



Fire and Emergency New Zealand Board

National Headquarters
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26 September 2024

«First_Name» «Last_Name»
«Address_1»
«Address_2»
«Address_3»

Via email: «Email_address»

Tēnā koe «First_Name»

Thank you for applying to be a Local Advisory Committee member. We are delighted to inform you that you have been appointed as a member of Fire and Emergency New Zealand's «LAC» Local Advisory Committee (LAC). Your appointment is confirmed upon acceptance as outlined below.

On behalf of the Board, we look forward to your contribution to help shape Fire and Emergency's service delivery in your community.

Please keep this appointment in confidence until all aspects of the process have been completed, including a notification to the Department of Internal Affairs. We expect to be able to publicly announce your appointment later in August 2024, and you will be kept updated on the progress of this.

Term of appointment

This appointment is for an initial term of «Term_of_appointment»s from 1 September 2024, at which time membership will be reviewed.

Meetings, expected time commitment and induction

Once appointed, all LAC members will participate in an induction programme that will include a virtual mihi whakataū, online modules for completion at home and an induction workshop. Dates and further details about this will be provided soon.

The LAC will generally meet three to four times a year. Between meetings there is an expectation that members will devote up to 1 to 2 days per month to community engagement and other LAC work.

Remuneration

Under the Crown Entities Act 2004, Local Advisory Committee members are paid for their services. Your rate of remuneration for your role as a LAC member is \$467.50 per day. This has been determined in accordance with the Cabinet-approved fees framework for members of statutory and other bodies. Further detail will be provided about remuneration and reimbursement of certain expenses.

LAC members and conflicts of interest

LAC members must declare all relevant interests (not just conflicts of interest) to provide a level of visibility and transparency of interests between LAC members and to assist the committee to identify and manage potential conflicts. The rules around disclosing interests are set out in sections 62 to 72 of the Crown Entities Act. Further information will come to you shortly in a welcome pack, and this will ask you to declare your interests, including any financial, employment, or other matters that may overlap with or affect your role as a member of the committee, or the committee’s scope of operation, and/or that the Fire and Emergency New Zealand Board should be aware of. You must declare any actual or potential conflict of interest or probity issue to the LAC Chair (or if you are the Chair, you must declare to the National Manager LAC), who will decide how the conflict or probity issue can best be managed. You must also agree to abide by any decisions about the management of that conflict or probity issue.

Compliance with Fire and Emergency’s policies and procedures

During your induction, you will be provided with and briefed on Fire and Emergency’s organisational values, the LACs’ operating principles, and policies and procedures that apply to the LACs, which all members are required to comply with.

Acceptance of appointment as a member of the «LAC» Local Advisory Committee

Please complete and sign the section below and return a copy of this letter confirming your agreement to be appointed as a member of the «LAC» LAC on the terms outlined above. If you have any questions regarding the terms, please contact LACS@fireandemergency.nz in the first instance. The National LAC Team will be in touch shortly with next steps, including your LAC secretariat contact person, and induction details.

Congratulations and thank you again for your support in helping Fire and Emergency build stronger, safer communities now and in the future.

Ngā mihi nui



Rebecca Keoghan, MNZM
Chair, Fire and Emergency New Zealand

Acceptance

Name

Signature

Dated

accepts the appointment to the «LAC» Local Advisory Committee beginning on 1September 2024 for a term of «Term_of_appointment»s.