



WHANGAREI  
DISTRICT COUNCIL

# Rural Fire Plan 2012



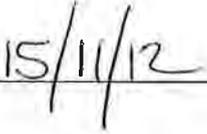
*Creating the ultimate living environment*

## Authorisation

This plan has been prepared, is consistent with, and meets the requirements of the Forest and Rural Fire Regulations 2005 for the Whangarei District Council as the Rural Fire Authority.

Signed:  \_\_\_\_\_

Chief Executive Officer

Date:  \_\_\_\_\_

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## Introduction

The Whangarei District Council is the Fire Authority for its jurisdictional area as prescribed by Section 10 of the Forest and Rural Fires Act 1977. This Act is described as:

**“An Act to consolidate and amend the law relating to the safeguarding of life and property by the prevention, detection, control, restriction, suppression and extinction of fire in forest and rural areas and other areas of vegetation.”**

The Act bestows certain responsibilities and powers on the Fire Authority. One of the duties of a Rural Fire Authority is to keep and maintain a rural fire plan in the prescribed format, and to make this plan available for public viewing. This plan is to fulfil that duty and to comply with Sections 39 to 46 of the Forest and Rural Fires Regulations 2005.

## Description of the District

The Whangarei District Council jurisdiction comprises a total area of approximately 271,000 hectares including several small islands in the Whangarei harbour. Within this area there is approximately 8,833 hectares of “Urban Fire District” under the control of the New Zealand Fire Service and approx 92,926 hectares of crown land under the jurisdiction of the Department of Conservation. This leaves a balance of 169,241 hectares of land administered by the Whangarei District Council for the purposes of fire control.

The district has a mix of scrubland, pastoral, forestry and residential lifestyle areas including several rapidly growing coastal communities.

The fire danger levels in the district can reach “extreme”. These extreme periods generally occur in late summer and tend not be prolonged due to regular autumn/winter rain.

Due to consistent rainfall in the winter and spring, vegetation growth rates are high contributing to very high fuel loading in scrubland and forest areas. These areas could cause extreme fire behaviour and prove very difficult to control in times of elevated fire danger.

The district has two Volunteer Rural Fire Forces constituted under Section 36 of the Forest and Rural Fires Regulations 2005. These forces are located at Whananaki and Maungakaramea. These forces provide an immediate response to their surrounding areas and are able to assist with fire control anywhere within the district.

A Principal Rural Fire Officer (PRFO) is employed as a contractor and reports to the Emergency Management Officer of the Whangarei District Council. The PRFO is responsible for carrying out the fire control functions of the district including response to fire incidents.

## Reduction

This section of the plan details policies and procedures to reduce the likelihood and consequences of rural fire in the district.

The objective of this section is:

**“To reduce the threat of human caused and naturally occurring fires through public education, risk management and fire engineering practices.”**

### Risk and Hazard Management Strategy

The Whangarei District Council has carried out a “Wildfire Threat Analysis” of the district, this analysis did not identify any significant areas of threat with a score greater than 600, therefore no specific risk planning is required by NRFA, however specific risk planning and mitigation may be carried out in areas considered at risk for other reasons. A pilot project using the “Firesmart” resources may be carried out in 2013.

Any strategy developed for an “at risk” area will aim to minimise the number and severity of fire ignitions through various means, including the following:

1. Public education activities.
2. Identifying areas of high risk vegetation and identifying built risks in rural areas.
3. Fire prevention planning focussing on areas of high threat.
4. Management of fire restrictions in times of elevated fire danger.
5. Investigation and enforcement activities after fire events.

### Outcomes of Risk and Hazard Strategy

#### 1. Fire Prevention Planning

Fire prevention plans will be formulated for areas identified areas as “at risk”. These plans will include the following:

1. Records of buildings identified and any special issues resulting from those inspections.
2. Details of hazard reduction activities that can be carried out by residents.
3. Details of hazard reduction activities to be carried out on public lands.
4. Special restrictions or procedures for the use of fire as a tool.
5. Details of education and awareness programs to be carried out.

It is important that these plans be directed to areas of highest threat first

## **2. Public Education Activities**

Public education is seen as a very important component of fire prevention and such the Whangarei District Council will undertake the following activities, in addition to anything identified in the risk and hazard management strategy:

1. Develop and display fire awareness messages in a variety of media in a consistent format to link into the "Having a Fire" website.
2. Direct all publicity to the website as a source of information.
3. Advertise rural fire season status in local newspapers for at least one week whenever rural fire season status changes.
4. Erect and maintain standard "grapefruit" fire danger signs in accordance with the policy detailed in section 3 of this plan.
5. Rural fire matters will be promoted at council "Expo" and any other appropriate council functions.
6. Press releases will be made by the PRFO following notable fires or at times of elevated fire danger; these press releases will be circulated by the Council's Media Communications Manager and will include relevant fire safety messages.
7. Information pamphlets will be sent out with any rural fire permit documentation to applicants, where possible.

## **3. Register of Commercial Buildings**

As required by NRFA standards a list of identified buildings meeting criteria set by NRFA was supplied to the New Zealand Fire Service. The risk associated with each building was considered and risk plans developed for high risk buildings. The register of these buildings is attached as Appendix 3.

## **4. Signage**

All fire signage erected in the district must comply with NRFA Circular 2006/09, attached as appendix 1.

Approved "grapefruit" signs will be erected near fire stations and high-risk areas where volunteers are available to change the indicators as required. In addition to these signs a "grapefruit" sign is erected on Western Hills Drive to target visitors coming north along SH 1. The indicators will be set according to instructions from the PRFO. In determining the settings for the sign the PRFO will consider the current and predicted drought and build up indices of the fire weather system. The signs are to be set to reflect weekly conditions and are to be updated prior to weekends wherever practicable.

In accordance with the Forest and Rural Fires Regulations, Section 52, standard signs will be erected in times of fire restrictions or prohibition. These signs will be erected at all main roads into the district and areas identified by fire forces and fire officers as high profile, fire prone areas. The placement of signs will be reviewed prior to erecting signs.

All fire restriction signs erected will have their location recorded for future retrieval and will be removed or changed within 2 days of a change of fire season status. Wherever possible signs will be erected immediately prior to the season coming into force.

## **5. Fire as a Tool**

The Whangarei District Council recognises that fire is a legitimate land management tool when used safely and with consideration to environmental effects.

In order to actively manage this process Whangarei District Council will in addition to anything identified in the risk and hazard management strategy:

1. Operate a system of fire restrictions through open, restricted and prohibited fire seasons. These are designed to control lighting of fire in times of elevated fire danger while making provision for legitimate use of fire for land development and cultural purposes.
2. Provide advice to landowners and residents regarding the safe use of fire.
3. Monitor fire danger levels and weather and climate forecasts.
4. Operate a system to issue fire permits during restricted fire seasons.
5. Operate a system to issue special permits during prohibited fire seasons.

## **6. Investigation and Enforcement Activities**

Public education and awareness is seen as preferable to any enforcement activity, but in serious cases such as repeat offenders or potentially dangerous situations enforcement will be used as a deterrent. Prosecution can be brought under the Forest and Rural Fires Act 1977, the Forest and Rural Fires Regulations 2005 and the Fire Prevention Bylaw 1992 and any subsequent amendments. The prosecution process will be driven by the PRFO.

A probable cause of fire is to be determined for all fire incidents. The first responding Rural Fire Officer will be responsible for determining a probable cause for all fires. If they are unable to determine a cause for any reason the PRFO or DPRFO will be notified and action is to be taken to source outside assistance to further the investigation.

The PRFO will determine the cause of all fires resulting in a claim on the Rural Fire fighting fund or where cost recovery is possible from any party.

If a formal investigation report is required for legal purposes an independent fire investigator is to be appointed to assist the PRFO.

Investigations will comply with the requirements of NRFA policy.

## **Fire Season and Restrictions**

In accordance with Section 22 of the Forest and Rural Fires Act 1977 the Whangarei District Council will implement Open, Restricted and Prohibited fire seasons to control the lighting of fires in the open air.

The build up index (BUI) of the New Zealand Fire Danger Rating System will be the main driver in the decision to impose restrictions, however other factors such as time of year, forecast weather and climate conditions, all other indices and codes of the New Zealand Fire Danger Rating System will also be considered as to their effect on fire behaviour and likely development.

The following BUI levels are to be used as a guide to imposing the various fire seasons:

<b>BUI</b>	<b>Season</b>
0 to 60	Open
60 to 100	Restricted
Greater than 100	Prohibited

The PRFO may decide not to implement a Prohibited season, but instead to stop the issue of permits in a Restricted season. This decision would be made when it was expected that fire danger levels were likely to reduce in the foreseeable future and a Prohibited season is not practicable. A permanent Prohibited season has been declared for Limestone and Rabbit Islands in the Whangarei Harbour. This has been undertaken to protect sensitive ecological areas and will remain in force until further notice. Signs to this effect will be permanently erected on the Islands.

During an Open season fires in the open may be lit providing they do not present any danger of escape or cause any damage. All fires must comply with the Whangarei District Council Fire Prevention Bylaw 1992 and any provisions of the Resource Management Act 1991. NRC air quality

Permits are not required for traditional cooking fires such as hangi, umu and spit roasting providing the conditions applicable to "Minor Fire Permits" are adhered to at all times. The fire must only burn for the time required for the cooking process and must be extinguished immediately the cooking process is completed. At any time the fire may be extinguished at the request of a fire officer.

## **Permit Issue System**

During a Restricted fire season permits will be issued by Forest Protection Services, as contracted, on behalf of Whangarei District Council.

The issuing of a fire permit does not in any way absolve the applicant from any liability arising from lighting the fire and all care must be taken to keep the fire under control.

Any person breaching the conditions of their permit may be liable for prosecution. All permits must be produced on demand by a Fire Officer (Rural Fire Officer, New Zealand Fire Service Officer, or a Police Officer).

The public will be able to apply for a permit online at [www.havingafire.co.nz](http://www.havingafire.co.nz) or by phoning Forest Protection Services on 09 430 7707 between the hours of 9 am and 4pm weekdays. Fire season status can be checked at the [www.havingafire.co.nz](http://www.havingafire.co.nz) website.

Permits will be issued for two different classes of fires in the open air:

## **Minor fires**

Fires that meet predetermined conditions can be issued with a permit without a site visit and the permit will be posted or faxed to the applicant.

***Permit Conditions for Minor Fires***

Permits for minor fires will only be issued if all the following criteria can be met:

1. Fire must be under 2x2 metres.
2. There must be at least 5 metres cleared of combustible materials around the fire site.
3. There must be a minimum of 1 garden hose available to control any “break-out” fires (except for non-reticulated areas).
4. Fires in non-reticulated areas must have shovels for the minimum required man power, and a pressurised water source e.g., spray unit, in case of any “break-out” fires.
5. In all cases a minimum of 2 people must be in attendance at the fire site during burning.
6. All fires are to be completely extinguished before being left unattended and a check made that they have not re-ignited 30 minutes later.
7. No fire shall be lit or allowed to burn within 100m of any bush, scrub, forest, or reserve.

Examples of minor fires requiring a permit include:

- an incinerator to burn rubbish (unless the incinerator has been approved by a Rural Fire Officer)
- small rubbish fires
- farm fire in a paddock.
- Small piles of tree trimmings

These fires are defined as fires in the “open air” under the Forest and Rural Fires Act 1977.

**Large fires**

Fires that do not meet the predetermined criteria for minor fires will require a site visit from an authorised Rural Fire Officer and will require a full burn plan to be lodged with the permit application. The burn plan must be completed by the owner or an appointed agent, at the owners’ expense.

Due to the elevated fire danger during any Restricted fire season a high level of care and protection will need to be demonstrated in any burn plan. Applications for permits for large fires will be declined if the PRFO deems that the fire can reasonably be conducted outside the Restricted season.

***Example Burn Plan for Major Fires***

The following information may be required in a burn plan. Due to the variable nature of fire environment factors for any fire, more information may be required.

1. Owner details including address, and other contact details.

2. Area (ha), fuel type and preparation.
3. Topography and fuel on surrounding areas.
4. No of personnel and how they are to be deployed.
5. Fire equipment at burn and how it is to be deployed.
6. Width and state of firebreaks.
7. Waterpoint location and capacity.
8. Reserve personnel, equipment and location.
9. Communications with personnel and outside agencies.
10. Weather forecast arrangements.
11. Desired prescription regarding weather conditions.
12. Date and start time.
13. Description of light up pattern.
14. Special arrangements to cover areas of high risk.
15. Weather conditions that would preclude burning.
16. Exact location including map reference.

### **General conditions for all fire permits**

All fire permits issued are subject to the following general conditions:

1. "Open air", in relation to fires, means otherwise than within:
  - (a) A fireplace (including any enclosed fireproof place or incinerator for combustion by fire) constructed and maintained in a dwelling or other structure or in any other place to the approval of the public or local authority having jurisdiction to issue the relevant permit to build such dwelling or structure or to authorise the construction or installation of the fireplace; or
  - (b) An incinerator operated by or with the written approval of the Director-General of Conservation or of a Fire Officer having jurisdiction to issue permits to light fires within the relevant district within which the State area is situated; or
  - (c) Any barbecue, whether fixed or portable,
    - (i) Which is of a type or construction prescribed by regulations under the Forest and Rural Fires Act 1977 or authorised, specifically or generally, by the Fire Officer or Chief Fire Officer within whose jurisdiction the barbecue is to be used; and
    - (ii) Which is used in any area so prescribed or authorised.
  - (d) Such other receptacle or place as may from time to time be authorised by the Fire Authority for the relevant District or be prescribed.

2. Do not light up in a strong wind or in conditions likely to spread the fire or to present a fire hazard (including an adverse long-range weather forecast). Check the weather forecast.
3. Patrol the fire until completely out or cannot spread.
4. PERMITS ARE SUSPENDED by fire hazard emergency warnings or orders prohibiting all open air fires. Check by radio, or ring the Fire Authority. If fire is essential for emergency (e.g., stock disease) at such times, seek a "special permit".
5. A written permit must be produced on demand by a member of Police or a Fire Officer.
6. If no permit can be produced on demand, the fire will be extinguished and the person in control of the fire may be liable for prosecution and/or fire control costs and damages.

### **Forest Areas**

There are no forest areas registered with the Whangarei District Council under Section 17 of the Forest and Rural fires Act 1977 therefore there are no corresponding safety margins or a register of forest areas.

### **Bylaws**

This fire plan must be read in conjunction with the Whangarei District Fire Prevention Bylaw 2005, attached as Appendix 5.

### **Other Policies and Legislation Regarding Rural Fire**

Policies and legislation other than the Forest and Rural Fires Act 1977 have an impact on the management of rural fire within the district, and a brief outline of the documents and their main effects are listed below.

#### **Fire Service Act 1975**

Establishes the National Rural Fire Authority and outlines its functions and powers.

#### **Local Government Act 2002**

Covers removal of fire hazards from properties. Identified or reported fire hazards may be dealt with under this legislation.

#### **Resource Management Act 1991**

The Regional Air Quality Plan was developed in accordance with the Resource Management Act 1991. This plan sets out rules for all discharges to the atmosphere including smoke from fires. Any complaints of smoke nuisance will be dealt with under this plan.

### **Health Act 1956**

The Regional Air Quality Plan Section 6.4.2 states that a smoke nuisance will be managed by the District Council in accordance with the Health Act 1956.

### **Health and Safety in Employment Act**

All Council staff and volunteers are classed as employees for the purposes of this act and must operate in accordance with all policies and procedures developed by the Whangarei District Council as the employer.

### **Forest and Rural Fire Regulations 2005**

These regulations set out the detail of how the Forest and Rural Fires Act is to be implemented.

### **Civil Defence Emergency Management Act**

This act states that Council must identify and reduce those risks to which its community is exposed to. This process must be done in consultation with the community so that they are fully involved in the risk management process.

### **National Rural Fire Authority Standards and Policies**

The National Rural Fire Authority is tasked with establishing standards of performance for Rural Fire Authorities and for monitoring performance against these standards. These National Rural Fire Authority standards and policies are to be incorporated into all operating procedures and policies adopted by the Whangarei District Council.

### **Whangarei District Council VRRF Constitutions.**

These documents outline the operating and administrative procedures and structures for Volunteer Rural Fire Forces and set out the terms under which the fire force operates.

### **Whangarei District Council Instructions and Operating Procedures**

Whangarei District Council will from time to time promulgate operating procedures and instructions to staff and volunteers. These instructions are to be followed at all times.

## Readiness

This section of the plan details policy and procedures in relation to preparing for a fire fighting event.

The objective of this section is to:

**“Monitor fire danger and to prepare appropriate resources and systems to mount an effective and safe response to a fire incident.”**

## Maps

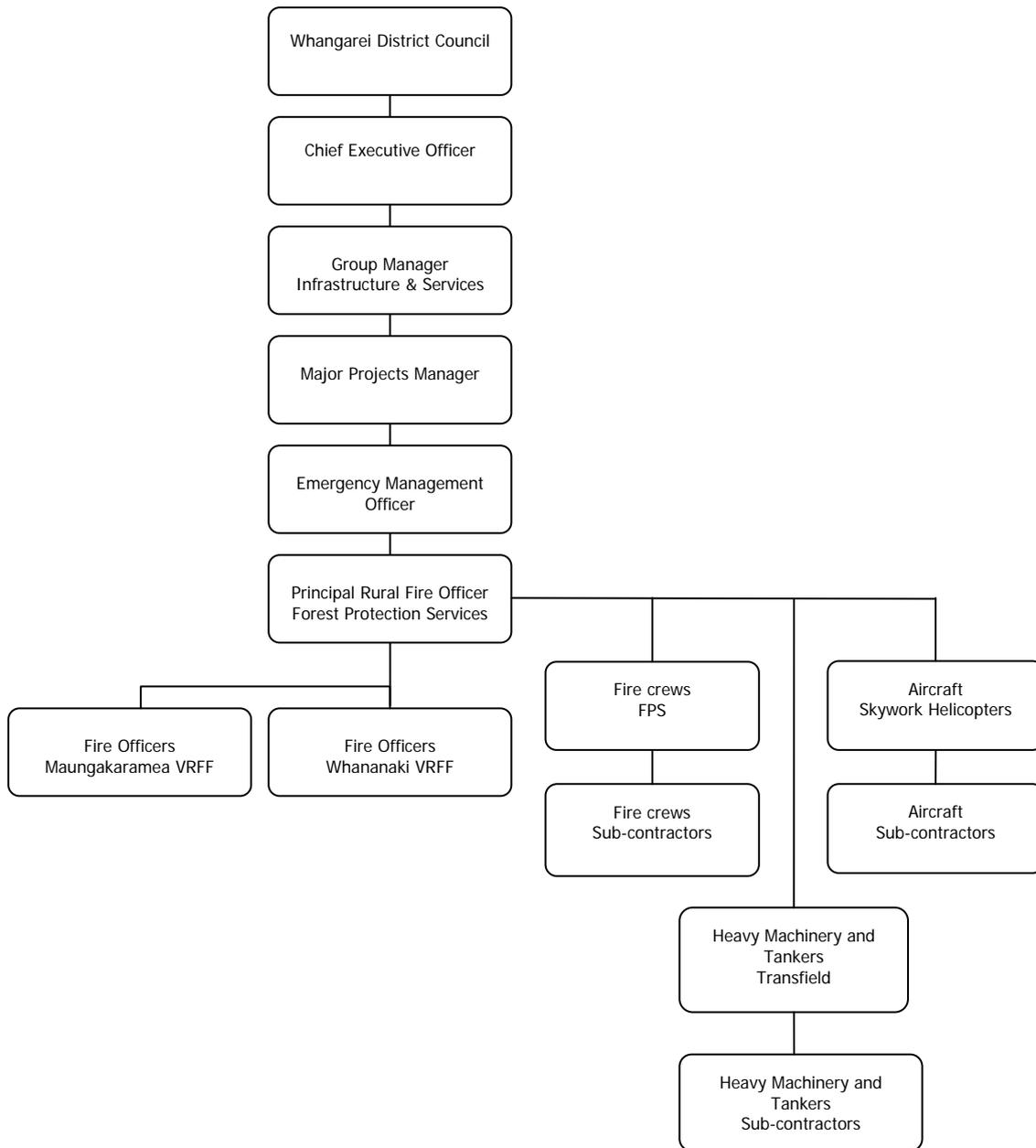
A map detailing Fire District boundaries etc is attached as Appendix 2.

These maps will be reviewed annually to determine if they display all current jurisdictional boundaries. This will be checked against latest GIS information from the New Zealand Fire Service and any published gazette notices.

The GIS department of Whangarei District Council will maintain this information.

**Responsibilities and Chain of Command**

**Administrative Structure**



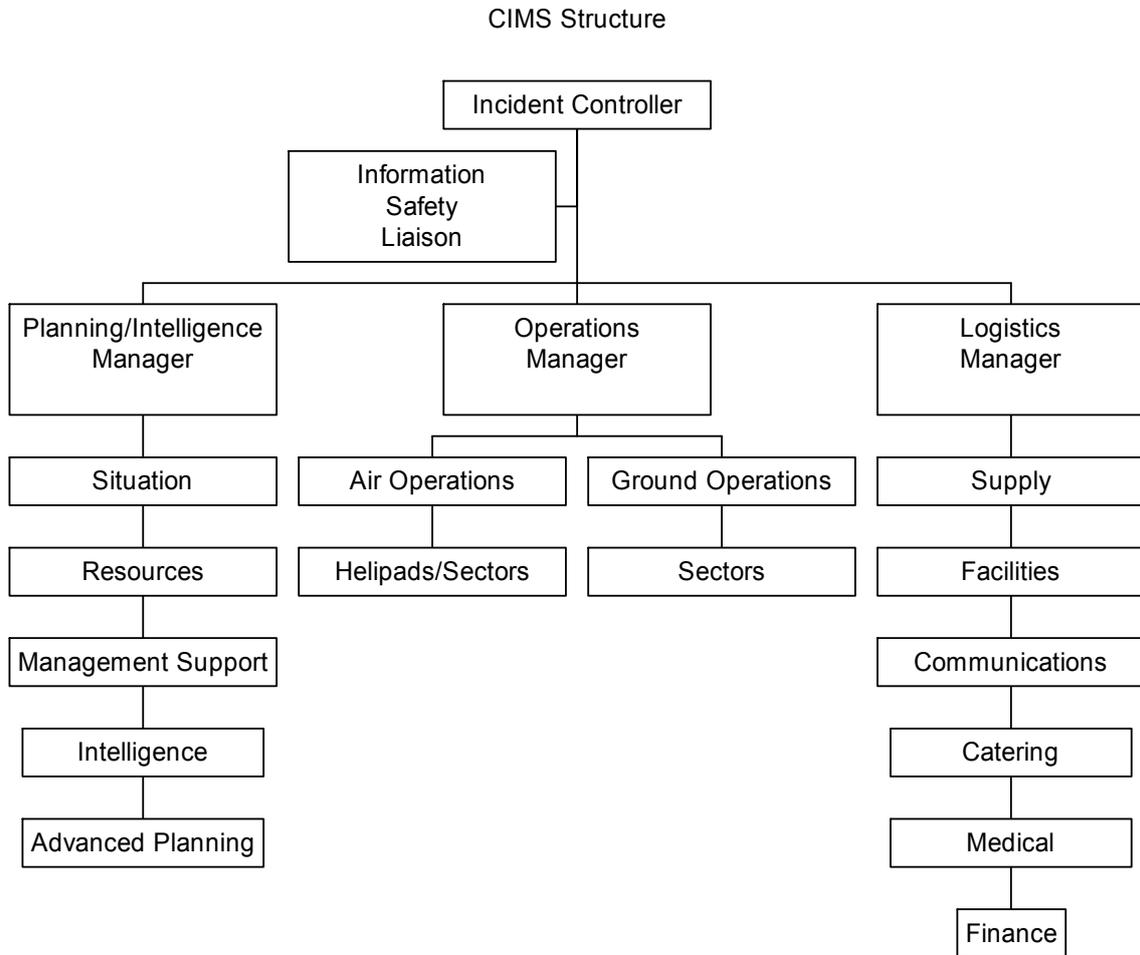
The Whangarei District Council as the Fire Authority adopts policies to be implemented to discharge their statutory responsibilities. The Chief Executive ensures that Whangarei District Council staff and contractors put these policies and subsequent procedures into practice.

The Whangarei District Council has contracted delivery of day to day functions to Forest Protection Services Trust and appointed Kevin Ihaka as Principal Rural Fire Officer. This contract is managed by the Emergency Management Officer.

**Operational Structure**

The CIMS (Coordinated Incident Management System) structure as detailed in the CIMS manual will be implemented for all fires.

The following structure is to be used at large scale incidents, this structure will be scaled down according to the size of any fire and the amount of support required by operations.



## Fire Officers

The following Rural Fire Officers have been appointed under the Forest and Rural fires Act 1977.

Principal Rural Fire Officer	Kevin Ihaka
Deputy Principal Rural Fire Officer	Michael Sullivan
Rural Fire Officers	
	Paul Mosely
	Mark Arrowsmith
	Larry Purdie
	Brian Meadows
	Mark Montgomery
	Murray Johnstone

## Training

Training for fire response crews will be coordinated by the PRFO and will, where ever possible, be delivered to NZQA unit standard levels.

Training programs will be designed to ensure that all response staff are training towards unit standards applicable to the tasks that they are required to carry out. The PRFO will ensure all response staff will participate in Fire and Rescue Services Training Organisation (Emqual) training.

All response staff will hold, or be under the supervision of someone who holds, Unit Standard 3285, Protect Personal Safety at Vegetation Fires and will comply with NRFA training standards.

Volunteer Rural Fire Forces undertake training as part of their routine operations. Detailed records of this training must be kept by the Fire Force in a format prescribed by the PRFO. These records must be available for audit on request.

If no qualified staff are available to fill any position a lesser qualified person may be appointed if measures are in place to support that person in their role and a plan is adopted that will ensure that training and assessment take place as soon as practicable.

## Health and Safety

All members of Volunteer Rural Fire Forces are deemed to be employees for the purposes of the Health and Safety in Employment Act 1992 and as such are subject to all aspects of the Whangarei District Council Health and Safety Policy.

All personnel attending fires shall hold unit standard 3285 Protect personal safety at vegetation fires, or be under the supervision of someone who holds the unit.

Personnel are to be deployed in accordance with NRFA circular 2005/2 Work/Rest and length of assignment guidelines for rural fire fighting operations. Any deviation from this guideline must be approved by the PRFO or the Emergency Management Officer. These guidelines are attached as Appendix 4.

Regular fitness and medical testing will be encouraged on a voluntary basis.

All accidents, incidents and near misses must be recorded as stipulated in the Whangarei District Council Health and Safety Policy.

## Fire Fighting Resources

The following section details fire fighting resources and personnel immediately available to Whangarei District Council in the event of a fire.

### Resources Available for Immediate Response

#### *Rural Fire Officers*

Position	Name	Contact Details
Principal Rural Fire Officer	Kevin Ihaka	09 430 7707 Work 09 437 6580 Home 021 798 177 Mobile  026 105 816 FPS group pager
Deputy Principal Rural Fire Officer	Mike Sullivan	09 430 7707 Work 09 435 5219 Home 021 575 204 Mobile  026 105 816 FPS group pager
<b>Maungakaramea</b>		
Rural Fire Officer	Mark Montgomery	09 438 0552 Work 09 432 3841 Home 0274 782 317 Mobile

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Rural Fire Officer	Murray Johnstone	09 4596074 Work 09 432 3886 Home 021 108 4768 Mobile
Rural Fire Officer	Larry Purdie	09 432 3701 Home 09 430 0343 Work
<b>Whananaki</b>		
Rural Fire Officer	Mark Arrowsmith	09 433 8005 Home 021 567 633 Mobile
Rural Fire Officer	Paul Mosely	09 433 8242

*Personnel*

Name (Approx No of personnel)	Telephone A/H	Mobile	Pager	Call Sign
<b>Forest Protection Services (40)</b>	<b>09 430 7707</b>		<b>026 105 816</b> <b>Group call</b> <b>all staff</b>	<b>FPS Base</b>
Kevin Ihaka	09 437 6580	021 798 177	026105816	FPS 1 Whang PRFO 1
Kylie Ihaka	09 437 6580	021 856 211	026 105 816	
Mike Sullivan	09 435 5219	021 575 204	026 105816	FPS 2 Whang PRFO 2
Rob Clarke	09 4207433	021 570 135	026 105 816	FPS 3
<b>Searle Forestry</b> Darren Searle (10)	09 439 6916	021 222 7929	026 105 816	RFO Kaip 5
<b>Maungakaramea RFF (12)</b>		<b>027 4548674</b>		
Appliance				MGK 2171
Mark Montgomery	438 0552 Work 432 3841 Home	0274 782 317		
Murray Johnstone	09 432 3886	021 108 4768		
<b>Whananaki RFF (12)</b>				
Appliance		<b>027 4548676</b>		Whn 6171
Mark Arrowsmith	09 433 8005	021 567 633		
Michael Walters	09 433 8940			
Paul Mosley	09 433 8242			

***Diggers, Dozers and Transporters and Water Tankers***

Transfield Services are contracted to supply all heavy machinery and bulk tankers and operate under a contract with Forest Protection Services. Whenever Transfield cannot provide equipment within acceptable time frames they have engaged subcontractors to provide services. All requests for machinery and bulk tankers are to be directed to Transfield Services.

<b>Name</b>	<b>Contact</b>
George Dods	021 986 074
Shane King	021 801 972

***Fuel Supplies***

Fuel can be obtained from contractors and reimbursed after fire, records must be kept. Fuel can also be obtained using fuel cards from fire appliances.

Aviation fuel to be supplied by Skywork.

Fuel for an extended campaign phone Minitankers 0800 111 666.

***Helicopters***

Restricted category Aircraft shall not be used to transport personnel (other than employees of the aircraft operator) unless no other aircraft is available and the flight is necessary to prevent serious harm to life or property. Restricted category aircraft should not be first response to any incident.

All initial requests for aircraft are to be directed to Skywork Helicopters contact via United Security on (09) 470 0486 (24 hrs). Firecom

Requests for controlled airspace should be made on the standard CAA forms available through Skywork Helicopters.

Skywork Helicopters are contracted via Forest protection Services to provide all aircraft and air support resources; in the event that Skywork cannot provide the appropriate response they will subcontract the appropriate resource.

WHANGAREI DISTRICT COUNCIL

**SKYWORK 24/7 EMERGENCY MANAGEMENT CONTACT DETAILS**

**CALL HEAD OFFICE +64 9 422 7018 for AIRCRAFT DISPATCH or CALL FIRE-COMMS +64 9 486 7948 to ACTIVATE COMPANY PERSONNEL PAGERS**

<b>WARKWORTH BASE</b> Hanger 255 Baddeleys Beach Road, RD6, Warkworth 0986 <a href="http://www.skyworkhelicopters.com">www.skyworkhelicopters.com</a> P:+64 9 422 7018, F:+64 9 422 7064, E: skywork@skyworkhelicopters.com		<b>WHANGAREI BASE:</b> Hanger Onerahi Airport, Handforth St, Whangarei 0110 <a href="http://www.skyworkhelicopters.com">www.skyworkhelicopters.com</a> P:+64 9 436 5155, F:+64 9 436 5010 E: skywork@skyworkhelicopters.com		<b>THAMES BASE:</b> Hanger Thames Airfield, Main Road, Thames 3576 <a href="http://www.skyworkhelicopters.com">www.skyworkhelicopters.com</a> P:+64 7 868 6100, F:+64 7 868 6204 E: skywork@skyworkhelicopters.com		<b>NELSON MAINTENANCE BASE:</b> Hanger 184 Cable Bay Road, Hira, Nelson <a href="http://www.skyworkhelicopters.com">www.skyworkhelicopters.com</a> P:+64 21 276 0005, F:+64 3 545 0098 E: skywork@skyworkhelicopters.com	
<b>ZK-HUU SATELLITE PHONE:</b> +8816 2247 5104		<b>ZK-HWW SATELLITE PHONE:</b> +8816 5144 8340		<b>ZK-HQQ SATELLITE PHONE:</b> +8816 2146 5906		<b>ZK-HZZ SATELLITE PHONE:</b> +8816 3144 7416	
<b>PILOTS:</b>	<b>CONTACT NUMBERS</b>	<b>CALL SIGN</b>	<b>AIRCRAFT TYPE &amp; LIFT</b>	<b>BUCKET CAPACITY</b>	<b>NVGC</b>	<b>EFE</b>	<b>SUPPORT EQUIPMENT</b> 3 x Bambi buckets (2600 litres) 2 x Bambi Bucket (1400 litres) 4 x Bambi Buckets (1000 litres) 1 x Bambi Bucket (860 litres) 1 x Bambi Bucket (600 litres) 3 x Monsoon Buckets(950 litres) 1 x Monsoon Bucket (550 litres) 1 x Collapsible Dew Drop Bucket (900 litres) 5 x 45 litre Class A Sacksa Foam Dispensers 2 x 45 litre Class A C-DAX Foam Dispensers 1 x Class A Sacksa Foam Dispenser 3 x 1900 litre Mini Tankers Jet A1, 9 x 1100 litre Fuel Cubes 1 x 4000 litre Water Tank 4 x 12000 litre Water Tanker incl 2400 litre Jet A1 2 x 5000 litre Portable Dam 4 x Weather Stations (portable) 1 x 6m x 6m x 400mm Enviro Containment Fuel Spill Centre 1 x High Pressure Javelin Water Lance 1 x 450lb Winch 1 x Helisaw 1 x Infra red camera 1 x UV camera 1 x High Definition Gimbal Camera 1 x 32' Trailer (Mobile Office/Work Shop) 1 x 10 place Carousel Hook
Roger Stevenson CAA # 21527	Mob: 021 276 0040 Mob: 0274 785 804 Pager: 0865 07 512	SKYWORK 1	<b>ZK - HUU</b> <b>AS350B3</b> 1400kg (winch capabilities)	1300ltrs	Y	Y	
Euan Stratford CAA # 40269	Mob: 021 276 0044 Pager: 0865 07 513	SKYWORK 2	<b>ZK - HZZ</b> <b>AS350B3</b> 1400kg	1300ltrs	Y	Y	
Remco Coenra CAA # 62750	Mob: 021 276 0057 Pager: 0865 07 514	SKYWORK 3	<b>ZK - HWW</b> <b>AS350BA</b> 907kg	800ltrs	Y	Y	
Ben Fry CAA # 55038	Mob: 021 276 0054 Pager: 0865 07 516	SKYWORK 4	<b>ZK - HQQ</b> <b>AS350BA</b> 907kg	800ltrs	Y	Y	
Chris Palmer CAA # 73875	Mob: 021 276 0060 Pager: 0865 07 519	SKYWORK 5	<b>ZK - HQR</b> <b>Bell 206</b> 500kg	450ltrs	N	N	
Caleb Green (Trainee)	Mob: 021 276 0049	SKYWORK 6	<b>ZK - HLT</b> <b>Hughes</b> <b>269C</b> 275kg	200ltrs	N	N	
<b>Remote Location Fuel Storage:</b>			<b>NVGC - Night Vision Goggle Configuration</b>				<b>OTHER EQUIPMENT:</b> DGPS Nav Systems, Online Flight Tracking System, Logging Grapples,
DOC	Great Barrier Island	1000 Litres					

JNL	Northland	3300 Litres	<b><i>EFE - Emergency Floatation Equipped</i></b>  <b>Real-Time online Tracking available in most aircraft</b>  <b>CLASS A FOAM: STOCK AVAILABLE AT ALL SKYWORK BASES</b>	Remote Hooks, Human Sling Eq, Lifting Bins, Skips, Nets, Rigging Long Lines Helicopter Pods, Helicopter Platforms, Helicopter Side Hook Systems, Steerable Flood Lights - Night Sun, Fire Lighters, Multi Functional Buckets (i.e. baiting, topdressing) , Long Range Aux Fuel Tank, Spray Equipment, Loading Systems, Mobile Roof Top Helipads, Extensive Vehicle Support Fleet/Mobile Fuel Trucks/Tankers
DOC	Motutapu Island	1000 Litres		
DOC	Coromandel	400 Litres		
DOC	Te Pahi	1000 Litres		
DOC	Little Barrier Island	1000 Litres		

**Resources Available for Assistance - Outside Organisations**

**NZ Fire Service**

Name	Contact	Phone - Work	Other
Auckland & Hamilton FIRECOM	Control Room	09 486 7948 Fax: 09 571 1269	111 emergency
Whangarei Kaipara District		09 438 9199 Fax 09 437 7058	111 emergency
Mike Lister		09 430 1253	027285 3375
Allan Kerrisk		09 470 6153	0274 800 695
Wipari Henwood		09 430 0904	027 226 9540

**National Rural Fire Authority**

Organisation	Contact	Phone - Work	Other
Wellington	Murray Dudfield	04 496 3600	021 662 133
Auckland	Rob Goldring	09 354 5126	021 959 219

**Dept of Conservation**

Organisation	Contact	Phone - Work	Other
All fire calls	Duty Officer		0800 362 468 0800 doc hot
Northland Conservancy Office		09 430 2470	
Whangarei Area Office		09 430 2133	
Bay Of Islands (Kerikeri)		09 407 8474	

**District Councils**

Organisation	Contact	Phone - Work	Other
Whangarei District Council	Victoria Randell	09 430 4200	027 5615 454
	Ann Midson (Media)	09 430 4200	
Northland Regional Council		09 438 4639	0800 504 639
Far North District Council	Lance Johnston	09 405 2750	021 285 6196
Northern Rural Fire Authority	Myles Taylor	09 401 5200	021 02108467
Kaipara District Council		0800 727 059	0800 727 059
Auckland City	Bryan Cartelle	09 301 0101	027 497 7841
Auckland City	Scott Marchant	09 301 0101	(021) 544 873

**Meteorological Service**

Organisation	Contact	Phone - Work	Emergency
24 Hour Forecast		0900 999 09	24 hours
Wellington		0900 999 04	

WHANGAREI DISTRICT COUNCIL

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Metfax		0900 779 99	Item # 11995
Marine Forecast		0900 999 99	

**NZ Police**

Organisation	Phone	Emergency
Whangarei	09 430 4500	111 - 24 hours
Kawakawa	09 404 3150	"
Dargaville	09 439 3400	"

**Power Authority**

Organisation	Phone	Emergency
Northpower	09 430 1803	Office hours
	09 430 1800	24 hours

**Radio**

Organisation	Phone	Emergency
Newstalk ZB	09 430 4950	0800 801 080
Radioworks	09 438 0799	
Radio Network	09 430 4950	

**Medical Assistance**

Organisation	Phone	Emergency
Ambulance		111

**Caterers**

Organisation	Phone
Denby Caterers (Can deliver)	09 437 1452
Absolute Catering (Dwight)	09 438 7422 or 027 244 5501
Tiffanys	09 438 8454

## Fire Equipment Locations

	Whananaki	Whangarei	Maungakaramea
Isuzu /Hino/Bedford 4x4	1	1	1
Ute 4 x 4 - Slip-on 500		1	
200 litre Slip-on Unit		3	
Robin / Wajax Pumps LV / HP	1	4	1
HV / LP		2	1
HV / HP	1	3	
Hose Packs	9	30	10
Delivery Hose 70mm	15	40	5
500 litre dam	1	4	
2700 litre dam		1	
5000 litre dam	1	3	1
Firetrol(litres)		9000	
Class A Foam Concentrate	20	1200	20
Knapsacks	0	18	4
Hand Tools	6	50	5

## Suppressants and Retardants

Forest Protection Services and New Zealand Fire Service hold stocks of suppressants, NZFS 500 litres FPS 1200 litres. FPS also holds stocks of retardant in Whangarei approx 6000 litres.

Skywork Helicopters will supply initial stocks for air operations.

## **Agreements under Sections 14, 15, 16 Forest and Rural fires Act**

Whangarei District Council has no agreements in place under Sections 14, 15 or 16 of the Forest and Rural Fires Act 1977.

## **Other Agreements**

Whangarei District Council has the following agreements in place for provision of fire services.

1. Contract with Forest Protection Services Trust for the delivery of fire management and Principal Rural Fire Officer services.
2. Constitutions with Maungakaramea and Whananaki Rural Fire Forces
3. Memorandum of Understanding with Department of Conservation for fire response in the Whangarei area, attached as Appendix 6

## **Specially Protected Areas**

Whangarei District Council does not have any specially protected areas under Section 6 of the Forest and Rural Fires Act 1977, but does operate a permanent "Prohibited" fire season for Limestone and Rabbit Islands in the Whangarei Harbour. This prohibition is to ensure protection of unique ecological values on these islands and will remain in force until further notice.

## **Restriction of Access to Exotic Forests**

Pursuant to Section 32 of the Forest and Rural Fires Act 1977 the Whangarei District Council will, in consultation with the forest managers/owners, restrict entry into forests in times of elevated fire danger:

Restrictions on entry to forests will be guided by the New Zealand Fire Danger Rating System. All recreational and other non-operational access to these areas will require a permit for periods where the BUI exceeds 60 and forest managers agree with the PRFO that restrictions would be relevant. Restrictions may be imposed at other times, by agreement between relevant forest managers and the PRFO, when any combination of factors indicate that entry restrictions would be a prudent fire prevention measure.

## **New Zealand Fire Danger Rating System**

The PRFO will monitor fire weather indices and fire danger classes to assess current and predicted fire danger. Whenever predicted weather conditions indicate the likelihood of thresholds for fire restrictions being reached, the PRFO will notify the Emergency Management Officer of the likely timing and outcome of meeting these thresholds. In the case of thresholds for restriction of entry to exotic forests under Section 32 of the Forest and Rural Fires Act 1977 the PRFO will also notify the relevant forest managers and discuss the implementation of restrictions.

Fire danger indicator signs in the district will be set to reflect the current and predicted fire danger class most applicable to the predominant fuel/risk as decided by the PRFO or DPRFO.

### **Fire Danger Indicator Signs**

Standard NRFA "grapefruit" fire danger indicator signs will be erected near main traffic routes in Whangarei City and other areas as deemed appropriate. These signs will be maintained and operated by the PRFO. VRFFs

Accompanying the fire danger signs will be signs advising of Restricted or Prohibited fire seasons as appropriate during these times.

Signs regarding fire season status may also be displayed in areas identified by Rural Fire Forces as high risk/profile areas within their communities.

### **Response levels**

Volunteer Fire Forces and Fire Officers maintain a 24 hr 7 day call system and operate regardless of fire danger conditions. During times of extreme fire danger i.e. BUI above 100, the PRFO will give consideration to the location and availability of contracted resources and provide a short report to the Emergency Management Officer as to the level of available resources and the suitability of this level with any recommendations for change.

## Response

This section details policies and procedures for responding to a fire incident.

The objective of this section is to:

**“To initiate a response to a notification of fire that will achieve fast, effective and safe control of the incident by following predetermined plans.”**

## Reporting

Any person discovering a suspicious or uncontrolled fire should report this to the New Zealand Fire Service (NZFS) using the 111 system; these calls are then notified to the PRFO by pager and to the appropriate Rural Fire Force or Brigade.

Pagers and the 111 system operate 24 hrs a day throughout the year.

## Initial Response

The NZFS will:

1. Turn out the nearest Fire Service Brigade and/or Voluntary Rural Fire Force as determined by zone predetermined attendance.
2. Advise the Rural Fire Authority by activating Rural Fire Officers pagers as determined in appropriate zone notifications.

The RFA officer will:

1. Initiate any extra response to incident over and above that dispatched by NZFS.
2. Check with NZFS to monitor situation reports from the fire ground.
3. Respond to any incident that may require an incident management team to be established.

The Incident Controller will implement the Coordinated Incident Management System at all incidents.

## Additional Resource Deployment

If a fire incident escalates beyond the control of the initial response resources, the PRFO/RFO is to respond additional resources. Some of the sources of these additional resources are detailed in this plan in the Readiness section.

Where the total cost of the response is likely to exceed \$5,000 the Incident Controller (IC) is to notify the Emergency Management Officer and obtain approval for the expenditure. The PRFO or designated agent will approve Incident Action Plans (IAP) and authorise resources. If the Emergency management Officer cannot be contacted the IC is to implement the IAP.

For every deployment of additional resources, as determined by the incident management team, a plan is to be formulated for the next level of escalation and resources identified and where necessary placed on standby for deployment.

At a large scale incident it is unlikely that Whangarei District Council resources will be able to mount a prolonged fire attack unaided and resources from other fire authorities will need to be utilised. All requests for resources from other fire authorities should be made through the appropriate duty officer/PRFO in the first instance.

When it is anticipated that a fire will require manpower resources beyond those immediately available within the region a request is to be made to NRFA for deployment of National Incident Response Teams and consideration should be given to engaging a National Incident Management Team.

## **Incident Communications**

### **Fire Reporting**

Initial notification of fires will be to Rural Fire Officers via pagers. This pager call will be initiated by the NZFS.

If a call is directed to Whangarei District Council or Forest Protection Services numbers, or the after hours answer service, the call details are to be relayed to Forest Protection Services pager system 026 105 816. Following receipt of the call the duty Rural Fire Officer (or any other fire officer in their absence) will begin a response.

Any caller making such a call direct to Forest Protection Services or Whangarei District Council will be advised to also call 111 with the same information.

### **Incident Ground Communications**

A specific written communications plan is to be developed when 5 or more crews or 2 or more aircraft are involved in firefighting activities. The following information shall be used as the basis for this plan.

#### ***Fireground: Channels***

The following channels are available for fireground communications

Local Channel Identifier	Frequency
Fire 1 (NZFS) Default fireground channel	143.8250
Fire 2 (NZFS)	143.7875
Fire 3 (NZFS)	140.9250
Fire 4 (NZFS) Default Air ops channel	140.6125

***Fireground to Comcentre: Telephone or radio network***

To NZFS Firecom	LMR system
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***Fireground to Incident Control Point: Radio Network***

Channel 10 liaison Channel	Call sign to be advised at incident
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***ICP to Emergency Operations Centre (EOC)***

Telephone or CDEM radio network	ESB 151 Callsigns Whangarei RFO1 and Whangarei RFO2
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***Ground to Air***

NZFS Fire 4	Initially Fire 4 and later as decided at incident by incident management team
Skywork simplex	
Aviation channels as required	

***ICP/EOC to other agencies***

Telephone or CDEM radio system
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**Cell phones**

May be used as a form of communication at rural fires. Due to the gaps in the coverage area for cellular use this system will not be relied upon as the sole source of communication.

## Record of Fires

All incidents attended by the Whangarei District Council will be recorded in the New Zealand Fire Service Station Management System. The first responding Rural Fire Force or Rural Fire Officer shall be responsible for entering data into the system.

## Notifications

The first responding crew or Rural Fire Officer is to locate the incident on the Whangarei Rural Fire Map and ascertain if the incident is in fact within the Whangarei fire district, if not, the appropriate fire authority is to be notified via Firecom as soon as possible with a situation report.

If a fire is near or threatening a commercial forest where the owner can be identified, and is not aware of the incident, the Rural Fire Officer in charge of the incident is to notify the owner of the situation using a cell phone. If cellphone coverage is not available, a request is to be made to Firecom with all contact details to notify the owner.

NRFA Standard, "Achieving Timely Response to Fires" requires Incident Controllers to supply NRFA with situation reports. This standard is attached as Appendix 7

## Records of Personnel and Other Resources

It is the responsibility of the officer in charge of the first attending Whangarei District Council crew to ascertain what resources are already at a fire and to record this and any subsequent arriving resources until relieved by another officer, or an incident management team is established at which point this responsibility will be formerly handed over the appropriate person. At larger incidents the Planning Intelligence Manager will assume the responsibility of tracking resources and organizing demobilization plans.

Records must also be kept of any resources consumed or leaving the fire.

Details must include:

1. Names of all personnel on site.
2. Time of arrival and departure.
3. Where and how personnel are deployed.
4. Equipment used.
5. Consumables used.

A detailed fire log must be kept for all incidents. For small incidents requiring only an initial response (3 crews or less) the details recorded by Firecom through situation reports and status messages will be sufficient.

At larger fires the Incident Controller will be responsible for ensuring an ongoing log of events is recorded. In addition to this central log each participant will be encouraged to maintain individual logs and records. This will assist with the later corroboration of events and maximise the potential learning outcome of the de-brief process.

Informal fire behaviour observation should be recorded by crew leaders and included in all situation reports. Formal fire behaviour monitoring will be instigated by the Planning Intelligence Manager at larger fires where an Incident Management Team has been established.

### **Logistical Support**

Requests for logistical support for initial attack and small incidents should be to the PRFO/Duty fire officer via Firecom. For larger incidents a Logistics Manager will be appointed as part of the Incident Management Team to deal with all requests.

The Logistics Manger will appoint any necessary staff to ensure all requests are dealt with in a timely manner and may call on Whangarei District Council staff to provide any necessary resources, facilities or assistance.

Initial contact details for most resources are listed in the Readiness section of this plan.

## Recovery

This section details actions to be taken after the event of a fire.

The objective of this section is:

**“To promote physical and cultural rehabilitation of a fire affected area and to return all response systems, personnel and equipment to a state of readiness.”**

### Site Rehabilitation

Whangarei District Council has no powers under the Forest and Rural Fires Act 1977 to carry out or enforce rehabilitation of any area burnt, but will provide advice and support to assist land owners to rehabilitate areas after a fire event and to promote recovery of ecological and cultural values of the area.

### Operational Recovery

All fire fighting systems and resources will be returned to operational condition as soon as possible after a fire event in order to be ready for any further outbreak of fire.

All personnel are to be rested as soon as possible to allow them to be redeployed should the need arise. Wherever personnel have been working for prolonged periods consideration will be given to bringing in more staff, from outside areas, to support the on-call crews.

### Operational reviews

An operational review will be carried out using the standard NRFA format for any fire resulting in any of the following conditions:

1. Serious injury or death
2. Suppression costs over \$250,000
3. When requested by the National Rural Fire Officer
4. When requested by the Chief Executive of Whangarei District Council.

### Operational Debriefs

An operational debrief will be carried out wherever one or more of the following conditions exist:

- When requested by the PRFO or Emergency Management Officer.

- When requested by the senior officer of a Volunteer Rural fire Force involved at the incident.
- When any fire fighter injuries occur that require medical attention.
- When any item of equipment has suffered a serious or potentially serious failure or shortcoming.

Debriefs will be carried out using the standard NRFA template.

### **Post Fire Investigations**

A probable cause of fire is to be determined for all fire incidents. The first responding Rural Fire Officer will be responsible for determining a probable cause for all fires, if unable to determine a cause for any reason, the PRFO or DPRFO are to be notified and action is to be taken to source any outside assistance to further the investigation.

The PRFO will determine the cause of all fires resulting in a claim on the Rural Fire fighting fund or where cost recovery is possible from any party.

If a formal investigation report is required for legal purposes an independent fire investigator is to be appointed to assist the PRFO.

Investigations will comply with NRFA requirements and standards.

### **Cost Recovery**

The PRFO is to pursue cost recovery and/or prosecution wherever possible and prudent. This applies regardless of any claim on the Rural Fire fighting fund.

## **Appendices**

- Appendix 1**      **NRFA Circular 2006/09 Rural Fire Signage**
- Appendix 2**      **Whangarei Fire District Map**
- Appendix 3**      **Register of Commercial Buildings**
- Appendix 4**      **Work/rest Guidelines**
- Appendix 5**      **Fire Prevention Bylaw 2005**
- Appendix 6**      **Memorandum of Understanding Dept Conservation**
- Appendix 7**      **Timely Response to Fires Standard.**

## National Rural Fire Authority

9th Floor, AXA Centre, 80 The Terrace, Wellington  
PO Box 2133, Wellington, New Zealand  
Phone: 04 496 3600 • Facsimile: 04 476 3700

6 July 2006

R15.05 and  
S10.05.02

NATIONAL RURAL FIRE AUTHORITY CIRCULAR 2006/09

### National Standard - Rural Fire Signs

This NRFA Circular is to advise Rural Fire Authorities (RFA's) of the National Standard - Rural Fire Signs that the NRFA has approved under the requirement of the Forest and Rural Fire Regulations 2005.

This listing of National Standard – Rural Fire Signs provides for a base template for the main message, with scope for some localized information to be added to the sign (ie the Rural Fire Authority name and contact). This approach will enhance uniformity throughout the country, particularly with the use of the restricted or prohibited fire season signs to advise the general public.

The National Rural Fire Advisory Committee has endorsed these National Standard - Rural Fire Signs.

The signs are listed in three categories:

1. NRFA approved National Standard Signs for Regulations 52(3) and 53(3)
2. Transit NZ Approved National Standard – Rural Fire Signs
3. NRFA approved other National Standard – Rural Fire Signs

#### 1. NRFA approved National Standard Signs for Regulations 52(3) and 53(3)

Regulation 52 Fire Authority must erect signs during restricted fire season

- (1) Subclause (2) applies if there is a restricted fire season in force-
  - (a) in a Fire Authority's district; or
  - (b) in a specified part or parts of a Fire Authority's district.
- (2) The Fire Authority must erect sufficient signs in the district or part of the district advising the public that during the restricted season a permit is required to light a fire in the open air in the district or part of the district.
- (3) However, before erecting any sign the under subclause (2), the NRFA must give its written approval of the sign's design.

#### NRFA Approved signs for Restricted Fire Season are:

<u>Reference</u>	<u>Wording</u>
RFS01	FIRE BY PERMIT ONLY (portrait)
RFS02	FIRE BY PERMIT ONLY (landscape)

Regulation 53 Fire Authority must erect signs during prohibited fire season

- (1) Subclause (2) applies if there is a prohibited fire season in force-
  - (a) in a Fire Authority's district; or
  - (b) in a specified part or parts of a Fire Authority's district.

- (2) The Fire Authority must erect sufficient signs in the district or part of the district advising the public that during the prohibited season no open fire may be lit in the district or part of the district.
- (3) However, before erecting any sign the under subclause (2), the NRFA must give its written approval of the sign's design.

**NRFA Approved sign for Prohibited Fire Season is:**

<u>Reference</u>	<u>Wording</u>
RFS06	TOTAL FIRE BAN (triangle)

**2. Transit NZ Approved National Standard – Rural Fire Signs**

Transit New Zealand have approved selected National Standard - Rural Fire Signs for use under the three categories as listed below:

- A. National Standard Signs approved by Transit NZ that can be positioned within the state highway land corridor as “fixed roadside signs” are:

RFS01	FIRE BY PERMIT ONLY (portrait)
RFS02	FIRE BY PERMIT ONLY (landscape)
RFS06	TOTAL FIRE BAN (triangle)
RFS20	FIRE DANGER TODAY (half grapefruit sign)

Note: The Regional Office of Transit NZ must approve the location before positioning these fixed roadside signs.

- B. National Standard Signs approved by Transit NZ for use as “temporary on road use” are:

RFS03	! (explanation mark on diamond shape)
RFS04	SMOKE HAZARD (previously numbered S10)
RFS05	FIRE – ACCIDENT – EMERGENCY (set of 3 signs) (previously numbered S23)

- C. National Standard Signs approved by Transit NZ as “temporary roadside use” are:

RFS11	FIRE (with arrow) - double sided direction to fire
RFS34	INCIDENT CONTROL POINT (large size) (previously numbered S16)
RFS36	STAGING AREA (large size) (previously numbered S15)

(reference: Transit NZ letter of 2 January 1999)

**3. NRFA approved other National Standard – Rural Fire Signs**

Please note that these signs do not have Transit NZ approval for placement within state highway land corridors (eg on a post between the land boundaries and the road edge). It is permissible to have these signs and the likes of private road name signs on the boundary (eg the fence line).

<u>Reference</u>	<u>Wording</u>
RFS07	NO ENTRY – EXTREME FIRE DANGER
RFS08	RESTRICTED FIRE AREA – FIRES ONLY IN FIREPLACES PROVIDED
RFS08A	symbol – (no fires)
RFS12	WATER SUPPLY (double sided directions to water supply)
RFS13	symbol of aircraft (double sided directions to airstrip)
RFS14	symbol of helicopter (double sided directions to helipad)
RFS17	FIRE DEPOT
RFS18	FIRE STATION
RFS21	CLASS A FOAM (self adhesive label for concentrate containers)
RFS22	FIRE RETARDANT (self adhesive label for concentrate containers)
RFS30	INCIDENT CONTROLLER (small size)
RFS31	PLANNING/INTELL (small size)
RFS32	LOGISTICS (small size)
RFS33	OPERATIONS (small size)
RFS35	ASSEMBLY AREA (large size)
RFS37	SAFE FORWARD POINT (large size)

When the need for further signs is identified then the NRFA can consider this on a national perspective and add to the listing as necessary.

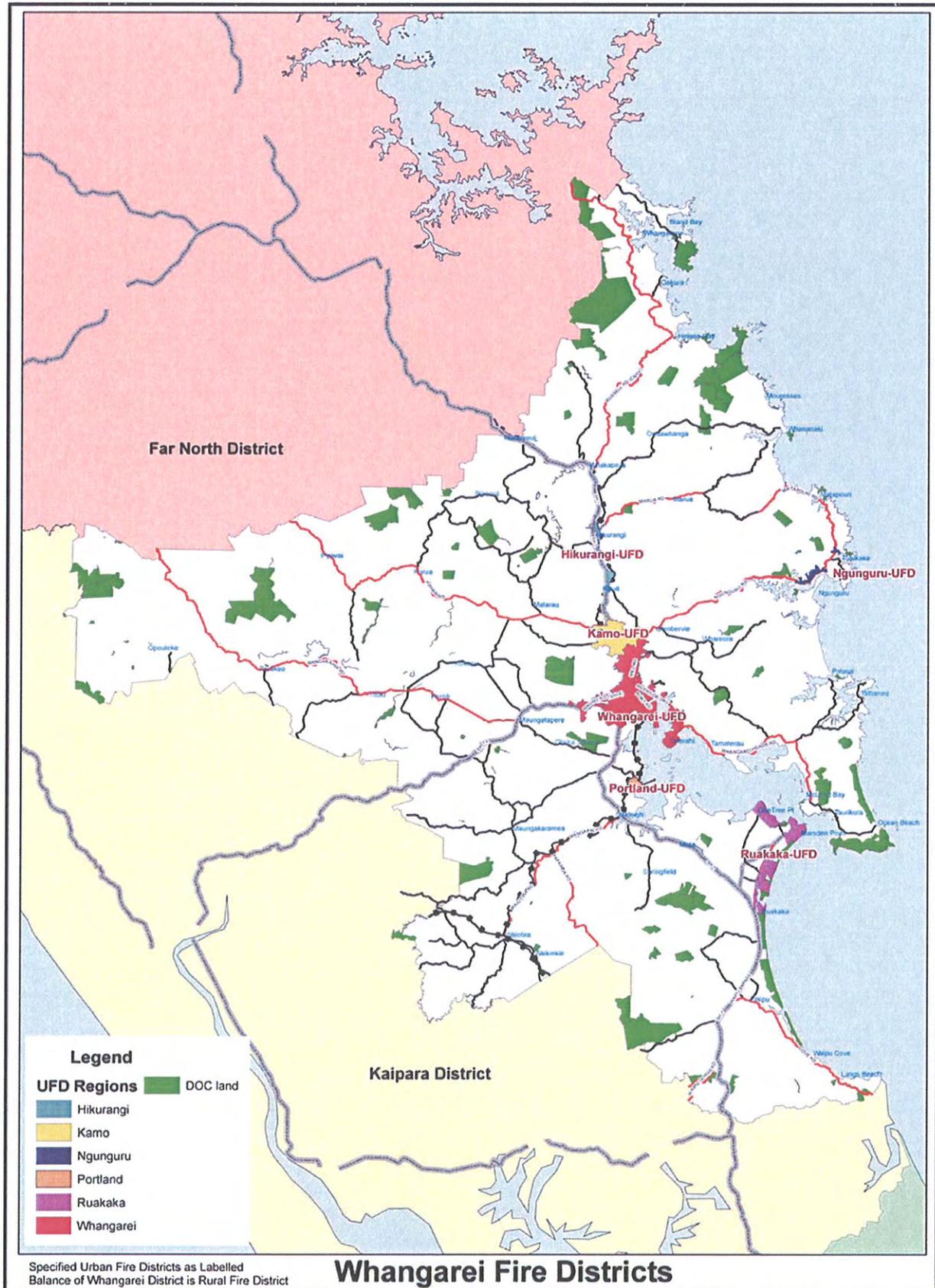
For a colour copy (on pdf file) of each sign go to the NRFA website:

<http://www.nrfa.org.nz/equipment/signs>

**Murray Dudfield**  
National Rural Fire Officer

Enclosure: Transit NZ letter of 2 January 1999  
Drawings of listed National Standard Signs – Rural Fire

## Appendix 2



## Appendix 3 Register of Commercial Buildings

### Kamo Fire District

Region 1

#### Kamo Volunteer Fire Brigade

Matarau School, MATARAU ROAD, MATARAU

Retrieval Number :

Zone : 121913

InProgress

### Ruakaka Fire District

Region 1

#### Ruakaka Volunteer Fire Brigade

Sustainable Solvents, MARSDEN POINT ROAD, RUAKAKA

Retrieval Number : 1217/015

Zone : 121714

Active

Gasoline Alley Marsden Point, 596 PORT MARSDEN HIGHWAY, RUAKAKA

Retrieval Number : 1217/005

Zone : 121714

Active

### Waipu Fire District

Region 1

#### Waipu Volunteer Fire Brigade

Fresha Valley Milk Processors, 50 ST MARYS ROAD, WAIPU

Retrieval Number : 1216/008

Zone : 121607

Active

Water Treatment Plant Waipu, AHUROA ROAD, WAIPU

Retrieval Number : 1216/011

Zone : 121613

Active

Waipu Golf Club, 3229 SH 1, WAIPU

Retrieval Number :

Zone : 121613

Active

#### Whangarei Heads Fire Brigade (Auxiliary)

Manaia Baptist Camp, MCDONALD ROAD, WHANGAREI HEADS

Retrieval Number : MacdCamp

Zone : 121406

Active

#### Whangarei Station

Maungatapere School, MANGAKAHIA ROAD, MAUNGATAPERE

Retrieval Number : Mkahia001

Zone : 121252

Active

Rosvall Sawmill, 656-658 WHAREORA ROAD, WHAREORA

Retrieval Number : Whar656

Zone : 121232

Active

Glenbervie School, NGUNGURU ROAD, GLENBERVIE

Retrieval Number : Ngun100

Zone : 121245

Active

Pioneer Engineering, 17 MARUATA ROAD, GLENBERVIE

Retrieval Number : Maru017

Zone : 121245

InProgress

## National Rural Fire Authority

9th Floor, AXA Centre, 80 The Terrace, Wellington  
PO Box 2133, Wellington

16 May 2005

RUR\_R15.05

NATIONAL RURAL FIRE AUTHORITY CIRCULAR 2005/02

### **Work/Rest Guidelines and Length of Assignment Guideline For Rural Fire Fighting Operations**

The National Rural Fire Authority has developed guidelines to establish a suitable ratio between length of time worked during a shift and rest periods prior to and following fire fighting shifts. This is required to ensure personnel do not become so fatigued that they create a danger to themselves and others. This is part of any Rural Fire Authority's Health and Safety in Employment requirements.

The development of a work/rest guideline follows international trends and best practice where it is accepted that a maximum 2:1 work to rest ratio be the management policy for all fire personnel and is of particular relevance where personnel work more than 12 hours continuously. It is well understood that with the onset of fatigue, performance declines, decision-making deteriorates; short cuts, inattention and a decrease in morale are all more likely to occur. Associated with this is the potential for an increase in accidents.

In addition it is scientifically proven that firefighters performance also depends on their level of fitness, motivation, nutrition, acclimatization, previous work assignment experience, hydration and other factors.

The application of this 2:1 work to rest ratio will ensure that fire personnel do not work more than 16 hours or have less than 8 hours of complete rest in any 24-hour period.

Extraordinarily long hours of work by firefighters and fire management personnel have been evident in some claims on the Rural Fire Fighting Fund (RFFF). This has particularly been the case at prolonged wildfires where shift lengths and rest periods between shifts have not always been well managed.

#### **New Zealand Guideline**

The attached Annex A has been adopted as the National Rural Fire Authority work/rest and length of assignment standard for New Zealand Rural Fire Authorities.

The New Zealand Work/Rest and length of assignment standard adopts the United States of America (USA) National Wildfire Coordinating Group (NWCG) 2003 work/rest and length of assignment standards. The New Zealand Work/Rest and length of assignment standard should apply at all incidents and will be checked as part of any debrief and Operational Review process.

The National Rural Fire Authority will also use the guideline where a Rural Fire Authority lodges an application for a grant from the Rural Fire Fighting Fund for a fire that has occurred after 1<sup>st</sup> October 2005. Unless there is documentation that provides a compelling reason why personnel have needed to work hours greater than the 2:1 work/ratio, then hours claimed outside the guideline ratio will be declined on the grounds of not being fair and reasonable.

**Murray Dudfield**  
National Rural Fire Officer

Attachments: Annex A  
Examples  
Resource Check In/Out Form

## **New Zealand Rural Fire Guideline Work/Rest and Length of Assignment**

### **1. Work/Rest Guidelines**

Work/Rest guidelines should be met on long duration rural fire incidents.

Fire management personnel need to plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio i.e. (within a 24 hour period, for every 2 hours of work or travel, provide 1 hour of sleep and or total rest). Work also includes any other work and travel undertaken prior to deployment at any fire incident

Incident Controllers should endeavour to operate no more than 12 hours, on site shift work cycles, at incidents that continue beyond the initial attack shift. Work shifts can exceed 16 hours at the time of initial deployment but this should be the exception. Where this does occur personnel need to comply with the 2:1 work/rest ratio before starting their the next shift.

Incident Controllers must be able to justify work shifts that exceed 16 hours and those that do not meet the 2:1 work/rest ratio. The reasons for extended work and reduced rest periods needs to be recorded in Incident Logs

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by the Civil Aviation (CAA) guidelines, or agency policy. All drivers of heavy and commercial vehicles must abide by LTSA regulations in relation to driving hours and rest.

### **2. Work/Rest, Length of Assignment**

At long duration fires, fire management personnel should wherever possible make themselves available for the duration of the fire while maintaining the required 2:1 work/rest ratio between shifts. Continuity of fire management personnel for the duration of the fire helps maintain a safe and effective operation.

### **3. Assignment Definition**

An assignment is defined as the period of time between the first full operational period and the completion of the final shift of a person at an incident.

### **4. Work Definition**

Work is defined as the period of time from starting work on a particular day (normal job or fire fighting) including travel to the job, to the completion of work and arriving home.

### **5. Rest Definition**

Rest is defined as the period of time between arriving home or at arranged accommodation, after a shift or day's work, and recommencing work on a subsequent shift. Travel to the job is considered as work not rest.

## EXAMPLES

To determine the number of hours allowed to be worked at the start of a fire fighting operation and adhere to the work/rest guideline it is necessary to check any other hours worked in the preceding 24 hours. This can be managed by using the standard Resource Check In Form from the standard NRFA suite of fire management forms.

1. A person started their regular employment at 8.00am and is called to a fire at 1.00pm, travels to the fire, commences fire fighting at 1.30pm and finishes at 2.30pm. The person worked a normal day the previous day finishing work at 5.00pm.

The person has had sufficient rest before starting work. The combined work and fire fighting for the day adds to 6.5 hours. The person can immediately return to normal work to complete a days work.

2. A person started their regular employment at 8.00am and is called to a fire at 2.00pm, travels to the fire, commences fire fighting at 3.00pm and finishes at 8.00pm. The person worked a normal day the previous day finishing work at 5.00pm.

The person has worked a total of 12 hours (6+1+5), which complies with the guideline. This means that the person is required to have at least 6 hours rest and cannot start work before 2.00am the following morning.

3. A person started their regular employment at 8.00am and is called to a fire at 2.00pm, travels to the fire, commences fire fighting at 3.00pm and finishes at midnight. The person worked a normal day the previous day finishing work at 5.00pm.

The person has worked a total of 16 hours (6+1+9). If this is an initial deployment and resources are stretched the person could be requested to work these hours. This means that the person is required to have at least 8 hours rest and cannot start work before 8.00am the following day.

4. A person is requested to return to a fire at 9.00am in the morning. The previous day however the person worked at their regular employment starting at 8.00am and finishing at 5.00pm at which time the person was immediately responded to a fire and worked until 3.00am the following day.

The person has worked 18 hours (8 +10) in the previous 24 hours and should not commence any work until resting for at least another 9 hours. The earliest the person should return to any work should be midday. The person has also worked too many hours the previous day and an explanation would be required in the Incident Log.





## Fire Prevention Bylaw 2005

### 1. Short Title and Commencement

- 1.1 This bylaw may be cited as the Whangarei District Fire Prevention Bylaw 2005.
- 1.2 This bylaw shall come into force on the 14<sup>th</sup> day of December 2005.
- 1.3 This by-law should be read in conjunction with Council's Rural Fire Plan.

### 2. Interpretation

2.1 In this bylaw, unless the context otherwise requires:

- a **Barbecue** means any fixed solid fuel equipment, or fixed or portable gas equipment, for cooking food.
- b **Council and the Council** means Whangarei District Council.
- c **District** means the territorial district administered by the Whangarei District Council.
- d **Fire Brigade** means a fire brigade as defined in Section 2 of the Fire Service Act 1975.
- e **Warranted Rural Fire Officer** means a Rural Fire Officer appointed under Section 13 of the Forest and Rural Fires Act 1977.
- f **Chief Fire Officer and Deputy Chief Fire Officer** means the Chief Fire Officer appointed under Section 27 of the Fire Service Act 1975 or the Deputy Chief Fire Officer appointed under Section 27 of the Fire Service Act 1975, or in the absence of both of them, the person in time being in charge of the fire brigade.
- g **Occupier** means, in relation to any premises, the owner and includes any tenant, agent, manager, foreperson or other person apparently acting in the general management or control of the premises.
- h **Open Air**, in relation to fires, means otherwise than within:
- i A fireplace (including any enclosed fireproof place or incinerator for combustion by fire) constructed and maintained in a dwelling or other structure or in any other place to the approval of the public or local authority having jurisdiction to issue the relevant permit to build such dwelling or structure or to authorise the construction or installation of the fireplace; or
  - ii An incinerator operated by or with the written approval of the Director-General of Conservation or of a Fire Officer having jurisdiction to issue permits to light fires within the district; or
  - iii Any barbecue, whether fixed or portable,
- a Which is of a type or construction prescribed by regulations under

#### Interpretation and definitions

the Forest and Rural Fires Act, 1977 or authorised, specifically or generally, by the Principle Rural Fire Officer or Chief Fire Officer within whose jurisdiction the barbecue is to be used; and

- b Which is used in any area so prescribed or authorised:
- iv Such other receptacle or place as may from time to time be authorised by the Principal Rural Fire Officer or be prescribed.
- i **Open Season or Open Fire Season**, means a period of time, whether of fixed or indefinite duration, during which period the lighting of fires in the open air in the district is neither prohibited nor restricted under this bylaw.
- j **Permit** in relation to the lighting of fires in the open air, means a fire control measure in accordance with which a person may light such fires without committing an offence against this bylaw.
- k **Premises** means both land and buildings and any part thereof.
- l **Prohibited Fire Season** means a period of time, whether of fixed or indefinite duration, specified pursuant to this bylaw, during which period the lighting of fires in the open air is prohibited.
- m **Restricted Fire Season** means a period of time, whether of fixed or indefinite duration, specified pursuant to this bylaw, during which period permits are required by this bylaw for the lighting of fires in the open air.
- n **Principal Fire Officer**
  - a In relation to any State area for which a Principle Rural Fire Officer is appointed by the Minister of Conservation, or any other district for which a Principle Rural Fire Officer is appointed by the Fire Authority, means that officer or, where he is absent or unavailable or unable to act, the person acting as Principle Rural Fire Officer pursuant to the Fire Plan for that area or district;
  - b In relation to any district (other than a State area) for which there is only one Fire Officer, means that fire officer or, where he is absent or unavailable or unable to act, the person acting as Principle Rural Fire Officer pursuant to the Fire Plan for that district;
  - c In relation to any State area for which no Principle Rural Fire Officer has been appointed by the Minister of Conservation, means any Rural Fire Officer appointed under section 13(3) of this Act and any warranted officer appointed under section 59(1) of the Conservation Act 1987
- o **The council's Principle Rural Plan** means a fire plan:
  - a required under section 12(4) of the Forest Rural Fires Act, 1977; and
  - b prescribed in subpart of 1 of Part 2 of the Forest and Rural Fires Regulations 2005.

- p **Vegetation** includes:
- i All plants and the produce thereof, live or dead, standing, fallen, windblown, cut, broken, pulverised, sawn, or harvested, natural or disturbed, in use or as waste, rubbish, refuse or debris, stump, stubble or otherwise; and
  - ii Fossil fuel exposed at or lying within 20 metres of the surface of any land; and
  - iii Peat in any form
- but does not include wood forming part of a structure or otherwise in processed form.
- q **Chief Executive Officer** means the person appointed as the chief executive officer of the Council or such officer of the Council as he/she delegates to act on his/her behalf.

### 3. Fires in Open Air

- 3.1 No person shall make or light or, having made or lit, allow to remain alight any fire in the open air other than: **Fires in Open Air**
- a During an open fire season; or
  - b Pursuant to and in accordance with the conditions of a written permit issued during a restricted fire season by the Principle Rural Fire Officer.

### 4. Permits for Lighting Fires in the Open Air

- 4.1 Notwithstanding the provisions of Clause 3 of this bylaw no person shall light any fire in the open air and no person being the occupier of any premises shall cause, allow or suffer any such fire to be lit there or continue to burn: **Permits**
- a While a strong wind is blowing or when conditions are such that the fire is likely to spread beyond the limits of the premises; or other property; or
  - b Which is within five metres of any part of a building, tree, hedge, fence or other combustible material; or
  - c Without maintaining adequate supervision:
- 4.2 Every permit to light a fire in the open air shall be in the form or to the effect of Form 6 in the Schedule to the Forest and Rural Fires Regulations 2005.
- 4.3 The Chief Executive Officer may prescribe fees for the issue of permits to light fires in the open air.

### 5. Prohibition of Fires During Periods of Particular Fire Hazard

- 5.1 The Principle Rural Fire Officer may at any time where in his/her opinion **Prohibition of Fires**

special reasons exist to prevent the outbreak or spread of fire, specify any restricted or prohibited fire season or seasons in the district or in any specified part or parts of the district and may at any time and from time to time cancel or vary any such season or seasons, in accordance with the council's Rural Fire Plan.

- 5.2 The Chief Executive Officer shall give public notice of any restricted or prohibited fire season made under sub clause 1 of this clause by:
- a Radio or television broadcast or other effective means within the district; or
  - b Notice in a daily newspaper circulating throughout the district.

## **6. Offences and Penalties**

- 6.1 No person shall light any fire in the open air and no person being the occupier of any premises shall cause, permit or suffer any such fire to be lit there or to continue to burn in contravention of any of the provisions of this bylaw.
- 6.2 Any person who does, or causes to be done, anything in contravention of this bylaw or who shall omit or neglect to do or knowingly permit to remain undone, any matter or thing required under this bylaw will be liable for the penalties prescribed by of the Local Government Act 2002 and its amendments.

### **Exemptions**

## **MEMORANDUM OF UNDERSTANDING**

### **AGREEMENT OF RURAL FIRE MANAGEMENT**

**BETWEEN: The Department of Conservation and Whangarei District Council.**

**WHEREBY THE PARTIES HERETO AGREE AND DECLARE AS FOLLOWS:**

#### **1. GENERAL**

This agreement provides a basis for the safeguarding of life, property, vegetation and special values by the prevention, detection, suppression and extinguishing of fire in areas of the signatories' respective rural fire responsibility as provided in the Forest and Rural Fires Act 1977. Any agreement is conditional upon each party recognizing that the ability to assist the other will depend on the relevant Principal Rural Fire Officer being satisfied that assistance can be given while maintaining an adequate level of protection for the resources for which the Principal Rural Fire officer is responsible.

This agreement along with any local agreements formed by the parties shall be held in the fire management plan of the various Rural Fire Authorities.

#### **2. CALL OUT PROCEDURES**

Requests for assistance shall be via the New Zealand Fire Service (NZFS) Communication Centre at the request of the Principal Rural Fire Officer or any officer nominated in the approved Fire Plan. The Department of Conservation accepts that the Whangarei District Council will receive all initial fire calls, respond and at its earliest convenience, and notify the Department of Conservation if land administered by the Department of Conservation is threatened or is on fire.

#### **3. FIRES**

- a) Whangarei District Council Rural Fire forces may take initial fire fighting action in Department of Conservation areas of responsibility where a crew arrives on the scene, or is first to become aware of the fire. Such crew or crews will continue fighting the fire until relieved by a Department of Conservation officer Rural Fire Officer (RFO) and crew(s).
- b) The Whangarei District Council Rural Fire forces will at the earliest convenience establish the exact location of the fire and advise the Department of Conservation whether it is on or threatening Department of Conservation managed estate.
- c) The Department will initiate a timely response to calls from Whangarei District Council to all fires that require assistance.
- d) The deployment of aerial fire fighting resources on land administered by another authority shall be limited to one hour firefighting flying

time without the requesting authority's further approval. Earth moving equipment can only be deployed with the approval of the requesting authority.

- e) Each party may assist the other with resources (management staff, crews and equipment) when either party experiences wildfires or a request for assistance has been made.
- f) When action in 3(a), (b), (c) and 3(d) is taken, the authority that is responsible for the area where the fire originated will pay all fire suppression costs and undertake relevant cost recovery or prosecution actions.

#### **4. CHARGING FOR SERVICES**

- a) Fire equipment and personnel will be charged out as per:
  - National Rural Fire Authority Circular titled "Schedule for Fair and Reasonable Fire Equipment Rates for claims on the Rural Fire Fighting Fund;"
  - Whangarei District Council costs for contractors as per any current contract or supply agreement;
  - Department of Conservation staff will be charged out at current departmental pay rates.
- b) Equipment/resources authorised as being necessary for fire suppression by the relevant authority which are subsequently damaged, lost or stolen, or any servicing costs incurred pertaining to the fire fighting operation will be replaced/repaid or paid for by the authority which requested the assistance on production of a claim outlining the nature and reason for the loss.

#### **5 TRAINING**

- a) Combined fire training for personnel between both authorities will be encouraged.

#### **6. FIRE PERMITS**

- a) The Department accepts that the Whangarei District Council issues permits close to and adjoining public Conservation land during "Restricted Fire Seasons;" any areas of concern are to be communicated between both parties.
- b) Subject to any local terms and conditions Rural Fire Officers can be appointed from one authority to act on behalf of another authority.

#### **7. FIRE SEASON NOTICES**

The Department of Conservation accepts that the Whangarei District Council runs an "Open, Restricted and Prohibited Fire Season" fire permit system as and when required based on trigger points laid down in the Council's fire plan. Both parties agree to communicate prior to making changes to any trigger points, including both upward and downward changes.

**8. DURATION AND RENEWAL**

This agreement will come into force on the day it is signed and may be subject to revision as and when the parties both wish to amend or revise this document.

**9. DISPUTES**

In the event of a dispute both parties agree to state in writing the nature of the dispute and refer it to the other party for resolution. Where ever possible these disputes are to be resolved by face to face meetings and reasonable opportunities given to the other party to resolve the dispute or provide an explanation.

**10. TERMINATION**

This agreement can be terminated by either party twenty (20) working days following written notification to the other party.

**EXECUTED**

By the parties on the \_\_\_\_\_ day of \_\_\_\_\_, 2010

**SIGNED**

For and on behalf of the parties:

\_\_\_\_\_

For Whangarei District Council

\_\_\_\_\_

Christopher Michael Jenkins

For Department of Conservation

\_\_\_\_\_





# National Rural Fire Authority Standard -

# Achieving Timely Responses to Fires

Version 1.1 Final  
1 July 2010

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# 1 Introduction

## 1.1 Purpose of this Document

The purpose of this document is to define the National Rural Fire Authority (NRFA) Minimum Standard for **Achieving Timely Responses to Fires (the Standard)**.

The document provides an overview of how the Standard aligns with existing processes, and a description of the key requirements of the Standard and the Standard audit requirements.

## 1.2 Overview

The NRFA Standard for Achieving Timely Responses to Fires affects how Fire Authorities prepare for and respond to fire incidents.

The diagram below shows the relationship between the Standard and the Fire Authority Fire Plan.

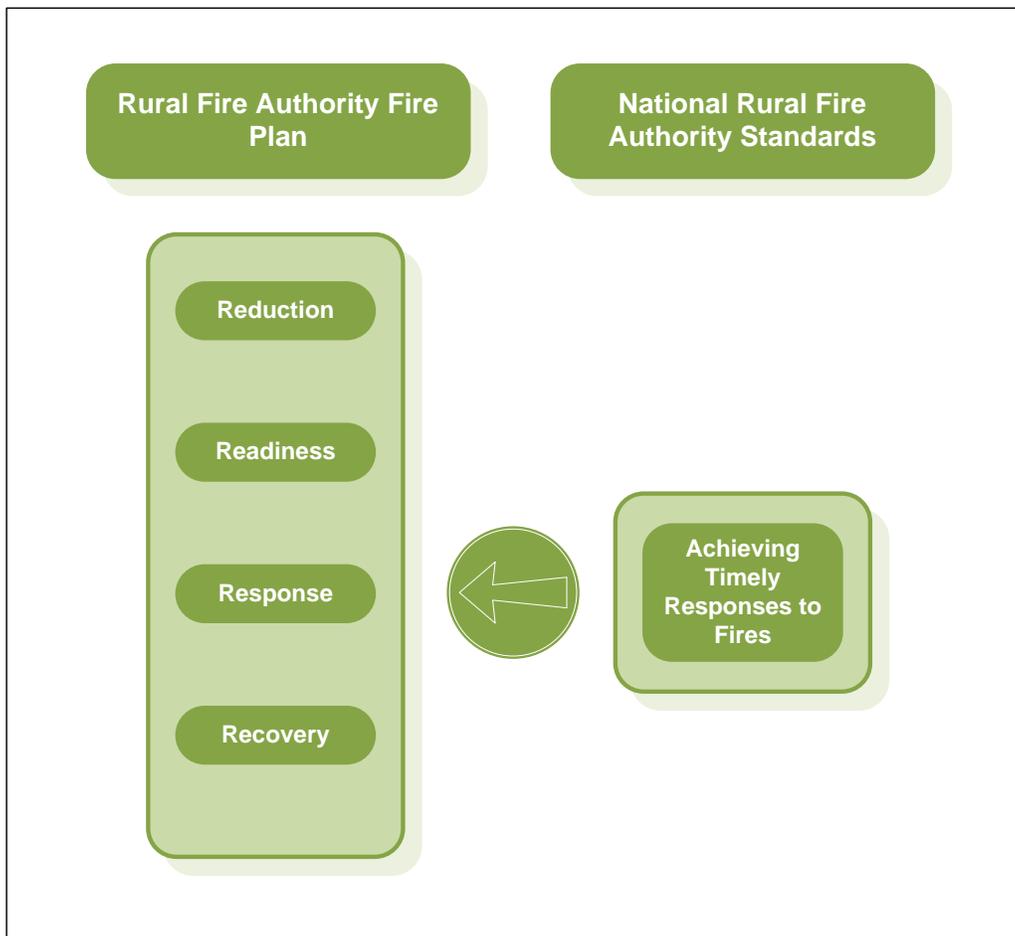


Diagram 1: relationship between the Standard and the Fire Plan

### 1.3 Key Definitions

There are no key definitions relevant to this Standard.

### 1.4 Important Dates

The table below lists important dates relating to this Standard.

<b>Condition</b>	<b>Date</b>
Effective date of this Standard	<b>1 July 2010</b>
Fire Authorities begin reporting of incidents	<b>October 2010</b>
Fire Authorities should aim to achieve compliance with Requirements 2 to 5 of the Standard (refer to section 2.3) by	<b>October 2011</b>
Fire Authorities should aim to achieve compliance with Requirement 1 of the Standard (refer to section 2.3) by	<b>July 2013</b>

## 2 Standard

### 2.1 How to Interpret the Standard

The Standard is described in three parts:

1. Purpose and scope - explains the purpose and high level objectives of the Standard.
2. Key requirements - explains the key actions or deliverables that Fire Authorities must undertake or produce.
3. Compliance - explains the outputs or results that the NRFA will check for during Standards Audits of Fire Authorities.

### 2.2 Purpose and Scope

The Standard specifies the minimum requirements for response planning, and the documentation and reporting of incidents to the NRFA.

The purpose of the Standard is to ensure that:

- a) The Fire Authority has the means to respond promptly and adequately to a range of different fire incidents (i.e. from small fires posing minimum risk, to larger fires involving multiple rural Fire Authorities).
- b) The National Rural Fire Officer has adequate information to make a determination on what national assistance may be provided to Fire Authorities during major fire incidents.

### 2.3 Key Requirements

The key requirements of the Standard are:

No.	Requirement
1	Readiness and Response sections of the Fire Authority's Fire Plan reflect the Fire Hazard mitigation strategies deployed in accordance with the NRFA Standard for Assessing Fire Hazards <sup>1</sup> .
2	Receipt and acknowledgement of fire notifications as per the New Zealand Fire Service Communications Centre Statement of Service Performance Service Level Agreement.
3	Classify fire incidents according to the latest version of the NRFA Rural Fire Management Handbook.
4	Use of the New Zealand Coordinated Incident Management System (CIMS) during fire incidents.
5	Reporting of all fire incidents to the NRFA within specified timelines (refer to Appendix 1 for incident reporting requirements).

<sup>1</sup> National Rural Fire Authority Standard - Assessing Fire Hazards, Version 1.1 Final.

## 2.4 Compliance

Compliance with this Standard will be achieved when:

No.	Condition
1	The response systems and capabilities to respond to fire incidents are in evidence, described in the Fire Plan and implemented at fire incidents.
2	The receipt and acknowledgement of fire calls meets the New Zealand Fire Service Communications Centre Statement of Service Performance Service Level Agreement and aligns with the rural Fire Authority Fire Plan.
3	The documentation of incidents includes the correct classification of the incident (as per NRFA Rural Fire Management Handbook).
4	Documentation of the use of the New Zealand Coordinated Incident Management System (CIMS) at fire incidents.
5	The reporting of fire incidents is achieved within the specified timeframes and use of the appropriate form(s).

## Appendix 1 - Incident Reporting Requirements

The table below lists and defines the fire incident reporting requirements.

Incident	Recipient(s)	Reporting mechanism	Timeframe (from commencement of incident)
Claims on the Rural Fire Fund  <i>or</i> Commercial Forest Plantation Fires greater than 1 Hectare	Manager Rural Fire (NRFA)	Verbal to Comcen, giving a basic description of the fire (refer to Appendix 2 for required information)	<i>2 hours if practical</i>
		Written report (refer to Appendix 3 for template) via fax or email	<i>Within 24 Hours or on discussion with Manager Rural Fire</i>
Level 2 and 3 fires  <i>or</i> Serious personal harm or fatality	Manager Rural Fire (NRFA)	Verbal to Comcen, giving a basic description of the fire (refer to Appendix 2 for required information)	<i>2 hours if practical</i>
		NRFA Fire Situation Report (RF201)	<i>12 hourly if practical</i>
		NRFA Incident Status Summary (RF224) via fax or email	<i>12 hourly if practical</i>

## Appendix 3 - Fire Notification Form

The NRFA Rural Fire Notification Form follows:

Fire Date	
Fire Start Time	
Name of Fire Authority responsible	
Name of Incident	
Area Burned (Ha) (at the time of call)	
Vegetation Type (Exotic Forest, Scrub, Grassland NZ Fuel Models)	
Incident Controller	
Who Advised Comcen?	
Fire Investigation Underway	
Suspected Cause of Fire	
Estimated Losses	
Estimated Costs	
Safety Incidents (drop down with Near Hit, Serious Harm, Fatality)	
Comments	
Next Update	

## Appendix 4 - Document Control

The table below lists the version history of this document.

Version	Date	Author	Reviewed by	Notes
0.1	June 2009	Rob Goldring, Geoff Cameron		Initial draft
0.2	June 2009	Rob Goldring, Geoff Cameron	Murray Dudfield	Draft continued, issued for consultation
0.3	September 2009	Rob Goldring, Geoff Cameron	Murray Dudfield	Draft continued, consultation feedback incorporated
0.4	October 2009	Rob Goldring, Geoff Cameron		Draft continued, consultation feedback incorporated
1.0 Final	March 2010	NRFA		Final
1.1 Final	1 July 2010	NRFA		Effective date amended, standard issued

## Appendix 5 - Associated Documents

The table below lists documents related to this document.

Document name	Ref.	Description	Author	Version, date
New Zealand Fire Service Communications Centre's Statement of Service Performance SLA	-	Call centre Service Level Agreement	Comcen, NRFA	V1.3
NRFA Fire Situation Report	RF201	Form	NRFA	2006
NRFA Incident Status Summary	RF224	Form	NRFA	2006
NRFA Rural Fire Management Handbook	-	Green Handbook	NRFA	2005