

Document No: 374900		File No: 502/001	
Report To:		Council	
		Meeting Date:	29 September 2015
		Subject:	Review of Waitomo District Rural Fire Plan

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for information and comment the proposed Waitomo District Rural Fire Plan for 2015-2017 (the Plan).

Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire Services is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

Background

- 3.1 Council has a statutory obligation to carry out the functions of a Rural Fire Authority as set out in the Forest and Rural Fires Act 1977 and the Forest and Rural Fire Regulations 2005.
- 3.2 In order to meet its statutory obligations, the Waitomo District Rural Fire Authority must have in place a Rural Fire Plan which contains policies and procedures to prevent, detect and suppress any rural fires in the District.
- 3.3 The Forest and Rural Fire Regulations require Council to review the Plan on a regular basis
- 3.4 In 2014 WDC entered into a "shared services" arrangement with Otorohanga District Council for the provision of a Rural Fire Capacity for the District. The Principal Rural Fire officer for WDC is now David Brown from Otorohanga District Council.

Commentary

- 4.1 Since the establishment of the shared service, emphasis has been on streamlining the service across both Councils to create a coordinated joined up approach to providing rural fire capacity and has centered on procedures, fire seasons, notifications and importantly the interpretation of the necessity for restrictive fire seasons.
- 4.2 A further alignment is required in regard to WDC's Rural Fire Plan and the current review concentrates on this aspect.

- 4.3 Attached to and forming part of this business paper is a draft of the amended Fire Plan, which shows additional items in yellow and deleted items with a strike-out. The draft Plan has been presented in this manner so that the changes can be easily interpreted.
- 4.4 Generally the amendments made to the Plan are minor in nature with the most significant being around the implementation of "restricted fire" seasons and the use of trigger points. A restricted season will automatically be in place between the second Monday in January until 31st March. At all other times an "open" season will exist unless trigger points are met.
- 4.5 Minor amendments have also been made to take account of the 2013 Fire Services Review of WDC's provision and plan, in particular around the use of trigger points
- 4.6 Historically Council has been asked to adopt the final version of the Plan.
- 4.7 In this case, Council is being provided with a copy of the draft Plan for information and comment, with the recommendation that the Chief Executive be delegated authority to approve and sign the finalised Plan before distribution, along with delegated authority to sign future reviews
- 4.8 Periodic reviews of various sections of this Plan will be undertaken as required by Regulation 40 of the Forest & Rural Fire Regulations 2005 and as detailed in section F6 of the Plan.

Suggested Resolutions

- 1 The business paper on Review of Waitomo District Rural Fire Plan be received.
- 2 Council delegate authority to the Chief Executive to finalise and sign the finalised Waitomo District Council Rural Fire Plan before distribution.
- 3 Council delegate authority to the Chief Executive to finalise and sign future reviews of the Waitomo District Rural Fire Plan.



DAVID BROWN
PRINCIPAL RURAL FIRE OFFICER

Attachment: draft Amended Rural Fire Plan (Doc 375022)



Waitomo District Council Rural Fire Authority Rural Fire Plan

SEPTEMBER 2015-2017

TABLE OF CONTENTS

TABLE OF CONTENTS	2
CERTIFICATION	5
GLOSSARY	6
Part A – Overview	8
A.1 Introduction	8
A.1.1 Structure of this Plan	8
A.1.2 Aim and Goals	8
A.2 General Description of Rural Fire Area	8
A3 Statutory Requirements	9
A3.1 Policies and procedures.....	9
A3.2 Forest and Rural Fires Act 1977	9
A3.3 Other Legislative Requirements	10
Part B - Reduction.....	11
B1 Reduction Policies and Procedures	11
B2 Fire Hazardscape	11
B3 Fire Risk and Mitigation Systems	11
B4 Risk Assessment and Risk Management Strategies	12
B5 Fire Prevention Measures	12
B6 Fire Danger Management	12
B7 Mass crowd events	12
B8 Fire danger / Fire weather monitoring	13
B9 Enforcement Strategies	13
B10 Public Education Activities	13
B11 Public Awareness and Fire Signs	13
B12 Directions to People on the Use of Fire as a Land Management Tool.....	14
B13 Fire Management Control Measures.....	14
B14 Declared Forest Areas.....	14
B15 Fire Safety Margins.....	14
B16 Fire Control Bylaws.....	15
B17 Clean Air Requirements.....	15
B18 Storage of Combustible Material.....	15
B19 Spark-hazardous Engines.....	15
B20 Fire Permits	16
B21 Wild Fire Threat Analysis	16
B22 Commercial Building Register	16
Part C - Readiness.....	17
C1. Readiness Policies and Procedures.....	17
C2. Rural Fire Area	17
C3. Rural Fire Authority's Responsibilities.....	17
C4. Readiness Goal	17
C5. Readiness objectives.....	17
C6. Fire season.....	18
C7. Other Readiness Measures	18
C8. Chain of Command.....	18
C9. Incident Command Support Personnel	22
C10. National Rural Fire Authority Regional Rural Fire Manager.....	22
C11. Appointments.....	22
C12. Training Arrangements	23
C12.1 Legislative Functions	23
C12.2 Unit Training Standards	23

C13.	Fire Fighting Assistance.....	23
C13.1	Dedicated Fire Equipment	23
C13.2	Personal Protective Clothing.....	23
C14.	Agencies Available for Support	24
C15.	Arrangements and Agreements made under section 14, 15 or 16 of the Forests and Rural Fires Act.	24
C16.	Fire Season Status Trigger Points	24
C16.1	Open Fire Season.....	25
C16.2	Restricted Fire Season.....	25
C16.3	Prohibited Fire Season.....	25
C16.4	Trigger Points for Imposing Restrictions on Exotic Forests in District.....	25
C17.	Details of Fire Protection Works.....	26
C18.	Implementation of NZ Fire danger rating system.....	26
Part D - Response		28
D1.	Response Policies and Procedures	28
D2.	Response Procedures	28
D2.1	Stand Down/Changeover.....	28
D2.2	Action after Fires/Incidents	29
D2.3	Road Scene Safety.....	29
D2.4	Aircraft Safety - Fixed Wing and Helicopter.....	29
D2.5	Electrical Hazards.....	30
D2.6	Fuel Hazards	30
D2.7	Hazardous Substances.....	30
D.3	Action for Emergency Checklist	31
D.4	Rural Fire Authority Incident Alert Arrangements	31
D.4.1	Reporting.....	31
D.4.2	Initial Response	31
D.5	Additional Resources.....	32
D6	Control Structure.....	32
D7	Incident Communication	33
D8	Confirmation location of fire	34
D9	Welfare Support.....	35
Part E - Recovery.....		36
E1	Policies and procedures.....	36
E2	Protected Areas.....	36
E3	Rehabilitation of Damaged Areas	36
E4	Use of Additives.....	36
E5	Mop-up procedures recovery section	36
E6	Personnel Health and Safety	37
E7	Fire Investigations.....	37
E7	Cost Recovery	37
E7.1	Operational Debriefs [at Incident].....	38
E7.2	Post Fire Investigations [Cause]	38
E7.3	Fire Operational Review	38
Part F - Administrative Section.....		39
F1	Committee Membership.....	39
F1.1	Regional Rural Fire Committee	39
F1.2	Forestry District Committees.....	39
F1.3	Emergency Management Group Representation	39
F2	Financial Arrangements	39
F3	Insurance Provisions	39
F4	Delegated Authority	39
F5	Confidentiality of Information.....	40
F6	Review of Rural Fire Plan	40
F6.1	Readiness and Response Sections	40

F6.2	Reduction and Recovery Sections	40
APPENDIXES		41
APPENDIX A – Information Listings		42
A1	Rural Fire Officers	42
A2	Organisations Available for Immediate Assistance	43
A3	Outside Assistance	45
APPENDIX B – Distribution List		55
APPENDIX C – Waitomo District Rural Fire Authority Map		56
APPENDIX C1 – Te Kuiti Urban Fire District Map		58
APPENDIX C2 – Piopio Urban Fire District Map		59
APPENDIX C3 – Benneydale Urban Fire District Map		60
APPENDIX D – RIMT Protocol (Waikato Rural Fire Committee)		61
APPENDIX E – Public Health and Safety Bylaw 2009		63
APPENDIX F – Forms		66
APPENDIX F1 – Situation Report:		66
APPENDIX F2 - CIMS Incident Action Plan		67
APPENDIX F3 - Fire Incident Register		68
APPENDIX F4 - Details of Fire Call Form		69

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.

David Brown
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 29 September 2015.

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 Rural 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

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 – Introduction and Overview (~~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. **All appendices are viewed as live documents and are therefore subject to change at any time.** 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) Adopt and maintain a Public Health and Safety Bylaw
- c) 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.
- d) 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.
- e) 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.
- f) Maintain an effective and efficient rural fire fighting force in partnership with local communities at strategic locations throughout the District.
- g) Ensure rural fire fighting staff adheres to safe practices on the fire ground.
- h) Endeavour at all times to operate in a manner that reflects “best industry practice.”
- i) Facilitate core generic training for all rural fire fighting staff, in conjunction with industry fire training providers, and shall train staff to National standards.
- j) 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 and Amendments 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 stated and
- (b) perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.

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

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 large and damaging rural fires and the associating reduction of fire suppression costs within its territory. Where fire hazards and risks are identified, consultation will be undertaken with the relevant landholders in order to manage these hazards and risks. Waitomo District Council will implement and independent programmes specific to the needs of Waitomo District as required.

Hazards are areas that have a potential to burn. Risks are the uses, activities or events with the potential to cause a fire ignition.

Where fire hazardous sites are identified the Principal Rural Fire Officer will request the landholder that has responsibility for the hazard to carry out fire breaking, fuel modification or fuel reduction burning, or any other action necessary, in order to eliminate, isolate or minimise the hazard or to mitigate fire development.

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. With As a popular holiday and tourist areas, 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 Force 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;

- Annual Restricted Fire Season starting second Monday in January providing consistency
- Restricted or Prohibited Fire Seasons declared during periods of increased fire danger; and
- Regular strategy meetings **and consultation** 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;
- **Fuel loading on the site and surrounding area;**
- Inadequate support and resource capability; and
- Limitations of water supply due to location or drought conditions.

The members of the **Waikato** 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 neighbouring Rural Fire Authorities.

Predicted fire behaviour and rates of spread will be prepared by appropriate trained personnel 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 through media and social networks including:

- Daily fire danger rating in newspapers through media;
- Proactive media releases prior to a fire season being introduced or increased where possible;
- Proactive media releases following fires;
- Media releases during periods of increased fire danger;
- Keeping communities informed of increasing danger through Rural Fire Forces and NZFS brigades;
- 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. Restricted fire season signs will be progressively

installed on all roads entering the Waitomo District Council. These will be installed facing traffic entering the District, as close as practical to the boundary.

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, Waikato 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. Section 6 of the Public Health & Safety Bylaw deals 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 3.0m 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 has been undertaken by the Waikato Regional Rural Fire Committee and once completed will form part of this fire plan and will be used to as a separate live document working alongside the fire plan to identify: ~~(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 plan for each area or at minimum one tactical plan for all areas identified and will form part of this plan as an annex

The WTA will be reviewed every 10 years from date of implementation or unless any significant influential change occurs within the Waitomo District.

B22 Commercial Building Register

The Waitomo District Council has completed a survey of Commercial, Industrial and high risk residential buildings and public structures for the Waitomo District meeting the requirements requiring a Risk Plan developed by the NZFS. A list of the buildings is listed in the appendices and a copy of the Risk Plan is distributed to the required brigade and the Waitomo District Council upon NZFS completion. The register will be reviewed on a yearly basis and any building identified needing a risk plan will be identified and a plan produced and implemented by the NZFS.

A Building register of Commercial, Industrial and high risk residential buildings and public structures for the district will form part of the WTA and will be maintained by New Zealand Fire Services with information provided by Waitomo District Council. The register will be reviewed on a yearly basis and any building identified needing a risk plan will be identified and a plan produced and implemented by the NZFS. The NZFS will supply Waitomo District Council with copies of the building register and plans as they are updated or developed.

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

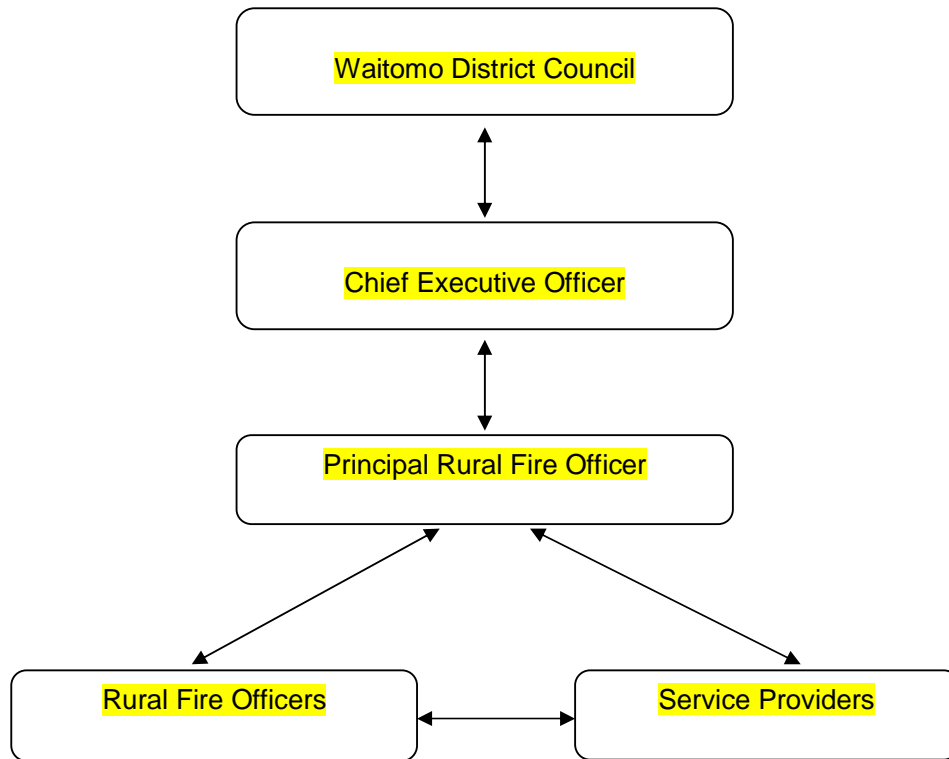
Section 36 of the Forest and Rural Fires Act sets out the powers of a Principal Rural Fire Officer and Rural Fire Officers at fires.

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.

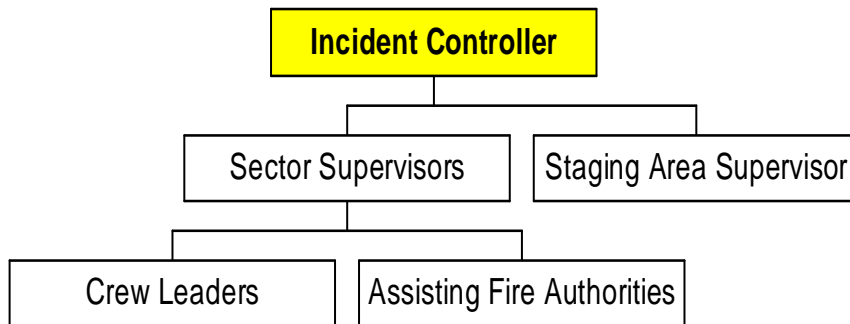
The following diagram outlines the Waitomo District Council Rural Fire Management structure:



[Refer Regulation 42(2)(b)]

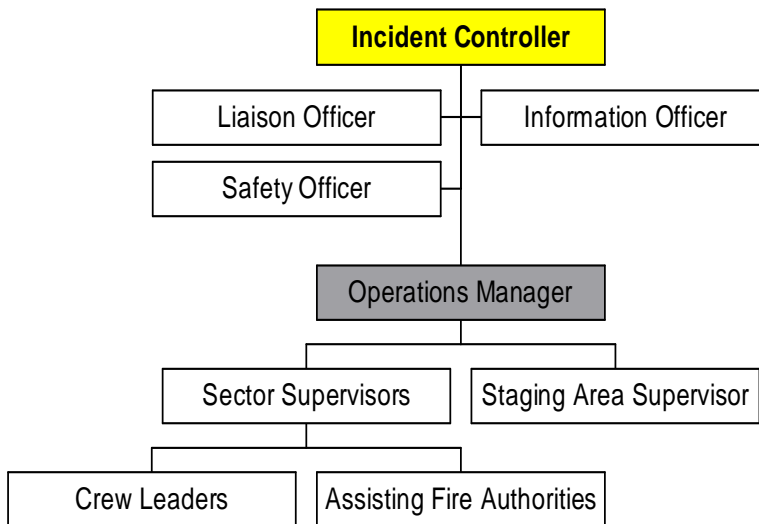
The following diagrams show the command structure that Waitomo District Council will implement to manage and control a range of different rural fires.

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



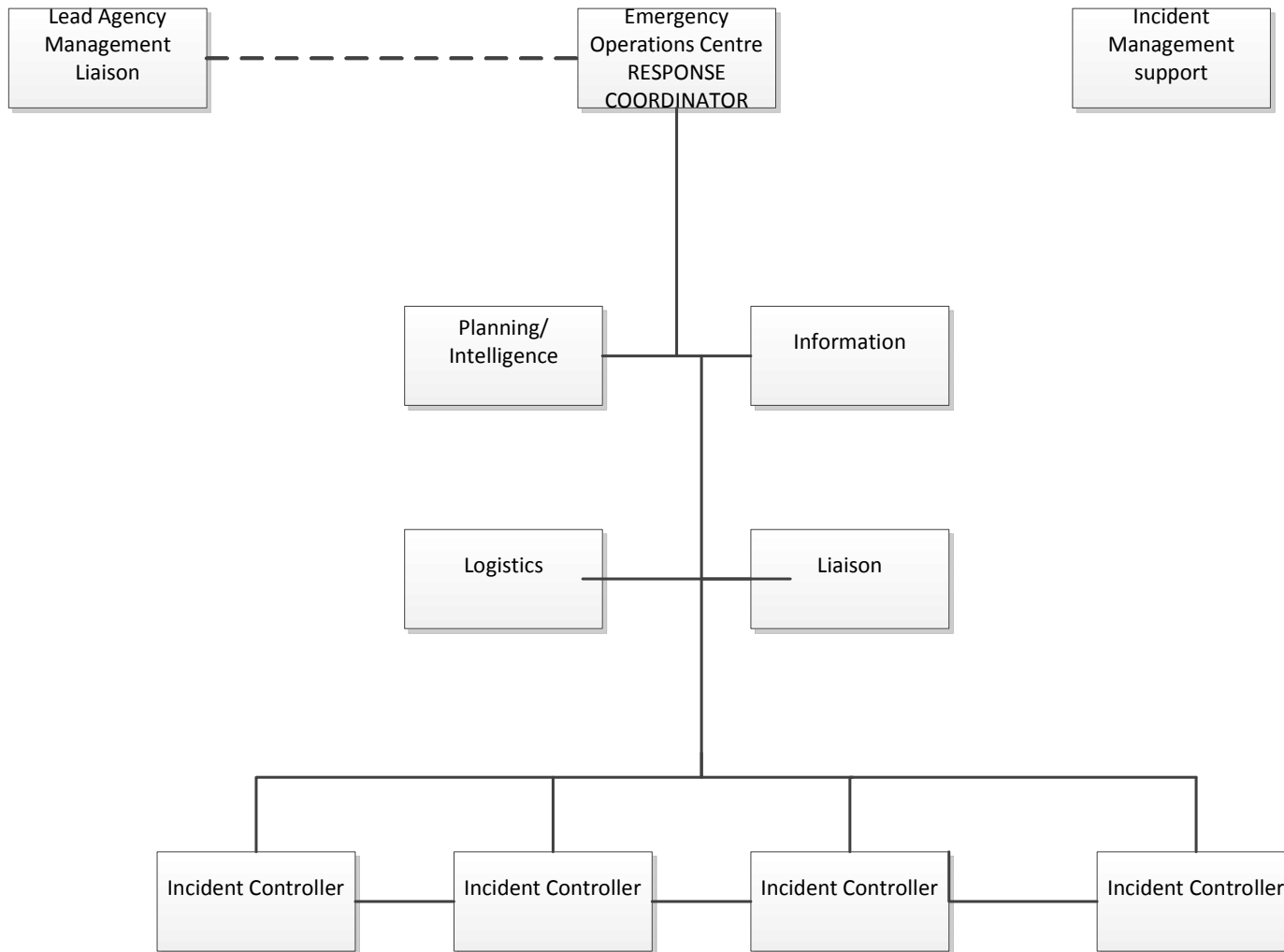
INCIDENT CONTROL POINT (ICP) WILL GENERALLY BE ESTABLISHED AT A SITE NEAR THE INCIDENT AS PER RESPONSE PLANS.

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	David Brown, Contracted Shared Service
Deputy Principal Rural Fire Officer	John De Luca, Group Manager Community Services
Rural Fire Officer Permit (Issuing Only)	Brain Hamana, Network Supervisor
Rural Fire Officer Permit (Issuing Only)	Charlene Longden, Manager – Customer Service
Rural Fire Officer Permit (Issuing Only)	Liz Riley, Community Services Officer

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 using approved and qualified assessors.

~~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 a training programme for all personnel undertaking fire suppression activities is carried out, This includes the any Volunteer Rural Fire Force. The Rural fire Authority undertakes a training needs analysis for all full-time employees. This analysis will identify the scope of training that individual staff require to effectively undertake their duties, including meeting statutory obligations. 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 Force (Tainui Rural Fire Force) have been supplied with an operational grant for the purpose of supplying all operational staff with:

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

- Dust masks where required; and
- Earmuffs;

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 and is to meet all required standards set out by the National Rural Fire Authority. Additional safety helmets (with neck protection and visor), gloves, goggles, and dust masks are to be available on Rural Fire Appliances and Trailers if required. Earmuffs are required to be worn available at each operational 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. A review of these current arrangement will be undertaken during the term of this Fire Plan.

[Refer Regulation 42(2)(h)]

C16. Fire Season Status Trigger Points

The Waitomo District Council's policy with regards to the fire season is to minimise restrictions on farming operations, and to this end, the fire season status shall, wherever possible be "OPEN", on condition that it is safe to be so.

The Fire Season status shall be determined by the PRFO or DPRFO based on Build-up Index (BUI) data obtained from the National Rural Fire Authority web site (www.nrfa.org.nz) as outlined below:

Any changes to the fire season status will be publicly advertised in local news media. Adjoining fire authorities and the NRFA will also be notified of the changes.

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 Open Fire Season.

When the BUI is on an upward trend but remains below 45, or is on a downward trend below 35, the fire season status shall be "OPEN".

C16.2 Restricted Fire Season.

The Waitomo Rural Fire authority has a set restricted Fire season running from the second Monday in January until the 31st of March each year or when the BUI is on an upward trend and is above 45 for a period of seven (7) days or more, or on a downward trend above 35, the fire season status shall be "RESTRICTED". A restricted season will be considered only for that relevant portion of the territorial area where the elevated risk is evident.

During a Restricted Fire Season Fire permits will be issued in accordance with sections 23 and 24 of the Forest and Rural Fires Act 1977 at the discretion of the PRFO or nominated deputies. The following general conditions pertain to the issue of permits:

- Permits will only be issued during normal working hours. No permits will be issued from 23 December until the second Monday of January unless approved by the PRFO
- A site visit may be required, and if required this shall be made within four working days of the request
- Permits may be issued over the telephone when meeting certain criteria. The permit will not be completed until Council has received a sign copy of the permit which can be electronic or manually supplied having a date stamp on arrival
- There shall be no charge for the permit
- Permits for land clearing fires involving more than 5 Ha of land, may require a burn plan, prepared by the applicant and approved by the issuing officer prior to issue of the permit. Where values surrounding the planned burn area are not considered significant, the PRFO may allow up to 10 Ha to be burnt before a burn plan is required.
-

C16.3 Prohibited Fire Season.

The Waitomo Rural Fire Authority has a policy, wherever possible, to not implement a prohibited fire season, but shall instead, if or when the BUI exceeds 65 or as a result of a joint agreement by the regional committee, constrain the use of fire by declining to issue any new permits and suspending any that are current.

C16.4 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. At the time of high fire danger the Principal Rural Fire Officer will communicate with all exotic forest owners regarding the restriction of access to minimise the likelihood of fire ignition.

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 Indices, 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

FIRE DANGER RATING CLASSIFICATION

BASED ON INITIAL SPREAD INDEX (ISI) AND BUILD UP INDEX (BUI)

FIRE DANGER CLASS				
	Build Up Index Level			
	BUI <20	BUI 20-40	BUI 41-80	BUI >81
LOW	ISI <3	ISI <1	ISI <1	ISI <1
MODERATE	ISI 3-10	ISI 1-6	ISI 1-4	ISI 1-3
HIGH	ISI 10-20	ISI 6-13	ISI 4-9	ISI 3-7
VERY HIGH	ISI 20-25	ISI 13-17	ISI 9-13	ISI 7-10
EXTREME	ISI >25	ISI >17	ISI >13	ISI >10

LOW/MODERATE FIRE DANGER

One Duty Rural Fire Officer available on pager / cell phone at all times and able to respond 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 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

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, **New Zealand Fire Service Brigades or other service provider at a scene of a fire incident** 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 oncoming 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 co-ordinate 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.**

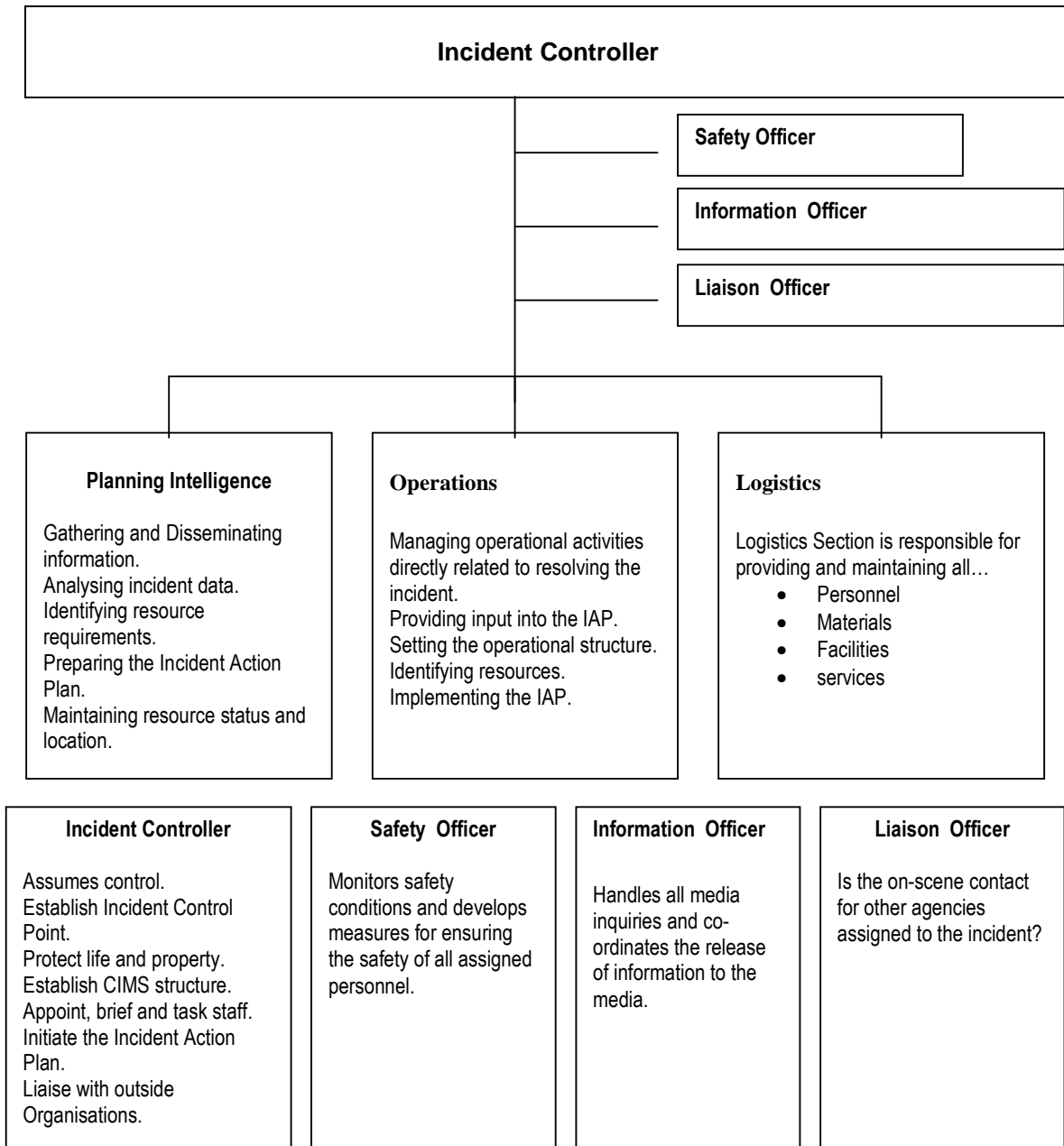
The decision whether to escalate the initial response to a situation where the Waikato RIMT is activated or CIMS is used, will be made by the Incident Controller in consultation with the PRFO. The Waikato Regional Incident Management Team (RIMT) protocol is attached as **Appendix B.**

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**

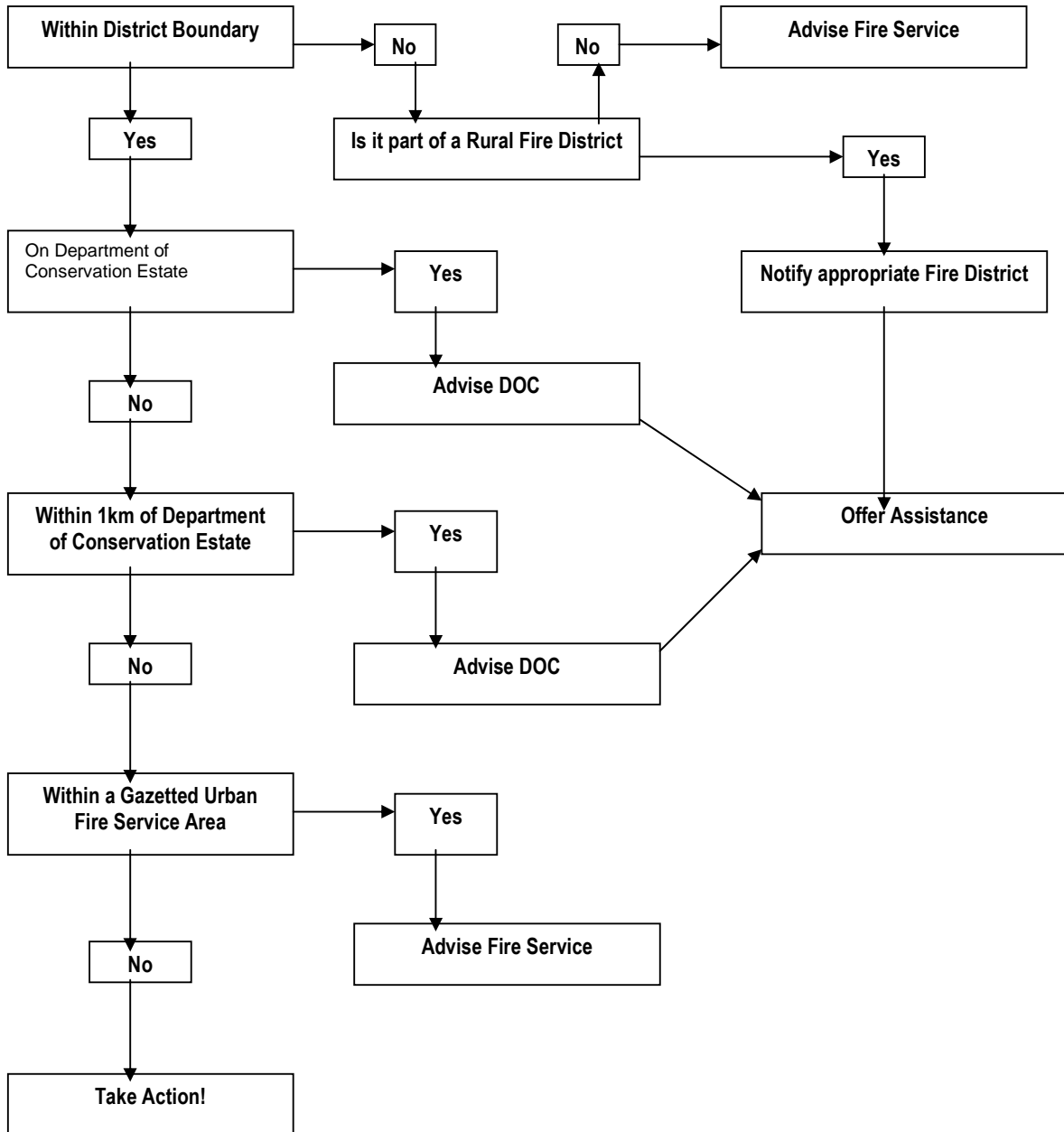
The Incident Controller will be responsible for initiating an adequate log of events. Exercise books and stationary are included in the incident management equipment available to the duty officer/contractor.

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 F**

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.

Portaloos 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

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 **avoid the not** use foam (or soap capsules) in wetlands, swamps and other waterways **wherever possible**. 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 contacting the Principal Rural Fire Officer or duty Rural Fire Officer before giving the final clearance to handed over the fire scene to the landowner and/or declare that the fire out. This is to allow the Waitomo Rural Fire Authority to still gain access to the fire scene for the purposes of establishing the cause and fire investigation.**

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.

E8 Cost Recovery

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, or where there is deliberate contravention of the provisions of the forest and rural fires legislation.

- (a) In the first instance attempts will be made to recover any costs for fire suppression from the perpetrator of the fire is known.
- (b) Costs for fires that originate outside of commercial plantation forest lands will be claimed against the Rural Fire Fighting Fund by the Fire Authority in accordance with the provisions of the Fire Service Act 1975.
- (c) Landholders retain the right and are free to make their own claims from their insurers for their costs that are not recovered through the due process of civil action, or that are not recovered by the Fire Authority.

E8.1 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)]

E8.2 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)]

E8.3 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 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 an active 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 supplied in the attached appendices relating to fire force crews has been removed from the public version of this Fire Plan.

F6 Review of Rural Fire Plan

This fire plan was adopted in 2005 and is subject to the following reviews due on the required years tabled below. Following any review this document will then be adopted by Council or by the Chief Executive under delegated authority.

In accordance with Regulation 40 of the Forest and Rural Fires Regulations 2005, the "Readiness" and "Response" sections of this plan will be reviewed not more than 2 years after the date the plan was adopted.

In accordance with Regulation 40 of the Forest and Rural Fires Regulations 2005, the "Reduction" and "Recovery" sections of this plan will be reviewed not more than 5 years after the date the plan was adopted.

SECTION FOR REVIEW	YEARS FOR REVIEW						
	2015	2017	2019	2020	2021	2023	2025
Reduction	X			X			X
Readiness	X	X	X		X	X	X
Response	X	X	X		X	X	X
Recovery	X			X			X

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 – Information Listings

A. INFORMATION LISTINGS

A1 Rural Fire Officers

Position	Name	Emergency Contact
Principal Rural Fire Officer	David Brown	Hm (07) 873 8073 Cell (027) 233 2152 Wk (07) 878 0800 or (07) 873 4000
Rural Fire Officer	John De Luca	Cell (021) 220 0117 Hm 07-827 7789 Wk 07-878 0808
Rural Fire Officer (Permit Issuing)	Brian Hamana	Cell (027) 742 8228 Wk 07-878 0800
Rural Fire Officer (Permit Issuing)	Charlene Longden	Cell (027) 702 5954 Wk 07-878 0880
Rural Fire Officer (Permit Issuing)	Liz Riley	Cell (021) 942 641 Wk 07-878 0829

A2 Organisations Available for Immediate Assistance

Agency	Contact Name	Emergency Contact
Te Kuiti Volunteer Fire Brigade	CFO Phil New	Work 878 6100 Cell 027 661 5800 Email phil.new@fire.org.nz
	SO Guy Whitaker	Cell 0211515575 Email guy.whitaker@fire.org.nz
	SO Hayden Sheedy	Cell 027 350 7041 Email hayden.sheedy@fire.org.nz
Resources:	Fire Chief + 19 Fire Fighters	
Equipment:	No. 1 Appliance 12.9 tonne NECO 1 tank 1800 lt 1 10m extension ladder and 1 small aluminium ladders 17 x 25 m hoses plus 2 high pressure hose Reels 60 metres each Foam making branch + foam(Class A&B) 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	
	No. 2 Appliance - 9 tonne Mitsubishi 1 tank 2000 lt 1 Reels 60 metres each RT 1 5.5m extension ladder and 1 small aluminium ladders Foam making branch + foam (class B) Compressed air foam (Class A)	
	1 pump 500 gpm 20 25 m hoses plus 1 med pressure hose 1 pump 250 gpm, portable 4 BA sets 2 chemical suits 4 x UHF hand helds	
	Light rescue vehicle R T 2 x VHF hand helds	Portable generator lighting Traffic Management
Piopio Fire Brigade	Darren Cathie	Cell 021620968 Wk 07-8778132
Resources:	Fire Chief + 14 Fire Fighters	
Equipment:	1 Hino appliance and pump 1 integral water tank – 1800 lt 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	
	1 portable pump 12l/sec 3 x 3m lengths 100mm hard suction Foam Various fire extinguishers – CO ₂ /powder R T	

Benneydale Fire Brigade	Murray Paterson	Hm (07) 878 4733 Cell (027) 493 8717 Email mspat@farmside.co.nz																																										
<p>Resources: Chief Fire Officer, and 7 firemen</p> <p>Equipment:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">10 ton Mitsubishi truck , 2000 litres water</td> <td>1 portable pump</td> </tr> <tr> <td>1 pump appliance</td> <td>3 lengths of 90 mm feeder hose</td> </tr> <tr> <td>2 times forestry packs with 3 lengths of 30 metre</td> <td>4 lengths 45 mm fire hose.</td> </tr> <tr> <td>11 lengths of 70mm fire hose.</td> <td>2 full first aid kits with oxygen</td> </tr> <tr> <td>4 portable rt's with back up batteries.</td> <td>4 BA sets with backup cylinders</td> </tr> <tr> <td>One foam branch, 40 litres of foam solution</td> <td>1 defibrillator</td> </tr> <tr> <td>1 generator with light stand</td> <td></td> </tr> <tr> <td>Assorted tools, shovel, spade, etc..</td> <td></td> </tr> </table>			10 ton Mitsubishi truck , 2000 litres water	1 portable pump	1 pump appliance	3 lengths of 90 mm feeder hose	2 times forestry packs with 3 lengths of 30 metre	4 lengths 45 mm fire hose.	11 lengths of 70mm fire hose.	2 full first aid kits with oxygen	4 portable rt's with back up batteries.	4 BA sets with backup cylinders	One foam branch, 40 litres of foam solution	1 defibrillator	1 generator with light stand		Assorted tools, shovel, spade, etc..																											
10 ton Mitsubishi truck , 2000 litres water	1 portable pump																																											
1 pump appliance	3 lengths of 90 mm feeder hose																																											
2 times forestry packs with 3 lengths of 30 metre	4 lengths 45 mm fire hose.																																											
11 lengths of 70mm fire hose.	2 full first aid kits with oxygen																																											
4 portable rt's with back up batteries.	4 BA sets with backup cylinders																																											
One foam branch, 40 litres of foam solution	1 defibrillator																																											
1 generator with light stand																																												
Assorted tools, shovel, spade, etc..																																												
Taharoa Industrial Fire Brigade	Lloyd Hepi	Hm 876 7339 Wk 876 7380																																										
<p>Resources:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">1 Chief Fire Officer</td> <td style="width: 33%;">1 Deputy Chief Officer</td> <td style="width: 33%;">11 Fire Fighters</td> </tr> <tr> <td>3 Station Officers</td> <td></td> <td></td> </tr> </table> <p>Equipment:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">No. 1 Appliance 1 Mercedes – L111313</td> <td style="width: 33%;">1 375 gal tank</td> <td style="width: 33%;">4" suction inlets</td> </tr> <tr> <td>1 350 US/gal per minute pump</td> <td>9 x 20 m x 1.75" hoses</td> <td>2 BA sets – 1 spare</td> </tr> <tr> <td>3 x 2.75" outlets</td> <td>1 fireman extinguisher ladder</td> <td>1 radio transmitter</td> </tr> <tr> <td>1 60 m 1" booster hose</td> <td></td> <td></td> </tr> <tr> <td>1 rescue kit</td> <td></td> <td></td> </tr> <tr> <td>2 x 4 gal drums, fire fighting foam</td> <td></td> <td></td> </tr> <tr> <td>Appliance No. 2 - 1 Dyna Truck</td> <td>4 x 4" inlet suction hoses</td> <td>7 x 20m 2.75" hoses</td> </tr> <tr> <td>1 Tohatsu portable pump 370 gpm</td> <td>2 BA sets – 1 spare</td> <td>Various fire extinguishers</td> </tr> <tr> <td>2 x 2.75" outlets</td> <td>Various hand tools</td> <td></td> </tr> <tr> <td>3 x 20 m x 1.75 hoses</td> <td></td> <td></td> </tr> <tr> <td>2 x 3m extension ladders</td> <td></td> <td></td> </tr> <tr> <td>1 radio transmitter</td> <td></td> <td></td> </tr> </table>			1 Chief Fire Officer	1 Deputy Chief Officer	11 Fire Fighters	3 Station Officers			No. 1 Appliance 1 Mercedes – L111313	1 375 gal tank	4" suction inlets	1 350 US/gal per minute pump	9 x 20 m x 1.75" hoses	2 BA sets – 1 spare	3 x 2.75" outlets	1 fireman extinguisher ladder	1 radio transmitter	1 60 m 1" booster hose			1 rescue kit			2 x 4 gal drums, fire fighting foam			Appliance No. 2 - 1 Dyna Truck	4 x 4" inlet suction hoses	7 x 20m 2.75" hoses	1 Tohatsu portable pump 370 gpm	2 BA sets – 1 spare	Various fire extinguishers	2 x 2.75" outlets	Various hand tools		3 x 20 m x 1.75 hoses			2 x 3m extension ladders			1 radio transmitter		
1 Chief Fire Officer	1 Deputy Chief Officer	11 Fire Fighters																																										
3 Station Officers																																												
No. 1 Appliance 1 Mercedes – L111313	1 375 gal tank	4" suction inlets																																										
1 350 US/gal per minute pump	9 x 20 m x 1.75" hoses	2 BA sets – 1 spare																																										
3 x 2.75" outlets	1 fireman extinguisher ladder	1 radio transmitter																																										
1 60 m 1" booster hose																																												
1 rescue kit																																												
2 x 4 gal drums, fire fighting foam																																												
Appliance No. 2 - 1 Dyna Truck	4 x 4" inlet suction hoses	7 x 20m 2.75" hoses																																										
1 Tohatsu portable pump 370 gpm	2 BA sets – 1 spare	Various fire extinguishers																																										
2 x 2.75" outlets	Various hand tools																																											
3 x 20 m x 1.75 hoses																																												
2 x 3m extension ladders																																												
1 radio transmitter																																												
Mokau Voluntary Rural Fire Force	Graham Putt Andrew Warren (Chief)	24 Hr (06) 752 9844 Hm (06) 752 9059																																										
<p>Resources: Fire Chief + 10 Fire Fighters</p> <p>Equipment:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">1 Dodge appliance complete with 1 pump</td> <td>4 fire extinguishers</td> </tr> <tr> <td>1 Rescue trailer</td> <td>65 m 3" hose</td> </tr> <tr> <td>50 m 1.5" hose</td> <td>Pump ... Godiva</td> </tr> <tr> <td>1 ladder</td> <td>Lines (30 metres)</td> </tr> <tr> <td>3 forestry packs</td> <td>2 brooms</td> </tr> <tr> <td>2 axes</td> <td>2 road signs, acc. and strobe light</td> </tr> <tr> <td>5 torches</td> <td></td> </tr> <tr> <td>2 crow bars</td> <td></td> </tr> </table>			1 Dodge appliance complete with 1 pump	4 fire extinguishers	1 Rescue trailer	65 m 3" hose	50 m 1.5" hose	Pump ... Godiva	1 ladder	Lines (30 metres)	3 forestry packs	2 brooms	2 axes	2 road signs, acc. and strobe light	5 torches		2 crow bars																											
1 Dodge appliance complete with 1 pump	4 fire extinguishers																																											
1 Rescue trailer	65 m 3" hose																																											
50 m 1.5" hose	Pump ... Godiva																																											
1 ladder	Lines (30 metres)																																											
3 forestry packs	2 brooms																																											
2 axes	2 road signs, acc. and strobe light																																											
5 torches																																												
2 crow bars																																												

A3 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	Dave Smith Duty Officer Doug Taucher	(07) 878 8534(pvt) (027) 801 7841 (Wk) (021) 146 6828 (pvt) (027) 495 7491 (07) 873 7415 (pvt) (021) 264 5318 (pvt)	dwsmith@doc.govt.nz
Otorohanga District Council Office (07) 873 8199	David Brown	(027) 233 2152	davidb@otodc.govt.nz
Ruapehu District Council Office (07) 895 8188	Nick Watson	(021) 247 7340 Off (07) 895 8188	Nick.watson@ruapehudc.govt.nz
Taranaki Enlarged Rural Fire District	Nigel Dravitzki	(027) 4105103 Off (06) 278 0555	Nigel.dravitzki@stdc.govt.nz

Agency	Contact Name	Emergency Contact	Equipment
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	
Waikato Regional Council	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 arrangement.

Agency	Equipment/ Machines	Contact Name	Work	Mobile	After Hours	Price Per Hour Excl GST
Helicopter Operator						
HeliA1 info@helia1.co.nz	Squirrel AS 350 B3 1200 ltr bucket	Davin & Susanne Mudford	07 873 6695 E: davin@helia1.co.nz	027 493 5386 P: 08 650 7616	07 873 6695	\$3,000
	Squirrel AS 350 BA 908 ltr bucket	Craig Shearer	07 873 6695 E: craig@helia1.co.nz	027 593 5386 P: 08 650 7786		\$2,250
	MD 500E 550 ltr bucket	Warrick Wright	07 873 6695 E: warrick@helia1.co.nz	027 393 5386 P: 08 650 7783		\$1,800
	Squirrel AS 350 B3 1200 ltr bucket	Alex Mudford		027 293 5386 P: 08 650 7784		
Rotor Work Ltd Te Awamutu, Te Kuiti & Kopaki areas	AS350-B2 Squirrel ZK-HAN 1000 ltr bucket	Mark Bastin	0800 276 867 07 854 5662	027 527 6867	027 527 6867 027 482 4562	\$2,300
	Bell Jet Ranger ZK-HWR 500 ltr bucket	Zark Newman	E: mark@rotorwork.co.nz	027 482 4562	\$1,600	
	Bell Jet Ranger ZK-HPD 500 ltr bucket	Adam McKenna			021 270 2555	\$1,600
Skywork Helicopters Ltd Warkworth Base	E: skywork@skyworkhelicopters.com	09 422 7018		09 422 7018		
		Miriam Stevenson	09 422 7018	021 276 0041		
SKY WORK 1	Squirrel AS 350 B3 1300 ltr bucket	Roger Stevenson	09 422 7018	021 276 0040	0865 07512 (pager)	\$2,885
SKYWORK 2 (support pilot)	Squirrel AS350BA 800 ltr bucket	Remco Coenra	09 422 7018	021 276 0057	0865 07514 (pager)	\$2,400
Thames Base: SKYWORK 3 (support pilot)	Bell Jetranger 206 450 ltr bucket	Caleb Greene	09 422 7018	021 276 0049	0865 07546 (pager)	\$1,755
SKYWORK 4	Squirrel AS350BA 800 Ltr Bucket	Greg Stevenson	09 422 7018	021 276 0075	0865 07626 (pager)	\$2,400
	Hughes 269C 200 ltr bucket					
	Squirrel AS355N 1100 ltr bucket					\$2,885

Outside Agencies Available for Assistance

(Ref. COP 6.2.3.3)

Agency	Equipment/ Machines	Contact Name	Work	Mobile	After Hours	Price Per Hour Excl GST
Helicopter Operator						
Helipro (Rotorua)	AS355 F1 700 ltr bucket	Tim Barrow	07 357 2512 (24 hour)	027 494 2092	07 357 2512	\$1,950
	Hughes 500 400 ltr bucket		E: rotorua@helipro.co.nz			\$1,400
Helipro (Palmerston North)	BK 117 x 2 1100 ltr bucket	Ned Lee	06 357 1348	027 477 4377	0800 435 4776 0800 HELI PRO	\$3,250
	BO105 750 ltr bucket	John Read	06 357 1348	027 241 3510		\$2,250
	H500 350 ltr bucket	Matt Boulcott	06 357 1348	027 7345401		\$1,650
			E: ned@helipro.co.nz			
Helipro (Taupo)	AS350 Super D 750 ltr bucket	Dai Daniel Vaughan Nairn	07 377 8805 (24 hour)	027 459 8517 021 687 907	027 459 8517 021 687 907	\$1,900
			E: taupo@helipro.co.nz			
Beck Helicopters Ltd (Taranaki)	UH1 Iroquois x 3 (1 based @ Rotorua) 1500 ltr bucket x 3 1200 ltr bucket x 2 All buckets variable volume, multi drop capable, with foam injection	Base	06 764 7073		0800 33 66 44	UH1 Iroquois Ferry \$3,000 Work \$3,450
		Alan Beck		027 4425 939	06 764 7063	
		David Beck		027 4502 562	06 765 7072	
				E: david@heli.co.nz		
	Jet Ranger 400 ltr bucket Fire lighter for back burning					Jet Ranger Ferry \$1,500 Work \$1,850
Precision Helicopters Ltd	Hughes 500 500 ltr bucket	Darryl Williams Piopio		027 797 740	07 877 8787	\$1,500
				E: darryl.williams@precisionhelicopters.com		
Fixed Wing Aircraft						
Ravensdown Aerowork	Cresco (2) 1800 ltr bucket	Bruce Harding	06 345 3994 24 hours	021 900 538 466 302	06 3450582	\$1,850
	AS350 B2	Dean Lithgow	06 345 3994 24 hours	021 900 845	06 348 4777	\$1,950
	Bell 206	Peter Larson	06 345 3994 24 hours	021 912 745		\$1,450
	Notar 520MD	Owen Harvey		021 900 454	06 685 4538	\$1,450

Agency	Equipment/Machines	Contact Name	Work	Mobile	After Hours
Water Tankers					
Pirongia Volunteer Rural Fire Force	5600 ltr & 3500 ltr portable dam and RF fighting gear	Dave Bowler	111		
Downer	10000 ltr 6x4 truck	Nick Rangitaawa	07 878 3083	027 698 1571	027 698 1571
			E: nick.rangitaawa@downer.co.nz		
Kawhia Motors Contracting	4500 ltr - goes on back of truck	Ross Dockery	07 871 0805	021 443 005	07 871 0806
			E: kawhiamotors@xtra.co.nz		
Pumicelands	8,000 ltr water tanker	Ian Wellings - SWDC	07 885 0778	027 495 0973	07 886 7463
			E: ian.wellings@southwaikato.govt.nz		
Emmett Contracting Oparau	7000 ltr water tanker	Albert Emmett Peter Emmett	07 871 0614 07 871 0619	027 494 1879 027 497 7229	07 871 0614 07 871 0619
			E: emmettearth@farmside.co.nz		
Rotor Work Ltd	10,000 ltr water tankers x 2	Mark Bastin	0800 276 867	027 527 6867	027 527 6867
Transporters					
R & L Drainage Otorohanga	Daf 12600cc Semi/low loader – Gooseneck Carry 18 tonne	Ross Pevreal	07 873 7545	027 484 8751	07 873 7545
			E: randldrainage@xtra.co.nz		
Emmett Contracting Oparau	International 23 tonne	Albert Emmett Peter Emmett	07 871 0614 07 871 0619	027 494 1879 027 497 7229	07 871 0614 07 871 0619
			E: emmettearth@farmside.co.nz		
Phil Rouse Ltd	Mercedes 530 HP Carry 45 tonne MTE	Clyde Rouse	07 886 4990	027 291 2898	07 886 5592
			E: clyde@rouse.co.nz		
Gray Site Construction	Low loader 30 tonne crane 80 tonne crane 50 tonne crane	Peter Gray	07 873 8788	021 964 187	07 873 7999
			E: gray.construction@xtra.co.nz		
Inframax					

Agency	Equipment/Machines	Contact Name	Work	Mobile	After Hours
Bulldozers					
Emmett Contracting Oparau	Liebherr PR 712 + PR722	Albert Emmett Peter Emmett	07 871 0614 07 871 0619	027 494 1879 027 4977 229	07 871 0614 07 871 0619
			E: emmettearth@farmside.co.nz		
Phil Rouse Ltd	Caterpillar D8 x 5 Caterpillar D7 Caterpillar D6	Clyde Rouse Operations Manager	07 886 4990	027 285 754	07 886 6732
			E: clyde@rouse.co.nz		
Ross Gower Contracting Ltd	Komatsu D.41P5	Ross Gower	07 873 7381	029 873 7381	07 873 7381
			E: lorraine.gower@ihug.co.nz		
Diggers/Other Machinery					
R & L Drainage Otorohanga	Digger, Hitachi ZX120 x 2 Digger, Hitachi LC160 Mitsi tip truck 460cc with tip trailer Isuzu tip truck with tip trailer	Ross Pevreal	07 873 7545	027 484 8751	07 873 7545
			E: randldrainage@xtra.co.nz		
Kawhia Motors Contracting	Diggers x 5 4x4 Hilux Ute x 2 Kenworth 6 wheeler x 2 4 wheeler Hiab 4 wheeler tip truck Heno 4 wheeler light truck	Ross Dockery	07 871 0805	021 443 005	07 871 0806
			E: kawhiamotors@xtra.co.nz		
Emmett Contracting Oparau	14 tonne Digger x 2 22 tonne Digger	Albert Emmett Peter Emmett	07 871 0614 07 871 0619	027 494 1879 027 497 7229	07 871 0614 07 871 0619
			E: emmettearth@farmside.co.nz		
Phil Rouse Ltd	18 tonne Excavators x 2 26 tonne Excavators x 4 38 tonne Excavators x 5	Clyde Rouse Operations Manager	07 886 4990	027 291 2898	07 886 5592
			E: clyde@rouse.co.nz		
Ross Gower Contracting Ltd	13 tonne Hitachi digger ZAXIS120 with thumb 13 tonne Hitachi digger ZAXIS120-3 with PAT, Rippers, AC-ROPS 6x4 tip truck x 2 110HP 4x4 New Holland wheel tractor with 8 tonne tip trailer	Ross Gower	07 873 7381	029 873 7381	07 873 7381
			E: lorraine.gower@ihug.co.nz		

Downer	12 tonne track digger 14 tonne track digger 7 tonne track digger 10 tonne wheel digger 1.5 tonne rubber track 6 x 4 trucks x 3		07 878 3083	027 698 1571	027 698 1571
			E: nick.rangitaawa@downer.co.nz		
Gray Site Construction	JLG 800AJ Height access machine	Peter Gray	07 873 8788	021 964 187	07 873 7999
			E: gray.construction@xtra.co.nz		

Agency	Equipment/Machines	Contact Name	Work	Mobile	After Hours
Graders					
Ross Gower Contracting Ltd	2H Motor Grader	Ross Gower	07 873 7381 E: lorraine.gower@lhug.co.nz	029 873 7381	07 873 7381
Kawhia Motors Contracting	Aveling Barfort 10 tonne 6 wheeler	Ross Dockery	07 871 0805 E: kawhiamotors@xtra.co.nz	021 443 005	07 871 0806
Emmett Contracting Oparau	John Deere 670A Grader	Albert Emmett Peter Emmett	07 871 0614 07 871 0619 E: emmettearth@farmside.co.nz	027 494 1879 027 497 7229	07 871 0614 07 871 0619
Specialised Equipment					
NZ Generator	NZ Generator	NZ Generator	NZ Generator	NZ Generator	NZ Generator
Hamilton Fire Station	Infra Red Thermal Imaging		07 839 4996		
Jetspread Aviation	Infra Red Thermal Imaging		07 378 8019		
Skywork	Infra Red Camera UV Camera Helisaw Weather Stations (portable) x 4		09 422 7018		\$1,500 \$2,100
Fuel Supplies					
Kawhia Motors	Mobil fuel tank Petrol, diesel and LPG	Ross Dockery	07 871 0805 E: kawhiamotors@xtra.co.nz	021 443 005	07 871 0806
Oparau Roadhouse	Oil Petrol and diesel	Bill Rogers	07 871 0683 E: oparau.roadhouse@xtra.co.nz	027 587 1068	
Emmett Contracting Oparau	1300 ltr mobile fuel tank	Albert Emmett Peter Emmett	07 871 0614 07 871 0619 E: emmettearth@farmside.co.nz	027 494 1879 027 497 7229	07 871 0614 07 871 0619
Skywork	Aviation Fuel 1900 ltr mini tankers x 3 1100 ltr fuel cubes x 9	See Helicopter Operator for contact details			
Phil Rouse Ltd	2500 ltr trailer 1000 ltr shell trailer 5000 ltr Mitsubishi fuel shuttle Vehicles with onboard fuel installations for transporting fuel x 8	Clyde Rouse Operations Manager	07 886 4990 E: clyde@rouse.co.nz	027 291 2898	06 886 5592
Beck Helicopters Ltd (Taranaki)	20,000 ltr fuel truck Fuel tankers available for each helicopter. Helicopter Flyable fuel tanks available for helicopters as well.	Base Alan Beck David Beck	06 764 7073 E: david@heli.co.nz	027 442 5939 027 450 2562	0800 33 66 44 06 764 7063 06 765 7072

Agency	Equipment/Machines	Contact Name	Work	Mobile	After Hours
Services					
Mechanic Kawhia	Kawhia Motors	Ross Dockery	07 871 0805	021 443 005	07 871 0806
Mechanic Otorohanga	CT Engineering	Ross Cumpstone	07 873 7760	025 809 974	
Radio Technician	Richardson Communications	Russell Richardson	07 957 8191	029 850 9097	07 854 3801
Suppressant Suppliers	DOC, neighbouring RFA's				
Retardant Suppliers	DOC, neighbouring RFA's				
Power and Gas Companies					
Gas Leaks	Networks	Clint Watson	0800 734 567		0800 800 430
Waipa Networks			07 870 2000		
The Lines Co.		Jared Murrell	0800 367 546	027 425 0103	
Newspapers / Media					
Waitomo News		Sue Sarich	07 873 7139		07 878 1188
Te Awamutu Courier		Grant Johnston	07 871 5151		07 871 9896
Waikato Times	First Response	Rob Kidd	07 849 9666	027 486 8347	
Waikato Times	Second Response (Chief Reporter)	Wayne Timmo		027 484 9915	

Caterers					
Ronnies Cafe	Otorohanga	Tania Heng & Pheng Kuoch	07 873 7370	021 238 0853 021 183 7294	07 873 6588
The Thirsty Weta		Troy & Lisa Leather	07 873 6699		07 873 8799
Subway		John & Janine Wooten	07 873 7607	027 294 6696 027 590 4768	
McDonalds		Tim Wei	07 873 8525 E: 0338@nz.store.mcd.com	021 309 963	
Kiwi Café		Maria Atutahi	07 873 9041	021 298 0664	
Kawhia Hotel	Kawhia	Annie Tapara & Dave Barnett	07 871 0700		07 871 0700
Kawhia Sports Club		Merv Lane	07 871 0536	021 138 8623	
The Orange Dinghy		Sue Dimond	07 871 0213		
Oparau Roadhouse		Bill & Brenda Rogers	07 871 0683	021 683 002	

Agency	Address	Contact Name	Work	Mobile	After Hours
Accommodation					
Otorohanga & Waitomo Motels	59 Main North Road, Otorohanga	Willem de Ruyter	07 873 8289		
Otorohanga Holiday Park	20 Huiputea Drive, Otorohanga	Billie-Ann Gadd	07 873 7253		
Otorohanga Kiwi Town Holiday Park	7 Domain Drive, Otorohanga				
Palm Court Motel	182 Main North Road, Otorohanga		07 873 7122		
Kawhia Motel	31 Jervois Street, Kawhia	Sudhir Patel	07 871 0865	021 071 9280	
Oparau Roadhouse	4370 SH31, Kawhia	Bill & Brenda Rogers	07 871 0683	021 683 002	
Forest View Motor Camp	232 Waiwera Street, Kawhia	PH Pinny	07 871 0858		
Kawhia Beachside S-Cape	225 Pouewe Street, Kawhia	Bronwyn Anderson	07 871 0727		
Kawhia Camping Grounds	73 Moke Street, Kawhia	Ock & Rae Bennett	07 871 0863		

APPENDIX B – Distribution List

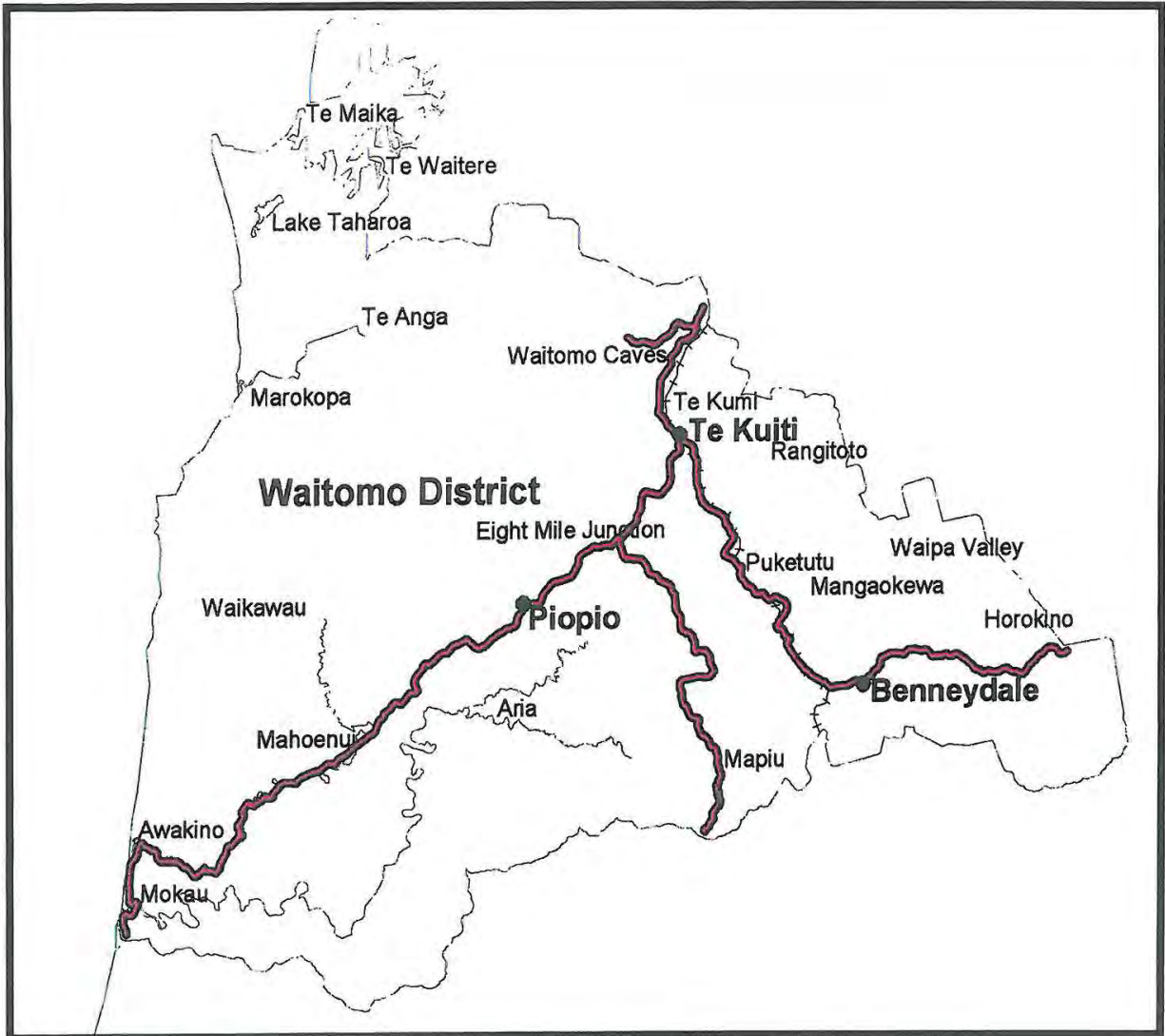
One copy of the Waitomo District Rural Fire Authority Fire Plan shall be distributed to each of those people/organisations listed below:

COPY	ORGANISATION	ADDRESS
1 *	National Rural Fire Authority (Head Office)	PO Box 2133, Wellington 6140
2	John De Luca (G/Manager Comm Services)	PO Box 404, Te Kuiti 3941
3	David Brown (PRFO)	PO Box 404, Te Kuiti 3941
4	Brian Hamana (RFO)	PO Box 404, Te Kuiti 3941
5	Charlene Longden (RFO)	PO Box 404, Te Kuiti 3941
6	Liz Riley (RFO)	PO Box 404, Te Kuiti 3941
7	Waitomo District Council Customer Services	PO Box 404, Te Kuiti 3941
8	Mokau Voluntary Rural Fire Force	PO Box 14, Mokau 4350
9	Otorohanga District Council	PO Box 11, Otorohanga 3940
10	Ruapehu District Council	Private Bag 1001, Taumarunui 3946
11	Taranaki Rural Fire Authority	PO Box 7104, New Plymouth 4341
12	Taupo District Council	Private Bag 2005, Taupo 3352
13	Department of Conservation	Private Bag 3072, Hamilton 3240
14	Department of Conservation (Te Kuiti Office)	PO Box 38, Te Kuiti 3941
15	Te Kuiti Fire Brigade	Taupiri Street, Te Kuiti (Unattended)
16	Piopio Fire Brigade	Ruru Street, Piopio (Unattended)
17	Benneydale Fire Brigade	School Rd, Benneydale(Unattended)
18	Taharoa Industrial Fire Brigade	NZ Steel, Private Bag, Te Kuiti 3941 (Attention: Lloyd Hepi)
19	Te Kuiti Police	Queen Street, Te Kuiti
20 *	NZFS Northern Communications Centre	PO Box 68 888 Newton, Auckland 1145
21 *	NZFS Central Communications Centre	PO Box 11349 Manners Mall, Wellington 6142

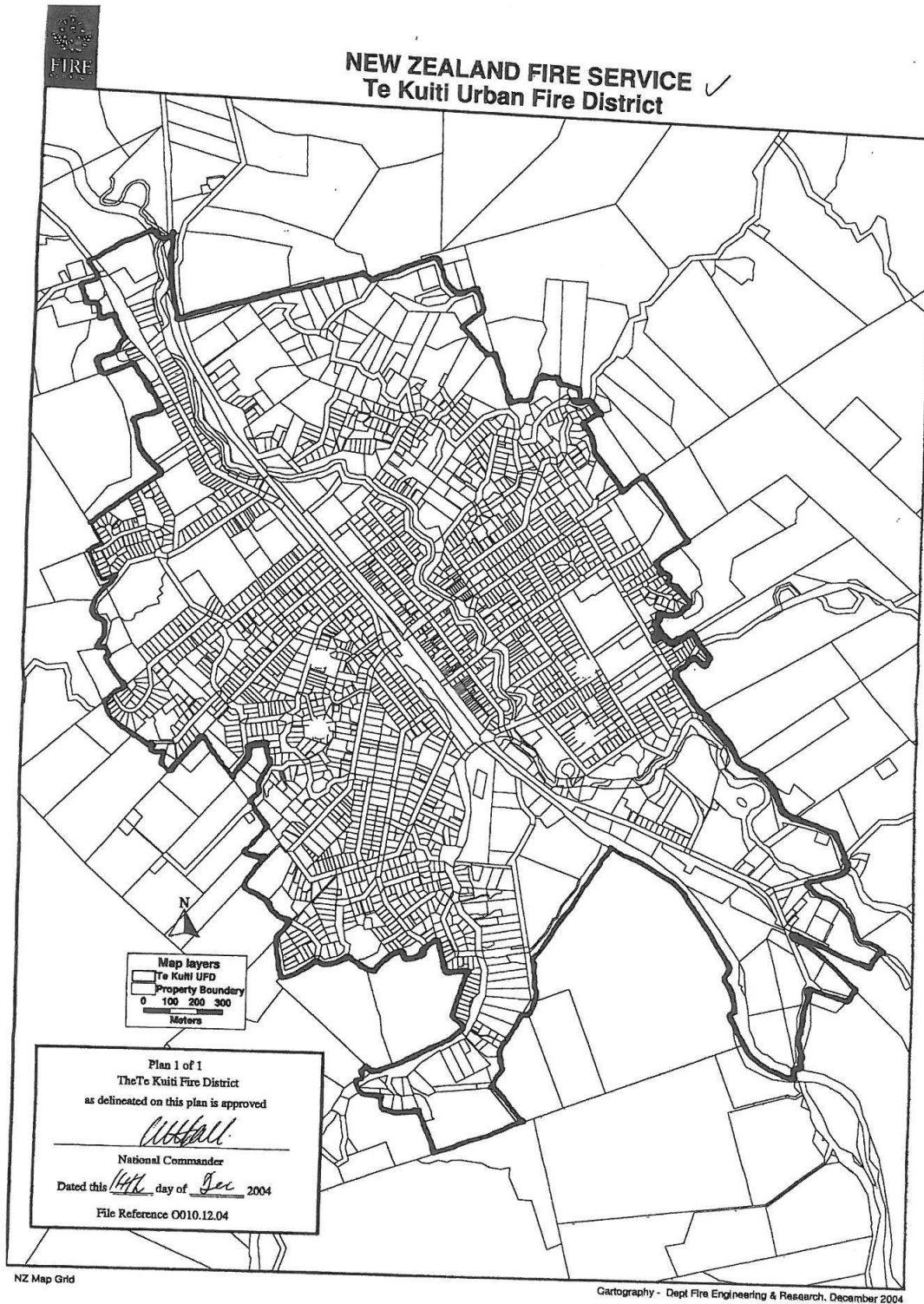
*** Denotes Electronic Copy**

APPENDIX C – Waitomo District Rural Fire Authority Map

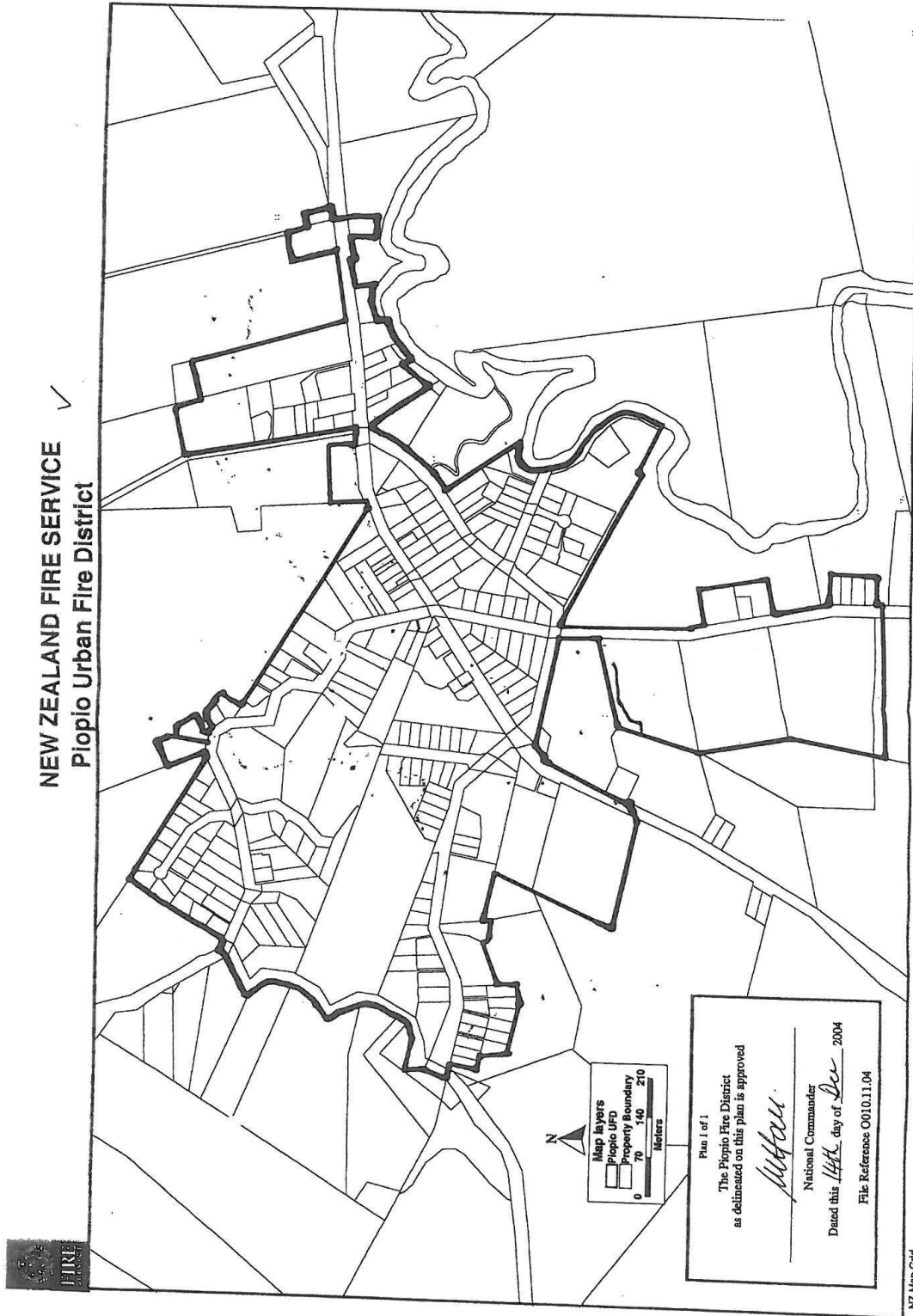




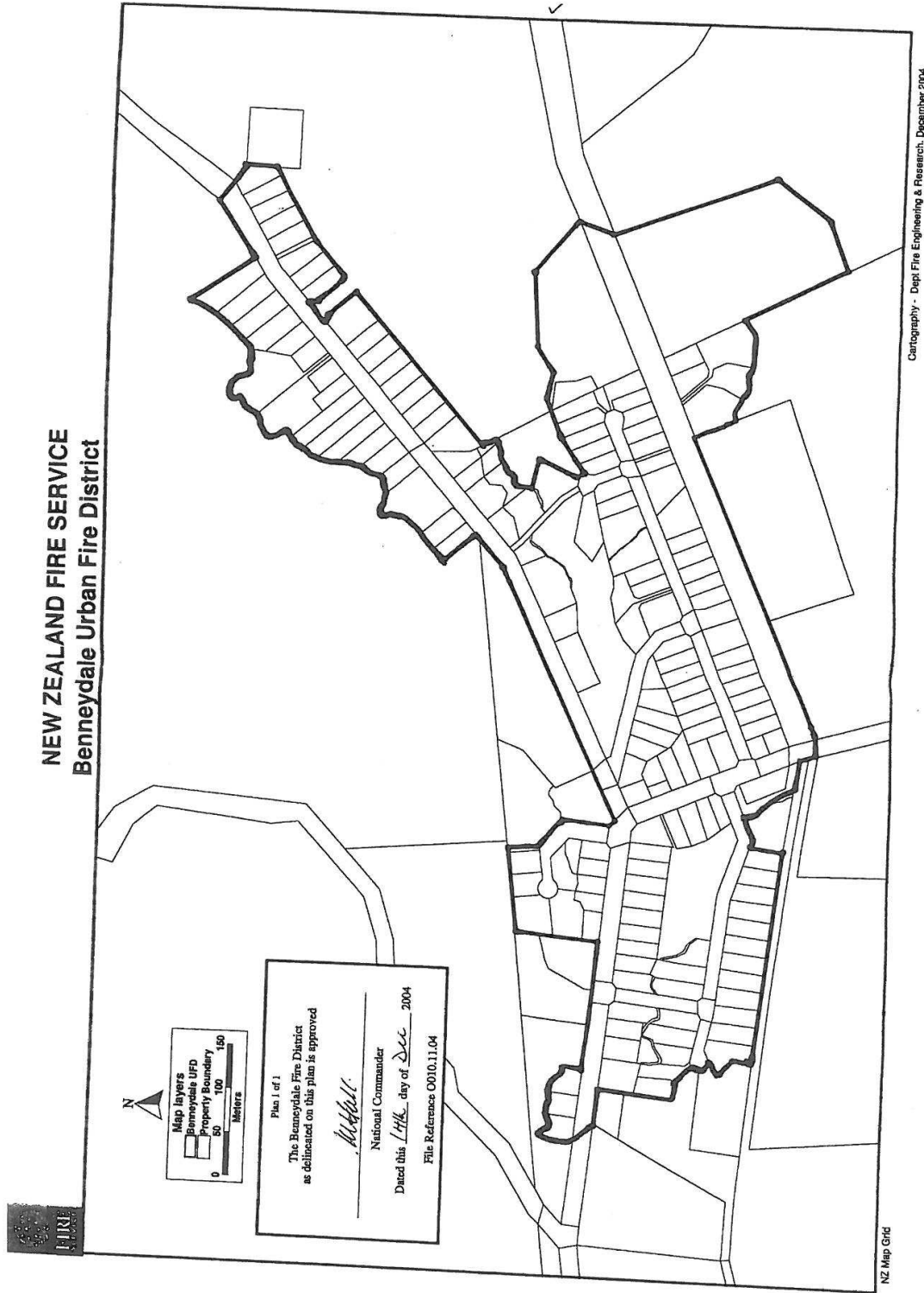
APPENDIX C1 – Te Kuiti Urban Fire District Map



APPENDIX C2 – Piopio Urban Fire District Map



APPENDIX C3 – Benneydale Urban Fire District Map



APPENDIX D – RIMT Protocol (Waikato Rural Fire Committee)

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 (RIMT or NIMT in some cases)</p>	<p style="text-align: center;">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: <ul style="list-style-type: none"> • 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; • a combination of the above. • 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 style="text-align: center;">Level 3</p> <p style="text-align: center;">(NIMT)</p>	<p style="text-align: center;">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.

APPENDIX E – Public Health and Safety Bylaw 2009

SECTION: 6.0 FIRES IN THE OPEN AIR

6.1 Objectives of this part of the Bylaw

6.1.1 To prevent nuisances from fires in the open air.

6.1.2 To prevent the spread of vegetation fires.

6.1.3 To prevent fires from combustible materials damaging nearby buildings.

6.2 Fires In The Open

6.2.1 No person shall in any open fire season light any fire in the open air including a barbecue, ethnic cooking fire, or an incinerator fire under the following conditions:

(a) Where the location, wind, or other conditions cause or are likely to cause the fire to become:

(i) A danger to any person or property; or

(ii) Out of control or spread beyond the limits of the premises on which it is lit; or

(iii) A smoke or ash nuisance to any person

(iv) An odour or fumes nuisance to any person.

(b) Within three metres of any part of a building, tree, hedge, fence or other combustible material; or

(c) Without continuous supervision being maintained at all times; or

(d) Without an acceptable means of fire suppression being available where the fire is located on residential premises, or land adjoining such premises.

6.3 Restricted Fire Season

6.3.1 An authorised officer may at any time prescribe a restricted fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.

6.3.2 Any person wishing to obtain a fire permit during a restricted fire season shall apply to the Authorised Officer.

6.3.3 The Authorised Officer may from time to time prescribe a form of application for the purposes of 6.3.2.

6.3.4 Upon receiving an application under 6.3.2 an authorised officer may issue a fire permit and may impose such conditions and restrictions in respect of the permit as the authorised officer considers reasonably necessary having regard to:

(a) Any cultural requirements or practices;

(b) The location, terrain, natural vegetation, and the existence of buildings or other structures and any other fuels; and

(c) Protection of the safety, health and convenience, of persons on the premises in respect of which the permit is issued and adjoining lands and premises.

6.3.5 Nothing in section 6.3 shall apply to an ethnic cooking fire, an incinerator or a barbecue. provided that Council may in certain circumstances include the above where it considers it necessary to do so.

6.4 Prohibited Fire Season

6.4.1 An authorised officer may at anytime prescribe a prohibited fire season or seasons within the District or in any specified part or parts thereof, and may at any time cancel or vary such a prescription.

6.4.2 In a prohibited season no person shall light any fire in the open air including an ethnic cooking fire, an incinerator or a barbecue, and no person being the occupier of any premises shall cause, permit or suffer any fire to be lit or continue to burn in the open air on those premises.

6.4.3 Nothing in 6.4.2 applies to the use of gas fire barbecues. The authorised officer may in certain circumstances prohibit the use of gas barbecues.

6.5 Public Notice Of Restricted Or Prohibited Fire Season

6.5.1 Public notice of the prescription of a restricted or a prohibited fire made under 6.3.1 or 6.4.1 or the cancellation or variation of prescription, shall be made by:

- (a) Broadcast or other similar means within the District; or
- (b) By a notice inserted in a daily or community newspaper within the District.
- (c) By any effective means.

6.6 Revocation Or Suspension

6.6.1 Subject to 6.6.2, every fire permit issued in accordance with 6.3.4 shall remain in force from the date of issue until the expiry of the period, date or time specified in the permit, unless a prohibited fire season is declared.

6.6.2 Notwithstanding any other provisions in this bylaw, any permit issued under this Part of this bylaw may be revoked or suspended by an authorised officer at any time, or suspended for such periods of time on such terms and conditions, as the authorised officer may consider reasonable in the circumstances.

6.7 Council May Extinguish Fires

6.7.1 Where a fire has been lit or allowed to burn in:

- (a) An open fire season in breach of section 6.2.1; or
- (b) A restricted fire season in breach of the conditions of a fire permit issued in accordance with 6.3.4; or
- (c) A prohibited fire season, in breach of 6.4.2;

any officer or agent of the Council (including the New Zealand Fire Service) may extinguish any such fire or direct the occupier of the premises on which the fire is located, or the person who lit the fire, to extinguish such fire.

6.7.2 Where an authorised officer or agent of the Council has extinguished a fire pursuant to 6.7.1, the Council may recover any costs incurred in extinguishing the fire from the occupier of the premises on which the fire was located, or the person who lit the fire.

6.7.3 Where any occupier of premises upon which a fire in the open air is located, or person who lit such a fire, disregards a Council direction under 6.7.1 to extinguish the fire, the authorised officer may authorise an agent of the Council (including the New Zealand Fire Service) to extinguish the fire and to take such other steps as may be reasonably necessary to ensure the safety of any person or to protect the premises, or any other property.

6.7.4 The Council may recover from the occupier of the premises, or the person who lit the fire, any costs incurred by it as a result of its officer or agents taking any action authorised by the authorised officer under 6.7.3.

6.8 Live Ashes

6.8.1 No person shall place any live cinders, embers or ashes in or upon any premises other than:

(a) In a container made and constructed of concrete or other similarly fire resistant material to prevent the transmission of heat to any 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.

(c) As part of an ethnic cooking process including hangi and umu.

6.9 Removal Of Gorse And Other Growth

6.9.1 No occupier or any other person having the control of any land shall allow any broom, gorse, bushes, scrub, dry grass, or similar growth to exist within 6 metres of any building or adjoining premises, in such a condition or state that it is likely to become a source of risk from fire.

6.9.2 An authorised officer of the Council may by written notice require an occupier or person having control of any land to remove any dangerous growth.

6.9.3 The Council may cut down or otherwise eradicate and remove any tree, broom, gorse, bushes, scrub, dry grass or similar growth to which 6.9.1 applies, after giving oral notice to the occupier or where there is no occupier, to the owner of the land, if life, property or any road is in imminent danger. The cost of the work shall be a charge against the land.

6.9.4 Should the owner or occupier fail to comply with the written request of the Council to remove the dangerous growth then the Council may arrange the removal of such growth and recover the cost of removal from the owner or occupier.

6.10 Storage Of Combustible Materials

6.10.1 Except as provided in 6.10.2 no occupier of any premises shall permit the storage or stacking in the open of any combustible material, unless the distance of the stack from any boundary other than a street boundary is at least equal to the height of the stack, but in any case not less than 1.5 metres.

6.10.2 A stack may, with the written approval of the adjoining property owner, be placed closer to the boundary than specified in 6.10.1 where any of the following conditions continue to exist:

(a) Where there is a brick, stone or concrete wall without openings situated on the adjoining property and within 1.5 metres of the common boundary; or

(b) Where there are no buildings on the adjoining land; or

(c) Where there is no danger of a stack adjacent to a boundary increasing the risk of the spread of fire.

APPENDIX F – Forms

APPENDIX F1 – Situation Report:

Incident: _____
Report#: _____
Date: _____
Prepared By: _____
Location: _____
Time: _____
Contact Details: _____

VALID UNTIL: _____

Assessment: (Note any critical issues & assumptions made. Attach map/drawing of incident)

Action Time:

Resources (in place)

Resources (that may be required)

Factors (weather and other factors or limitations should be noted)

Predicted incident development (note how this situation is anticipated to evolve)

Options

APPENDIX F2 - 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

<i>Serial No:</i> _____	
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: _____	

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

Document No: 373330**File No:** 037/042A**Report To: Council****Meeting Date:** 29 September 2015**Subject:** **Deputation: Otorohanga Kiwi House****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Jo Russell, Manager of Otorohanga Kiwi House will be in attendance at 10.30am to present to Council on activities at the Kiwi House.

Suggested Resolutions

The Deputation from Jo Russell of the Otorohanga Kiwi House be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

September 2015

Document No: 373320**File No:** 400/141B**Report To: Council****Meeting Date:** 29 September 2015**Subject: Deputation: Sport Waikato – Six Monthly Report (January to June 2015)****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 10.30am to present the Sport Waikato Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (January to June 2015).

Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

September 2015

Attachment: Sport Waikato Six Monthly Report (Doc 373477)



Sport Waikato Council Reporting

Waitomo District Council
1st January to 30th June 2015

District Coordinator – Dede Downs



Vision Everyone out there and active

Purpose To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity

KEY PRIORITY AREAS

<p>HEALTHY ACTIVE LIFESTYLES</p> <p>Physical activity and recreation for health, fun and a lifelong habit</p> <ul style="list-style-type: none"> Increased number, variety and quality of physical activity and recreational opportunities Increased number of people meeting the NZ Physical Activity and Nutrition Guidelines Increased number of people participating in targeted physical and recreational opportunities Increased opportunities for older adults especially over 65 	<p>YOUNG PEOPLE</p> <p>A lifelong involvement in sport, recreation and healthy active lifestyles</p> <ul style="list-style-type: none"> Improved fundamental skills development in children (0-12) Increased number of young people being physically active Increased number of young people participating in all aspects of sport and recreation activities 	<p>COMMUNITY SPORT</p> <p>Strong and capable delivery of community sport</p> <ul style="list-style-type: none"> Strengthened capability of local and regional sport and recreation providers Increased number and quality of trained volunteers in sport and recreation Increased number of adults participating in sport and recreation Promotion and celebration of success in all aspects of sport 	<p>REGIONAL LEADERSHIP</p> <p>A professional organisation providing regional leadership and influence</p> <ul style="list-style-type: none"> Ensure our organisation's sustainability Connect the sector through quality information and communication Engage in regional and national projects of significance Develop and strengthen relationships and partnerships
---	--	--	--

KEY OUTCOMES

SPORT WAIKATO WILL ALWAYS:

- Proactively engage and support the aspirations of all Maori and Iwi
- Promote and support accessibility for people with disabilities
- Advocate for opportunities in rural communities
- Recognise and respond to the diversity of our people and the environment
- Promote fair play and positive sideline behaviour



Dede Downs

Sport Waikato

Waitomo District Coordinator

Planning		
Outcome	KPI	Evidence/Measurement
Projects Register	Compile a Projects Register for all initiatives under this agreement. This register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	Project Register updated July 2015 – Completed , ongoing.

Communications		
Outcome	KPI	Evidence/Measurement
Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.	Contacts Register updated June 2015 – Ongoing .

Participation		
Outcome	KPI	Evidence/Measurement
Reducing barriers and increasing participation in recreation and sport	1) Coordinate and/or support a minimum of eight KiwiSport initiatives in the district - for primary and secondary school aged children.	<p>The Waitomo District Coordinator assisted KiwiSport Officers to implement the 2015 plan with coordination and facilitation of the following:</p> <ul style="list-style-type: none"> • Kwisport Gymsport – Taster sessions held in two schools. PD workshop held at Te Kuiti High School gym. Planning under way for the North King Country GymSport Festival in August. <i>As of 25 August 2015, successful festival held.</i> • KiwiSport Football – KiwiSport Officer Scott Parsonage worked with the NKCJF committee to plan and implement the 2015 Saturday morning 9th to 13th grade competition and the Fun Football module for young players five to eight years of age. Co-facilitated the Fun Football module and worked closely with NKCJF committee to recruit and mentor new volunteers.

Participation		
Outcome	KPI	Evidence/Measurement
		<p>Completed a successful 2015 season with affiliation of two grades to WaiBOP. Ongoing process to recruit 2016 committee members.</p> <ul style="list-style-type: none"> KiwiSport Junior Rugby League – Along with Energize we facilitated meetings, planning sessions and in-school tasters (three hours at Benneydale, Te Kuiti Primary Centennial Park and Pukenui Schools) with the goal of KiwiSport and SportsForce providing a six week winter module. Local parents involved in the 2014 Mustangs Junior Rugby League Club were canvassed for interest and commitment. Although the taster sessions were popular and enjoyed by the children, sufficient school based team entries were not received to warrant a competition. Competition module did not progress. Ongoing work being planned for 2016.
	2) Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.	<ul style="list-style-type: none"> KiwiSport Leadership Programme (facilitated by Waikato Institute of Leisure & Sport Studies) - The 2015 leadership intake totalled 20 students at Te Kuiti High school and 19 at Piopio College. Workshops are continuing to provide upskilling to students in preparation for leadership roles in holiday programmes, community and junior sport events. A number of the Te Kuiti High School Sport Leaders were supported in managing the primary school touch competition. Worked alongside the students to provide mentoring, training and experience in event and people management as well as support to attend Sport Waikato courses and workshops – e.g. Waitomo District Bikewise events, Limitless Holiday Programmes, Rippa Rugby Tournament, Smart Coach Workshop. Piopio College Sport Leaders have undergone training in presenting and managing the sport of Ki O Rahi also. Partially completed. Ongoing project with WILSS presenter in constant support. KiwiSport Rugby - KiwiSport Officer facilitated the Waitomo Primary Schools Rippa Rugby Tournament with assistance from Energizer – three hours in total. Completed successful event. KiwiSport SwimSafe - The KiwiSport SwimSafe Officer worked in Waitomo district primary schools and clubs, from January to April, providing Swim for Life sessions as well as professional development workshops for teachers and a Swim - Stroke workshop in Piopio. Completed successfully. Continued support given to North King Country swimmers at the Otorohanga heated indoor pool. KiwiSport Hockey – Worked with the KiwiSport Officer, SportsForce Development Officer and King Country Junior Hockey volunteers to facilitate the 2015 Open Day. Completed successful Hockey Open Day with over 120 young players in attendance. KiwiSport Hockey Development Sessions - held at various schools. Milestones include

Participation		
Outcome	KPI	Evidence/Measurement
		<p>Rangitoto in particular, recorded huge successes following their three trainings with KiwiSport and SportsForce. They improved their skill levels to easily win the junior and intermediate competitions. They also had the highest number of rep players selected as two players were selected for the prestigious Waikato region's Hatch Cup team.</p> <ul style="list-style-type: none"> • KiwiSport Volleyball – Volleyball taster sessions were provided to schools. Two hours were spent with PiriPiri School pupils and support adults, including 16 students and five adults. Three sessions each at Piopio College and Te Kuiti High School, leading up to the NKC Secondary Schools Tournament in July at Te Awamutu. Completed successful tournament, facilitated by Sport Waikato. Te Kuiti High won the A grade division against Piopio College who had eliminated the highly fancied Te Awamutu tournament team. Ongoing support is provided to secondary school students playing and refereeing in the NKC Winter Volleyball Competition. • Kiwisport Cricket – A very successful one day primary school cricket festival was held in Te Kuiti, attracting more than 100 participants from Otorohanga and Waitomo district schools. Completed successfully.
	3) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.	<ul style="list-style-type: none"> • A wide range of opportunities were presented by Project Energize in Terms 1 and 2. This included cricket skills and drills, cross country fitness, orienteering, gymnastics, 'Run, Jump, Throw' techniques, Home Play Challenge, gardening, 'Pro Joe's Lunchbox' nutrition sessions, football and futsal skills, boot camp sessions, water safety, chair aerobics and traditional Maori games. • Club Energize Tennis four week module held at Centennial Park courts. SportsForce Development Officer led the coaching and activities for the 46 children who attended. An interest in junior tennis was identified which will be followed up in late 2015/early 2016 by the DC. • Promoted physical activity, as well as facilitated opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options.
	4) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.	<p>Sport Waikato works with secondary schools to develop and assist with implementation of sports plans and provide community/club links.</p> <p>Support and advice was provided to Waitomo District Secondary Schools in a variety of settings –</p> <ul style="list-style-type: none"> • Support and mentoring provided to Te Kuiti High School Sport Leadership students who

Participation		
Outcome	KPI	Evidence/Measurement
		<p>assisted with hockey umpiring, the Fun Sticks programme and Bikewise events.</p> <ul style="list-style-type: none"> Secondary School Sport Coordinator meeting facilitated by Sport Waikato in the first term. Attendees - Te Kuiti, Taumarunui, Otorohanga, Piopio Secondary and Te Awamutu . Completed. Ongoing support and assistance by DC with the November Quad tournament at Taumarunui currently being planned. Provided workshop support to WILSS Leadership presenter at Te Kuiti High School and Piopio College.
	5) Support delivery of three Secondary School events.	<p>Sport Waikato facilitated and delivered:</p> <ul style="list-style-type: none"> King Country Secondary School Athletics Championships King Country Secondary School Swimming Championships King Country Secondary School Cross Country Championships Waikato Triathlon Championships Waikato/BOP Duathlon Championships <p><i>Achieved, exceeded.</i></p> <p>Also sourced a volunteer coach who provided specialist coaching and training sessions to Otorohanga and Waitomo athletes prior to participation in the Waikato BOP Secondary School Championships. Completed. Ongoing work being done to organise the specialist coach sessions – Taumarunui, Otorohanga, Piopio, Te Kuiti athletics clubs and secondary schools November 2015 through to March 2016.</p>
	6) Provide a minimum of nine sport-specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.	<p>Facilitated, coordinated and/or presented holiday programmes and youth activities in the district. Engaged community volunteers and Sport Waikato staff to help assist or facilitate.</p> <p>Holiday programmes for April 2015:</p> <ul style="list-style-type: none"> Cricket in Te Kuiti – 22 children and eight adult volunteers Swimming Pool Fun Day – 24 children and six adults Football session in Otorohanga, facilitated by WaiBOP <p>Total holiday programmes offered over the 12 month period June 2014 to July 2015 = 14. Completed, exceeded.</p>
	7) Work in partnership with MSD LIMITLESS Youth Breakaway programme, to facilitate sport days	<ul style="list-style-type: none"> Worked with Piripiri School to provide sporting opportunities on their 2015 monthly forays into Te Kuiti. Organised venue and facilitators to present volleyball and football along with Energizer. Ongoing through the winter months.

Participation		
Outcome	KPI	Evidence/Measurement
	and activities.	<ul style="list-style-type: none"> As a LIMITLESS organising group member, worked alongside Journey Church and community volunteers to facilitate the two day re- enactment of the ANZAC Gallipoli battle on the slopes of Brooke Park (Motakiora). A very enlightening and intensely active two days that brought great awareness to the 50 young participants. Completed. <i>Ongoing Limitless projects involving local youth are facilitated every school holiday period.</i>
	8) Facilitate Sports Day activities for Pureora Camp.	Provided sports equipment and facilitated an afternoon of activities to the 34 young campers and minders. Completed
	9) Facilitate BikeWise events in the Waitomo district.	<p>BikeWise 2015 events that were offered in Te Kuiti:</p> <ul style="list-style-type: none"> Two Learn-to-Ride sessions with Bike NZ officer Two Bike Maintenance workshops, which were facilitated by Guy Whittaker of 100% Te Kuiti. (Partners - Waitomo District Council Road Safety Coordinator and Te Kuiti Police). <p>Completed. <i>Very worthwhile sessions, would have liked better attendance.</i></p>
	10) Support event organisers of local events, including hands-on involvement.	<p>Assisted with the following initiatives and events involving Waitomo communities:</p> <ul style="list-style-type: none"> Trail Blazer Mountain Bike Event – Assistance and admin support provided to Stephen Cox of Dynamo Events. Support provided at finish line/Owhango. Newspaper report and photos provided to local newspaper. Completed, successful event with an influx of visitors to the Pureora/Benneydale area for the weekend (140 participants plus support crews). 2015 Cycletime King Country Challenge Mountain Bike Event - Ongoing support and promotion provided to the organisers as well as hands-on assistance at event. The children/family friendly distances were tagged as Bikewise events. Supplied newspaper reports and photographs. Completed, successful event. (100 plus participants and supporters) Waitomo Caves Sports Day – Liaised with children’s events coordinator, planned the activities and provided equipment, sourced and managed volunteer helpers and co-facilitated children’s activities and games on the day. Completed, added value to a successful event. <i>Now in planning for the 2016 celebration, 50th Sports day.</i> Mangapehi Marae Fun Run/Walk – Provided planning and hands-on assistance. Completed successful event. (there were 96 participants plus supporting whanau).
	11) Work in partnership with Otorohanga District Coordinator, to lead the coordination of a bi-annual events	A North King Country Summer Participation Events/Sports Calendar was developed and has been promoted and displayed around the North King Country and beyond. Completed.



Sport Waikato Council Reporting

Waitomo District Council - 1st January to 30th June 2015

Participation		
Outcome	KPI	Evidence/Measurement
	calendar for the North King Country.	
	12) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or membership in the following sports clubs/activities.	<p>The Waitomo District Coordinator has worked collaboratively with SportsForce, KiwiSport and community leaders to further develop the following projects:</p> <ul style="list-style-type: none"> • KC Junior Hockey – Increase participation across the North King Country and grow the volunteer base, to ensure a sustainable competition. Managed junior games at Centennial Park School, umpired games at all levels, provided support and training to new umpires. Completed • Te Kuiti Tennis - Social tennis occurred weekly at Te Kuiti High School courts, from January to April, with six to eight regular attendees. Ongoing during summer months. • Junior Golf (Waitomo & Piopio Aria) - Junior golfers from both clubs were supported into senior men’s interclub teams competing across the Waikato regional competitions. <u>Success Story</u>- One Waitomo/Piopio Aria junior golfer was a key figure in the successful Waitomo team that won the prestigious Waikato Prebble Cup trophy. Another junior represented Waitomo with honours in the first division championship pennant team and also at the NZ Maori National Championships. Ongoing, support being provided year round. • North King Country Junior Football - Worked closely with NKCJF executives and WaiBOP officers, to continue into 2015 the programmes trialled in the previous season. Completed. Ongoing support and liaison continuing leading up to the 2016 AGM with recruitment of volunteer administrators being sought. Milestones – Affiliation to WaiBOP for two grades. Closer working relationships formed with WaiBOP Development Officers and new NKCJF committee. New parent volunteers recruited, and supported in the running of the successful Saturday programmes. • Waitomo Miniball - represented the district with pride at the Brian Perry Regional Sports Awards where they were nominated for Club of the Year. Completed • Badminton – Secondary school pupils were encouraged to attend the popular Thursday club nights after gaining confidence through their lunchtime competition at school. <u>Success Story</u> - a pleasing number of pupils are now playing in the organised senior team competitions. Completed. Ongoing, support and training was provided leading up to the August KC secondary school tournament in Te Awamutu. • Waitomo Squash Club – Coordinated Otorohanga club use of Waitomo courts for tournaments which promoted the Waitomo facility and encouraged increased usage. Also supported a business-house four week social competition. <u>Success Story</u> - more people



Sport Waikato Council Reporting

Waitomo District Council - 1st January to 30th June 2015

Participation		
Outcome	KPI	Evidence/Measurement
		<p>playing squash at Waitomo. Increased casual, fee paying squash players. Completed. <i>Ongoing.</i></p> <ul style="list-style-type: none"> • Migrant farm and freezing workers – Met with the new Filipino workers based in Benneydale and extended the invitation to join the many social sport options in the district. <u>Success Story</u> – with added support from their Samoan workmates, a team of Filipino’s have entered the NKC Volleyball competition in Te Kuiti and are looking at other sporting opportunities. Ongoing. • Waitomo District Junior Cricket – Supported the newly formed committee as they held a junior cricket module through the summer months with support from the Thames Valley Cricket officers. <u>Success Story</u> – New club has been formed and we are working towards growing membership and forming teams to compete in Waikato competitions. Completed successfully. <i>Volunteers supported and recognised.</i> • Te Kuiti Amateur Athletics – Worked with community coaches to continue regular athletics sessions through February and March. <u>Success Story</u> – two families attended regional ribbon days with many successes. An 11 year old member was selected to represent New Zealand in the Trans-Tasman event in January 2015. • World Masters qualifier – Assisted NZ champion (local resident) to obtain sponsorship to attend the Masters World Athletics Championships in Lyon, France in August. We are also facilitating a coaching programme that the masters athlete will run in Otorohanga, Waitomo and Taumarunui districts throughout the 2015-2016 summer. Ongoing.

Quality of Life		
Outcome	KPI	Evidence/Measurement
Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.		<ul style="list-style-type: none"> • Social Sport Competitions in Waitomo District - The North King Country Summer Sport database was updated and made available to community and media throughout the year. The District Coordinator liaised with convenors, as well as assisted with admin and promoted social sport competitions in the North King Country. Social Sport Competitions in the Waitomo District: <ul style="list-style-type: none"> ○ Bowls (adults and youths) – February 2015. Completed successfully (64 participants). ○ Badminton (adults and youths) - summer league. Completed successfully (32 participants).

Quality of Life		
Outcome	KPI	Evidence/Measurement
		<ul style="list-style-type: none"> ○ VolleyNet (adults and youths) – summer league. Completed successfully (120 participants). ○ BMX Primary school three week challenge. Completed successfully (40 riders). ○ Te Kuiti Ki-O-Rahi. <i>Competition did not eventuate despite a lot of promotion.</i> ● Sporting Club Partnerships Project - Sport Waikato has a project team working on developing sporting club partnerships where clubs share resources and/or facilities with the aim to better utilise what is available. These are significant long term projects that will require planned strategies, operational plans, engagement from the clubs involved and support from council. In Waitomo district we continue to liaise with Piopio Rugby Club and the Piopio Sports Trust Inc (formerly Piopio Domain Board), assisting where needed and providing funding/grants information and letters of support. <u>Success Story</u> – funding gained and club facility upgrades completed. Completed. Ongoing. ● Piopio Swimming Pool Trust/Incorporation – Continued to work closely with the SportsForce Swimming Development Officer, a Piopio community member and Solicitor Max Lamb to set up a Trust to manage the School/Community Pool complex. Ongoing, with some good positives happening at last. ● Sideline Behaviour Campaign – A Sport Waikato initiative to curb inappropriate sport sideline behaviour. Permanent and mobile signs were displayed at local junior sport venues for hockey, netball, football, rugby in May. Reports have been very positive. Ongoing.
	1) Events and activities inclusive of people with disabilities.	Sport Waikato aims to have an all-inclusive approach to all events. KiwiSport leaders receive No Exceptions Training, to be able to work with people with a disability in the community. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis.
	2) Support delivery of three parent education sessions	One Parent Education Session was held in Term 1 at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Coordinator – six attendees.
	3) Raise awareness of fundamental skills through KiwiBaby, KiwiToddler and KiwiPreSchooler manual distribution throughout the district	KiwiBaby manuals were delivered to local distribution outlets – Te Kuiti Hospital Birthing Unit and Te Kuiti Plunket. Ongoing. Copies were also made available to Te Kuiti Playcentre parents who had recently moved in to the region. Completed.
	4) Support community activity groups. To ensure quality, increase numbers and develop new opportunities.	Actively supporting, advising and coordinating training of activity leaders in the district. Regular visits made to - <ul style="list-style-type: none"> ● Piopio Mainly Music - very popular and well-attended weekly sessions.



Sport Waikato Council Reporting

Waitomo District Council - 1st January to 30th June 2015

Quality of Life		
Outcome	KPI	Evidence/Measurement
		<ul style="list-style-type: none"> • 'Wriggle & Rhyme' - a Sport Waikato Library programme for 0-3 year olds. Support was offered by Sport Waikato's Under Five's Energizer and District Coordinator to revive this programme by April 2015. Programme did not continue due to lack of participation. • Seniors Activity Groups - regularly visited and offered ongoing support. Continued to work collaboratively with Te Kuiti Community House Trust offering weekly Sit & Be Fit sessions and supporting Roopu O Waitomo (Health and Welfare forum). • Piopio Silverados. • Te Kuiti Lifestyle Options. • Waitomo Walkers and Piopio Cross Country Walkers - groups were provided with the new SW Exercise to Music DVD. Completed. Ongoing.
	4) Support Healthy Lifestyle Coach to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.	Healthy Lifestyle Coach, Permilla Whitiora, provided regular Green Prescription support to clients via face-to-face meetings and mini-workshops both in Te Kuiti and rural areas such as Tahaaroa, Te Waitere and Waitomo. These clients are encouraged to attend local community activity sessions and workshops/events. Completed. A number of success stories eventuated.
	5) Encourage and refer people from the communities to Active & Well programme, with a minimum of two clients per month referred to Healthy Lifestyle Coach.	Referrals made on average totalled one per week.
	6) Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of two projects.	<p>Worked with the following groups in varying capacities, with the aim of encouraging active and healthy lifestyles:</p> <ul style="list-style-type: none"> • Summer Programme – The North King Country Summer Programme Coalition facilitated the 2015 programme. There were 13 local tramps, treks and rural adventures that took place in January with a 25-year celebratory lunch held at Mapara. Partners are DOC, Sport Waikato, local tramping group. Completed successfully. Planning for the 2016 programme started in May 2015.
	7) Provide local community promotions to improve quality of life.	<ul style="list-style-type: none"> • SmokeFree Coalition T.T.O.A.S.T – Design competition held in schools to support WDC in their bid to designate the Aquatic Centre as a SmokeFree family venue (as are local playgrounds). Winning designs were incorporated into signs and erected. Completed successfully. • World SmokeFree Day 31st May- SmokeFree/Auahi Kore flanners were displayed at Rugby



Sport Waikato Council Reporting

Waitomo District Council - 1st January to 30th June 2015

Quality of Life		
Outcome	KPI	Evidence/Measurement
		Park on junior competition days and have been requested for all game days. Promoted World SmokeFree Day at the Waitomo districts cross-country event at Rangitoto. Completed. <i>Ongoing.</i>
	8) Project to assist Samoan residents to integrate into Waitomo/Te Kuiti communities through participation, recreation and sporting activities.	Refer to KPI (10) – with reference to Te Kuiti Volleyball. The Samoan families are very transient, so facilitation and support has remained constant in order to ensure that their preferred sport of volleyball is offered at an organised level. Ongoing.
	9) Collaborative approach to Youth Initiatives through working with MSD, WDC and Sport Waikato.	Collaboration with Waitomo District Youth Council and Number 12 Centre. Ongoing support of the Youth Rewards Card initiative. One-on-one involvement with number 12 youth members through the Limitless Youth Breakaway Programmes and social sport. Ongoing.

Community Development		
Outcome	KPI	Evidence/Measurement
Developing capability to ensure effective delivery of physical activity, recreation and sport	1) Liaise with Project Energize to provide ongoing professional development to teachers and coaches for primary and intermediate schools.	Day to day liaison with the Energizer working in the Waitomo district schools. All schools have been offered professional development sessions. Ongoing.
	2) Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Professional development was offered to Te Kuiti High School and Piopio College. Ongoing.
	3) Swimming – Work with SportsForce Development Officer to support North King Country swimming.	Provided promotion, registration and hands-on support to SportsForce and SwimSafe Officers for the January 2015 Swim Technique Clinic, held at Piopio Community Pools. There were 22 participants. Completed successfully.
	4) Support Energizers to implement Physical Activity and nutrition to schools.	Supported Energizers and Sport Waikato support staff to implement this target. Ongoing.
	5) Support Secondary School Sport Coordinators to develop sport plans.	North King Country Secondary School Coordinator meetings, facilitated by Sport Waikato Regional Sport Director, held at Te Kuiti High School every term – discussion and implementation of sport plans, King Country Secondary School sports dates, sport leadership development. Quad tournament organisation. Ongoing.
	6) Support WILSS to provide	For the 2015 intake, 20 Year 10 students at Te Kuiti High School and 19 at Piopio College,

Community Development		
Outcome	KPI	Evidence/Measurement
	opportunities for secondary school leadership.	received regular WILSS training with support provided by District Coordinator as and when required – community volunteering. Ongoing.
	7) Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	Identified possible opportunities, offered development and training and worked with officials to increase capability. <ul style="list-style-type: none"> Coordinated a SMART COACH workshop, facilitated by WILSS. There were 26 attendees ranging in age from 15 to 60. Attendees reported very valuable information gained, networking and exchanging of ideas. Completed successfully. Coast RFSC and Te Waitere Boat Club have reported that implementation of best practises learned at the 2014 Club Development Forum have made life easier for their volunteer administrators.
	8) Support community projects to improve delivery of local sport.	Trust Waikato in NKC – Organised a very successful day with Trust Waikato Donations Advisor Rongo Kirkwood, visiting clubs in the Coast/Tahaaroa area to meet and discuss upcoming projects – Te Waitere Boat Club; Tahaaroa Fitness Club; Tahaaroa Community activities; Tahaaroa Kohanga Reo; Marokopa Hall and sports ground. <u>Success Story</u> – Funding applications were submitted in July from Te Waitere Boat club, Tahaaroa Kohanga Reo and Tahaaroa Fitness Club. Allocations have not yet been advised. Completed. Ongoing Marokopa Hall and sportsground are looking to apply to the September funding round. Ongoing.
	9) Coordinate North King Country Cycling opportunities information.	NKC Cycling Event information - working in collaboration with organisers of Cycletime and TrailBlazer mountain bike events. Promote North King Country cycle events. Ongoing.
	10) Work with Piopio Domain User groups and local schools to provide pathways and coordinated approach to delivery of sport to the community.	<ul style="list-style-type: none"> Piopio Domain Board/Piopio Sports Trust – continued liaison as reported. Piopio Swimming Pool – continued liaison as reported.
	11) Work with Coast Rugby Football Club to build sustainable club structures.	Since attending the two Club Development workshops in late 2014, this club has received ongoing liaison and support and has reported implementation of best practises and wider community support.
	12) Local Community Recreation projects.	As reported in Participation (9).
	13) Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.	Regional Facilities – Ongoing liaison with Te Kuiti High School and independent contractor Bruce Maunsell, managing the feasibility study for the planned gymnasium/sports centre upgrade. Meetings are also continuing with Sport Waikato’s Michelle Holland, Waitomo and Otorohanga District Councils. Ongoing project.

Community Development		
Outcome	KPI	Evidence/Measurement
	14) Provide physical activity/sport expertise to TKDI group.	Financial member of TKDI - No action to report but keep in regular contact with TKDI President.

Improve Information and Promotion		
Outcome	KPI	Evidence/Measurement
Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district	1) Work with the Benneydale community to provide social family recreational opportunities.	<ul style="list-style-type: none"> • Ongoing liaison with Benneydale community activity leaders, with particular regard to usage of the Benneydale Hall, school and sports club facilities and planning of other community activities (eg 2015 Mangapehi Fun Run/Walk) • Destination Pureora – Ongoing liaison with the Destination Pureora Committee and promotion of the Gateway to the Timber Trail.
	2) Provide Waitomo communities with information on programmes and events, developments and funding opportunities.	<ul style="list-style-type: none"> • Promoted Sport Waikato events, courses, programmes and district events. • Promoted Waitomo District sports club and school events, competitions and results via live radio reports, Maniapoto MFM. • Promotions on radio community news, MFM and Cruise Radio on behalf of clubs and school. • Window displays (Sport Waikato office, 100% Te Kuiti, I-site, Te Kuiti Post Shop, Piopio and Taharoa shop fronts). • NKC events calendar. • Monthly Waitomo News columns and advertisements, club sports results, photos and event promotions to Waitomo News, feature articles in Waitomo News. • Emails. • School newsletters. • Verbal promotions. <p>The Sport Waikato office in Rora Street is an information hub fielding enquiries and requests from locals, visitors and new North King Country residents. Ongoing.</p>
	3) Feedback from the community.	<ul style="list-style-type: none"> • Continuous evaluation and feedback requested from community. Very positive emails, letters and comments from groups and community members from all walks of life. • KiwiSport Community Consultation – A survey was circulated to district schools/community/sport contacts and a seminar was held in Te Kuiti to gauge the needs of



Sport Waikato Council Reporting

Waitomo District Council - 1st January to 30th June 2015

Improve Information and Promotion		
Outcome	KPI	Evidence/Measurement
		the district with regard to future Kiwisport funding. Ten seminar attendees presented their thoughts and ideas in the Waitomo district. Completed successfully. <i>Ongoing project to promote Kiwisport model.</i>
	4) Sport Volunteers are recognised through nominations to SportMaker and Sport NZ E-card.	<ul style="list-style-type: none"> • SportMaker Volunteer Recognition – Continued to recognise sport volunteers in monthly newspaper columns and weekly radio reports. Promoted SportMaker to community, club contacts and schools, with the result that Waitomo District again led the way in the Waikato/North King Country region with the highest number of nominations. Waitomo district SportMakers received prizes every month which were personally delivered/presented by the District Coordinator. • SportMaker Loyalty Card – through January to July, 11 local businesses continued to offer incentives to all nominated SportMakers by way of a discount card. • All nominees were included in the NZ Lotto Volunteer campaign with the chance to win a \$500 sport equipment voucher. Ongoing.

Create Pride in the Community		
Outcome	KPI	Evidence/Measurement
	1) Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.	<ul style="list-style-type: none"> • The Waitomo District was represented at the Brian Perry Waikato Regional Sports Awards in January 2015 by two finalists – Club of the Year (Waitomo Miniball) and Referee/Umpire of the Year (Mike Barnett). Mike won the Regional award ahead of some very prestigious officials. Completed. • Event planning for the 2015 Waitomo District Sports Awards ceremony, to be held on Monday 23rd November, got under-way in March. Ongoing.

Schedule of Services 2015 – 2016

Outcomes	Activities	Evidence/Progress	By When	Status
PLANNING Projects Register	Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	<ul style="list-style-type: none"> Project Register updated and emailed to WDC Representative. 	Dec 2015 June 2016	Being worked on Ongoing updates.
COMMUNICATIONS Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo district.	<ul style="list-style-type: none"> Updated Contacts Register emailed to WDC Representative. 	June 2015 Dec 2015 March & June 2016	Completed Ongoing updates
PARTICIPATION Reduce barriers and increase participation in recreation and sport	KIWISPORT INITIATIVES			
	Assist with Coordination, and provide support to a minimum of 5 KiwiSport initiatives in the district.	<ul style="list-style-type: none"> KiwiSport plan for each term Reports provided post each initiative. <ul style="list-style-type: none"> * Number of attendees provided. * Key stakeholder contact details provided. 	June 2015 Dec 2015 March 2016 June 2016	Completed Planning ongoing Ongoing
	1) Support Energize in 15 primary schools in the Waitomo District to increase sport opportunities and participation.	<ul style="list-style-type: none"> Quarterly reports on projects aProjects supported and impact of support. Co-ordinated and supported Piripiri school sport outing at Waitomo sports stadium – June, July, August, September 	Dec 2015 March 2016 June 2016 June 2016	Ongoing support to PE & schools as and where required Partially completed June 2015
	2) Support Te Kuiti High School (Sport Education Project) and Piopio College to add value to their projects to increase sport opportunities and increase participation.	<ul style="list-style-type: none"> Quarterly reports on projects supported and impact of support: Quad tournament - November 	Dec 2015 Dec 2015	Ongoing – 2015 /16 Completed Aug 2015 – SecSch volleyball & Badminton events.
	3) Support the delivery of 3 secondary school events. – Official duties and knowledge on the day to ensure smooth running of event.	<ul style="list-style-type: none"> King Country Sec School swimming sports King Country Athletics Waikato Sec School Swimming Optional – Waikato/BOP Cross Country champs. 	April 2016	Planning underway Planning underway
	4) Provide a minimum of seven sport specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo District. Children are given opportunities to try different sports and are provided with club information.	<ul style="list-style-type: none"> Initiatives detailed in Projects Register. Evidence of programmes delivered throughout the Waitomo district provided. 	Plans in place 2 weeks prior to school holidays: October 2015 April 2016	Completed July programmes Planning under way all year round
	5) Collaborative partnership with MSD, WDC and local contracted providers to provide youth programmes, eg. Limitless Breakaway. Facilitating sport days and activities.	<ul style="list-style-type: none"> Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided. 		Completed July programme Ongoing In Planning stage for September activities

Outcomes	Activities	Evidence/Progress	By When	Status
	6) Facilitate activities for Pureora Lions Youth Camp sports afternoon	<ul style="list-style-type: none"> • Reports provided post each initiative, including any evidence of clubs supported. • Number of attendees provided. 	Sept 2015 Dec 2015 April 2016	Planning for 2016
	7) Facilitate BikeWise events in the Waitomo District in partnership with WDC Road Safety officer and Bike NZ. Provide support, promotion, direction/hands-on assistance to other district BikeWise event organisers.	<ul style="list-style-type: none"> • Initiatives detailed in Projects Register/council report • Reports provided post initiative • Numbers attending • Success stories 	April 2016 June 2016	Planning to begin in November 2015
	8) Lead facilitation of Waitomo district PINK WALK. New Project	<ul style="list-style-type: none"> • Numbers attending 	Dec 2015	Planning underway
	9) Continue to provide support, promotion, Direction/ hands-on facilitation to organisers of social sport competitions/modules.	<ul style="list-style-type: none"> • Status of modules/numbers attending • Growth 	July 2015 March 2016	Partially completed Ongoing
	10) Support event organisers, including hands on involvement at the following local events: <ul style="list-style-type: none"> • Te Kuiti MUD RUN • Piopio Cyletime Challenge • Waitomo Caves Sports Day • Great New Zealand Muster • New Zealand Shearing Championships • Pureora TrailBlazer MTB 	<ul style="list-style-type: none"> • Evidence of support for each initiative 	Nov 2015 June 2016 March 2016	Planned All events scheduled -planning underway. In planning stage
	11) Facilitate club development projects focussed on increasing participation and or membership in the following sports clubs/activities: Providing support, mentoring, hands on assistance. Working with -	<ul style="list-style-type: none"> • Initiatives detailed in Projects Register. • Reports on each project including impact of support. • Feedback from clubs. 		Ongoing
	a) North King Country Junior Hockey	<ul style="list-style-type: none"> • Succession planning and mentoring 	Dec 2015	Planning for 2015-16
	b) NKCJunior Football Association	<ul style="list-style-type: none"> • Trialled new programmes/affiliation 	March 2016	Planning towards AGM
	c) Golf – Waitomo and Piopio Aria	<ul style="list-style-type: none"> • Leading Projects and mentoring new coaches 	June 2016	Ongoing
	d) North King Country Junior Rugby League	<ul style="list-style-type: none"> • Renew interest and parent support 	June 2016	To be planned with KS
	e) Waitomo Junior Cricket club - New project	<ul style="list-style-type: none"> • Support new club growth. 	Dec 2015 March 2016	Completed – new club formed
	f) Waitomo Miniball committee structure - New project	<ul style="list-style-type: none"> • Co-ordinated meetings and volunteer trainings/workshops 	Dec 2015	Completed - workshops Aug 2015
	g) Te Kuiti Amateur Athletics	<ul style="list-style-type: none"> • Recruitment drive in Sept 2015 	Dec 2015	In planning stage
	h) Te Kuiti Tennis – Ongoing Promotion and support. Junior Tennis module – Proposed new project	<ul style="list-style-type: none"> • Ongoing opportunities offered. Leaders to be sourced. 	March 2016	Ongoing
	i) Waitomo district Squash clubs	<ul style="list-style-type: none"> • Academy numbers, support opportunities. 	June 2016	In planning stage with SF
	j) Swimming clubs across NKC – work with SportsForce.	<ul style="list-style-type: none"> • Implementation of new junior programme in term 2 	March 2016	Awaiting SF plans

Outcomes	Activities	Evidence/Progress	By When	Status
HEALTHY LIFESTYLE				
	1. Support the delivery of a minimum of 2 parent education sessions.	<ul style="list-style-type: none"> Initiatives detailed in Projects Register Numbers of attendees provided 	Dates to be established by Under Fives Energize team.	Ongoing
	2. Raise awareness of the importance of fundamental skills through KiwiBaby, KiwiToddler, KiwiPreschooler manual distribution throughout the district	<ul style="list-style-type: none"> Number of resources distributed 	By 31 June 2015 Dec 2015 June 2016	
	3. Support for the following community activity groups to ensure quality, increase numbers and develop new opportunities: <ol style="list-style-type: none"> Sit and Be Fit Waitomo Walkers Piopio Silverados Easy Exercise to Music Piopio XCountry Walkers Upright and Active- Lifestyle Fitness Centre Piopio Mainly Music – Under Fives Aquasize & Pool activities Te Kuiti Lifestyle Options - MMPT 	<ul style="list-style-type: none"> Contact information provided Number of visits - Evidence of training/support provided 	On-going and as needed – Quarterly /bi-monthly Reported Quarterly Dec 2015, March 2016 June 2016	Ongoing - Visits made regularly. Ongoing support to all
	4. Promote and Support Active & Well Green Prescription programme – link clients to activity options.	Initiatives detailed in Projects Register <ul style="list-style-type: none"> Promotions 	Dec 2015 June 2016	Ongoing
	5. Work with community coalition groups to encourage people to participate in physical activity, recreation and sport. minimum of 2 projects/events provided through programmes such as: <ol style="list-style-type: none"> Summer Nature Programme Smokefree – T.T.O.A.S.T Grandparents as Caregivers group 	Reports provided post each initiative. Evidence of participation provided and/or numbers attending	Dec 2015 March 2016 June 2016	In planning Completed Smokefree projects – July 2015 STOPTOBER planned. Ongoing planning
	6. Co-ordinate local community promotions to improve quality of life. <ul style="list-style-type: none"> Presentations to older adult networks: <ul style="list-style-type: none"> Grey Power Over 60's Group Kaumatua Games Investigate senior sport options – Table tennis/Dance Presentations at Health Expos and Forums. 	Numbers attending and feedback from participants Catering to the ageing population	As requested by groups Dec 2015 March 2016 June 2016 June 2016	2016 celebration being planned KGames planned To be Planned Awaiting confirmation of 2015/2016 expos
	7. Project to assist Samoan and other ethnic minorities/new residents to integrate into Waitomo district communities through participation, recreation and sporting activities.	Initiatives detailed in Projects Register. Engaging Transient Samoan/philipino/indian populations. Reports provided on progress and	August 2015 Dec 2015 June 2016	Completed – Volleyball comp current Ongoing

Outcomes	Activities	Evidence/Progress	By When	Status
		impact		
COMMUNITY DEVELOPMENT Developing capability to ensure effective delivery of physical activity, recreation and sport.	COMMUNITY			
	1. Support Energize to develop on-going professional development to teachers and coaches for primary and intermediate schools.	Evidence that 15 district primary schools have been provided with professional development opportunities	Dec 2015 June 2016	Ongoing
	2. Support for Energize to implement school physical activity, nutrition and/or school sports plans at 15 primary schools.	BOT Reports Impact of support and feedback.	Previous years report - March 2016	Ongoing
	3. Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Evidence of SportsForce projects in Secondary Schools.	August 2015 Dec 2015	Completed – Volleyball & Badminton
	4. Work with Sec School Sport Coordinators to develop School Sport Plans	Plans developed	Aug 2015	Ongoing Plans completed Aug 2015. sec school meetings
	5. Piopio Swimming Pool Trust formation – New Project	provide expertise and administrative support	Progress Reports – August 2015 March 2015, June 2015	Completed phase one - Trust formed & registered Ongoing – funding assistance/applications.
	6. Destination Pureora – guiding group	Provide support and expertise	June 2016	Ongoing
	7. Implement the Sport Waikato ‘Sideline Behaviour’ campaign to all junior sport providers. New project	Number of clubs on board – signs delivered and displayed	Dec 2015 June 2016	Partially completed Ongoing
	8. Work with Brook Park (Motakiora) Committee to promote new mountain bike track – New summer project	Report on progress	Dec 2015	Yet to be planned
	SPORTS LEADERSHIP			
	1. Support WILSS to provide opportunities for Secondary School leadership through local KiwiSport initiatives and other community sport opportunities. 12 Secondary School leaders identified.	Evidence of success of secondary school leadership development programme.	Report Progress quarterly: Dec 2015 March 2016 June 2016	Completed with 2015 intake at both sec schools exceeding expectations. 2015/2016 programme ongoing at TKHS (20 students) and Piopio College (19)
	2. Support WILSS to provide NZQA qualifications to Waitomo district administrators and coaches – NZ Certificate Courses	Numbers of candidates recruited Successful students	Dec 2015 June 2016	Partially completed – 1 candidate
	3. Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	Initiatives detailed in Projects Register. Minimum of 2 workshops Reports provided post each initiative including numbers attending and feedback from participants.	Dec 2015 June 2016	Ongoing Planning under way
	COMMUNITY RECREATION			
	1. Support community projects to improve the delivery of local sport:	<ul style="list-style-type: none"> Project detailed and register 	Dec 2015	
2. Collaborate with Taharoa community volunteers to provide community sport options	<ul style="list-style-type: none"> Fitness club, basketball and tennis 	Dec 2015 June 2016	Completed phase one – assisted with funding applications.	

Outcomes	Activities	Evidence/Progress	By When	Status
	3. Te Waitere Boating club projects	<ul style="list-style-type: none"> Junior sailing and whaleboat trainings. Report on progress 	July 2015 Dec 2015	Completed phase one – assisted with funding applications
	4. Work with the Benneydale community to provide social family recreational opportunities <ul style="list-style-type: none"> Badminton Social Table tennis – New project 	<ul style="list-style-type: none"> Report and progress of the initiative Impact of the project 	Dec 2015	Ongoing Partially Completed Ongoing
	5. Local community recreation projects: <ul style="list-style-type: none"> Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo 	<ul style="list-style-type: none"> Coordinated approach to facility planning Council feedback 	July 2015 Progress reports Q'ly: Dec 2015; June 2016	Completed phase one – Feaseability study information gathered . Ongoing support for projects .
	<ul style="list-style-type: none"> Provide physical activity/sport expertise to the TKDI Group. Member of TKDI group. 	<ul style="list-style-type: none"> Evidence of support provided Report and progress of the initiative Impact of the project 	As requested Report at end of initiative.	Ongoing and as required.
IMPROVE INFORMATION & PROMOTION	1. Provide the Waitomo community with information on programmes and events, development and funding opportunities.	<ul style="list-style-type: none"> Evidence promotional material provided. 	Ongoing	Ongoing
Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the District.	2. Effective use of communication including <ol style="list-style-type: none"> District information on website Window displays WDC i-SITE Display Board Use of local radio and newspapers Other Sport Waikato programme staff Email contacts School newsletters Verbal Promotion Attendance at Local Events Membership of service organisations Promotion through regional and national links when appropriate Te Kuiti Sport Waikato Office is recognised as a focus for all sport, recreation and physical activity for Districts communities Link to Sport Waikato website on Waitomo District Council website and Facebook. Google Calendar 	<ul style="list-style-type: none"> Feedback from the community 	Quarterly reports : Dec 2015 June 2016	Ongoing Regular updates and information displayed and provided Completed Ongoing
CREATE PRIDE IN THE COMMUNITY through supporting, encouraging and valuing our local volunteers and celebrating local sporting achievements.	1. Sport volunteers are recognised through nominations to Sport Maker project, SportNZ e card and local SportMaker Card.	Registers of nominations and club affiliations provided. Local supporting businesses.	Quarterly reports: Dec 2015	Ongoing
	2. Volunteer workshop fees subsidised	14 coaches supported Additional workshops organised	June 2016, August 2015	Completed – 2 workshops ongoing
	3. Host Waitomo District Sports Awards. Recognise contribution to and excellence in sport.	Number of Nominees	23 November 2015	2015 event In planning stage.



Moving Waikato 2020 Waitomo District Council



What is this presentation about?



Taking you on a journey – insights to ideas

- Being better prepared for tomorrow's participants
- To grow and innovate, we all need to change

AND

Sport Waikato's strategic process going forward

Moving Waikato 2020 insights



NOTHING HAS CHANGED

Sport Waikato was founded in 1986 to inspire and enable the people of the Waikato to be active and healthy for life. We help people to help themselves, with the goal of everyone out there and active.



BUT EVERYTHING IS CHANGING

Urbanisation and ageing are significant drivers behind changing demographics. Consumer expectations and behaviour are changing rapidly, along with continued growth of social inequalities. Changing lifestyles, technology and the ways in which individuals participate in sport, recreation and physical activity are changing the way we need to deliver. Traditional funding sources are under pressure.

Sport Waikato was founded in 1986 to bring together the people of the region through sport, recreation and physical activity. The view remains that each person is a potential client of Sport Waikato.

The role of sport being to get and keep the communities of the region active and healthy for life.

Sport Waikato is inspired by the words of Te Puea Herangi:

"Mahia te mahi hei painga mo te iwi." *We strive every day to 'do the work for the betterment of the people.'*

REGIONAL PROFILE

We're active... but we're just not active enough!

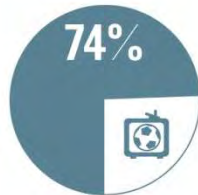


ADULTS



PLAY A LOT of sport

NIELSEN 2014



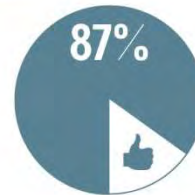
READ, WATCH OR LISTEN to sport in the last week

GEMBA 2013



Participate in at least ONE SPORT OR RECREATION activity per year

GEMBA 2013



Have excellent, very good or good SELF-RATED HEALTH

NZHS 2013



Are members of a CLUB, CENTRE OR GYM

GEMBA 2013



Volunteer for SPORT OR RECREATION activities

GEMBA 2013

KEY THEMES

SOCIETY

Society has changed more rapidly in the last 10 years than it did in the previous 100 years. We will continue to see growth at older ages, with continuation of ethnic diversity. Society has high expectations of service and delivery, and we are increasingly defined by our demographic. Urbanisation will accelerate in the next 20 years.



LIFESTYLES

Increasingly we are time poor, yet trying to fit more in. More pressure at work, increased convenience and less connectivity with our communities will continue to impact on healthy and active lifestyles. Technology has accelerated communication and access to information in a virtual world. We no longer have to be physically present.



DEMAND

Fitness and relaxation are now the main motivations for sport and recreation. Increasingly we are moving from formal membership to informal and experiential pay-to-play engagement. Trends continue to move towards the consumption of sport versus the traditional model of participation.



LANDSCAPE

Funding for sport, recreation and physical activity will continue to be challenged. Councils' focus will continue to be on debt reduction and the provision of core services. Competition for trust and philanthropic funds will also continue. The health dollar and focus on health and wellbeing will grow.

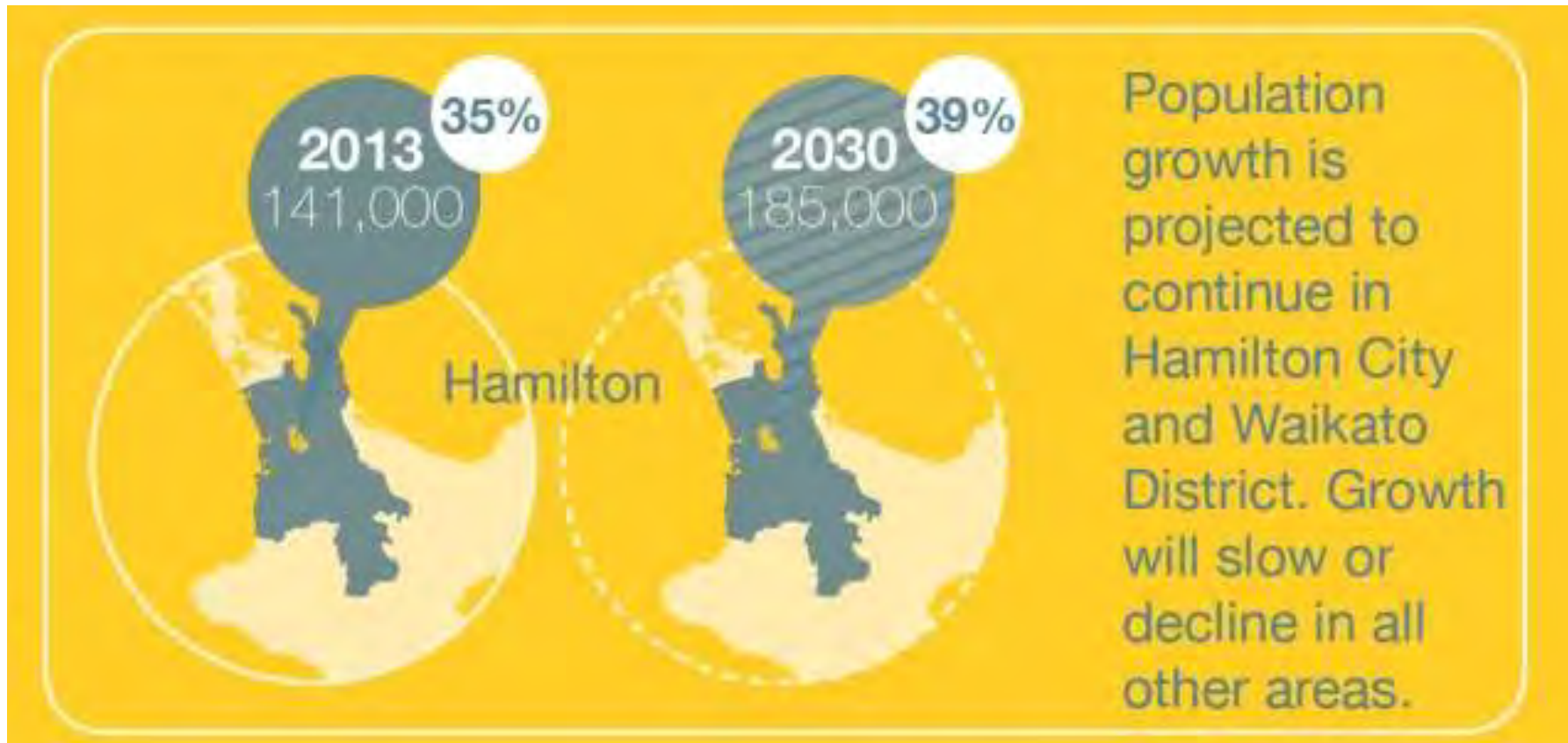


PARTNERS

Sport, recreation and physical activity partnerships will require a more coordinated approach. There are more commercial providers in the market, with fragmented promotion and an appetite for collaboration. Strategic community partnerships will be increasingly important.



CHANGING SOCIETY



Changing Society – Ageing and Ageless



An Ageing and Ageless Population

- A non traditional part of the 'sporting pathway'
- Critical to the health and wellbeing of our region
- Many barriers exist for low participation

CHANGING LIFESTYLES



50% of the population are insufficiently active. Total cost of inactivity in the Waikato is more than **\$106m**. For Waikato adults, between 2007 and 2013:



Met physical activity guidelines in the last 7 days



Obesity



Medicated high blood pressure



Medicated high blood cholesterol

Changing Lifestyles – Technology and Communication



Research has shown that the average attention span in 2000 was 12 seconds

In 2008 it was 8 seconds

**LESS THAN THE AVERAGE
ATTENTION SPAN OF A
GOLDFISH**



Changing Lifestyles – Technology and Communication

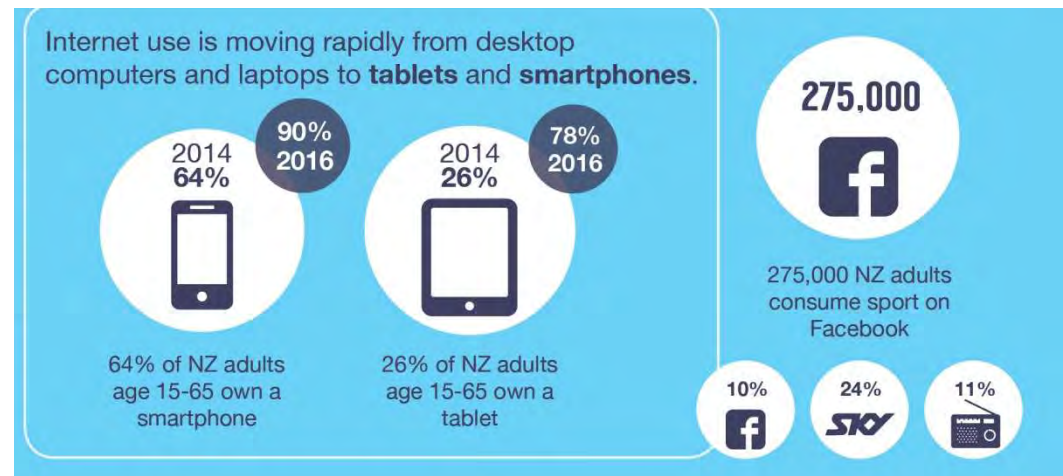


- More Channels
- More Technology
- More Brands

NO MORE TIME

**If we message to 2,000
Facebook fans...**

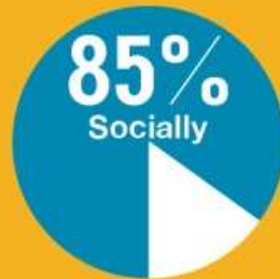
**From a population of
400,000 – are we
really getting through?**



CHANGING DEMAND



All age and gender segments favour participating on their own or socially, with friends/workmates or family.



TOP 5 LOCATIONS:



Outdoors on water



Outdoors on roadways



Indoor sports facilities



At home

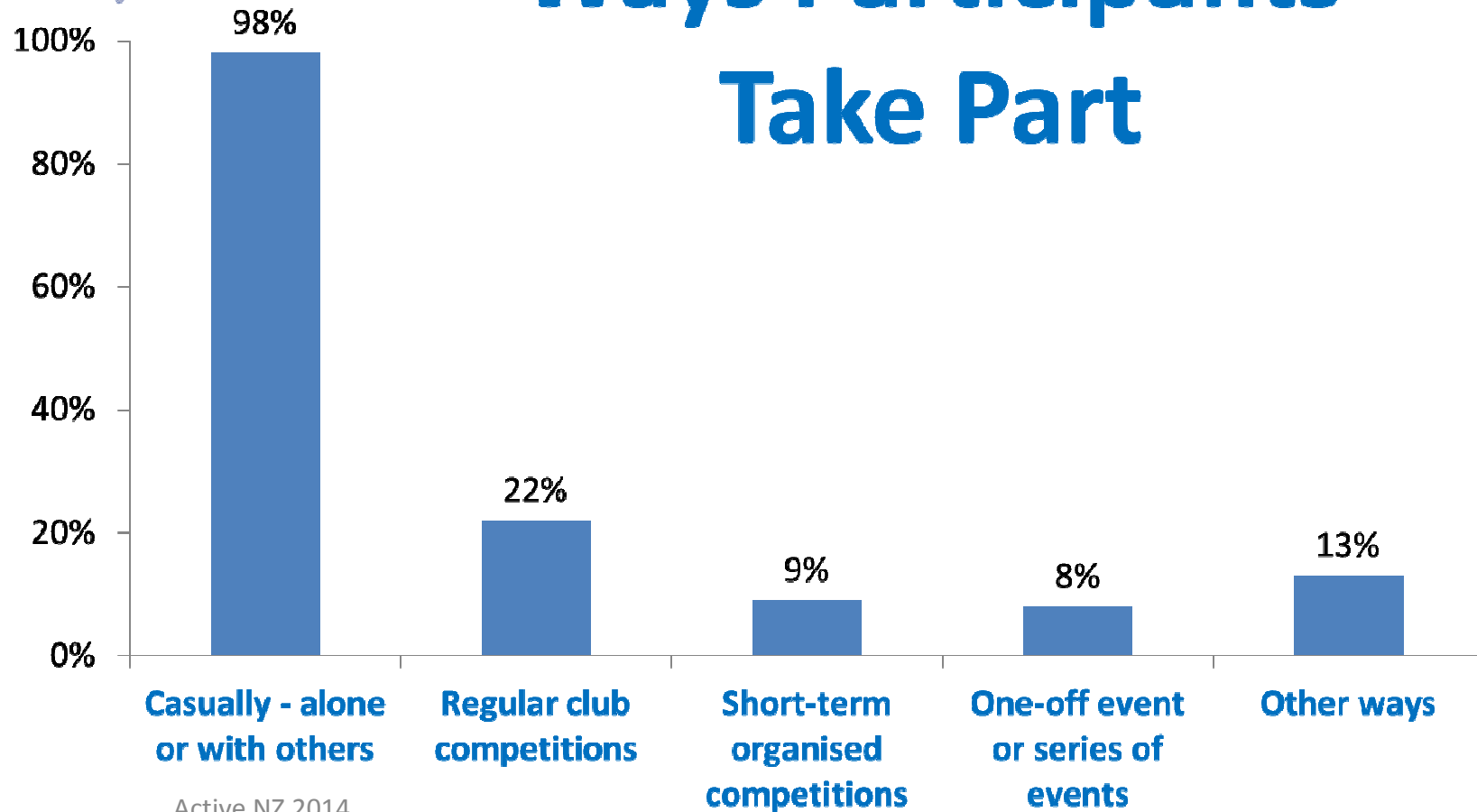


Outdoors in the bush

Informal Participation



Ways Participants Take Part



Fun and Fitness



Fitness & health



90.7%

Enjoyment



87.9%

Social reasons



52.9%

44.5%

Low cost

43.5%

Convenience

31.1%

Sport performance

29.0%

Cultural reasons

CHANGING LANDSCAPE



CHANGING PARTNERS



“The landscape for Waikato sport, recreation and physical activity is changing. Traditional sport is competing with entertainment and informal interests.

Success in our region will be measured by the health of our people and higher activity levels. Ensuring our place as a region with a proud history of sporting success requires collaboration and strong partnerships.”

- *Sport Waikato CEO Matthew Cooper*



The Challenge



Understanding trends

**Talk to our
customers**

**PARTICIPANTS
AT OUR HEART**

**The right building
blocks**

Innovate, innovate

Simple and effective

Sport Waikato Strategic Process



August – September 2015

-Local demographic profiling

- To clarify our localised picture to enable targeting of identified low participation focus groups

-Behavioural profiling

- Understanding and defining low participant behaviours

October – November 2015

-Draft strategy developed

-Stakeholder consultation period

Our Challenge is Your Challenge



Please complete this short five question survey so you can help guide and shape Sport Waikato's partnered strategic plan.





Moving Waitomo

Report: 1 January 2015 – 30 June 2015

With a focus on the people of Waitomo
as our customer

Responding to Changing Society



Ageing population

- Seniors over 60's – Waitomo Club National Event
- Senior sports options
- Senior activity options

Ethnic diversity

- Sporting options catering for new Filipino and Samoan migrants

Responding to Changing Demand



- Te Kuiti mud run
- Fun runs/walks - pink walk
- Cycle events
- Summer Programme
- Social sport modules/competitions

Responding to Changing Landscape



Funding Vulnerability

Facilitated Trust Waikato visits to the following:

- Piopio Swimming Pool Trust
- Bennydale sporting options
- Marakopa Sports Club
- Tahaaroa Fitness Club and youth options
- Waitomo Rugby Club and Sports Club

Responding to Changing Partners



- Support for Bruce Maunsel around the concept outline and feasibility assessments for Te Kuiti High School/community partnership

New Sports Initiatives



Squash

- Te Kuiti, Aria and Waitomo
- Growing memberships

GymSports

- Revival of North King Country Club

Table Tennis

- Weekly club nights targeting children, youth, adults and seniors

Document No: 373321**File No:** 037/042A**Report To: Council****Meeting Date:** 29 September 2015**Subject:** **Deputation – Waitomo Caves Discovery Centre: Reporting against Service Level Agreement****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Celina Yapp will be in attendance at 11.00am to present and speak to the Waitomo Caves Discovery Centre's Annual Report as per the Service Level Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Annual Report 2014/2015.

Suggested Resolution

The Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2014/2015 be received.

A handwritten signature in blue ink, appearing to read "H. Beever".

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

September 2015

Attachment: Annual Report 2014/2015 (Doc 373561)

ANNUAL REPORT – 2014 / 2015 YEAR

STRATEGIC OUTCOME & TASKS. 1. HIGH QUALITY DISTRICT INFORMATION AND BOOKING SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 14 to 30 June 15
i. Provide counter / telephone enquiry and booking services for visitors to the Waitomo village.	<p>Enquiry and booking services will be available a minimum of 8hrs a day, 364 days a year.</p> <p>Visitors will be provided accurate and objective information and services in a timely manner.</p> <p>Staff will be courteous and well presented when dealing with enquiries.</p>	<p>Approximate visitor enquiry numbers will be reported.</p> <p>(Enquiry numbers reported will be approximated only based on door counter numbers. Telephone enquiry numbers will be based on a random 2 day per month sample).</p> <p>Significant complaints (related to services in this agreement) will be reported to Council.</p>	<p>Approx Visitors to Centre: 186,108</p> <p>Approx telephone enquiries: 9,600</p> <p>No significant complaints received about services related to this agreement.</p>
ii. Provide a website, distribute brochures and undertake signage and advertising that promotes the Waitomo Caves Discovery Centre as a focal point for visitor information enquiries at Waitomo Caves.	<p>A website will be maintained advertising the visitor services provided</p> <p>Visitor services will be advertised as appropriate.</p> <p>Signage will be maintained outside the premises.</p>	<p>Confirmation that agreed service was provided, along with any statistics of usage and any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p>	<p>Agreed service provided. Key usage stats shown at end of annual report on page 6.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided.</p>

STRATEGIC OUTCOME & TASKS 2. DISTRICT PROMOTION SERVICE			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 14 to 30 June 15
i. Participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District	<p>Active participation in local and regional tourism groups such as marketing groups and RTOs.</p> <p>Advocate for integrated promotion of the key attractions of the Waitomo District</p>	Annually report groups participating in and any initiatives supported.	<ol style="list-style-type: none"> 1) July 2014. Waitomo i-SITE hosted a Winter Information Exchange for operators. Joint exercise with Te Kuiti and Otorohanga i-SITEs. Hamilton & Waikato RTO also gave a presentation at the same time. 2) Celebration of 125 years of guiding in Waitomo. 9 days with 25 events in Waitomo village. Worked closely with iwi, community, operators to ensure that events, exhibitions, bookings etc ran smoothly. Providing material and interviews with TV1, TV3 and newspapers. 3) Continue on Committee of Destination Waitomo (DW). 4) Waikato i-SITE Cross Selling events x 1 5) Japanese TV filmed in and around Waitomo i-SITE to show their viewers about i-SITE. 6) Input into the new Explore Waitomo brochure. 7) Meetings with various operators throughout this period both within and external to Waitomo and the region. 8) i-SITE NZ 2014 Conference. Representative sent from Waitomo i-SITE to Dunedin. 9) Finish the design and distribution to all Waitomo operators of new Waitomo village map. To encourage all operators to use the same map which is updated by Waitomo i-SITE. 10) Hamilton & Waikato Regional Tourism symposium attended. 11) Waikato Regional Information Managers meetings attended x 5. 12) Attended function for Prime Minister visit to Waitomo. 13) Liaison with i-SITE NZ. 14) Tere Waitomo community meetings. 15) Waitomo Caves Choir – Carols in the Caves. Meets held with organiser regarding this annual event. Being the point of contact for tickets.

<p>ii. Provide lobby and website information promoting attractions of the Waitomo District</p>	<p>The website will include promotion or links to non-commercial attractions of the Waitomo District</p> <p>Lobby interpretation of local non-commercial attractions of the Waitomo District</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p>	<p>16) Summer Nature Programme 2015. Evaluation collation and debrief meeting attended. Summer Nature Programme 2016 – 1 x planning meeting attended.</p> <p>17) AA Hot Deals. Putting forward deals for the site.</p> <p>18) Country of origin statistics. Compilation of stats on visitors who spend with us!</p> <p>19) Meetings re: proposed Geopark in Waitomo.</p> <p>20) Hosted Waikato Museums Network meeting together with representatives from Museums Aotearoa and National Services Te Paerangi.</p> <p>21) Interviewed and suggested others to be interviewed for the NZ Today magazine.</p> <p>22) Over 3 days in November 2014, our Education Service together with CORE education through LEARNZ ran a virtual field trip to Waitomo in November 2014. During the <i>Caves, Critters and Karst</i> field trip 2,100 students throughout New Zealand worked virtually with experts from universities and tourist companies to experience and better understand Waitomo caves.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided in the front counter books.</p>
--	--	---	--

STRATEGIC OUTCOME & TASKS 3. DISCOVERY CENTRE (MUSEUM SERVICES)																					
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 14 to 30 June 15																		
i. Present a range of displays for public viewing that interpret the heritage of the Waitomo Caves region.	Displays to be accurate, well-maintained, clean and tidy at all times	Confirmation that agreed service was provided, along with any key opportunities or developments	Agreed service was provided.																		
ii. Archive, document and store items of heritage value consistent with collection policy.	Collections items will be appropriately acquisitioned, curated and documented to Museums Aotearoa standards and updates from National Services.	Summary report of acquisitions to be provided in annual report	<p>Agreed service was provided.</p> <p>Items accessioned into Collection 1st July 14 to 30th June 15. Please note that these are numbers of accessions rather than number of images or items within each accession e.g. 1 recorded accessions for digital image could consist of 100's of actual images.</p> <table> <tr> <td>Newspaper Articles / web</td> <td>324</td> </tr> <tr> <td>Palaeontological/Geo</td> <td>6</td> </tr> <tr> <td>Historical Documents</td> <td>35</td> </tr> <tr> <td>Print</td> <td>18</td> </tr> <tr> <td>Collection digital images</td> <td>58</td> </tr> <tr> <td>Objects</td> <td>23</td> </tr> <tr> <td>CD/DVD</td> <td>17</td> </tr> <tr> <td>Posters / Maps / Survey Data</td> <td>11</td> </tr> <tr> <td>Books / Journals / reprints</td> <td>1,366</td> </tr> </table>	Newspaper Articles / web	324	Palaeontological/Geo	6	Historical Documents	35	Print	18	Collection digital images	58	Objects	23	CD/DVD	17	Posters / Maps / Survey Data	11	Books / Journals / reprints	1,366
Newspaper Articles / web	324																				
Palaeontological/Geo	6																				
Historical Documents	35																				
Print	18																				
Collection digital images	58																				
Objects	23																				
CD/DVD	17																				
Posters / Maps / Survey Data	11																				
Books / Journals / reprints	1,366																				

STRATEGIC OUTCOME & TASKS 4. PROVISION OF PUBLIC GOOD SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 July 14 to 30 June 15
i. Provide a minimum of 4 public toilets during opening hours, with one of those toilets available 24 hours.	<p>Four public toilets will be available during opening hours, with one of those also available 24/7.</p> <p>Toilets will be cleaned a minimum of daily and will be kept supplied with toilet rolls, soap and means of drying hands.</p> <p>The toilets will be kept in good repair.</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided, 5 public toilets were available throughout the year.
ii. Provide 3 rubbish receptacles for foot traffic passing through the grounds.	<p>Three rubbish receptacles to be available on the grounds for the use of foot traffic passing through the village.</p> <p>Receptacles to be emptied before full</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided.

KEY WEBSITE VISIT STATS	Sessions (Total number of sessions within the date range. A session is the period a user is actively engaged with our website).	% new sessions visits (An estimate of the percentage of first time visits).	New Users (The number of first-time users during the selected date range)	% Bounce Rate (the percentage of single-page visits (i.e. visits in which the person left site from the entrance page without interacting with the page)).	Pages/Visit (Average Page Depth is the average number of pages viewed during a visit. Repeated views of a single page are counted).	Avg visit duration (The average time duration of a session).
Jul 2014	1,274	77.08	982	1.41	6.74	03:00
Aug 2014	1,677	71.20	1,194	0.72	6.65	03:46
Sept 2014	1,749	76.90	1,345	0.97	7.18	03:12
Oct 2014	2,110	75.88	1,601	1.09	6.85	03:15
Nov 2014	2,421	78.85	1,909	0.95	6.68	02:47
Dec 2014	2,809	79.89	2,244	1.74	6.30	02:56
Jan 2015	2,756	81.35	2,242	1.63	6.95	03:21
Feb 2015	2,488	78.05	1,942	0.92	6.85	03:01
Mar 2015	2,515	79.56	2,001	6.12	6.17	02:46
Apr 2015	3,660	80.22	2,936	2.79	6.65	02:56
May 2015	4,158	81.19	3,376	3.90	6.63	02:40
Jun 2015	3,885	79.61	3,093	2.68	6.94	02:47
Monthly Average	2,625	78.93	2,072	2.32	6.70	02:59

Document No: 373323

File No: 092/015B

Report To: Council**Meeting Date:** 29 September 2015**Subject:** **Deputation: Otorohanga District Development Board****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that a representative from ODDB will be in attendance at 11.15am to present the Otorohanga District Development Board's (ODDB) 6 Monthly Report against the Key Performance Indicators contained in the Service Level Agreement (SLA).
- 1.2 Attached to and forming part of this business paper is the ODDB 6 Monthly Report to July 2015.

Suggested Resolution

The Deputation from Otorohanga District Development Board be received.

A handwritten signature in blue ink, appearing to read "H. Beever".

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

September 2015

Attachment 1 ODDB Six Monthly Report (doc 374858)

Partner funding report Otorohanga/Waitomo Youth Programs July 2015 24/7/2015

Otorohanga Trade Training Centre.

A total of seven students completed the 2014 Engineering/Automotive pre trade level 2 courses. All these graduates are in jobs or further education.

Trades Training Course started Feb 2015 with good numbers attending. 14 students enrolled to start. Four of these students were from the Waitomo District. There has been a larger than normal attrition with just 8 students left in second semester, dropout rates were attributed to a change in acceptance criteria. 25 % of current students are from Waitomo District.

Students are due to complete course in November 2 are from Waitomo District and will be looking for jobs.

The addition of a level 2 and continuing the level 4 Horticulture course based from OTTC has strengthen the Centre with around 30 students using facility as well as shade and greenhouses constructed on site the place is very busy .

Tutor Brendon is well on way to completing Cate which will finish his tertiary training as a Tutor. Developing strong relationships with local Industry continues with more work experience venues added 2015.

24 Businesses are assisting with work experience with 9 from Waitomo District.

Wintec Hub continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Night classes for basic computing skills continue Tuesday and Thursday evenings with solid numbers.

The independent screening program was undertaken with 2015 OTTC students and Horticulture students to measure their shift in employability and soft skills. A snapshot was taken at commencement of course and another will be taken at course end.

Trades coordinator/apprentice support

Apprentice support is achieving excellent numbers again with a target of 30 students for the year we currently have a total of 78 students registered for various levels of support, 32 apprentices registered for the full support program including 3 on vouchers at present as businesses won't pay the nominal fee. 14 of these apprentices are from Waitomo District. Completion rates for apprentices remain in the 90% range 5 completions for Waitomo District to end of June 2015.

Trades coordinator met compliance requirements with Ito's and NZTA and also completed further education qualification of COC High Hazard extension training unit standards

- 26855 Human factors in workplace
- 26856 Carry out Risk assessments
- 17279 & 22445 Coordinated Incident Management

- Also appointed to the examination panel for extractive industry coc renewals and attended training with Worksafe toward this.

Youth Coordinator

This role is still progressing albeit in a more fluid position with the structure changes currently within the youth area. Offering assistance to other districts Interested in parts of the youth programs as well as youth Initiative tours our profile continues to be high.

Presentations for MBI in March, MPI in April and Graduation ceremony in May.

Funding through the many partnerships is now managed by the Youth Management group and Coordinator has taken a supporting role rather than a leading role.

Unemployment continues to remain lower than the National average.

The Youth data base is now up and running this is now tracking every one inside the programs.

Mpowa

This program was terminated by management group and now operates independently with own funding.

College Coordinator

This program was terminated by management group and now operates independently with own funding.

KPI's for the period July2014-June2015

Apprentice support program

10 Waitomo District businesses continue using this program a total of 14 apprentices from the Waitomo district were engaged over the past 12 months. Target 16.

6 Waitomo businesses are employing new apprentices over the past 12 months. Target 5

5 Waitomo Employees have completed their programs. Target 4.

Trades Training Centre L2 Engineering/Automotive pretrade.

7 Graduates completed L2 pretrade December 2014. (3 are from the Waitomo district). 2 are employed and 1 has gone for further education from Waitomo District graduates.

9 Waitomo businesses are assisting with Work experience placements.

Apprentice Support

2014/2015 July to June there are 14 students receiving some level of support with studies from Waitomo District and 5 finished their programs. 10 Businesses are involved.

Targets next 12 months Waitomo

- 9 Waitomo Biz involved in work placement OTTC.
- 14 Waitomo District apprentices receive assistance.
- 2 new apprenticeships Waitomo District.
- 1 apprentice completion.

Youth Program long term strategy & review

As you are aware Otorohanga has a very successful youth strategy that has been recognised nationwide and well supported by funding providers such as yourselves. The Otorohanga Trade Training Centre has been operating for a decade now, and the other aspects of the youth programme (MPowa & College Connections) have also been going for a number of years, and therefore we felt it timely to review what has worked well, and what needs to be a future focus to ensure that our community's youth programmes continue to achieve maximum benefit for our youth and our funding partners.

Therefore, over the past 6 months, we have invested significant time and resources into engaging with our community and relevant key stakeholders to better understand the current needs of our youth.

The result of this review (conducted by an independent Consultant - Dr Steve Saunders) has been that the ODDB funding for MPowa and College Connections has been terminated due to lack of quantifiable economic benefits being achieved by these programmes additional information available for discussion if required

The management team has completed research on best practice worldwide in youth development as part of a total review of the youth programs this was discussed at a joint strategy meeting along with the future direction of the programs.

We are now working at developing a local solution to address these local issues. We believe that focusing on addressing these needs that arose from the gap analysis will continue to achieve positive employment and educational outcomes for the youth in our community.

We are also looking to work collaboratively with the Waitomo District as the youth development priorities are similar and we believe we can achieve much greater success in working together and combining resources to embed an innovative North King Country Youth Development Scheme that delivers sustainable outcomes, driven from having engaged, motivated and inspired youth with the skills and competencies to add value to our community.

Significant discussions with Waitomo district Mayor Hanna and Councillor Whittaker around a future joint initiative and a potential partnership forward has been very positive.

The Management team has also worked with the social sector trials for drivers licencing and see the cooperation between the districts growing, the joint talks & initiatives discussed have resulted in new options for the drivers licence program.

We also see an opportunity to employ a Community Development (CD) Worker to further develop our vision and implement a self-sustaining youth programme across both Districts. The CD worker would have responsibility for driving collaboration and cohesion between all interested parties (education, employment and youth) while effectively promoting and marketing the youth program locally. This, as well as developing strategies to address the above challenges, is one of the primary objectives for the forthcoming year.

There is a real desire from Employers for more education on how they can play a greater role in youth training. There is also a defined need to have more work ready training for potential job seekers. Also the tertiary sector based locally has an open mind to consider delivering more targeted training at our local needs.

Ultimately the community need we propose to meet through this project proposal is to increase employment and tertiary education opportunities for youth within Otorohanga & Waitomo Districts.

To enable this community need to be met, we have identified the current challenges impacting youth employment within our communities, and we have brainstormed potential strategies to alleviate these challenges. The strategies are detailed below:

- o Educating youth about the possible pathways beyond high school by connecting them with the local business community and tertiary providers to strengthen relationships, knowledge and understanding of the education and employment opportunities available
- o Assisting with funding & facilitating drivers licence training so all high school leavers have secured their learners licence at a minimum b in a rural community such as ours, this is a huge barrier to gaining employment. A very successful pilot for driver licence training has taken place in Waitomo District over the past 3 years, but is due to end in June 2016. We want to develop a sustainable program across both districts prior to the end date of the pilot.
- o Providing increased support and assistance to local employers (particularly within the agricultural sector) in the areas of health & safety and HR so employers are confident they have mitigated the risk associated with employing youth, and they are able to provide a workplace ideally situated to accommodate new employees
- o Further developing the local tertiary course offering through our existing providers (Wintec, Primary ITO, Wananga) with tailored courses that suit the needs of local employers

These strategies have been developed with a great deal of community consultation and engagement, including with education providers, employers, and the youth themselves.

There are also many social benefits that are likely to derive from the economic outcomes we expect. These include decreased crime, violence and graffiti in our communities due to a greater level of engagement amongst youth. Both Waitomo and Otorohanga have a large proportion of Maori in their respective communities. It is a fact that this is associated with a high level of deprivation, and this is a factor in these wider communities. It is with this in mind that we are advocating for support to make a real difference with this proposed program.

Initially the planned activities are to employ the Community Development Worker, establish a steering group (comprised of representatives from both education and employment sectors), and re-evaluate the research and programme plan developed to date. This will result in developing a documented youth development strategy in line with the Districts broader economic development strategy and will direct the next two years of the project.

Therefore a draft project plan has been developed with details of the broad initiatives and activities that will take place in the first year to overcome the challenges to employment that have been identified, however more in-depth planning is required before specific initiatives can be introduced.

However, post the initial implementation of this community development project, the future activities in the pipeline are:

- " Establishing a career expo where Year 10 students have the opportunity to visit local employers to gain a greater understanding of their businesses and the career potential within them
- " Introducing a fully funded weekly theory class for youth needing to learn the road code to secure their learners licence
- " Organising a series of half day course for local employers to attend, facilitated by appropriately trained practitioner in health & safety and HR to increase employers knowledge and confidence in employing staff
- " Conducting a gap analysis of local tertiary courses to identify the requirements of local employers that are not being met by current graduates b our initial research has indicated this may be in tourism and hospitality as Tourism Industry Association New Zealand figures released in Aug 2014 shows the tourism industry supports 11.4% of jobs in Otorohanga District and 9.3% in Waitomo District - that places the district among one of the most reliant on tourism employment in the country

The North King Country Youth Development Scheme project will further explore the feasibility of these strategies and look to develop specific programmes centred on these to ensure the community needs are addressed.

Specifically, the areas of focus are:

1. driver licencing (as this is a huge barrier to employment in a rural community such as ours)
2. more education for employers to give them increased confidence to employ youth in an increasingly regulated employment environment with a greater emphasis on health & safety obligations

3. more “work ready” training for potential job seekers to increase their understanding and application of foundation work behaviours.
4. increased tertiary courses facilitated locally that are tailored to the needs of local employers, specifically in customer service / tourism.
5. Broadened apprentice support to offer study assistance to all youth completing a post-secondary school qualification.

Your continuation of funding will greatly assist us achieving our future direction.

Ray Haley

Otorohanga Youth Coordinator

Document No: 373329**File No:** 037/042A**Report To: Council****Meeting Date:** 29 September 2015**Subject:** **Deputation: Sandra Squier (Kitty Korner Charitable Trust)**

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Sandra Squier will be in attendance to address Council on the newly formed Kitty Korner Charitable Trust.
- 1.2 Attached to and forming part of this business paper as background information is a copy of the Kitty Korner Charitable Trust Deed.

Suggested Resolutions

The Deputation from Sandra Squier on the Kitty Korner Charitable Trust be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

September 2015

Attachment: Kitty Corner Charitable Trust Deed



10063109003

www.societies.govt.nz | 0508 SOCIETIES | 0508 762 438

Send completed forms to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@societies.govt.nz

2618533

Application by trustees for incorporation as a charitable trust board

Section 7(3) Charitable Trusts Act 1957

NOTES | *The name cannot be the same as, or confusingly similar to, the name of any other incorporated trust, society, company or other body corporate, nor can it be contrary to the public interest (for example, be offensive or prohibited by an enactment).*

*Check existing trust, society and company names for free by doing a **Register Search** online at www.companies.govt.nz.*

1. We being all the trustees under "a Trust Document" that creates a trust exclusively or principally for charitable purposes hereby apply to be incorporated as a Board under the Charitable Trusts Act 1957.

Note | Examples of Trust Documents include a deed of trust, will, declaration of trust or a similar authorisation.

2. We, as trustees, are not at present incorporated.

3. Proposed name of Board

Kitty Korner

4. Address of registered office

This address must be a physical (street) address and NOT a P O Box, Private Bag or Document Exchange address.

32 Taupiri Street
Te Kuiti

5. Address for premises (optional)

Where provided, this address must be a physical (street) address.

32 Taupiri Street
Te Kuiti

6. Addresses for communication

Postal address (this can be a PO Box address) to which communications from the Registrar may be sent. The Registrar may also contact the Board by email. The email address you provide here will not be publicly available.

Postal address

32 Taupiri Street
Te Kuiti

BUSINESS & REGISTRIES
BRANCH, AUCKLAND

04 FEB 2015

RECEIVED

Email address (optional)

7. The following documents are attached to the application

- Copy of the Trust Document (certified by an applicant) as per section 10(2)(a) Charitable Trusts Act 1957, and
- Statutory declaration as per section 10(2)(b) of the Charitable Trusts Act 1957.

8. Date

28th january 2015

NPC# 17
- 4 FEB 2015

9. Your contact details

Name and postal address

Sandra Squier
7 Sturgess Terrace
Te Kuiti

Email tekuite@paradise.net.nz

Telephone 07 322 1111

Proposed name of Board

Kitty Korner

Signatures of the trustees who are applying to be incorporated as a Board

1 Full name Sandra Edouin Squier Signature *S. E. Squier*

Residential address 7 Sturgess Terrace, Te Kuiti

2 Full name Julie Addy Signature *Julie Addy*

Residential address 51 Ailsa Street, Te Kuiti

3 Full name Eunice Ellen Hay Signature *EE Hay*

Residential address 10 Kopaki Road, R D 3 Te Kuiti

4 Full name Annie Jardine Signature *A = J J*

Residential address 158d Gadsby Road Te Kuiti

5 Full name Stephanie Jane MacPherson Signature *S MacPherson*

Residential address 190 Pokuru Factory Road, R D 5 Te Awamutu

6 Full name Signature

Residential address

7 Full name Signature

Residential address

8 Full name Signature

Residential address

Application by trustees for incorporation as a charitable trust board

Form CT1

Proposed name of Board

Kitty Korner

Statutory declaration

Supporting the application for incorporation as a charitable trust board

Section 10(2)(b) Charitable Trusts Act 1957

I, Sandra Edouin Squier

of, 7 Sturgess Terrace, Te Kuiti

do solemnly and sincerely declare that:

1. I am one of the applicants under the application for incorporation submitted with this statutory declaration.
2. There are no trusts, other than those set out in the Trust Document, under which the applicants for incorporation hold any property.

AND I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Oaths and Declarations Act 1957.

.....
S. E. Squier
 Signature

Declared at

TE KUITI

this

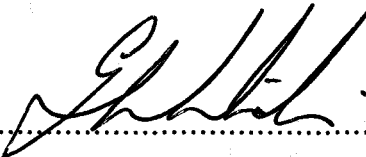
2ND

day of

FEBRUARY

2015

before me:

.....


Justice of the Peace, Solicitor or other person
 authorised to take a statutory declaration

G.R. Whitaker, JP
 #6114

TE KUITI
 Justice of the Peace for New Zealand

CHARITABLE TRUST DEED OF -

KITTY KORNER CHARITABLE TRUST

THIS DEED is made on the 20th day of January, 2015

BETWEEN

Name: Sandra Squier,
7 Sturgess Terrace,
Te Kuiti

Occupation: Administrator

Name: Annette Jardine,
158D Gadsby Road,
RD 5,
Te Kuiti.

Occupation: Receptionist/Stock Controller

Eunice Hay,
10 Kopaki Road,
RD 3,
Te Kuiti.

Occupation: Retail Receptionist

Julie Addy,
51 Ailsa Street,
Te Kuiti.

Occupation: Retail Receptionist

Steph MacPherson,
190 Pokuru Factory Road,
RD 5
Te Awamutu.

Occupation: Veterinary Nurse (accredited)

WHEREAS:

- A. The parties to this Deed wish to establish a charitable trust (in this deed referred to as "the Trust" for the purposes described in Clause 3 of this deed, and
- B. The Trustees have received the sum of \$1,000 to be held by them in their joint names together with any further sums or assets acquired or vested in the Trustees upon the trusts and with and subject to the powers and discretions set out or implied in this Deed.

1. NAME:

The name of the Trust is Kitty Korner Charitable Trust, hereafter called 'the Trust'

BUSINESS & REGISTRIES BRANCH, AUCKLAND
04 FEB 2015
RECEIVED

2. AIMS AND OBJECTIVES:

The aims and objectives of the Trust are to promote animal welfare, particularly the desexing and rehoming of felines throughout the community as set out in the schedule by:-

- a. Rescuing unwanted cats and kittens
- b. Arranging health checks, desexing and vaccinations for all felines coming into care.
- c. Arranging where possible reduced price desexing of cats and kittens
- d. Fundraising and applying for grants to cover the necessary expenses to cover the Trust operation.
- e. Assisting with the desexing of owned cats where owners are not financially able to afford desexing.
- f. Rehoming healthy desexed cats into suitable new homes.

3. CHARITABLE PURPOSE:

- a. To promote the value of having companion animals, particularly cats, desexed
- b. To provide funding where necessary to this end
- c. To work closely with veterinarians to get desexing programmes in place
- d. To work closely with those members of the public in need of funding the service we provide.
- e. On occasion, to assist with other animal welfare expenses.

4. AREA OF OPERATION:

The Trust will limit activities to New Zealand.

5. REGISTERED OFFICE:

The Registered office of the Trust will be –
 Atkinson's & Associates,
 32 Taupiri Street
TE KUITI

6. THE BOARD OF TRUSTEES:

- 6.1 The Board will comprise of no less than three (3) Trustees and no more than ten (10) Trustees.
- 6.2 The signatories to this Deed will be the first Board. The Trustees will elect from among themselves a Chairperson. A Secretary and Treasurer will also be appointed from among themselves or from non-trust members. An election of office-bearers will be held at the

first meeting of the Board following the execution of this Deed and whenever a vacancy occurs. The positions of Secretary and Treasurer may be combined.

- 6.3 A person will immediately cease to be Trustee when she or he resigns in writing, dies, is declared bankrupt or is found to be a mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992 or subsequent enactment.
- 6.4 The Board will have the power to fill any vacancy that arises in the Board or to appoint any additional trustees subject to clause 6.1.
- 6.5 The Board may continue to act notwithstanding any vacancy, but if their number is reduced below minimum number of trustees as stated in this deed, the continuing trustee/s may act for the purpose of increasing the number of trustees to that minimum but for no other purpose.
- 6.6 The Board may, by a motion decided by a two-thirds (2/3rd) majority of votes, terminate a person's position as a Trustee and member of the Board, if it believes that such action is in the best interests of the Trust.
- 6.7 The name of the Board will be Kitty Korner Charitable Trust

7. MEETINGS OF THE BOARD:

- 7.1. The procedure for Board meetings will be as follows:
 - 7.1.1 A quorum will be at least half of its members.
 - 7.1.2 If a Trustee, including an office-bearer, does not attend three (3) consecutive meetings of the Board without leave of absence that member may, at the discretion and on decision of the Board, be removed as a Trustee, and/or from any office of the Trust which she or he holds.
 - 7.1.3 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands, unless otherwise determined by the Board.
 - 7.1.4 If the voting is tied, the motion will be lost.
 - 7.1.5 In the absence of the Chairperson, the Board will elect a person to chair the meeting from among the Trustees present.
- 7.2 The Board will meet at least three (3) times every year. Meetings may be held in person or by any other means of communicating as decided on by the Board from time to time. The

Secretary will ensure that all members of the Board are notified of the meeting, either verbally or in writing.

- 7.3 The Secretary will ensure that a minute book is maintained which is available to any member of the Trust and which, for each meeting of the Board, records
- 7.3.1 the names of those present;
 - 7.3.2 all decisions made by the Board; and
 - 7.3.3 any other matters discussed at the meeting.

8. POWERS.

In addition to the powers provided by the general law of New Zealand or contained in the Trustee Act 1956, the powers which the Board may exercise in order to carry out its charitable purpose are as follows –

- 8.1 to use the funds of the Trust as the Board thinks necessary or expedient in payment of the costs and expenses of the Trust, including the employment and dismissal of professional advisors, agents, officers and staff, according to the principles of good employment and the Employment Relations Act 2000 or any subsequent enactment;
- 8.2 to purchase, take on, lease or in exchange or hire or otherwise acquire any real or personal property and any rights or privileges which the Board thinks necessary or expedient in order to attain the purpose of the Trust, and to sell, exchange, let bail or lease, with or without an option to purchase or, in any other matter, dispose of such property, rights or privileges;
- 8.3 to invest surplus funds in any way permitted by law for the investment of Charitable Trust funds and upon such terms as the Board thinks fit;
- 8.4 to borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Board thinks fit; and
- 8.5 to do all things as may from time to time be necessary or desirable to enable to Board to give effect and attain the charitable purposes of the Trust.

9. INCOME, BENEFITS OR ADVANTAGE TO BE APPLIED TO CHARITABLE TRUST

- 9.1 Any income, benefit or advantage will be applied to the charitable purpose of the Trust.
- 9.2 No Trustee or member of the Trust or any person associated with a Trustee shall participate in or materially influence any decision made by Trustees in respect of any payment to or on behalf of that Trustee or associated person of any income, benefit or advantage whatsoever.
- 9.3 Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being open to market value).
- 9.4 The provision and effect of this clause shall not be removed from this deed and shall be implied in any document replacing this deed of trust.

- 9.5 An honorarium may be made available should it be necessary for facilitation, development, promotion and management of the Trust.
- 9.6 Members of the Trust may be paid for services to the Trust or reimbursed for legitimate expenses.

10. POWER TO DELEGATE

- 10.1 The Board may from time to time appoint a committee and may delegate any of its powers to such committee or to any person. The committee or person then, without confirmation from the Board may exercise or perform the delegated powers or duties in the same way and with the same effect as the Board could itself have done.
- 10.2 Any committee or person to whom the Board has delegated powers or duties will be bound by the terms of the Trust and any terms or conditions of the delegation set by the Board
- 10.3 The Board will revoke such delegation at will, and no such delegation will prevent the exercise of any power or any duty of the Board.
- 10.4 It will not be necessary for any person who is appointed to be a member of any such committee or to whom such delegation is made, to be a Trustee.

11. FINANCIAL ARRANGEMENTS:

- 11.1 The financial year of the Trust will be from 1 January to 31 December each year.
- 11.2 At the first meeting of the Board each financial year, the Board will decide by resolution the following;
 - 11.2.1 how money will be received by the Trust;
 - 11.2.2 who must produce receipts for reimbursement;
 - 11.2.3 what bank account/s will operate through the ensuing year, including the purpose of and access to accounts;
 - 11.2.4 who will be allowed to authorise payments from each account (whether by cheque or for electronic payments);
 - 11.2.5 the policy concerning the investment of money, including what type of investment will be permitted;
 - 11.2.6 the Treasurer will ensure that true accounts are kept of all money received and expended by the Trust;
 - 11.2.7 the Board may arrange for the accounts to be audited annually by an accountant or any other suitably qualified person for that purpose.

12. COMMON SEAL:

- 12.1 The Common Seal of the Board, following its incorporation, will be kept in the custody and control of the Secretary, or such other officer as decided by the Board.

- 12.2 When required, the Common Seal will be affixed to any document following a resolution of the Board and will be signed by the Chairperson (or a Trustee acting as the Chair) and one other Trustee appointed by the Board.

13. ALTERATION OF THIS DEED

The Trustees may, by consensus or pursuant to a motion decided by a two-thirds majority of votes, by supplemental Deed make alterations or additions to the terms and provisions of this Deed provided that no such alteration or addition will:

- 13.1.1 detract from the exclusively charitable nature of the Trust or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable; or
- 13.1.2 be made to the Purpose Clause (3), the Activities Limited to New Zealand Clause (4), the Pecuniary Interests Clause (9) or the Disposition of Surplus Assets Clause (15) unless it is first approved in writing by the Department of Inland Revenue.

14. MEDIATION AND ARBITRATION.

14.1 Any dispute arising out of or relating to this deed may be referred to mediation, a non-binding dispute resolution process in which an independent mediator facilitates negotiation between parties. Mediation may be initiated by either party by writing to the other party and identifying the dispute which is being suggested for mediation. The other party will either agree to proceed with mediation or agree to attend a preliminary meeting with the mediator to discuss whether mediation would be helpful in the circumstances. The parties will agree on a suitable person to act as mediator or will ask the Arbitrators' and Mediators' Institute of New Zealand Inc. to appoint a mediator. The mediation will be in accordance with the Mediation Protocol of the Arbitrators' and Mediators' institute of new Zealand Inc.

14.2 The mediation shall be terminated by-

14.2.1 The signing of a settlement agreement by the parties; or

14.2.2 Notice to the parties by the mediator, after consultation with the parties, to the effect that further efforts at mediation are no longer justified; or

14.2.3 Notice by one or more of the parties to the mediation to the effect that further efforts at mediation are no longer justified; or

14.2.4 The expiry of sixty (60) working days from the mediator's appointment, unless the parties expressly consent to an extension of this period.

14.3 If the mediation should be terminated as provided in 14.2.2, 14.2.3 or 14.2.4 any dispute or difference arising out of or in connection with this deed, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in New Zealand in accordance with New Zealand law and the current

Arbitration Protocol of the Arbitrators' and Mediators' Institute of New Zealand Inc. The arbitration shall be by one arbitrator to be agreed upon by the parties and if they should fail to agree within twenty-one (21) days, then to be appointed by the President of the Arbitrators' and Mediators' Institute of New Zealand Inc.

15 TRUSTEE LIABILITY

It is declared that:

15.1 The Trustees are chargeable respectively only in respect of the money and securities they actually receive, or which, but for their own acts, omissions, neglects, or defaults they would have received, notwithstanding their signing any receipt for the sake of conformity; and

15.2 They are each answerable and responsible respectively only for their own acts, receipts, omissions, neglects and defaults and not for those of each other, or of any banker, broker, auctioneers, or other person with whom, or into whose hands, any Trust money or security is properly deposited or has come;

15.3 No Trustees shall be liable personally for the maintenance, repair, or insurance of on such property;

15.4 No Trustees hereof shall be liable for any loss arising from any cause whatsoever including a breach of the duties imposed by Section 13B and/or Section 13C Trustees Act 1956 (as enacted by the Trustee Amendment Act 1988) (or any statutory replacement or equivalent) unless such loss is attributable:

15.4.1 To his or her own dishonesty; or

15.4.2 To the wilful commission by him or her of an act known by him/her to be a breach of Trust.

And pursuant to Section 13D of the Trustees Act 1956 it is intended by this clause that the duties imposed by Section 13B and 13C of the Trustees Act 1956 shall not apply to any Trustee hereof.

15.5 No Trustees shall be bound to take any proceedings against a co-Trustee for any breach or alleged breach of Trust committed by that co-Trustee.

15.6 Notwithstanding the procedure or otherwise of retaining assets in the Trust Fund no Trustee shall be liable for any loss suffered by the Trust Fund by reason of the Trustees retaining any asset forming part of the Trust Fund.

15.7 The Trustees shall from time to time and at all times be indemnified by and out of the Trust property from and against all costs, charges, losses, damages, and expenses sustained or incurred by them or in or about the execution and discharge of their office or in or about any claim, demand, action, proceeding or defence at law or in equity in which they may be joined as a party.

16 DISPOSITION OF SURPLUS ASSETS.

In the event of the winding up of the Trust, or on its dissolution by the Registrar, all surplus assets, after the payment of costs, debts and liabilities will be given to other charitable animal welfare organisation/s within New Zealand as the Board will decide. If the Trust is unable to make such a decision, the surplus assets will be disposed of in accordance with the directions of the High Court pursuant to section 27 of the Charitable Trusts Act 1957 or subsequent enactment.

IN WITNESS OF WHICH this Deed has been executed:

SIGNED by Sandra Squier

S. E. Squier

as Trustee in the presence of:

Full Name of Witness: Adam Christopher McCosker

Occupation: Veterinarian

Residential address: 50 Hill St Te Kuiti

SIGNED by Annette Jardine

A. Jardine

as Trustee in the presence of:

Full Name of Witness: Virginia Foxall

Occupation: Vet Nurse

Residential address: 1 Gibson Lane, Te Anau 3800

SIGNED by Eunice Hay

E. Hay

as Trustee in the presence of:

Full Name of Witness: Georgia Atkinson

Occupation: Student

Residential address: 160 Mairoa Road Papiro.

SIGNED by Julie Addy

Julie Addy

as Trustee in the presence of:

Full Name of Witness: Georgia Atkinson

Occupation: Student

Residential address: 160 Mairoa Road Papiro

SIGNED by Steph MacPherson

Steph MacPherson

as Trustee in the presence of:

Full Name of Witness: Anna Mathys

Occupation: Veterinarian

Residential address: 144 Tikiharu Road Te Kuiti.

"A"

This is the document marked "A" referred to in the annexed declaration of

KITTY KORNER made at Te Kuiti

this 20th day of

JANUARY 2015 before me

A. E. Sauer