



Waitomo District Council Rural Fire Authority Rural Fire Plan

SEPTEMBER 2013-2015

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CERTIFICATION

The Waitomo District Council Rural Fire Authority has approved this Rural Fire plan in accordance with Section 12 (1) of the Forest and rural Fires Act 1977, and Regulation 39 of the Forest and Rural Fire regulations 2005.

Johan Cullis
Principal Rural Fire Officer

Date

Waitomo District Council has approved this Rural Fire Plan in accordance with the provision of section 17X(1)(d) of the Fire Service Act 1975, at a meeting held on 26 November 2013

Chris Ryan
Chief Executive
Waitomo District Council

Date

GLOSSARY

The Forest & Rural Fires Act defines the following terms and words used in this Fire Plan:

Exotic forest means a forest, woodlot, or plantation comprised principally or entirely of tree species not indigenous to New Zealand:

Fire control, in relation to forest, rural, and other areas of vegetation, means:

- (a) The prevention, detection, control, restriction, suppression, and extinction of fire; and
- (b) The safeguarding of life and property from damage and risk of damage by or in relation to fire; and
- (c) All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding; and "fire control measure" has a corresponding meaning.

Fire Officer or **Rural Fire Officer** means a person appointed as a Rural Fire Officer by or pursuant to section 13 of the Forest & Rural Fires Act.

Fire plan means a statement compiled and issued by a Fire Authority defining policy, chain of command, and procedure, in relation to fire control by that Authority:

Fire safety margin means

- (a) in relation to a State area (other than land administered by the Minister of Conservation pursuant to section 9A of the Foreshore and Seabed Endowment Revesting Act 1991), means the land outside the State area that is within 1 km of the boundary of the State area, excluding any land:
 - (i) specified in a Gazette notice given under section 11B:
 - (ii) in a fire district within the meaning of the Fire Service Act 1975
 - (iii) in a rural fire district; and
- (b) in relation to a forest area, means the land outside the forest area but within such a distance (not exceeding 1 km) from the boundary of the forest area as is approved by the Fire Authority for the area; but
- (c) does not include any land being the whole or part of a defence area within the meaning of the Defence Act 1990]

Firebreak means a natural or artificial physical barrier against the spread of fire from or into any area of continuous flammable material.

National Rural Fire Authority means the National Rural Fire Authority constituted under section 14A(1) of the Fire Service Act 1975.

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 that area or district is neither prohibited nor restricted under section 22 of the Forest & Rural Fires Act.

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 section 23(1) of this Act; and includes a special permit issued pursuant to section 24 of the Forest & Rural Fires Act:

Principal Fire Officer means:

- (a) In relation to any State area for which a Principal Rural Fire Officer is appointed by the Minister of Conservation or any other district for which a Principal 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 Principal 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 officer or, where he is absent or unavailable or unable to act, the person acting as Principal Fire Officer pursuant to the Fire Plan for that district.
- (c) In relation to any State area for which no Principal 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.

Prohibited season or **prohibited fire season** means a period of time, whether of fixed or indefinite duration, specified pursuant to this Act, during which period the lighting of fires in the open air is prohibited under the Forest & Rural Fires Act:

Restricted season or **Restricted fire season** means a period of time, whether of fixed or indefinite duration, specified pursuant to this Act, during which period permits or authorities are required by this Act for the lighting of fires in the open air.

PART A

OVERVIEW

Part A – Overview

A.1 Introduction

This section of the rural fire plan sets out the Waitomo District Council rural Fire Authority management policies and procedures that are inclusive of the entire Waitomo District to meet its statutory obligation for the :

- The prevention, detection, control, restriction, suppression, and extinction of fire, and
- The safeguarding of life and property from damage and the risk of damage by or in relation to fire, and
- All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safe-guarding of life and property within the Rural Fire Authority's area.

A.1.1 Structure of this Plan

This fire plan is prepared to meet the obligation set out in regulation 39 to 46 of the Forest and rural Fires Regulations 2005. Those regulations specify in detail the required structure and content of Rural Fire Plans. The Fire Plan is therefore organised in six parts and Appendices.

Part A – provides the introduction and overview to the fire plan and the context within which the Rural fire authority undertakes rural fire operations. (White pages)

Part B – Reduction (Yellow pages)

Part C – Readiness (Blue pages)

Part D – Response (Red pages)

Part E – Recovery (Brown pages)

Part F - Administrative (Pink pages)

Appendices (Green pages) provide additional information required under the headings of reduction, readiness, response and recovery. Reference to various regulations is made throughout this fire plan, indicating how it complies with the requirements.

A.1.2 Aim and Goals

The aim of this fire plan is to outline the policies, processes and procedures for the management of rural fire within the Waitomo District Council Rural Fire Authority's district.

The goal of the Rural fire Authority is :

- Safeguard life and property from damage and risk by ,or in relation to, rural fires
- To prevent, detect, control, restrict, suppress and extinguish rural fires.
- Observe weather, other conditions and assess fire hazards.
- Provide warnings and information with regards to fire hazard conditions.

A.2 General Description of Rural Fire Area

Waitomo District encompasses 354,649 hectares of predominantly rural land on the west coast of the Central North Island.

The district's western boundary is the Tasman Sea. It is adjacent to Otorohanga District to the North, Taupo District to the East and Ruapehu District and New Plymouth District to the South.

While the district is predominantly contained within the Waikato Region, the south-eastern corner of the district is within the Manawatu-Wanganui Regional Councils jurisdiction.

Some 206,000 hectares of land in the district is being utilised for agricultural or horticultural purposes. This represents approximately 58% of the total land in the District.

Waitomo District contains significant areas of indigenous forests, approximately 113,000 hectares of the District is covered in indigenous vegetation. The indigenous forests are mainly located on the districts west coast within the Whareorino Forest and the North-western highlands in areas such as the Tawarau Forest. In comparison with other Districts Waitomo District contains few areas of exotic forests.

A3. STATUTORY REQUIREMENTS

Waitomo District Council has a statutory obligation to carry out the functions of a Rural Fire Authority as set out within the Forest and Rural Fires Act 1977, and the Forest and Rural Fires Regulations 2005. This Fire Plan is made in accordance with the Forest and Rural Fires Regulations 2005.

A3.1. Policies and procedures

In order to meet its statutory obligations the Waitomo District Council Rural Fire Authority has adopted a number of policies and procedures that are documented within this Rural Fire Plan. In general Waitomo District Council shall:

- a) Maintain a Rural Fire Plan to deal with all matters relating to rural fire emergencies within those areas under its jurisdiction.
- b) Be consistent with, and give full effect to, the statutory requirements of the Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005.
- c) Implement fire control measures including:
 - i. The prevention, detection, control, restriction, suppression, and extinction of fire; and
 - ii. The safeguarding of life and property from damage and risk of damage by or in relation to fire; and
 - iii. All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safeguarding.
- d) Maintain liaison with the New Zealand Fire Service, National Rural Fire Authority, Bay Forests Rural Fire District, Department of Conservation, adjacent Rural Fire Authorities, organisations, enterprises and clients, for the co-ordination and use of personnel, material, and services for fire fighting purposes.
- e) Maintain an effective and efficient rural fire fighting force in partnership with local communities at strategic locations throughout the District.

- f) Ensure rural fire fighting staff adheres to safe practices on the fire ground.
- g) Endeavour at all times to operate in a manner that reflects “best industry Practice.”
- h) Facilitate core generic training for all rural fire fighting staff, in conjunction with industry fire training providers, and shall train staff to National standards.
- i) Operate a cost-effective service and shall endeavour to recover fire suppression costs for all fires to reduce the fiscal impact on ratepayers within the District and provide budget on an annual basis for the Waitomo District Council Fire Suppression Fund.

A3.2. Forest and Rural Fires Act 1977

The Forest and Rural Fires Act establishes Rural Fire Authorities, sets out their duties, powers, and functions, and the powers and functions of Principal Fire Officers or Rural Fire Officers.

Each Rural Fire Authority must promote and carry out fire control measures within its district and in the interests of public safety take appropriate fire control measures, including, in particular:

- (a) The observation of weather and other conditions, and the assessment of fire hazard;
- (b) The giving of warnings of the imminence of fire hazard conditions; and
- (c) The giving of any information available in relation to fire hazard conditions.

A3.3. Other Legislative Requirements

Fire Service Act 1985

The Fire Service Act establishes the New Zealand Fire Service and the Fire Service Commission.

As required by the Act, the Fire Service Commission is also the National Rural Fire Authority. The function of the National Rural Fire Authority is to encourage and promote effective fire control measures.

Local Government Act 2002

The Local Government Act 2002 specifies the role and function of the Waitomo District Council, as a local authority. The Act specifies how the Council shall operate and how it shall make decisions.

The Act defines the purpose of local government as being:

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

The role of a local authority is to

- (a) give effect, in relation to its district or region, to the purpose of local government; and
- (b) perform the duties, and exercise the rights, conferred on it by or under the Act and any other enactment.

The Act also specifies the principles a local authority must abide by in performing its role.

Resource Management Act 1991 (RMA)

The purpose of the Resource Management Act is to promote the sustainable management of natural and physical resources.

The Act defines how controls on the release of substances to air and water are to be managed. Regional Councils functions with respect to the control of air and water discharges are defined, as are the functions of local councils with respect to the control and use of land. The Act specifies requirements for Regional Policy Statements, and Regional and District Plans.

Other Acts

There are a large number of other Acts that have an impact on the control and management of Waitomo District Council as it carries out its duties and responsibilities to manage and control rural fires, within its district.

Some of the other important legislation that affects rural fire operations is:

- The Hazardous Substances and New Organisms Act 1996; and
- The Health and Safety in Employment Act 1992.

PART B

REDUCTION

PART B. REDUCTION

This section of the Rural Fire Plan sets out those matters that are required by Regulation 41 of the Forest and Rural Fires Regulations 2005.

Reduction Section

Waitomo District Council recognises that it has a statutory responsibility for fire prevention and suppression measures within the Waitomo District. This section details the provision of services and arrangements necessary to bring this into effect.

Waitomo District Council Rural Fire Authority is committed to reducing the incidence and impact of rural fires within its territory. Waitomo District Council will implement independent programmes specific to the needs of Waitomo District as required.

B1. Reduction Policies and Procedures

Waitomo District Council has adopted a number of specific policies and procedures that relate to reducing the risk of rural fires within its district. The specific policies and procedures relating to risk management and fire prevention are outlined in this part of the Fire Plan.

[Refer Regulation 41(1)]

B2. Fire Hazardscape

The variability in rainfall in the spring to autumn seasons gives rise to mixed rural fire seasons between periods of lush growth and moisture deficits that can lead to drought conditions. A dry spell in extreme cases can last for several months. During periods of general, strong, west to north-west flow over the North Island, the winds across the district lowlands will be warm, dry föhn winds. In extreme cases temperatures may be 27-32°C with a relative humidity of 20-30 percent.

Fire risks arise from: lightning strikes, spontaneous combustion of chemicals or damp harvested crops, the arcing of power lines, carbon soot emissions from vehicle exhausts, chimneys or incinerators, stone strike from mowers or machinery, and the direct ignition of fire caused by the actions or activities of people or animals. As a popular holiday and tourist area, the population in the rural area increases quite dramatically during summer with tourists visiting the countryside and using nature trails, walkways, river and beach areas, and camping sites, etc.

B3. Fire Risk and Mitigation Systems

The following steps are presently undertaken to mitigate hazards:

- Annual roadside grass mowing programme on major roads/highways with monitoring of vegetation re-growth levels by Rural Fire Officers;
- Additional roadside mowing requested as determined by seasonal variations;
- Encouraging road-side grazing by farmers in risk areas;
- Volunteer Rural Fire Forces established where higher risks exist;
- Fire appliances and equipment are maintained to a high state of readiness;
- Public kept informed of increasing fire risk and reduction measures through media;

- Restricted or Prohibited Fire Seasons declared during periods of increased fire danger; and
- Regular strategy meetings with other fire authorities during periods of increased fire risk.

[Refer Regulation 41(2)(a)]

B4. Risk Assessment and Risk Management Strategies

Waitomo District Council's Rural Fire Risk Management Strategy is to assess and categorise the risk. Having assessed the risk, it will then develop its response capabilities to ensure that effective fire fighting can be implemented. Specific levels of equipment, personnel, and training will be provided in relation to the level of risk.

B5. Fire Prevention Measures

The Waitomo District Council Rural Fire Authority is committed to promoting and developing fire prevention measures in its fire bylaws and in partnership with the NZ Fire Service and National Rural Fire Authority to reduce the incidence and impact of rural fires in the Waitomo District.

[Refer Regulation 41(2)(b)]

B6. Fire Danger Management

Wildfires can occur throughout the year and as such, a high state of readiness is maintained for 365 days. Increased monitoring and assessment occurs as the fire danger intensifies.

Council recognises this fact by monitoring the risk of outbreaks of fire on a daily basis throughout the year by recording, plotting, and analysing data from:

- Daily Fire Weather Indices from National Rural Fire Authority;
- Known fire hazards and previous fire history;
- Local Fuel Loading on the ground;
- Local climatic conditions and human behaviour;
- Reconnaissance and intelligence from rural communities; and

This information assists rural fire management staff to ascertain local fuel loads, risk of fire outbreaks, ease of ignition, likely spread rates, and potential fire behaviour.

B7. Mass crowd events

Council recognises that with mass crowd events, such as outdoor concerts and fireworks displays being held during the fire season, there may be other factors that will also have to be included when evaluating the Fire Danger Rating for the District.

As part of the process in identifying and evaluating the likely risks associated with these events, Council has concluded that the following factors may also have to be considered:

- Crowds/erratic behaviour/medical disorders;
- Pressures on infrastructure and responder services;
- Traffic/road access/aircraft support availability;
- Fires/fireworks/bonfires/climatic conditions;
- Inadequate support and resource capability; and
- Limitations of water supply due to location or drought conditions.

The members of the Regional Rural Fire Committee work with the New Zealand Fire Service, Emergency Services, and key agencies to provide contingency plans for:

- Recognition of fire hazards and preparedness measures to reduce these;
- Reduction of hazards and fuel loading to help mitigate the fire danger;
- Readiness of the public to be aware and prepared for fire emergencies; and
- Rapid Recovery from fire incidents in order to be prepared to meet any other needs.

The prime objective of this inter-agency contingency planning is to enable agencies to develop their individual plans to respond to special events in a consistent way, and to be able to co-ordinate effective and efficient inter-agency arrangements for the management of any unique demands posed by such mass crowd events.

Specific details for any contingencies or arrangements to be made in anticipation of any of the above events, falls outside of the scope of this present Fire Plan, so separate documentation will be prepared to cover any such special activities.

B8. Fire danger / Fire weather monitoring

Rural Fire Officers monitor fire danger and fire weather from the following sources:

- NIWA Scion website;
- Five and ten-day regional forecast – Met Service;
- Intelligence direct from rural communities;
- Regular consultation with other Rural Fire Authorities.

Predicted fire behaviour and rates of spread will be prepared by Emergency Management staff during periods of “very high” to “extreme” fire danger and evaluation of standby requirements and notification of relevant agencies and liaison staff may be undertaken daily as required by the conditions.

The primary means of reporting fires shall be through the national 111 emergency telephone system.

B9. Enforcement Strategies

The Principal Rural Fire Officer may declare Restricted or Prohibited Fire Seasons as weather and fuel conditions determine. The decision to impose a change of Fire Season status will be made in consultation with Council Rural Fire Officers, and neighbouring Fire Authorities.

Warranted Rural Fire Officers who hold relevant qualifications and have senior experience in fire management may issue permits during periods of restriction, or special permits during periods of prohibition. Inspections will be undertaken to determine safety aspects of any proposed fires and the need for additional conditions to be imposed on any permits issued.

B10. Public Education Activities

Public awareness of rural fire is maintained through a multi-faceted approach including:

- Daily fire danger rating in newspapers;
- Proactive media releases following fires;

- Media releases during periods of increased fire danger;
- Keeping communities informed of increasing danger through Rural Fire Forces;
- Proactive investigation of fire sightings during periods of increased fire danger;
- Attendance at farming field days;
- Education initiatives through community meetings and schools;
- Advice to land owners; and
- Inspection of proposed burn-offs and issue of fire permits.

B11. Public Awareness and Fire Signs

Notification on the implementation/lifting of a Restricted or Prohibited Fire Season will be placed in the Public Notice Column of the local newspapers.

During a Prohibited Fire Season '*Total Fire Ban*' and '*Light No Fires*' signs will be erected at strategic locations throughout the District, as soon as possible after such a season has been declared.

Other non regulatory public educational signage may be erected from time to time.

[Refer Regulation 41(2)(c)]

B12. Directions to People on the Use of Fire as a Land Management Tool

The use of fire for land clearing operations or disease control must comply with any requirements of the District Plan, Council Bylaws, EW Regional Council "Clean Air" Policy, and provisions of the Resource Management Act 1991 and amendments.

All activities must comply with provisions of Sections 20 and 21 of the Forest & Rural Fires Act 1977, as well as complying with the conditions stated on permits issued pursuant to Sections 23 and 24 of the Act.

Any fire must remain contained within the property on which it is lit and shall not be permitted to spread to other properties or to structures. A burn plan must be prepared for prescribed burning during a Restricted Fire Season.

Use of fire on land adjoining Crown land, forests, or another Fire Authority requires consultation with the appropriate person responsible for those adjoining areas.

[Refer Regulation 41(2)(d)]

B13. Fire Management Control Measures

The Forest and Rural Fires Act requires each Rural Fire Authority to promote and carry out fire control measures within its district, and in the interests of public safety take appropriate fire control measures, including, in particular,

- (a) The observation of weather and other conditions, and the assessment of fire hazard;
- (b) The giving of warnings of the imminence of fire hazard conditions; and
- (c) The giving of any information available in relation to fire hazard conditions.

As detailed within this Fire Plan, the Waitomo District Council undertakes these and other measures to reduce the likelihood of fires occurring within its district.

B14. Declared Forest Areas

Section 17 of the Forest & Rural Fires Act provides for the owners of forest-land to apply to the Rural Fire Authority to have their land declared a forest area.

Before any land is declared a forest area, there are a number of conditions that must be met, the main conditions being:

- The land area must be greater than 20 hectares;
- The forest should be considered a fire hazard requiring continuous protection equivalent to a restricted season; and
- The landowner has arranged adequate fire protection.

[Refer Regulation 41(2)(e)(i)]

B15. Fire Safety Margins

Fire Safety Margins are defined by the Forest and Rural Fires Act, and the definition is included in the Glossary to this Fire Plan.

Waitomo District Council Rural Fire Authority has not declared any Fire Safety Margins within its area. However, it recommends and promotes to all landowners of forests within its district that they follow good practice with regard to fire safety margins around their forests.

[Refer Regulation 41(2)(e)(ii)]

B16. Fire Control Bylaws

Waitomo District Council has produced a number of Bylaws controlling a wide range of activities. Part 23 of the Bylaws deal with fire prevention. See **Appendix E**.

B17. Clean Air Requirements

The Ministry for the Environment has produced National Air Quality Standards, which came into effect on 8 October 2004.

The Air Quality Standards

- ban activities that discharge significant quantities of dioxins and other toxics into the air;
- set minimum standards for outdoor air quality;
- provide the design standard for new wood burners installed in urban areas; and
- establish the requirement for landfills over 1 million tonnes of refuse to collect greenhouse gas emissions.

B18. Storage of Combustible Material

Regulation 54, of the Forest and Rural Fires Regulations 2005, deals with the storage of combustible material. The regulation notes that it is an offence if:

- (a) wood residues;
- (b) wood products;
- (c) hay, straw, or other plant cuttings; or
- (d) any product composed of more than 50% of 1 or more of the materials described in paragraphs (a) to (c);

are heaped higher than 3 m above the ground, unless the materials are stored in a fireproof container or building constructed for the purpose of storing the materials.

B19. Spark-hazardous Engines

Section 31 of the Forest and Rural Fires Act defines a spark-hazardous engine as being:

- any helicopter unless its exhaust is protected from contact with vegetation,
- any locomotive engine, motor vehicle, tractor, traction engine, portable engine, or stationary engine, or any other steam or internal combustion engine whatsoever, which is not, to the approval of a Fire Officer, provided with safe and efficient means for preventing the escape of dangerous sparks or flame from funnel or exhaust and for preventing the escape of live coals or fire from ash-pan or firebox or the escape of petrol or other flammable substance (including fumes) from any appliance or container.

The Act explicitly excludes from the definition of spark-hazardous engines any milking machine plants, shearing plants, or irrigation or other water pumping plants, or farm vehicles, appliances, or engines, used in the ordinary course of farming operations in the vicinity of farm buildings or yards.

The Act makes it an offence for a spark-hazardous machine to be operated, without the consent in writing of a Fire Officer in a Rural Fire District.

B20. Fire Permits

Fire permits will only be issued by qualified and experienced, warranted Rural Fire Officers, and then only subject to any conditions they deem appropriate at time of issue.

No permit to burn will be issued unless the site has been first inspected by one of these Officers unless they consider that in the circumstances such an inspection is unnecessary.

B21. Wild Fire Threat Analysis

A wild fire threat analysis is currently being undertaken by the Waikato Regional Rural Fire Committee and once completed will form part of this fire plan and will be used to : (Analysis not completed by the time this plan has been reviewed.)

- Quantify the level of risk and help establish benchmarks to assist in determining appropriate fire control measures for wildfire
- Help Rural Fire Authorities determine appropriate fire control measures to mitigate, prepare, respond, and recover from wildfire events within their territory.

Any areas identified within Waitomo Rural fire district with a wild fire threat analysis above 601+ will trigger the requirement to develop a tactical for each area or at minimum one tactical plan for all areas identified and will form part of this plan as an annex.

PART C

READINESS

PART C. READINESS

This section of the Fire Plan sets out those matters that are required by Regulation 42 and 43 of the Forest and Rural Fires Regulations 2005.

Readiness Section

The Waitomo District Council Rural Fire Authority is committed to maintaining a high level of fire preparedness through planning, mitigation, public education, staff training, appliance and equipment maintenance, and monitoring activities.

C1. Readiness Policies and Procedures

Waitomo District Council has adopted a number of specific policies and procedures that relate to its readiness capability to respond to rural fires within its district. The specific policies and procedures relating to its readiness responsibilities are detailed in this part of the Fire Plan.

[Refer Regulation 42(1)]

C2. Rural Fire Area

A map of the Rural Fire Area is included in **Appendix C**

[Refer Regulation 42(2)(a)]

C3. Rural Fire Authority's Responsibilities

The Forest and Rural Fires Act, sets out the duties and obligations of Rural Fire Authorities. Section 12 requires Rural Fire Authorities to promote and carry out fire control measures in its district. In carrying out these duties a Rural Fire Authority must comply with the standards set by the National Rural Fire Authority.

A Rural Fire Authority may also make bylaws to better enable it to carry out its fire control measures.

Section 18 sets out the obligations of a Rural Fire Authority noting that in respect of fire control measures within its district, and in the interests of public safety each Rural Fire Authority is responsible for:

- (a) The observation of weather and other conditions, and the assessment of fire hazard;
- (b) The giving of warnings of the imminence of fire hazard conditions; and
- (c) The giving of any information available in relation to fire hazard conditions.

[Refer Regulation 42(2)(b)]

C4. Readiness Goal

Waitomo District Council has adopted the following goal in relation to its responsibilities as a Rural Fire Authority:

To safeguard life, property, and the environment by the prevention, detection, control, restriction, suppression and extinction of fire in forest and rural areas within the Waitomo District Council Rural Fire Authority boundaries.

C5. Readiness objectives

Council's rural fire readiness objectives are to:

- a) Promote Rural Fire awareness with the public in order to encourage;
 - Responsible use of, and containment of fire;
 - Appropriate methods for land management operations;
 - Occupier-created defensible spaces around structures and areas of value;
 - Adequate water supplies with fire equipment couplings;
 - Adequate access for urban and rural fire appliances;
 - Prescribed burning for fuel reduction purposes;
 - Early detection and reporting of fires;
 - Recognition and management of fire risk; and
 - Incorporation of fire mitigation measures into District planning.
- b) Effectively and efficiently manage fire in accordance with industry best practice.
- c) Suppress and control fires quickly without injury to the public or staff, and with minimal expense and deployment of equipment.
- d) Facilitate safe prescribed burning and issue permits to burn.
- e) Provide accurate and timely advice on Rural Fire management, mitigation, prevention and control, in order to reduce impacts on life, property, and environment.
- f) Inspect and act on hazardous vegetation and/or Bylaw infringement complaints.
- g) Provision of resources including equipment and training for Volunteer Rural Fire Forces.
- h) Effectively and efficiently manage fire response in accordance with best industry practice.

C6. Fire season

During the fire season Council will warn the public of the imminence and degree of fire danger conditions by the use of signs, public newspaper notices, media releases or any other means as needed.

The Principal Rural Fire Officer will consider the need to declare an appropriate Restricted or Prohibited Fire Season depending upon the degree of fire danger.

During a **Restricted Fire Season**, no fire may be lit in the open without a *Permit to Burn* having first been obtained from a duly warranted and qualified Council Rural Fire Officer. Restricted Fire Seasons will generally be declared during anticipated prolonged periods of high to very high fire danger.

During a **Prohibited Fire Season**, no fire may be lit in the open, except in special circumstances as defined in the Forest & Rural Fires Act 1977, and then only with a *Special Permit*. Generally, a Prohibited Fire Season will be declared during anticipated prolonged periods of very high to extreme fire danger.

Certain activities may also be prohibited in rural areas during periods of extreme fire danger, e.g. logging or tree felling operations, welding, grinding, outdoor concerts, car/motorbike rallies and the use of fireworks, etc.

During a fire season, fire resources will be inspected fortnightly to ensure they are operational. No equipment shall be removed from fire stations except for essential repairs. Should this occur, replacement equipment should be provided where possible.

C7. Other Readiness Measures

As fire weather and fuel conditions approach extreme, Council Rural Fire Officers undertake to notify local Volunteer Fire Forces and communities of the increasing fire danger level. Increased proactive investigation of smoke sightings is encouraged to reduce detection and reporting times of fires that may become a problem.

C8. Chain of Command

Section 36 of the Forest and Rural Fires Act sets out the powers of a Principal Rural Fire Officer and Rural Fire Officers at fires.

The Principal Fire Officer, for the purposes of fire control, shall, if in his opinion a fire constitutes a hazard to life or property, endeavour by all practical means to extinguish the fire and prevent the spread of the fire to save lives and property in danger:

The Principal Rural Fire Officer, or any person acting under his control and direction, and with his authority, shall have control and direction of any brigade present at the fire and of any persons who voluntarily place their services at his disposal and of any persons (not being engaged in essential services) whose services he requires.

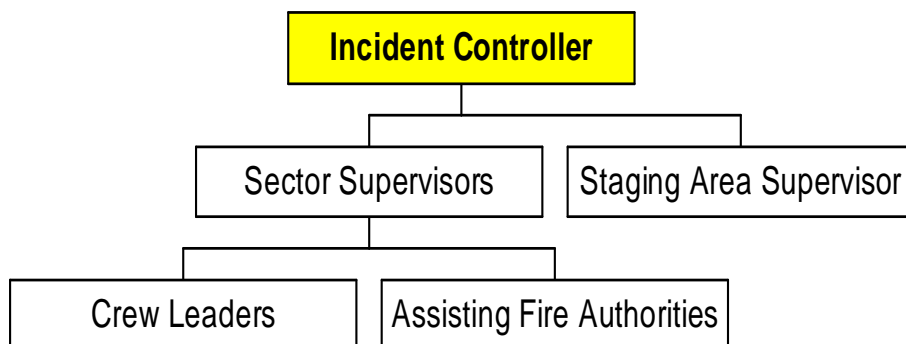
The Act also provides a range of specific powers to enable the Principal Rural Fire Officer and the people working under his authority to carry out their functions.

The following diagram outlines the Waitomo District Council Rural Fire Management structure:

[Refer Regulation 42(2)(b)]

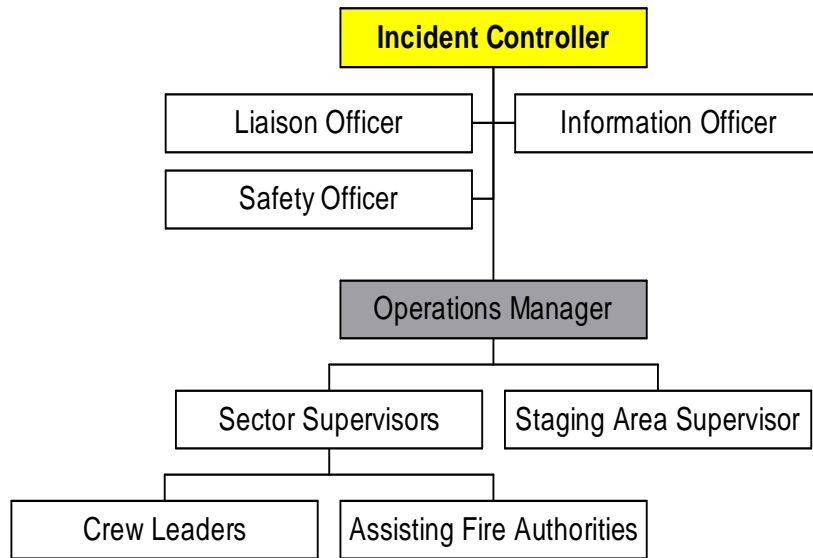
The following diagrams show the command structure that Waitomo District Council will implement to manage and control a range of different rural fires.

Figure 1: Command Structure Diagram for Small Fires



Note: Incident controller may hold more than one function.

Figure 2: Command Structure Diagram for Medium Fires



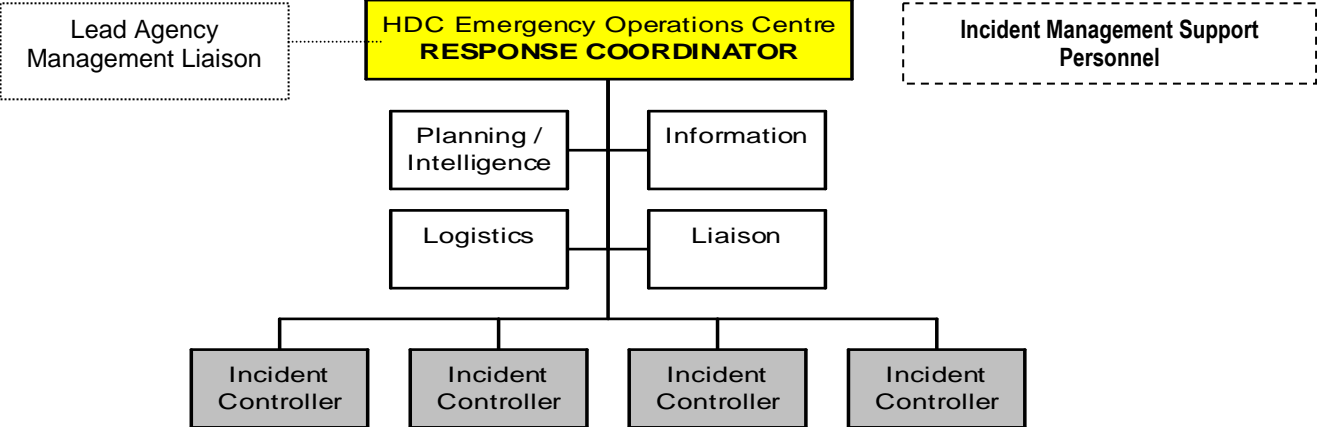
Incident Control Point (ICP) will generally be established at a site near the incident as per response plans.

Note: Incident Controller may hold more than one function depending on the incident but Operations will normally be delegated at medium incidents.

Figure 3: Command Structure Diagram for Large Fires

AS PER CONTROL STRUCTURE D6

Figure 4: Command Structure Diagram for Multiple Incidents



C9. Incident Command Support Personnel

AS PER "CONTROL STRUCTURE" Section D6

Table 1: Fire Incident Levels

Level I	A small to medium size fire that can be contained by initial attack using immediate response resources. Can be controlled within 12 hours.
Level II	A medium to large size fire that requires an extended attack and may involve the use of multiple agencies. High values at risk. May take up to 24 hours to control.
Level III	A large or complex fire that may take several days to control or suppress. Likely to occur during periods of Very High or Extreme fire weather. Significant values at risk. Likely to incur very large suppression costs. A Regional and/or National Incident Management Team is likely to be required.

Individuals may be requested to assist for Level II and Level III fires through their respective agencies. Other persons with recognised CIMS skills may also be requested to assist.

C10. National Rural Fire Authority Regional Rural Fire Manager

The Regional Rural Fire Manager has senior experience within the rural fire industry and has skills that could add value to an incident management team. However, it is recognised that the appointee has specific responsibilities and duties within the National Rural Fire Authority in the event of a major incident; part of which is to audit the operational effectiveness of suppression strategies, and efficient management of the event.

Therefore, in order to avoid any potential conflict of interest, it is more appropriate to utilise this person in an **advisory and liaison** role rather than committing them to a specific incident management position.

The Regional Rural Fire Manager may also facilitate access to other skilled incident management personnel from adjacent Regions at the request of the Incident Controller.

C11. Appointments

The following people have been appointed as Rural Fire Officers, pursuant to Section 13 of the Forest and Rural Fires Act 1977. Council has delegated *full powers* to appointees to perform their duties pursuant to Section 36 of the Forest and Rural Fires Act.

Table 1: Rural Fire Officers

<i>Designation</i>	<i>Position within Council</i>
Principal Rural Fire Officer	Johan Cullis, Manager – Internal Service Unit
Deputy Principal Rural Fire Officer	John De Luca, Group Manager Community Services

NOTE: The responsibility for all operational matters relating to rural fire co-ordination and suppression has been delegated by Council to the Principal Rural Fire Officer.

[Refer Regulation 42(2)(c)]

C12. Training Arrangements

Waitomo District Council Rural Fire Authority is committed to ensuring its rural fire personnel are trained and competent to national standards.

Fire and Rescue Service Industry Training Organisation registered assessors are available to facilitate the formal assessment process within the training support section of the Office of Emergency Management.

The Principal Rural Fire Officer, or deputy, shall ensure that an adequate training programme for all personnel undertaking fire suppression activities is carried out. An annual training programme for Volunteer Rural Fire Forces is also undertaken. The Council is undertaking a training needs analysis for all full-time employees. This analysis will identify the scope of training individual staff require to effectively undertake their duties, including meeting statutory obligations. Individual training programmes will be developed from this. Provision is made in annual budgets for staff training. Separate provision is also made to fund volunteer training.

C12.1 Legislative Functions

Pursuant to the Health and Safety in Employment Act 1992, Fire Force Leaders¹/Crew Leaders of Volunteer Rural Fire Forces shall maintain a register of personnel attending each training session, along with details of training undertaken at each meeting.

C12.2 Unit Training Standards

Training courses are structured to meet industry requirements and the assessment process is aligned to NZQA unit standards and Fire Rescue Service Industry Training Organisation quality standards.

[Refer Regulation 42(2)(e)]

C13. Fire Fighting Assistance

C13.1 Dedicated Fire Equipment

Rural Fire Force equipment is to be maintained in a state of permanent readiness. All equipment shall be checked regularly, and at least fortnightly, during periods of high fire danger. Faulty equipment is to be reported to the duty Rural Fire Officer immediately for further action.

No fire equipment is to be used other than for fire fighting purposes without the approval of the Principal Rural Fire Officer, or duty Rural Fire Officer.

Annual hose records, monthly pump test records, appliance records, and fire extinguisher maintenance records are maintained at the Tainui Rural Party office, Mokau.

[Refer Regulation 42(2)(g)]

C13.2 Personal Protective Clothing

Registered Waitomo District Council Rural Fire Forces have been supplied with:

- Fire resistant overalls;
- Safety helmets (with neck protection and visor);
- Safety gloves;
- Goggles; and
- Dust masks.

Assistance has also been given to staff for the purchase of NZFS leather boots, woollen bunker coats, and wet weather clothing.

Protective clothing is *required to be worn* on the fire ground by Rural Fire Crews in accordance with the Health and Safety in Employment Act 1992. Additional safety helmets (with neck protection and visor), gloves, goggles, and dust masks are available on Rural Fire Appliances and Trailers if required. Earmuffs are available at each fire pump.

C14. Agencies Available for Support

As per Section B3.

[Refer Regulation 42(2)(f)]

C15. Arrangements and Agreements made under section 14, 15 or 16 of the Forests and Rural Fires Act.

Section 14, of the Forest & Rural Fires Act 1977, provides for the joint exercise of powers between two or more fire authorities.

Section 15, provides for the supply of equipment and fire fighting services from the NZ Fire Service Commissions, the Crown, or any industrial fire brigade under the provisions of section 16.

Section 16, allows a rural fire authority to enter into contracts or arrangements for the purpose of fire control.

In order to maintain an effective support for fire incidents, Waitomo District Council Rural Fire Authority is a joint signatory to a Memorandum of Understanding for inter-service support between neighbouring Rural Fire Authorities and:

- The NZ Fire Service under Section 14 & 16, of the Forest and Rural Fires Act 1977.

Waitomo District Council does not have any formal agreements or arrangements with the NZ Fire Service Commission in respect to sections 15 & 16 of the Forests & Rural Fires Act.

[Refer Regulation 42(2)(h)]

C16. Fire Season Status Trigger Points

Waitomo District Council utilises the standard New Zealand Fire Danger Rating System as developed by the National Rural Fire Authority. The New Zealand Fire Danger Rating System figures are based upon daily fire weather readings.

Waitomo District Rural Fire Authority has no specific trigger points, which automatically cause the declaration of a specific fire season. However, as the risk of fire increases, as determined by daily monitoring, the Principal Rural Fire Officer holds regular meetings with professional staff to manage the fire risk and determine whether a specific fire season should be declared.

[Refer Regulation 42(2)(k)]

C16.1 Trigger Points for Imposing Restrictions on Exotic Forests in District.

Waitomo District Council does not operate specific trigger points for the exotic forests that are located within its Rural Fire District. When the Principal Rural Fire Officer considers the introductions of restrictions for any area a wide range of conditions are considered.

As noted above, Waitomo District Council Rural Fire Authority has no specific trigger points that automatically cause the declaration of a specific fire season. However, it does use NRFA Fire Weather Indicators, as industry standard thresholds, to help determine the level of fire risk. As the risk of fire increases, as determined by daily monitoring, the Principal Rural Fire Officer holds regular meetings with professional staff to manage the fire risk and determine whether a specific fire season should be declared.

[Refer Regulation 42(2)(l)]

C17. Details of Fire Protection Works

The Waitomo District Plan sets out the requirements for land development and its use. Generally, fire/fuel breaks are not a significant factor as there are no registered forest areas within the District. The onus for any fire protective works in private forest areas remains the responsibility of the owners. However, Council Rural Fire Officers can provide advisory services to any land-owner in this respect if requested.

[Refer Regulation 43(a)]

C18. Implementation of NZ Fire danger rating system

LOW/MODERATE FIRE DANGER

One Duty Rural Fire Officer available on pager / cell phone at all times and able to respond an Rural Fire Officer within five minutes and alert nearest Volunteer Rural Fire Force crew/s with an appliance or fire trailer. Additional crews placed on standby as required.

HIGH FIRE DANGER

One Duty Rural Fire Officer available on pager / cell phone contact at all times and able to respond an Rural Fire Officer within five minutes. Additional RFO(s) and crews available to respond if required.

Nearest Volunteer Rural Fire Force crew to be despatched and back-up appliance/s mobilised within 15 minutes.

Helicopter placed on standby appropriate to information received at the time.

VERY HIGH/EXTREME FIRE DANGER

PRE-EVENT

One Duty Rural Fire Officer available on pager / cell phone at all times and monitoring or having radios monitored continuously during risk period of day. A second Rural Fire Officer to be available on stand by in the District on cell phone or pager contact. Additional RFO(s) and crews on stand by to be available to respond if required.

Consultation with Principal Rural Fire Officer over fire control measures that he requires to be implemented.

Increased public education and public awareness notices are provided during these times.

FIRE OUTBREAK

Despatch nearest two Volunteer Rural Fire Forces to *all* reports and back up with nearest appliance / tanker in addition to any NZFS response. Additional adjacent Volunteer Rural Fire Forces also put on immediate standby and additional resources despatched as appropriate to information received at the time.

Personnel despatched to establish incident facilities (Operations Point, Staging Area) and/or assist with establishing immediate welfare support for crews.

Adjacent Fire Authorities or forest owners to be notified as appropriate.

During multiple outbreaks, Duty Emergency Management Officer will act as Response Co-ordinator and modify resource allocation as appropriate to activity level. Emergency Operations Centre will be established as the Incident Control Point for all significant fires.

Additional staff placed on standby, including Emergency Operations Centre support staff. Minimum recall of three communications operators to Emergency Operations Centre.

Immediate despatch of helicopters to all forest fires or fires endangering property and other aircraft placed on standby as appropriate, Air Operations Manager to be appointed immediately.

Principal Rural Fire Officer to respond to Emergency Operations Centre as Incident Controller (if not already at fire).

Incident Management Team members placed on standby or activated as directed by Duty Emergency Management Officer.

[Refer Regulation 43(b)]

PART D

RESPONSE

PART D. RESPONSE

This section of the Fire Plan sets out those matters that are required by Regulation 44 and 45 of the Forest and Rural Fires Regulations 2005.

Response Section

The Waitomo District Council Rural Fire Authority is committed to maintaining an effective response capability to ensure rapid deployment of suppression resources to, and efficient actions at, fires to minimise outbreaks of wildfire to a small size.

The purpose of this section is to outline arrangements with those agencies, organisations and fire forces, both within and outside of Council, relating to training, operational procedures and action to prevent, suppress and control forest and rural fires within the Waitomo District.

D1. Response Policies and Procedures

Volunteer Rural Fire Forces are not to place themselves, other people, or any equipment in danger by undertaking any *interior structural fire fighting* task that they are not trained to do. Rural Fire Forces must involve themselves with *initial attack* action for fire containment and protection of exposures. In undertaking these activities, personnel must be familiar with the means of protection against elements and conditions that can become hazardous.

[Refer Regulation 44(1)]

D2. Response Procedures

Fire suppression operations will take priority over every other Council activity except in the case of a Declared Civil Defence Emergency or other life-threatening situation.

Priorities in the event of fire are:

- **FIRST** **Human life**
- **SECOND** Protection of Community Assets, property, or special values.
- **THIRD** Exotic and Indigenous Forest, and Council Reserves.
- **FOURTH** Scrub and other fires.

Where there are multiple fires, those posing the greatest threat if left uncontrolled, will be extinguished first.

The following Officers will perform the operational role of Response Co-ordinator at the Emergency Operations Centre in the event of a major event or multiple incidents in order to ensure that appropriate prioritisation of resources occurs:

- Principal Rural Fire Officer
- Deputy Principal Rural Fire Officer

All personnel who respond to the fire ground must receive a fire ground safety briefing.

D2.1 Stand Down/Changeover

When standing down or changing over personnel at a fire scene, all personnel involved in the incident shall use standard CIMS procedures to ensure that:

- Their replacement is fully briefed;
- All personnel and equipment resources are accounted for;
- Details taken at the fire scene are recorded and passed on; and
- People are physically checked out at the Incident Control Point before departing.

The Principal Rural Fire Officer is responsible for ensuring that all people working on a fire scene adopt appropriate working times and that all people who need it have access to welfare support.

D2.2 Action after Fires/Incidents

Part of the response procedures following any fire incident is to ensure that all equipment is re-commissioned and that there are sufficient rested and trained crews available to respond to another call out should one occur.

Procedures for operational debriefs are covered in the Recovery section of this Fire Plan.

D2.3 Road Scene Safety

All road scene matters are undertaken in accordance with the Council's Code of Practice for Temporary Traffic Management.

Personnel *must* take extreme care when working on roadways, especially high-speed highways.

Hazard warning devices (road cones, flares, beacons, safety triangles, etc) must be placed well in advance, front and rear, of operational areas (at least 200m), to protect the scene and crews from oncoming traffic. Particular attention must be given to high-risk areas, such as hollows and blind spots, where personnel could be particularly vulnerable to oncoming traffic.

Non-essential personnel/vehicles should perform this task, especially at night or when visibility is poor. Personnel are to ensure that headlights and beacons/hazard lights of appliances/vehicles are turned on (even when stationary), day or night, to clearly warn oncoming traffic of the incident scene.

The use of emergency beacon lights may need to be minimised when operating in the close proximity of helicopters so as to reduce glare hazard for pilots, especially at night.

A "Safety Officer" will be appointed to specifically look after the safety of individuals and crews at any incident involving four or more fire appliances/crews, or where aerial operations are occurring.

Personnel must wear appropriate high visibility/reflective clothing whilst carrying out any task where there is the likelihood of road traffic. The reliance on the standard reflective stripes on protective fire coveralls is not sufficient in these circumstances.

Orange safety road marker cones or fire signs must be established on the road verge adjacent to the entrance to the fire ground, to clearly indicate the turn-off direction for all responding resources. In the absence of appropriate markers, a non-essential support person should be assigned to direct on-coming resources.

If required, NZ Fire Service fire-police can be used for managing safety and traffic.

D2.4 Aircraft Safety - Fixed Wing and Helicopter

Aircraft operations must have a designated Air Operations Manager at all times who is responsible for the safety of personnel and filling procedures. Notwithstanding this, personnel must be conscious of undertaking safe practices and following safety rules when approaching, or working near, any aircraft. Personnel who wear helmets when working with aircraft shall use chinstraps to make helmets secure.

Safety procedures must be adhered to when working with aircraft. The Incident Controller must ensure adequate safety procedures are in place before any personnel are committed to air support operations.

A Lead Pilot shall be appointed by the Incident/Controller/Air Operations Manager to coordinate and supervise all pilots engaged in aerial suppression operations. This appointment must be recorded on the Incident Log.

Consideration should be given to requesting *temporary restricted airspace* at large fires where there is three or more aircraft working or where a convection column of smoke may create a hazard to passing aircraft. The Lead Pilot or Air Operations Manager should advise the Incident Controller of this need, also having given regard to the impact of other aircraft in the airspace on the safety of aerial fire fighting operations.

A copy of CAA criteria for requesting temporary restricted airspace is held at the Waitomo District Council Emergency Operating Centre.

D2.5 Electrical Hazards

Under no circumstances are personnel to be committed to extinguish fires near, or under, power lines, particularly high voltage transmission lines and towers, without first ensuring that power is isolated. Use of water or driving vehicles with radio aerials underneath electrified lines is particularly hazardous.

All power lines are to be treated as "live" until confirmed inactive by the appropriate power authority.

Caution should also be exercised in the vicinity of high-voltage electric fence wires passing over farm gates etc.

D2.6 Fuel Hazards

Similar precautions must also be applied when fires are near gas lines, especially pressurised pipes and cylinders.

D2.7 Hazardous Substances

Personnel *must be alert* to the possibility of hazardous substances being consumed by fire. While the danger of flame impingement on LPG/CNG/OXY-ACCETALENE cylinders, etc, is usually obvious, other substances that are less noticeable may also be involved in the fire. Chemicals, furnishings, and some forms of natural vegetation can be hazardous when burnt. The possibility of clandestine drug laboratory chemicals being present should also not be discounted.

D.3 Action for Emergency Checklist

- Confirm Location of Fire
- Establish Incident Control Point (ICP)
- Establish Co-ordinated Incident Management System (CIMS)
- Develop and Implement Communications Plan
- Fire Register and Log requirements are being met (ref pages 5 & 6)
- Responsible Rural Fire Authority (RFA) has been notified (refer page 7)
- Warning people, evacuation requirements being actioned
- Appropriate Agency has assumed control
- RFA, Forest owners and other vested interests alerted to fire in the vicinity
- Resource deployment and demobilisation being effectively recorded
- Fire behaviour is being documented
- Logistical support in place
- Mop-ups, patrols arranged
- Fire declared out
- Details for fire statistics being collated
- Site protection, fire investigation aspects being addressed
- Notification to NRFA actioned
- Managing escalating fire incidents

D.4 Rural Fire Authority Incident Alert Arrangements

D.4.1 Reporting

Any person discovering a suspicious or uncontrolled fire should report this to the New Zealand Fire Service (NZFS) using the 111 system 24 hours a day, 365 days a year.

D.4.2 Initial Response

The NZFS will:

- a) Turn out the nearest Fire Service Brigade and/or Mokau Voluntary Rural Fire Force.
- b) Advise the Waitomo District Rural Fire Authority if the incident is in the rural sector – notification of the duty officer in the first instance by flex pager.

The Waitomo District Rural Fire Authority duty officer shall, on receipt of the alert, refer to the Action for Emergency Checklist and begin immediate implementation as appropriate and complete the details of the fire call on the relevant form **(Appendix F)**.

If required the PRFO or RFO will mobilise the necessary personnel and equipment within 30 minutes of notification and travel to the fire location to ensure effective fire management.

D.5 Additional Resources

Contact details for HELP (service providers) are included in the Information Section. These agencies may be called upon to assist should the situation escalate beyond available resource capabilities. See **Appendix A & North island resources list W drive (W/Assets/ISU/Rural Fire)**.

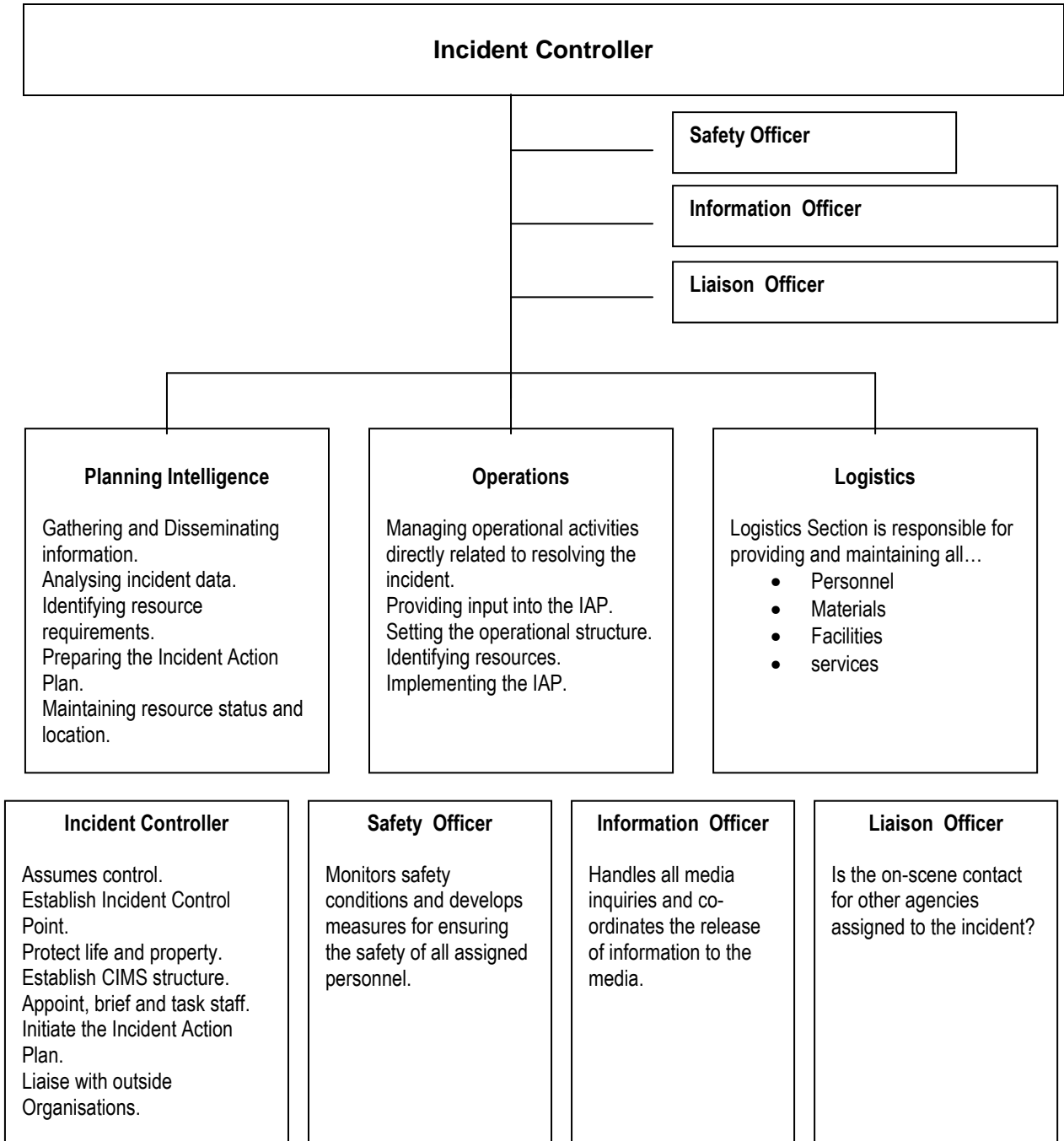
The decision whether to escalate the initial response to a situation where the Waikato RIMT is activated or CIMS is used, will be made by the Incident Controller in consultation with the PRFO. The Waikato Regional Incident Management Team (RIMT) protocol is attached as **Appendix B**.

D6. Control Structure

Waitomo Rural Fire District

Co-Ordinated Incident Management

Control structure in the event of a major fire emergency. Positions to be filled as necessary from available personnel.



D7. Incident Communication

Initial Turnout: Pagers, siren

Fireground: Simoco (VHF)

Local Channel Identifier	Frequency
ESX66	143.825 MHZ

Fireground to Comcentre: Land mobile radio (UHF) / cellphone

Fireground to Incident Control Point: Cellphone

ICP to Emergency Operations Centre (EOC): Cellphone

Ground to Air: Cellphone

Fire Register

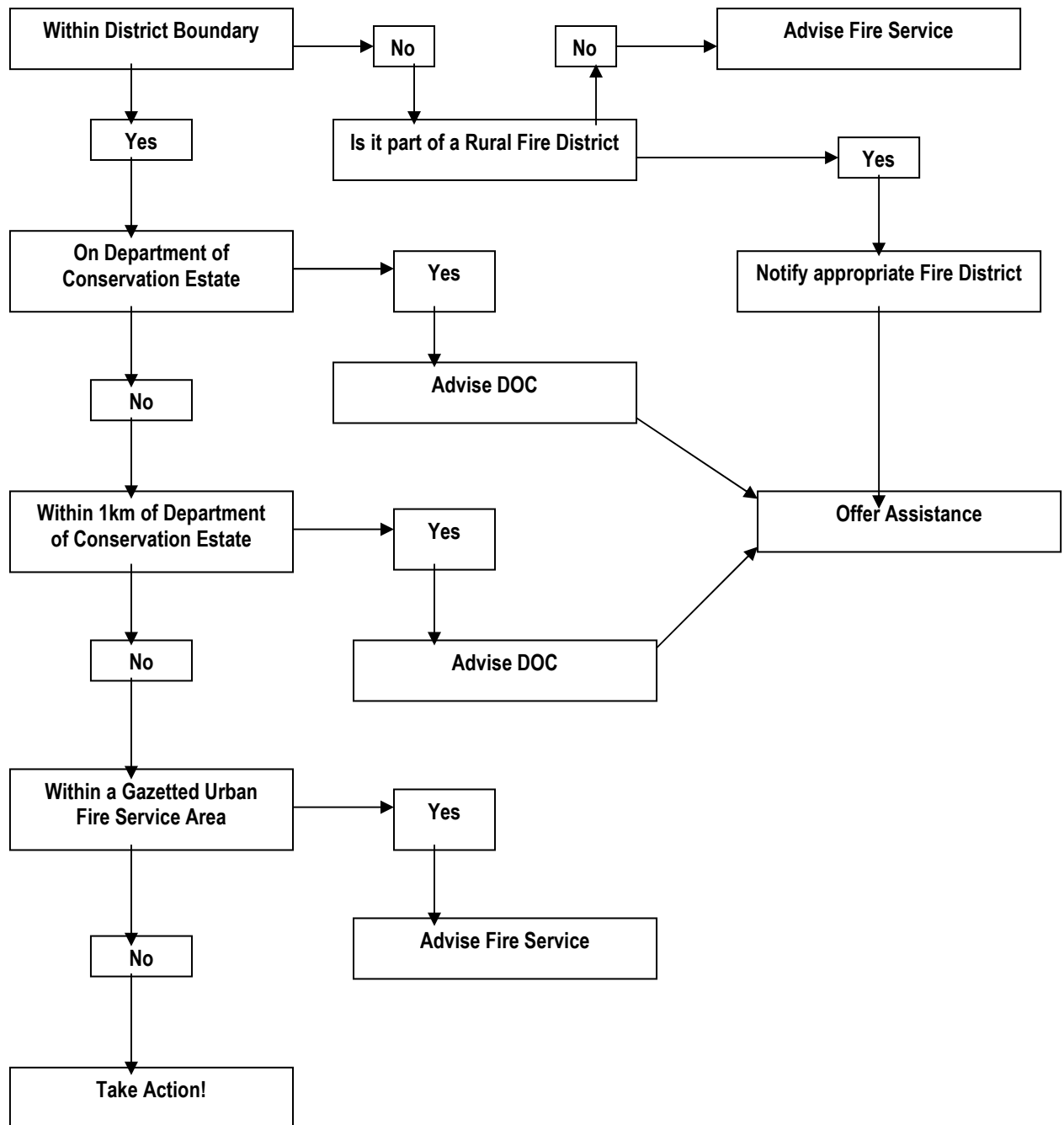
The Incident Controller will be responsible for initiating an adequate log of events. Exercise books and stationary are included in the incident management equipment available to the duty officer/contractor.

As well as paying due regard to the Action for Emergency checklist above, an effort will be made to record all activities, issues, decisions and occurrence times.

Each participant will be encouraged to maintain individual logs, where practicable. This will assist with the later corroboration of events and maximise the potential learning outcome of the de-brief process. The various forms used by this fire authority are as listed in **Appendix E**

We have a responsibility for fire control in rural areas of the Waitomo District.

D8. Confirmation location of fire



D9. Welfare Support

Rural Fire Forces are advised to maintain enough sustenance (i.e. high-energy snacks, liquid replacement, etc) with their equipment for their own immediate use on the fire ground.

If personnel have been working on the fire ground for four hours without a main meal before being called to the fire, immediate action is to be taken to provide a substantial meal within two hours.

At fires of longer duration, substantial hot meals are to be made available to each person involved with the fire, every six hours maximum, and preferably four hours optimum.

Welfare resources will be arranged directly by the Incident Controller for fires of short duration. For fires of longer duration welfare resources will be obtained through the Emergency Operations Centre.

Porta Loos should be dispatched to the fire ground for all incidents that are likely to run for more than four hours.

Waitomo District Council has arrangements with welfare organisations for the provision of catering services for fire crews **(Appendix A)**

PART E

RECOVERY

PART E. RECOVERY

This section of the Fire Plan sets out those matters that are required by Regulation 46 of the Forest and Rural Fires Regulations 2005.

E1. Policies and procedures

Waitomo District Council has established policies to meet the requirements of the Resource Management Act 1991, Health & Safety in Employment Act 1992, and any other Acts or Regulations relating to protection of people and the environment. Waitomo District Council has a responsibility for management of land resources, and for reinstatement of land damaged during fire suppression operations pursuant to the Resource Management Act.

[Refer Regulation 46(1)]

E2. Protected Areas

There are no gazetted protected areas within the Waitomo Rural Fire District.

Waitomo District Council will work with the owner/manager of any land deemed to be of environmental interest with regard to how best to assist with recovery issues as may be required.

E3. Rehabilitation of Damaged Areas

Council maintains a plan for the co-ordination of recovery measures for cultural, sociological, and environmental impacts resulting from disasters, including wildfires.

Rural Fire Fighters are trained to minimise damage to property and disturbance to the environment as part of standard training courses.

E4. Use of Additives

Waitomo District Council will not use foam (or soap capsules) in wetlands, swamps and other waterways. Precautions will be taken to minimise any major contamination of watercourses as foam kills aquatic life, even at low concentrations. The use of additives should also be avoided in environmentally sensitive areas where rare life forms may be at risk. Waitomo District Council will treat all Department of Conservation reserves as 'sensitive' until advised otherwise.

Council Rural Fire Officers will ensure that recovery is implemented as part of the Incident Management Plan by minimising environmental and cultural damage through the adoption of appropriate suppression strategies. This includes consideration of the impact of various fire attack methods, use of additives, and any pre-existing restrictions or limitations.

Waitomo District Council policy is to remove all rubbish, foam containers, etc. associated with suppression operations prior to final departure from the scene and to reinstate staging and operational areas as best as is practicable.

E5. Mop-up procedures recovery section

Mop up operations will be conducted at all fires. No burnt-over area shall be treated as safe until the person in charge at the fire scene has carried out a personal inspection. The Incident Controller will be solely responsible for giving the final clearance that responsibility has been handed over to the landowner or that the fire is declared out.

The following tasks must be done during mop-up operations:

- Hot spots are to be systematically searched out and burning spars are to be felled.
- Adequate and reliable patrols are to be undertaken.
- Infrared heat detection equipment may be used in questionable situations.
- Fire equipment is to be collected in a manner that will enable it to be effectively used again immediately should the need arise.
- Consideration is to be given to frequent inspections of the fire ground until heavy rain, or continual rain, has fallen.
- All rubbish associated with suppression operations must be removed from the incident ground.

E6. Personnel Health and Safety

Health and safety of rural fire fighters is of paramount importance and is encompassed within the general Health and Safety Policy of Council.

Council Rural Fire Officers ensure that Rural Fire Force crew receive regular reinforcement of the Standard Vegetation Orders and the Watch Out Situations through training interventions and mail-outs.

These Officers also monitor operations at incidents to ensure that safe working practices are adhered to. Fire Force Leaders and Deputies have a prime responsibility for maintaining safety of crews, both at incidents and during training.

A Safety Officer will be appointed at all incidents. This position may be held in conjunction with another command role at small incidents but safety must become a separate function at larger incidents. At incidents involving four or more appliances or crews, a suitably qualified Safety Officer will be appointed to look after all relative safety matters.

All accidents are to be investigated and documented as required by Council Policy.

[Refer Regulation 46(2)(a)]

E7. Fire Investigations

All fires will be investigated by Council Rural Fire Officers or by a contracted investigator as required to determine probable cause and liability.

Council will endeavour to recover all fire suppression costs for all fires where liability can be determined pursuant to Section 43 Forest & Rural Fires Act 1977, or impose a levy pursuant to Section 46 when appropriate.

The Principal Rural Fire Officer may initiate prosecution action for cost recovery or for offences as required.

E7.1 Operational Debriefs [at Incident]

Waitomo District Council Rural Fire Authority will undertake structured operational debriefs of all fire incidents using the format and procedures developed by the National Rural Fire Authority. An initial debrief of all personnel involved in the fire incident will take place on the fire ground.

[Refer Regulation 46(2)(c)]

E7.2 Post Fire Investigations [Cause]

The Waitomo District Council Rural Fire Authority will investigate any fire to determine the point of origin and the cause of the fire. If required qualified Rural Fire Investigators can be contracted to conduct this investigation.

[Refer Regulation 46(2)(d)]

E7.3 Fire Operational Review

Waitomo District Council Rural Fire Authority is committed to maintaining effective and efficient fire suppression operations. To measure this, Council has a policy for the conducting of Operational Incident Audits on fires within its jurisdiction.

The criteria for conducting an incident audit (additional to any operational critique) are:

- All responses to Civil Defence Emergencies by Rural Fire Authority resources;
- Incidents causing significant loss to a community, e.g. property, heritage, environmental, or financial;
- When determined as appropriate by the Principal Rural Fire Officer or Deputy Principal Rural Fire Officer; or
- When the Deputy Principal Rural Fire Officer considers that the outcome of such an audit will benefit the wider Waikato Region.

The audit shall be conducted by a team comprised of a minimum of three members drawn from:

- Waitomo District Council Emergency Management Officer (not the Incident Controller of the fire being audited);
- Experienced Group Officer;
- Senior Fire Service Officer; and
- Experienced Rural Fire Manager from another organisation.

The audit team shall work within the terms of reference produced by the person requesting the audit. The audit team shall produce a report that contains the following elements and is compatible with the format being developed by the National Rural Fire Authority:

- Incident overview;
- Executive summary;
- Fire ground operations;
- Associated costs;
- Safety aspects;
- Accidents & injuries;
- Fire cause investigation issues;
- Environmental issues;
- Other issues arising;
- Conclusions; and

- Recommendations.
[Refer Regulation 46(2)(b)]

PART F

ADMINISTRATIVE

PART F. ADMINISTRATIVE SECTION

This section sets out those administrative matters, which enables Waitomo District Council to operate as an effective and efficient rural fire authority.

F1. Committee Membership

Regulation 42(2)(d) of the Forest and Rural Fires Regulations 2005 requires the Rural Fire Authority to note in its Rural Fire Plan details in the case of a Rural Fire Committee the membership and a copy of the rules of the Rural Fire Committee.

Waitomo District Council Rural Fire Authority operates as local authority and as such does not operate a Rural Fire Committee. Therefore, this information is not included in this Fire Plan.

[Refer Regulation 42(2)(d)]

F1.1 Regional Rural Fire Committee

Waitomo District Council is a member of the Waikato Rural Fire Committee.

F1.2 Forestry District Committees

To be advised.

F1.3 Emergency Management Group Representation

As a requirement of the Civil Defence Emergency Management Act 2002, Waitomo District Council is a member of the Waikato CDEM Group.

F2. Financial Arrangements

Community Services Group shall include estimated fire suppression costs in its annual budget submissions to Council for retention as a fire fighting contingency fund once approved.

Council policy is to recover all fair and reasonable costs for any of the services it provides to the Waitomo District. This includes securing full cost recovery for fire suppression activities pursuant to Sections 43 and 46 of the Forest & Rural Fires Act 1977.

Charge rates for fire suppression equipment will be aligned to those set by the National Rural Fire Authority when approving grant assistance for claims against the Rural Fire Fighting Fund.

Prosecution action may be pursued as directed by the PRFO for the recovery of costs or for dealing with offences.

F3. Insurance Provisions

Council maintains insurance to cover the following as part of its responsibilities:

- Emergency contingencies arising from impacts of any disasters;
- Replacement of all critical community assets; and
- Compensation to its staff (fire crews) should an accident or injury occur.

F4. Delegated Authority

Waitomo District Council has delegated full powers to its appointed Rural Fire Officers to perform their duties pursuant to Section 36 of the Forest and Rural Fires Act.

Waitomo District Council has also delegated authority to the Principal Rural Fire Officer to make amendments to the Fire Plan, where those amendments are considered of a minor nature and do not significantly affect the policies of the Council.

F5. Confidentiality of Information

Regulation 42 of the Forest and Rural Fires Regulations 2005 specify the matters that must be contained in this Fire Plan relating to matters of Readiness. However Regulation 42(3) notes that information relating to personnel information is not required to be included in the public copies of this Fire Plan. For this reason all public information relating to fire force crews has been removed from the public version of this Fire Plan.

F6. Review of Rural Fire Plan

Regulation 40 of the 2005 Forest and Rural Fires Regulations 2005 specify the timeframes in which this Fire Plan must be reviewed.

F6.1 Readiness and Response Sections

In accordance with Regulation 40(1)(a) the sections of this Fire Plan dealing with Readiness, and Response will be reviewed within two years after the date of adoption.

F6.2 Reduction and Recovery Sections

In accordance with Regulation 40(1)(b) the sections of this Fire Plan dealing with Reduction, and Recovery will be reviewed within five years after the date of adoption.

APPENDIXES

APPENDIX A

A. INFORMATION LISTINGS

A.1 Rural Fire Officers

Position	Name	Emergency Contact
Principal Rural Fire Officer	Johan Cullis	Hm (07) 8966 323 Cell (029) 878 7593 Wk (07) 878 0831
Rural Fire Officer	John De Luca	Cell (021)2200117 Hm 07-8277789 Wk 07-8780808

A.2 Organisations Available for Immediate Assistance

Agency	Contact Name	Emergency Contact				
Te Kuiti Volunteer Fire Brigade	CFO Graham Howell	07 878 8339 027490 3603 (work) 021 253 7227				
	DCFO Phil New	Work 878 6100 Cell 027 661 5800				
	SO Steve Andrew	Work 027 602 7327				
	SO Hayden Sheedy	027 350 7041				
Resources: Fire Chief + 19 Fire Fighters						
Equipment: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> No. 1 Appliance 12 tonne Dennis 1 tank 500 gal 1 10m extension ladder and 1 small aluminium ladders 20 75ft hoses plus 2 high pressure hose Reels 60 metres each Foam making branch + foam 4 UHF handheld radios Cutting equipment + RAMS Small tools etc </td> <td style="width: 50%; vertical-align: top;"> 1 pump 500 gpm 4 BA sets RT 3 chemical suits Sundry lifting and pulling equipment Jaws of Life </td> </tr> </table>			No. 1 Appliance 12 tonne Dennis 1 tank 500 gal 1 10m extension ladder and 1 small aluminium ladders 20 75ft hoses plus 2 high pressure hose Reels 60 metres each Foam making branch + foam 4 UHF handheld radios Cutting equipment + RAMS Small tools etc	1 pump 500 gpm 4 BA sets RT 3 chemical suits Sundry lifting and pulling equipment Jaws of Life		
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<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> No. 2 Appliance - 9 tonne Mitsubishi 1 tank 400 gal Reels 60 metres each RT 1 5.5m extension ladder and 1 small aluminium ladders Foam making branch + foam Compressed air foam </td> <td style="width: 50%; vertical-align: top;"> 1 pump 500 gpm 20 25 m hoses plus 1 med pressure hose 1 pump 250 gpm, portable 4 BA sets 3 chemical suits 3 x UHF hand helds </td> </tr> </table>			No. 2 Appliance - 9 tonne Mitsubishi 1 tank 400 gal Reels 60 metres each RT 1 5.5m extension ladder and 1 small aluminium ladders Foam making branch + foam Compressed air foam	1 pump 500 gpm 20 25 m hoses plus 1 med pressure hose 1 pump 250 gpm, portable 4 BA sets 3 chemical suits 3 x UHF hand helds		
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<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Light rescue vehicle R T </td> <td style="width: 50%; vertical-align: top;"> Portable generator lighting Traffic Management </td> </tr> </table>			Light rescue vehicle R T	Portable generator lighting Traffic Management		
Light rescue vehicle R T	Portable generator lighting Traffic Management					
Piopio Fire Brigade	Mark Bentham	Hm 877 8157 Wk 877 8058				
Resources: Fire Chief + 14 Fire Fighters						
Equipment: <table border="0" style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">1 Hino appliance and pump</td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> 1 integral water tank – 1800l 1 portable pump 12l/sec 3 x 3m lengths 100mm hard suction Foam Various fire extinguishers – CO₂/powder R T </td> <td style="width: 50%; vertical-align: top;"> 35 lengths of hose 70 & 45 mm diameter 3 x 3m lengths 75mm hard suction 4 BA sets plus 3 spare cylinders 2 hand held radios Jaws of Life </td> </tr> </table>			1 Hino appliance and pump		1 integral water tank – 1800l 1 portable pump 12l/sec 3 x 3m lengths 100mm hard suction Foam Various fire extinguishers – CO ₂ /powder R T	35 lengths of hose 70 & 45 mm diameter 3 x 3m lengths 75mm hard suction 4 BA sets plus 3 spare cylinders 2 hand held radios Jaws of Life
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Benneydale Fire Brigade	Murray Patterson	Hm 878 4733 Coms. Centre: (09) 486 7949 027 493 8717
Resources: Fire Chief + 14 Fire Fighters Equipment: 1 10 tonne Commer appliance 1 pump on appliance 1 two-man portable pump 15 x 25 m 2.75" hoses 6 x 10 m 50mm hoses 1 rescue kit R T 2 BA sets 2 spare cylinders Pyre foam branch 40L foam compound Appliance carries 750 litres of water 1 portable field R T		
Taharoa Industrial Fire Brigade	Lloyd Hepi	Hm 876 7339 Wk 876 7380
Resources: 1 Chief Fire Officer 1 Deputy Chief Officer 3 Station Officers 12 Fire Fighters Equipment: No. 1 Appliance 1 Mercedes – L111313 1 375 gal tank 1 350 US/gal per minute pump 4" suction inlets 3 x 2.75" outlets 9 x 20 m x 1.75" hoses 1 60 m 1" booster hose 2 BA sets – 1 spare 1 rescue kit 1 fireman extinguisher ladder 2 x 4 gal drums, fire fighting foam 1 radio transmitter Appliance No. 2 - 1 Toyota Landcruiser 1 Tohatsu portable pump 370 gpm 4 x 4" inlet suction hoses 2 x 2.75" outlets 7 x 20m 2.75" hoses 3 x 20 m x 1.75 hoses 2 BA sets – 1 spare 2 x 3m extension ladders Various fire extinguishers 1 radio transmitter Various hand tools		
Mokau Voluntary Rural Fire Force	Graham Putt Andrew Warren (Chief)	24 Hr (06) 752 9844 (06) 752 9059 (hm)
Resources: Fire Chief + 10 Fire Fighters Equipment: 1 Dodge appliance complete with 1 pump 1 Rescue trailer 4 fire extinguishers 50 m 1.5" hose 65 m 3" hose 1 ladder Pump ... Godiva 3 forestry packs Lines (30 metres) 2 axes 2 brooms 5 torches 2 road signs, acc. and strobe light 2 crow bars		

A.3 Outside Assistance

Agency	Contact Name	Emergency Contact	Equipment
Aircraft Operators			
As per W drive Resources list			
Water Carriers/Transporters/Diggers/Graders etc			
As per W drive Resources list			
Bulldozers			
As per W drive Resources list			
Emergency Services			
Police			
Te Kuiti Police		(07) 878 1450	
Piopio Police		(07) 877 0490	
Benneydale Police		(07) 878 4820	
Mokau Police		(06) 7529 888	
Ambulance			
Te Kuiti/Piopio/Benneydale St Johns		(07) 8788 799	
Hospital			
Te Kuiti Hospital		(07) 878 7333	
N.Z. Fire Service			
NZFS Northern Comm Centre		(09) 486 7949	(09) 5711269
NZFS Central Comm Centre		(04) 801 0812	
National Rural Fire Authority		(04) 496 3600	
Caterers			
As per W drive Resources list			
Neighbouring Rural Fire Authorities			
Department of Conservation			
Maniapoto & Pureora Area Office (07) 878 1050	Ray Scrimgeour	(07) 878 8845 027 292 9032	
Pager (026) 246 7649	Doug Taucher	(07) 873 7415 (021) 264 5318	
Otorohanga District Council Office (07) 873 8199	David Brown	(027) 233 2152	
Ruapehu District Council Office (07) 895 8188	Brent Fanning	0212477337 069522980	
Taranaki Enlarged Rural Fire District Office (06) 7596060	Nigel Dravitzki	(027) 4105103	

Taupo District Council (Contracted to NZFS – Taupo Brigade)			
Auckland Comm Centre Taupo Brigade Phil Parker (Taupo District Council)		(09) 486 7949 (07) 378 5060 (07) 376 0899	
Environment Waikato	S Fowlds	(07) 859 0999	
NRFA	Rob Goldring	(09) 302 5172 (021) 959 219 Pager: (026) 2464408	
Service Contacts			
Met Service		0900 999 +STD	
TranzRail Emergency Electrification Control		(04) 498 3363 0800 808 400 0800 872 462	North Opt 1 Central Opt 4
Power Supply Faults The Lines Company	Day and Night Office	0800 367 328 (07) 878 0600	
Gas Faults (Vector)		0800 802 332	
High Pressure Transmission Pipelines (Vector)		0800 734 567 (24 hrs)	
Water Supply & Sewerage Waitomo District Council	Les Clarke	(07) 878 0875 (24 hrs) (029) 878 6011	
Suppressant and Retardant Suppliers Urgent	Maniapoto Department of Conservation	(07) 878 1050	
Non Urgent	Waitomo District Council	(07) 878 0800 (24 hrs)	

NZFS and all air and ground contractors to make their own fuel supply and purchasing arrangements.

APPENDIX B.

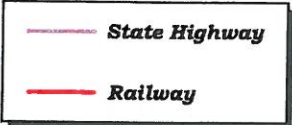
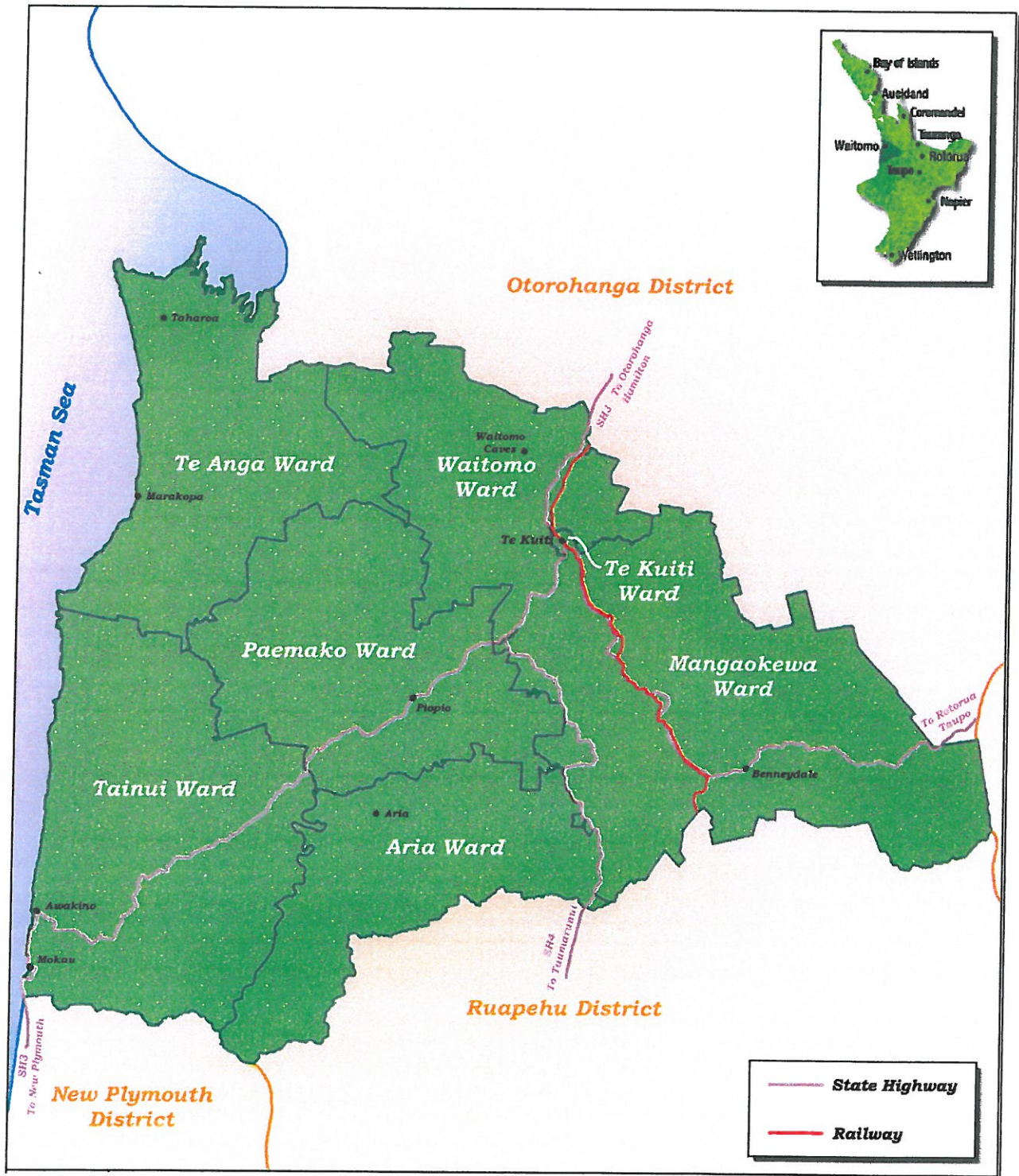
DISTRIBUTION LIST

One copy of the Waitomo District Rural Fire Authority Fire Plan shall be distributed to each of those people/organisations listed below:

COPY	ORGANISATION	ADDRESS
1	National Rural Fire Authority (Head Office)	PO Box 2133, Wellington
2	John De Luca (G/Manager Comm Services)	PO Box 404, Te Kuiti
3	Johan Cullis (PRFO)	PO Box 404, Te Kuiti
4	Waitomo District Council Customer Services	PO Box 404, Te Kuiti
5	Mokau Voluntary Rural Fire Force	PO Box 14 Mokau
6	Otorohanga District Council	PO Box 11 Otorohanga
7	Ruapehu District Council	Private Bag 1001 Taumarunui
8	New Plymouth District Council	Private Bag 4241 New Plymouth
9	Taupo District Council	Private Bag 2005 Taupo
10	Department of Conservation	Private Bag 3072 Hamilton
11	Te Kuiti Fire Brigade	Taupiri Street, Te Kuiti (Unattended)
12	Piopio Fire Brigade	Ruru Street, Piopio (Unattended)
13	Benneydale Fire Brigade	School Rd, Benneydale(Unattended)
14	Taharoa Industrial Fire Brigade	NZ Steel, Private Bag Te Kuiti (Attention: Lloyd Hepi)
15	Te Kuiti Police	Queen Street, Te Kuiti
16	NZFS Northern Communications Centre	PO Box 68 888 Newton, Auckland
17	NZFS Central Communications Centre	PO Box 11349 Manners Mall, Wellington

APPENDIX C.

WAITOMO DISTRICT RURAL FIRE AUTHORITY MAP
(overleaf)





Te Maika

Te Waitere

Lake Taharoa

Te Anga

Waitomo Caves

Marokopa

Te Kumi

Te Kuiti

Rangitoto

Waitomo District

Eight Mile Junction

Puketutu

Waipa Valley

Waikawau

Piopio

Mangaokewa

Horokino

Mahoenui

Aria

Mapiu

Benneydale

Awakino

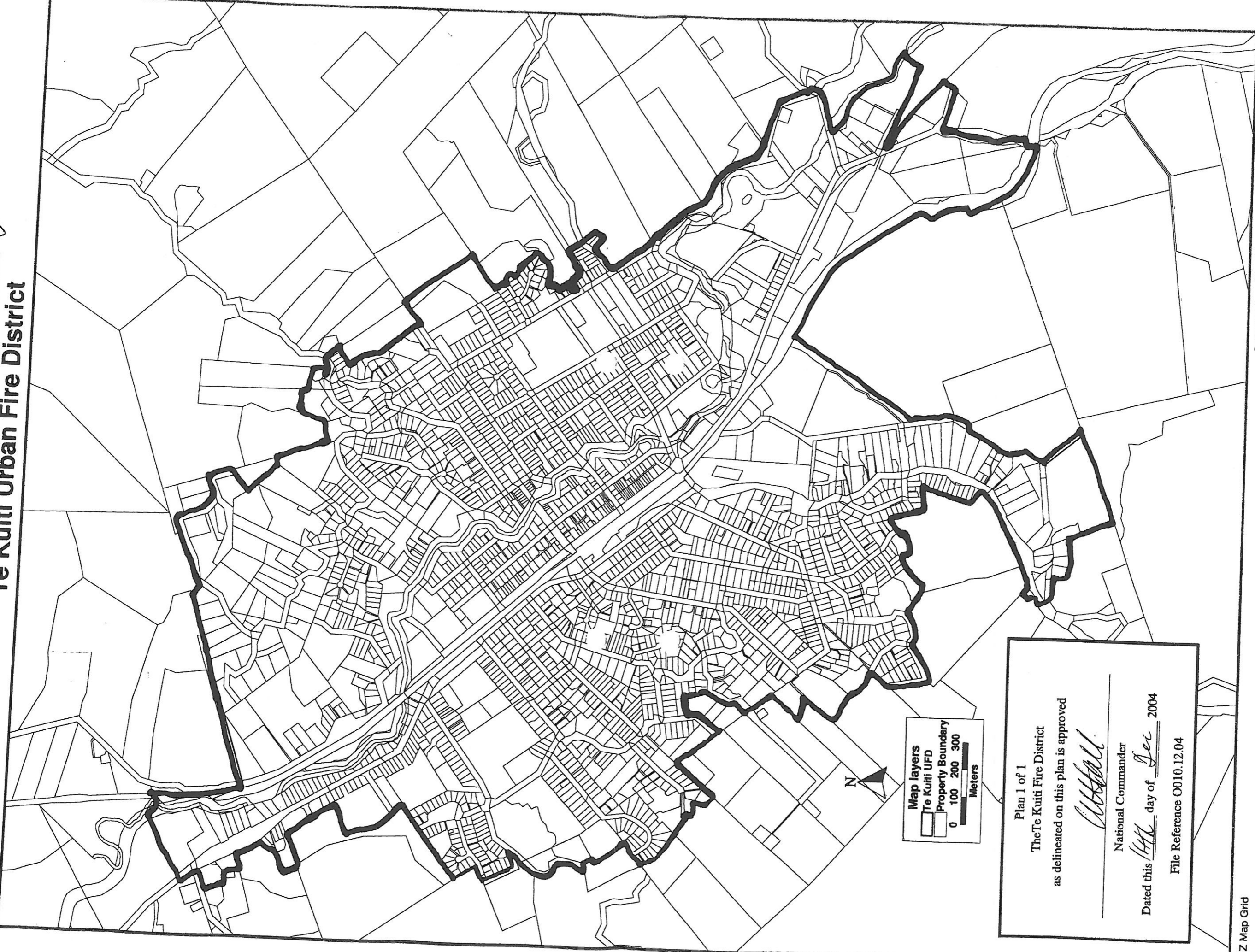
Mokau

APPENDIX C.1

TE KUITI URBAN FIRE DISTRICT MAP
(overleaf)



NEW ZEALAND FIRE SERVICE
Te Kuiti Urban Fire District



Map layers
 Te Kuiti UFD
 Property Boundary
 0 100 200 300
 Meters

Plan 1 of 1
 The Te Kuiti Fire District
 as delineated on this plan is approved

At Hall
 National Commander

Dated this 14th day of Dec 2004

File Reference 0010.12.04

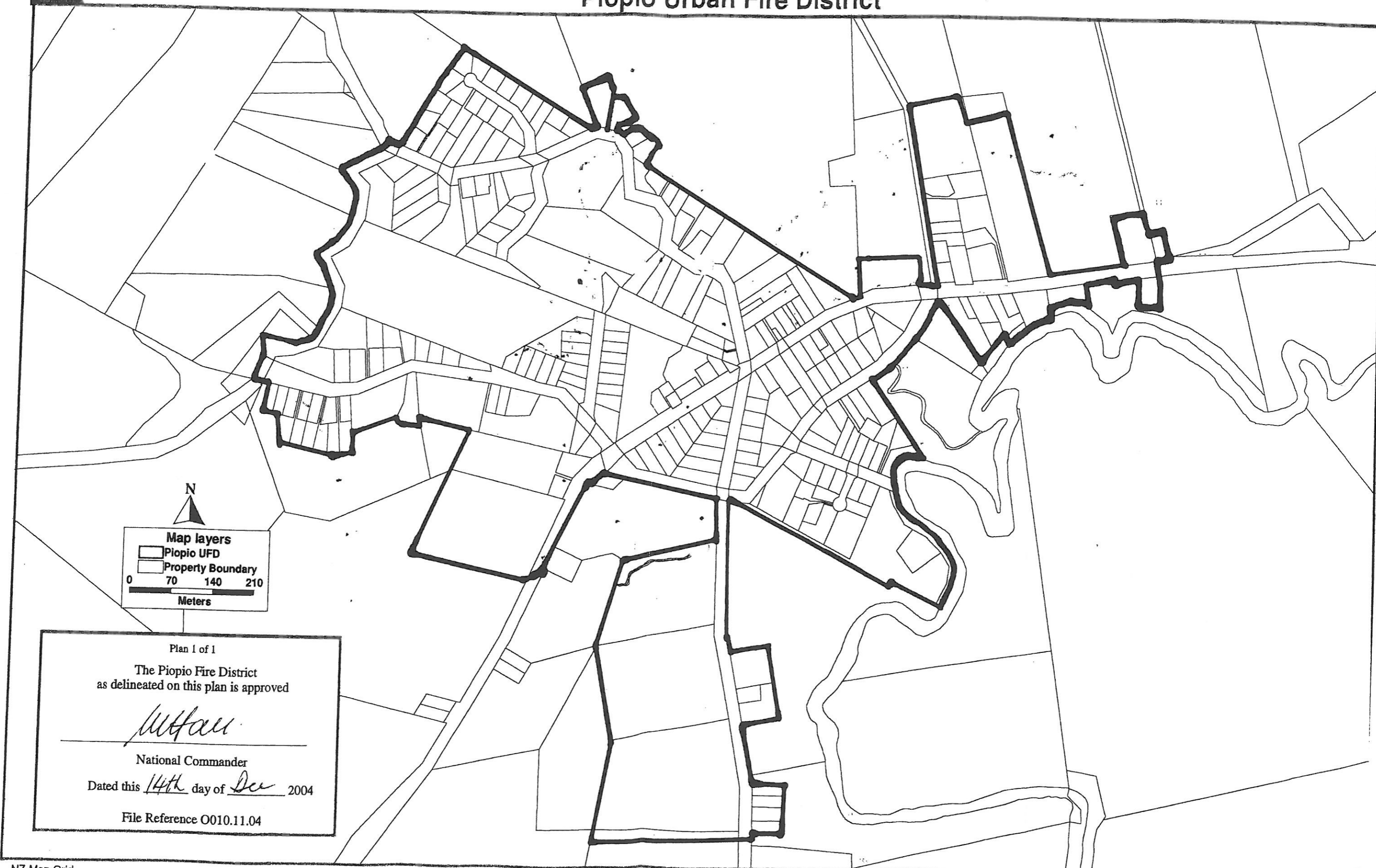
APPENDIX C.2

PIOPIO URBAN FIRE DISTRICT MAP
(overleaf)



NEW ZEALAND FIRE SERVICE

Piopio Urban Fire District



Plan 1 of 1

The Piopio Fire District
as delineated on this plan is approved

M. Hall

National Commander

Dated this *14th* day of *Dec* 2004

File Reference O010.11.04

APPENDIX C.3

BENNYDALE URBAN FIRE DISTRICT MAP
(overleaf)



NEW ZEALAND FIRE SERVICE

Benneydale Urban Fire District



Map layers

- Benneydale UFD
- Property Boundary

0 50 100 150
Meters

Plan 1 of 1

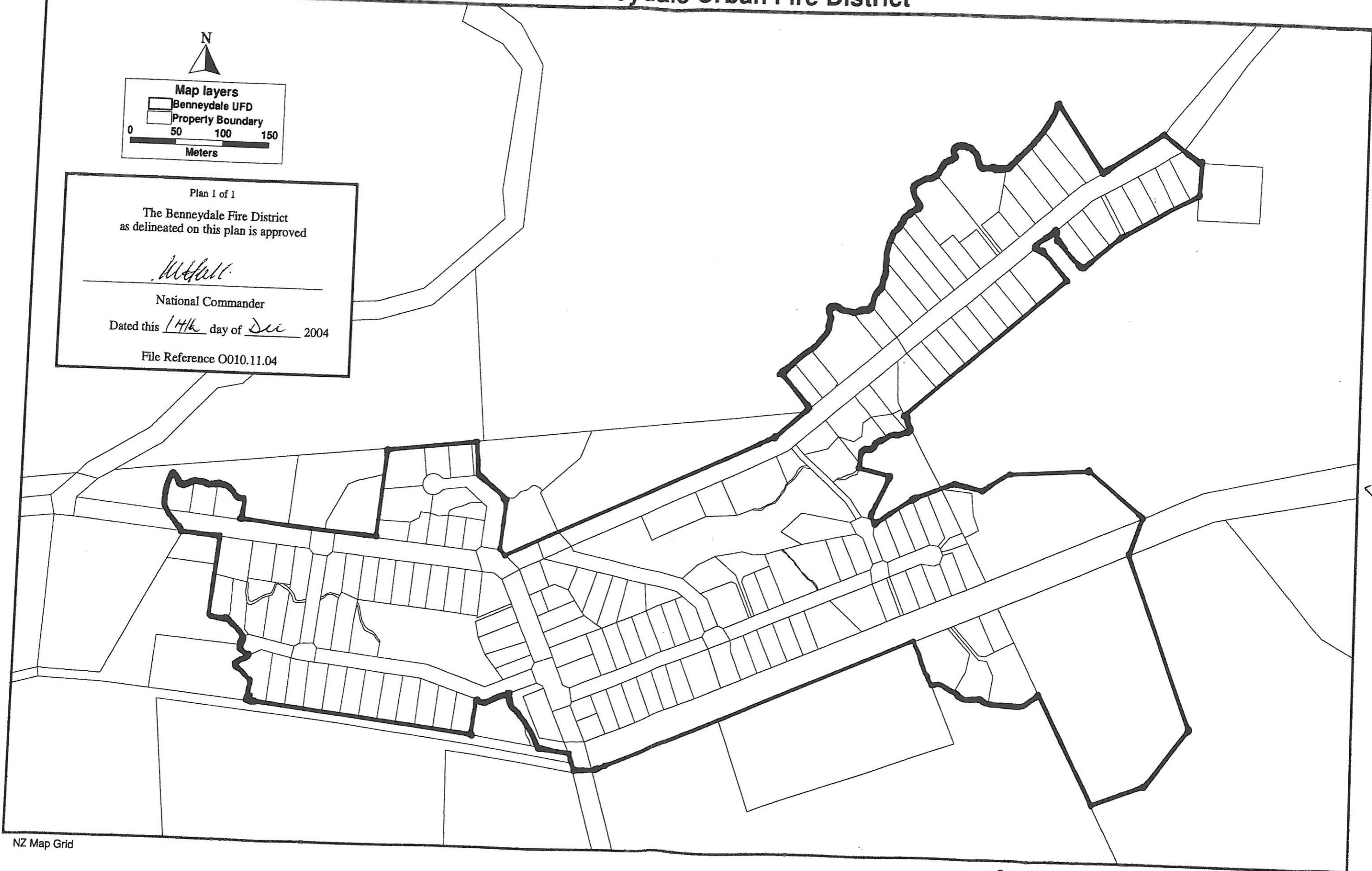
The Benneydale Fire District
as delineated on this plan is approved

M. Hall

National Commander

Dated this *14th* day of *Dec* 2004

File Reference O010.11.04



Appendix D.

WAIKATO REGIONAL RURAL FIRE COMMITTEE RIMT PROTOCOL

This protocol summarises the agreed operating procedures for the deployment of the Waikato Regional Incident Management Team (RIMT) members to vegetation fires. The purpose of the Waikato RIMT is to provide a list of individual IMT personnel, rather than a complete IMT for Rural Fire Authorities within the Waikato Region for level 1 or 2 fire events (refer to Annex A).

1. Validation of Qualifications and Experience

- i. The Waikato Regional Rural Fire Committee (WEEFC) fulfills a **coordination function only**, when providing a list of Regional Incident Management staff to cover the Waikato Region. No validation of competency has been carried out by the WEEFC.
- ii. The list of RIMT members has been populated based on WEEFC member organisations nominations based on the WEEFC higher level IMT guideline (refer to Annex B) for member organisations
- iii. Some member organisations have nominated personnel for development roles only, who do not meet the requirements of this guideline.. Requesting agencies will need to ensure that these personnel are closely supervised and delegated responsibilities at a fire reflect their experience and qualifications.
- iv. The approved team for the Waikato RIMT is to be confirmed/adjusted at the September Annual General Meeting of the Waikato Regional Rural Fire Committee (refer Annex c).

2. RIMT Personnel Deployment

- i. The RIMT is to be deployed to an incident when the Incident Controller in co ordination with the PRFO, considers that additional incident management expertise is required. Requests for RIMT personnel are to be made between WEEFC member organisations (RFA'S) only, not directly to the listed RIMT member. The Fire Authority responsible for a particular incident remains in control of the incident irrespective of what RIMT personnel are deployed unless otherwise delegated
- ii. The cost of deployment of the RIMT is included with the other suppression costs of the incident

3. Other Requirements

- i. One simulated incident management oriented exercise shall be undertaken annually.
- ii. A debrief focusing on the incident management aspects is to be undertaken **whenever the RIMT has been deployed.**
- iii. The RIMT will operate under the Co-ordinated Incident Management System (CIMS) and employ best practice standards at all incidents

<p>A reference to this RIMT protocol shall be included in all future Waikato RRFC fire plans Level 2</p> <p>(RIMT or NIMT in some cases)</p>	<p>A level 2 incident is characterised by:</p> <ul style="list-style-type: none"> • Medium to large fire that can be controlled within 12 - 24 hours. • Being more complex either in size, resources or risk requiring the need for: • deployment of resources beyond initial response or; <ul style="list-style-type: none"> ➢ sectorisation of the incident or; ➢ the establishment of functional sections due to the levels of complexity (<i>eg logistics and planning/intell</i>) or; <p>a combination of the above.</p> <ul style="list-style-type: none"> • High values at risk, possibly including those of environmental, cultural and heritage significance. • Controlled by Regional IMT (RIMT) using local/regional resources and may involve multiple agencies.
<p>Level 3</p> <p>(NIMT)</p>	<p>A level 3 incident is characterised by:</p> <ul style="list-style-type: none"> • Large and complex fires that may take several days to control and suppress. • Likely to occur at periods of Very High or Extreme fire weather conditions with the potential for extreme fire behaviour. • Degrees of complexity that may require the establishment of Divisions for effective management of the situation. These incidents will usually involve delegation of all functions. • Significant values are at risk with large suppression costs likely. Level 3 may also apply when significant areas of environmental, cultural and heritage values are at risk. • Controlled by National IMT (NIMT) supported by local/regional IMT positions using local/regional/national resources and involving multiple agencies. Where the NIMT is managing the fire for another organisation, then the appointment of a Liaison Officer from that organisation maybe required. A Response Coordinator and Emergency Operations Centre maybe established in a Region to coordinate multiple incidents.

Waikato RRFC Higher Level IMT Training Guideline			
Roles	Competency standards		
This is only an overview see IMT Role Descriptor document for full description of each role function			
	Documentation each RFA will need to provide as evidence to include NZQA Unit Standards, or a comprehensive list of information showing competency, for individuals.		
<i>Incident Management roles</i>			
Command Positions	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
TS3			
Incident Controller - IC	22450	22449 One of 22446, 22447, 22448	RFA to provide comprehensive evidence of competencies
	22449	22445, 22446, 22447, 22448	
	22445 (previously 17280)	17279	
	17593	nil	
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Strategic decision making skills • Communication and relationship skills • Problem solving skills 		
TS4	Recognition of prior learning		Recognition of prior learning
Safety Advisor – SO	NRFA training course <ul style="list-style-type: none"> • Safety Advisor • Management/teamwork skills • Communication and relationship skills • Problem solving skills 		RFA to provide comprehensive evidence of competencies

Operations Positions	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
TS5			RFA to provide comprehensive evidence of competencies
Operations Manager - OM	22447	22447	
	3300	4648, 14556 R, 14564 R	
	14563	20388, 14564 R	
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Strategic decision making skills • Communication and relationship skills • Problem solving skills 		
TS6	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Division Commander – DC	3290	14564	RFA to provide comprehensive evidence of competencies
	3292	14564 R, 3285 R	
	3293	20388	
	20396 (previously 3295 and 3298)	14564, 4648 R	
	4648	14556 R, 14564 R	
	14565	Nil	
	22445 (previously 17280)	Nil	
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Communication and relationship skills • Problem solving skills 		
TS7	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Sector Supervisor – SS	3290	14564	RFA to provide comprehensive evidence of competencies
	3292	14564 R, 3285 R	
	3293	20388	
	20396 (previously 3295 and 3298)	14564, 4648 R	
	4648	14556 R, 14564 R	
	14565	Nil	
	22445 (previously 17280)	Nil	
	<ul style="list-style-type: none"> • Management/teamwork skills • Leadership skills • Communication and relationship skills • Problem solving skills 		
Air Operations			

TS10	Required unit standards	R = Recommended	Recognition of prior learning
Air Division Commander – ADC	Prerequisites		
	3297	4648, 14556, 14564, 14563 R	RFA to provide comprehensive evidence of competencies
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Strategic decision making skills • Communication and relationship skills • Problem solving skills 		

TS11	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Air Attack Supervisor - AAS	3285	nil	RFA to provide comprehensive evidence of competencies
	3288	20388	
	3293	20388	
	4648	14556 R, 14564 R	
	14563	20388, 14564 R	
	14564	nil	
	14565	nil	
	20388	20388	
	6400, 6401, 6402	nil	
	4573	nil	
	22445 (previously 17280)	17279	
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills • Problem solving skills 		€ €

TS12	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Air Support Supervisor - ASS	3285	nil	RFA to provide comprehensive evidence of competencies
	3288	20388	
	3293	20388	
	14564	nil	
	14565	nil	
	20388	20388	
	6400, 6401, 6402	nil	
	4573	nil	
	17279	nil	
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills • Problem solving skills 		
Planning Positions			
TS13	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Planning/Intelligence Manager - PIM	22446	22445 (previously 17280)	RFA to provide comprehensive evidence of competencies
	4650	22445 (previously 17280)	
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Strategic decision making skills • Communication and relationship skills • Problem solving skills 		

TS14	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Situation Unit Leader - SUL	NRFA training course or overseas courses <ul style="list-style-type: none"> • Situation Unit Leader € 		RFA to provide comprehensive evidence of competencies
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills € • Problem solving skills € 		
TS15	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Resource Unit Leader - RUL	17279	nil	RFA to provide comprehensive evidence of competencies
	NRFA training course or overseas courses <ul style="list-style-type: none"> • Resource Unit Leader € 		
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills € • Problem solving skills € 		

TS16	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Management Support Unit Leader – MSU	17279	nil	RFA to provide comprehensive evidence of competencies
	NRFA training course or overseas course <ul style="list-style-type: none"> • Management Support Unit Leader 	€	
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills <ul style="list-style-type: none"> • Problem solving skills 	€ €	
Logistics Positions			
TS17	Required unit standards	Prerequisites R = Recommended	Recognition of prior learning
Logistics Manager - LM	22445 (previously 17280)	17279	RFA to provide comprehensive evidence of competencies
	4573	nil	
	22448	22445	
	Previous role qualifications <ul style="list-style-type: none"> • FACL + GSUL or FACL + SPUL 	€	
	Management/teamwork skills <ul style="list-style-type: none"> • Leadership skills • Strategic decision making skills • Communication and relationship skills <ul style="list-style-type: none"> • Problem solving skills 	€ € € €	

TS18	Required unit standards	Recognition of prior learning
Supply Unit Leader - SPUL	17279	RFA to provide comprehensive evidence of competencies
	NRFA training course <ul style="list-style-type: none"> • Supply Unit Leader 	
	Management/teamwork skills <ul style="list-style-type: none"> • Communication and relationship skills • Problem solving skills 	€ €

APPENDIX E

CHAPTER 23

FIRE PREVENTION (URBAN VEGETATION)

2301 Scope

2301.1 This Bylaw relates to the prevention of the spreading of fires involving vegetation inside the urban Fire District of Te Kuiti.

2301.2 The power of this Bylaw is in addition to and not in derogation of Section 650 of the Local Government Act 1974.

2301.3 The scope of this Bylaw is complementary to the provisions of the Forest and Rural Fires Act 1977 and the Forest and Rural Fires Regulations 1979.

2301.4 This Bylaw is subject to Section 20 of the Forest and Rural Fires Act 1977.

2302 Interpretation

2302.1 In this Bylaw, unless the context otherwise requires:

APPROVED means approved by the Territorial Authority.

BARBECUE means any fixed solid fuel equipment, or fixed or portable gas equipment, for the cooking of food.

DISTRICT means the Te Kuiti Urban Fire District declared or constituted under Section 26 of the Fire Service Act 1975.

FIRE BRIGADE means a fire brigade as defined in Section 2 of the Fire Services Act 1975.

FIRE OFFICER means any authorised officer of the territorial authority or the Chief Fire Officer of a District, or the Deputy Chief Fire Officer, or, in the absence of both of them, the person for the time being in charge of the fire brigade.

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.

OPEN AIR means in relation to fires otherwise than within:

- a) An incinerator constructed to the New Zealand Standard 5202; or
- b) Any barbecue; or
- c) Traditional cooking fire.

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.

PREMISES means both land and buildings and any part thereof.

PROHIBITED 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.

TERRITORIAL AUTHORITY means the Waitomo District Council being a territorial authority within the meaning of the Local Government Act 1974.

TRADITIONAL COOKING FIRES means any hangi or similar fire in the open air used for the preparation of food using traditional cooking methods.

VEGETATION includes:

- a) 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
- b) Fossil fuel exposed at or lying within 20 metres of the surface of any land; and
- c) Peat in any form - but does not include wood forming part of a structure or otherwise in processed form.

2303 Fires in Open Air

2303.1 No person shall make or light or allow to remain alight any fire in the open air other than:

- a) Within a fireplace made to the approval of the Territorial Authority.
- b) During an Open Fire Season.
- c) Pursuant to and in accordance with the conditions of a written permit issued during a Restricted Fire Season by the Territorial Authority or any person appointed by the Territorial Authority to administer this Bylaw.

2304.1 Permits for Lighting Fires in the Open Air

2304.1 Notwithstanding the provisions of clause 3.1(c) 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:

- a) While a strong wind is blowing or when conditions are such that the fire is likely to spread beyond the limits of the land or other property; and
- b) Which is within five metres of any part of a building, tree, hedge, fence or other combustible material; and
- c) Between the hours of sunset and sunrise, without specific approval/permission; and

d) Without maintaining adequate supervision during any burning.

2304.2 Every permit to light a fire in the open air shall be in the form or to the effect of Form 1 ("Fire Permit") set out in the Schedule hereto.

2305 Conditions for Lighting Barbecues and Traditional Cooking Fires

2305.1 No person shall use any barbecue or make any traditional cooking fire and no person being the occupier of any premises shall permit or suffer the use of any barbecue or the making of any traditional cooking fire:

- a) Which by location, risk of spread, inadequate containment or prevailing circumstances of wind or otherwise constitutes or is likely to constitute a danger to any person or property; and
- b) Without there being immediately available pressurised water supply connected to a hose; and
- c) Without maintaining adequate supervision.

2306 Prohibition of Fires During Periods of Extreme Fire Hazard

2306.1 The Territorial Authority may at any time where in its opinion special reasons exist or may 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.

2306.2 The Territorial Authority shall give public notice of any restricted or prohibited fire season made under sub-clause (1) of this clause by:

- a) Radio broadcast or other effective means within the District.
- b) Notice in a newspaper generally circulating throughout the District.

2306.3 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 fires to be lit there or to continue to burn in contravention of any prohibition made under this clause.

2307 Exemptions from Prohibitions on Lighting Fires in the Open Air

2307.1 Subject to Section 20 of the Forest and Rural Fires Act 1977:

- a) The occupier of any premises in which an activity is being carried out which necessitates the use of fire in the open air may apply in writing to the Territorial Authority for an exemption from the prohibited fire season imposed by Clause 6.1 of this Bylaw where that process or activity will be prejudicially affected by such prohibition.
- b) The organiser of any special occasion or event may apply in writing to the Territorial Authority for an exemption from the prohibition fire season imposed by Clause 6.1 of this Bylaw.
- c) Upon receipt of any such application the Territorial Authority may grant, in writing, such exemptions subject to such conditions as it considers fit to impose.

2308 Live Ashes

2308.1 No occupier shall place or allow to be placed any live cinders or ashes in or upon any premises other than:

- a) In a container made and constructed of steel or other similarly fire resistant material so as to prevent the transmission of heat to any flammable or combustible material or:
- b) In a pit or upon any fire-resistant substance in a manner which will prevent the spreading of fire or heat by the action of wind or otherwise.

2309 Breach of Bylaw

2309.1 Any person who shall do, or cause to allow 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, shall be deemed to have committed a breach thereof and shall be liable to a fine not exceeding \$500.00.

(Min No. 38/93 - 23 February 1993)

(547:GM)

APPENDIX F.1 – Situation Report:

<p>Incident: _____ Report#: _____ Date: _____ Prepared By: _____ Location: _____ Time: _____ Contact Details: _____</p>	<p>Assessment: (Note any critical issues & assumptions made. Attach map/drawing of incident)</p>
<p>Action Time:</p>	
<p>Resources (in place)</p>	<p>Resources (that may be required)</p>
<p>Factors (weather and other factors or limitations should be noted)</p>	

<p>Predicted incident development (note how this situation is anticipated to evolve)</p>

<p>Options</p>

APPENDIX F.2 - CIMS Incident Action Plan

Incident Name: _____
Location: _____
Date: _____ Time: _____
Priority: (high/med/low) _____
ICP Location: _____
Contact Details: _____ _____

Situation Summary:
Incident Objectives:

Plan of Action/Strategy:

Critical Elements: (note what must happen, when it is required and who is responsible)

Resource Needs: (note who will provide what and when they will do it)
--

% Completed:

Information Flow: (who needs to know and who has information we need)
--

Communications Plan: (technical ie frequencies, cellphone #s)
--

Plan to be updated: _____
Hours: _____
Plan prepared by: _____
Approved by: _____
Incident Controller: _____ _____

APPENDIX F4 - Details of Fire Call Form

Serial No: _____	
DETAILS OF FIRE CALL	
How did you receive your call?	
Date _____	Time: _____
Name of Caller _____	
Residential/business Address of Caller _____	
Phone Number _____	
Locality of Fire (<i>Road name, place name etc – include as much information as possible</i>) _____	
Can you see flames or just smoke? _____	
Material Burning – grass, scrub, pines, bush, vehicle, etc _____	
Extent of Fire – area burnt, length of fire front _____	
Values threatened – life, property, buildings etc _____	
Wind:	Direction: North South East West
	Strength: Light Moderate Strong
Time fire noticed _____	Date _____
Is anyone in attendance? Yes / No Manpower _____	
Machinery _____	
Best way to fire _____	
Has anyone else been informed? _____	
General Remarks _____	
URGENT CONTACT PRINCIPAL RURAL FIRE OFFICER	
P.R.F.O. advised _____ (Name)	
Time advised _____	
Call Taken by _____ (signed) Time _____	
AEO Fire Log Record No: _____	
Date completed/filed _____ Report	
File No: _____	