
Provide regular advice on FENZ progress in relation to local planning		Verbal updates provided to the Committee.
Consider the provisions of current OSAs and MOUs		Overview of national OSAs and MOUs presented at meeting on 24 November.
Undertake a Committee self-review		Completed in May 2021.
Participate in LAC evaluation – first year		Chair interviewed by independent evaluator in May 2021.



APPENDIX 6 – Otago Local Advisory Committee Quarterly Report to Fire and Emergency Board

2020-21 Quarter 4

Chair's update

The Otago Local Advisory Committee (LAC) held its fourth meeting on 14 May at Owaka Volunteer Fire Station. Representatives from Fire and Emergency Te Kei Regional Leadership Team (RLT) also attended. The Chief and Deputy Chief Fire Officer welcomed the Committee and spoke of the brigade and volunteer membership.

The Region Manager informed us of the regional rewards and recognition scheme, events that LAC could attend and updated the Committee on the Tranche 2 district redeployment advising of the District Manager appointment for Otago. We understand that relationships will continue with the Area Managers and Principal Rural Fire Officer (PRFO) until the District Manager is stood up.

The RLT updated us on work being conducted with the Mt Iron community, and regional response to emergency events over the last quarter.

The PRFO and Business Operations Manager consulted with us on the Fire Plan. We gave initial remarks regarding reach of public consultation, especially to those in vulnerable communities, and agreed to submit feedback online.

The National LAC team gave a progress update on the LAC evaluation and framework.

Community engagement

We met with iwi representatives from Kaumātua Tahuna, Kati Huirapa ki Puketeraki and Te Runaka o Ōtākou to discuss their local needs, risks and issues.

We learned that Kati Huirapa ki Puketeraki is affected by river and ocean floods blocking off roads and has a significant fire risk due to the planting of oil-based trees in their area. The hapū is keen to build their relationship with Fire and Emergency.

Queenstown whānau have ongoing housing and accommodation challenges that increase the risks associated with house fires.

Te Runaka o Ōtākou has a 75% resident count of kaumātua at retirement age or above, is located 25 meters above sea level and is affected by flooding and road blockages. They experience regular power and water outages and have implemented water tanks and generators to remedy these occurrences. No fire evacuation plan has been created and the community would welcome Fire and Emergency's assistance with this.



The Committee met with the Taieri local MP to listen and gather their insights on local issues relating to fire and emergencies. Substandard housing, poverty related issues and the vulnerability of young men with no support structure, women over 50 living alone, and refugee communities were the main discussion points. We will engage with people who share interests in these issues and community groups to better understand their concerns and needs.

Members have engaged with Fire and Emergency volunteers at their leadership meetings introducing the LAC role and intent for engagement.

At the Waitaki volunteer leadership meeting, the local brigades requested LAC assistance with engaging with the Oamaru Pasifika community. This has been agreed with the support of the Area Manager.

Introductory meetings conveying the LAC role took place with vulnerable communities in the Owaka, Catlins and Waitati area.

We are aware of community concerns regarding carbon farming and seek to understand what Fire and Emergency's position is before engaging on this.

Insights and considerations













To continue with effective engagement, we would like the Board to consider providing the Committee with their strategic priorities to understand how our LAC could better target their engagement to acquire relevant advice for Fire and Emergency.

We identified an opportunity for Fire and Emergency to partner with other governing organisations to promote fire safety awareness and preparedness, especially in relation to newly arrived immigrants or arriving into New Zealand.

To help influence planning processes on new housing developments, the Committee identified a potential for Fire and Emergency to engage with regional, district and/or local councils to provide timely advice on local fire and emergency risks at the initial stage of development.

Due to a number of industries and stakeholders crossing over the Otago and Southland LAC boundaries, the Board could consider amalgamating the two LACs into one committee. This will create greater efficiencies when engaging with stakeholders.

We see an opportunity for Fire and Emergency in providing subject matter expert input into the Resource Management Act amendment.

WORK PROGRAMME	STATUS Issues requiring attention  Work not yet begun  On track/progressing 	NOTES
Develop and implement an annual workplan		Workplan 2020-21 drafted (9 September 2020). Approved by the Board.
Develop and implement a stakeholder engagement plan		The Committee agreed at Meeting 2 (11 November 2020) to focus on three priority groups for 2020/21.
		Organisations/entities identified for engagement until end June 2021 confirmed at meeting 3 (2 February 2021)
Establish and build relationships with key stakeholders Undertake local engagement		Engagement will begin in February 2021.
Engage with volunteers and representatives to understand volunteer perspectives Consider and promote the interests of volunteers		The Committee engaged with a UFBA representative at Meeting 2 (11 November 2020).
		The Committee will engage with volunteers at district leadership meetings throughout the year
Consider the interests of industry brigades		A session on industry brigades will be provided at the Q1 2021/22 meeting.
Provide regular advice on FENZ progress in relation to local planning		LAC members were provided an overview on local planning at Meeting 2 (11 November 2020).
Consider the provisions of current OSAs and MOUs		LAC members were presented with an overview at meeting 3 (11 February 2020)
Undertake a Committee self-review		The Committee undertook their self-review in April.
Participate in LAC evaluation – first year		The Chair was interviewed in May.