

WAIKATO RURAL FIRE AUTHORITY



RURAL FIRE PLAN APRIL 2016

CERTIFICATION

The Waikato District Council Rural Fire Plan has been prepared in accordance with the requirements of Sections 39 to 46 of the Forest and Rural Fires Regulations 2005 Part 2 – Fire Control Operations.

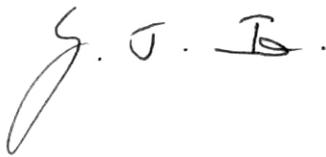
The Fire Plan is under regular development and in alternative years will be internally audited, formally reviewed and submitted to Council on a two year cycle.

Council has delegated authority to the PRFO to make amendments to the details contained in the appendices.



Gordon Bailey
Principal Rural Fire Officer

The Waikato District Council Rural Fire Plan is by Resolution of Council dated 13 June 2016 in accordance with Section 39 of the Forest and Rural Fires Regulations 2005 Part 2 – Fire Control Operations.



Gavin Ion
Chief Executive

This plan should be read in conjunction with the Forest and Rural Fire Act 1977, Forest and Rural Fires Regulations 2005, Council Bylaws, policies and operating procedure.

PLAN REVIEW REQUIREMENTS

In accordance with Regulation 40 (1) (a) and (b) reviews of this plan are to be made as follows:

- Sections 3 (READINESS) & 4 (RESPONSE) are to be reviewed by **30 April 2018**
- Sections 2 (REDUCTION) & 5 (RECOVERY) are to be reviewed by **30 June 2017**

A copy of amended plan shall be provided to the National Rural Fire Authority.

FOREWORD

The Waikato District Rural Fire Authority, (RFA) covers an area of 4,471km² excluding inland waterways.

Based on the March 2013 census the usually resident population is 63,378.

The varied landscapes and fluctuation populations numbers throughout the district poses a significant threat to the districts at various times of the year and this Fire Plan sets out how the RFA will implement its policies and procedures to fulfill its statutory obligations and responsibilities to manage the risk of rural fires that may occur within the district.

The Council has three Volunteer Rural Fire Forces located throughout the district at:

- Maramarua
- Onewhero
- Te Akau

In addition, Council has its own in-house staff and contractors.

Volunteers, staff and Contractors are well trained and adequately resourced to effectively respond and manage fire incidents or multiple fire events should they occur within the district. However, in the event of an extended fire campaign, outside resources will be required to assist the RFA to manage the incident.

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INTRODUCTION

This section of the Rural Fire Plan sets out how the Rural Fire Authority addresses its statutory obligations, roles and responsibilities to overcome and reduce the effects of any fire within its rural district. It provides a general description of the rural fire area, and provides a general comment on the various statutory frameworks within which WDC as the Rural Fire Authority (RFA) is required to operate.

The New Zealand Fire Service is a strategic partner with the Fire Authority and provides first response to the majority of fires within the Rural Fire District.

AIM AND GOALS

The aim of this Fire Plan is to outline the processes and procedures for the management of rural fire within the Waikato District Council Rural Fire Authority's area, taking into account the resources and personnel available at any one time.

The goal of the Waikato Rural Fire Authority is:

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

GENERAL DESCRIPTION OF RURAL FIRE AREA

The WRFA rural fire area is as shown on Map I contained in the MAPS section of this plan. In simplistic terms the WRFA rural fire area comprises all that land within the boundaries of the Waikato District excluding:

- All NZ Fire Service (NZFS) urban fire districts or areas for which special agreements exist
- All Department of Conservation (DoC) land
- Any land under the jurisdiction of another Fire Authority or Fire District

The WRFA sits inside the boundary of the Waikato Regional Council (WRC) and is subject to any WRC rules including air and land management that can impact on the use of fire. For more details information should be sought from the WRC.

Within the WRFA are a number of areas consisting of predominantly peat soils in which fire, if allowed to become deep seated, can become difficult and costly to contain or suppress and can have significant adverse impacts on the environment, and nearby communities. This includes the gazetted "Special Area" known as the Mangatawhiri swamp area as shown in the maps section within this plan.

Major transport routes dissect the district with State Highways 1, 1B, 2, 22, 23, 26 and 39 travelling for long distances through the district. The main trunk railway is also within the boundaries, whilst the main air corridors and flight paths to and from the Auckland and Hamilton Airports also exist above the district.

Areas of plantation forest are spread across the district. These are shown in Appendix 2.

The Raglan surf beach area is a major tourist destination which presents seasonal risks for rural fire as does the Waiuku Forest which is utilised as a recreational area whilst not only being a large commercial forest block is also home of the NZ Steel Iron Ore mine site.

I. REDUCTION

WDC operates an open fire season 365 days per year - unless the fire risk is sufficiently high to warrant the imposition of a Restricted Fire season. The restricted fire season allows active management of fire risk through the mechanism of compulsory fire permits being required for all outdoor burning and the public educational value for fire safety that this involves.

I.1 FIRE HAZARD STRATEGIES

In this context, hazards are primarily defined as the fuels and topography of an area ("the potential to burn"). The examination and evaluation of hazards enables the potential for a large fire to develop to be assessed, and the degree of difficulty in suppressing a fire once it has started to be determined.

A Wildfire Treat Analysis (WTA) has been produced as part of a wider Waikato Rural Fire initiative. The next step is to carry out a risk assessment tactical Fire Management plan. This work is envisaged to be completed over the next 12 months.

In support of hazard management the Rural Fire Authority may implement the following initiatives if and when required:

- Monitoring of areas of vegetation that are, or have the potential to become, a fire hazard.
- Fire break development, fuel modification or fuel reduction on land adjacent to high risk hazard areas.

I.2 RISK MANAGEMENT STRATEGIES

Risks are defined as uses, activities or events with the potential to cause a fire ignition ("the potential for ignition"). Identification and assessment of risks enables the potential for ignition to be evaluated and the determination of measures that can be taken to minimise the chance of a fire starting.

In support of risk management the Rural Fire Authority may implement the following risk management initiatives if and when required:

- Declaration of Prohibited Fire Seasons during elevated fire danger conditions.
- If appropriate the posting of Fire Restriction signs at locations that will communicate the restriction to risk threats i.e. campers, visitors, residents, etc in consultation with the Department of Conservation or other land owner.
- Using media advertising to communicate the danger during elevated fire danger conditions.

I.3 FIRE PREVENTION PLANNING

The Rural Fire Authority may monitor hazards and risks that pose the greatest potential to cause unacceptable damage or losses if it considers this necessary.

Assessment of fire threat levels within the fire district is carried out using national standard methods.

The cause of vegetation fires may be investigated and mapped on Councils GIS system to identify trends and to categorise potential risks. To this end fires shall be investigated in accordance with clause 4.3.

The focus is likely to be on preventing and/or containment of large and damaging fires and the associated reduction of fire suppression costs.

Fire Danger conditions based upon the New Zealand Fire Danger Rating System will be monitored regularly during the fire season. This frequency will be increased appropriately during a Prohibited Fire Season or elevated fire danger conditions.

When a Restricted Fire Season is declared, Fire Permits are required for ALL fires in the format specified by the Fire Authority. These permits will be issued with Special Conditions that address the local hazards and prevailing fire danger conditions. The template can be found on www.waidc.govt.nz

A continuous year round Prohibited Fire Season (Total Fire Ban) will be imposed on:

- Waiuku Forest

This may be publicly notified from time to time.

Maramarua Forest is owned by Rayonier as is Onewhero Forest. The RFA has no specific fire management strategies in place for these forests.

A declaration of a prohibited fire season will form part of the Fire Authorities fire risk management tools for these and other large forest areas.

Council works closely with neighbouring Fire Authorities, Forestry Companies and DOC to identify and reduce high fire risks.

I.4 PUBLIC EDUCATION

Regular information sharing aimed at changing people's behaviour through awareness and knowledge is ongoing and is based upon the following.

- Support will be given to any Regional Rural Fire Committee initiatives to promote public education on a regional basis.
- Local media will be supplied with messages during periods of high or extreme fire danger warning of the danger levels.
- Opportunities to address high interest groups such as farmers, high risk communities and children may be considered from time to time as resources allow.
- Relevant fire awareness literature produced by NZ Fire Service and the National Rural Fire Authority will be made available free of charge upon request.
- Specific education/advertising aimed at the itinerant traveler is ongoing.
- The use of the "111" system to notify any fire outbreak will be promoted to assist in rapid response of suppression resources.
- Fire season signage is maintained at appropriate locations in the district in consultation with DOC.
- The Council website has a rural fire page with the fire season status, fire permitting application, Fire Bylaws and other information. In the event of a large fire, the website can be used as a source for evolving information.

1.5 FIRE AS A LAND MANAGEMENT TOOL

The Rural Fire Authority recognises the use of fire as a land management tool. Prescribed burning during Restricted Fire Seasons will require the issue of Fire Permits with special conditions that reflect the fire danger levels and Fire hazard assessment.

1.5.1 Fire Permits

Fire permits are required during a declared Restricted Fire Season.

The processing of fire permits is conducted by WDC Rural Fire Officers that have passed the unit standard "Issue a fire permit" Inspections may be required at the discretion of the RFO issuing the permit.

Permits may be suspended or cancelled at the discretion of the PRFO and all permits are made void upon commencement of a "Prohibited" fire season.

Council is not the Fire Authority for urban areas such as Tuakau, Mercer, Huntly, Te Kauwhata, Ngaruawahia and Raglan. Therefore fire permits cannot be issued during a restricted fire season.

1.6 AUDITS

The fire permits may be included in RFA and Council audits as required from time to time. The RFA is included in the annual auditing process of local government as managed by The Office of the Auditor General in accordance with the Local Government Act.

1.7 FOREST AREAS

Within the Rural Fire Authority area there are no declared Forests as per section 17 Forest and Rural Fires Act 1977 however there is the following large production Forest areas;

- Waiuku Forest. This is a Crown owned forest managed by Crown Forestry.
- Maramarua Forest – Rayonier
- Onewhero Forest – managed by Rayonier
- Significant privately owned and managed forests

1.8 BYLAWS

The Waikato District Council Fires in the Open Air Bylaw 2012 controls the lighting of open air fires within the Waikato territorial area.

1.9 OTHER POLICY, PLANS AND REGULATIONS

In developing the Fire Control Policy above, the Rural Fire Authority has had regard to the associated legislation, plans and regulations as follows:

Policy Plans and Regulations

Waikato Regional Council – Regional Resource Management Plan Rules

Waikato District Council- District Plan

Waikato Civil Defence Emergency Management Group Plan

2. READINESS

2.1 RURAL FIRE MAP

A map of the Waikato District Territorial Area is attached as Appendix I.

2.2 FIRE AUTHORITY RESPONSIBILITIES

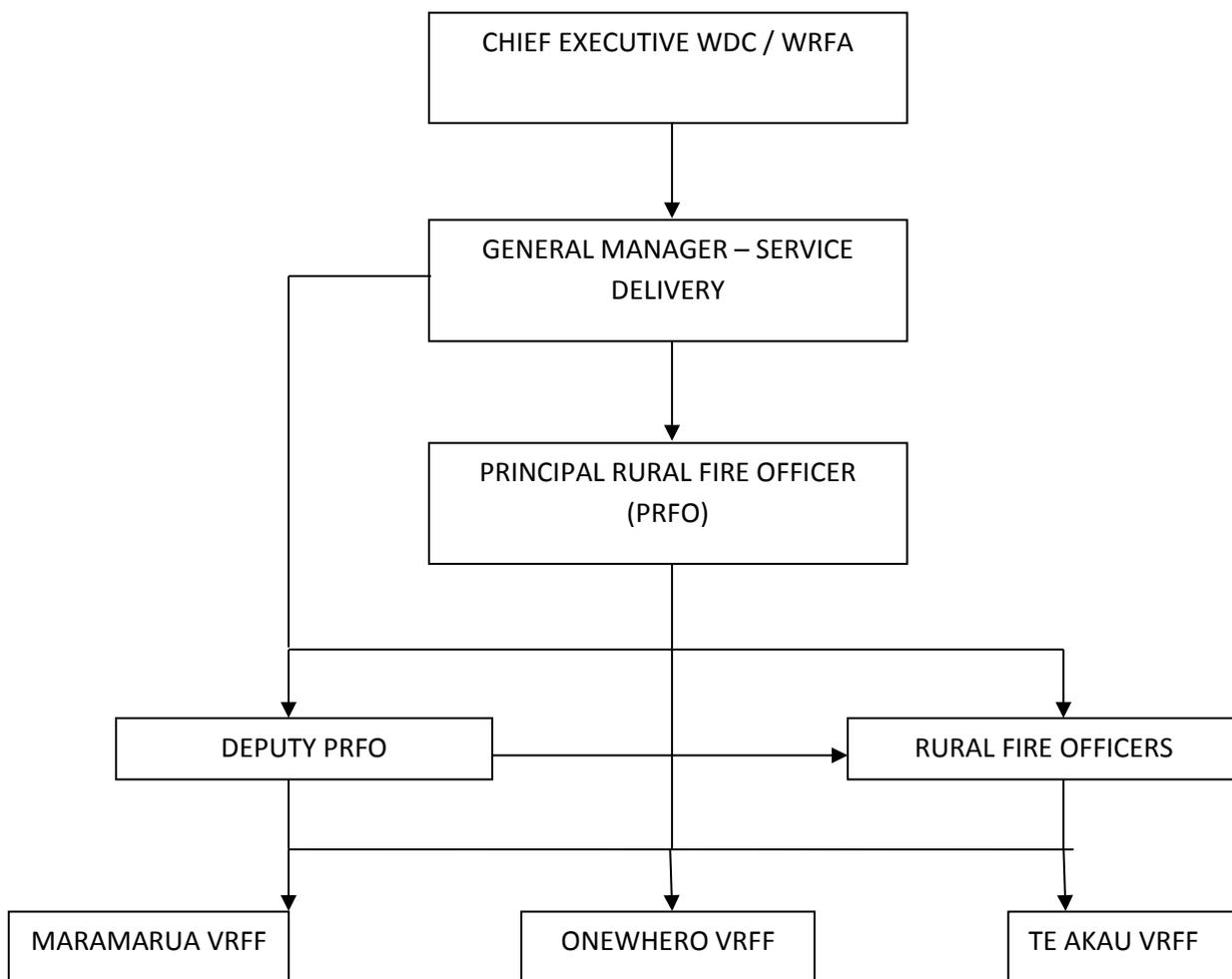
The Waikato District Council is delegated the responsibility of the Rural Fire Authority in terms of the Forest & Rural Fires Act 1977 and the Forest & Rural Fires Regulations 2005 and subsequent amendments.

A Principal Rural Fire Officer (PRFO) shall be appointed to carry out all the responsibilities and duties contained within the Forest & Rural Fires Act 1977 and Forest & Rural Fires Regulations 2005, including:

- Monitoring of fire danger
- Determination of fire restrictions
- Implementation of fire restrictions
- Control of suppression
- Investigation of fire outbreak
- Provision of fire reports
- Determination of fire recovery measures and responsibility

A Deputy Principal Rural Fire Officer will be appointed by the Rural fire Authority and will assume the above responsibilities during any absence of the PRFO.

2.3 CHAIN OF COMMAND



RURAL FIRE OFFICERS

2.3.1 Principal Rural Fire Officer

Gordon Bailey

Phone: 07 824 5814

Cell: 0274759681

A/H 07 855 5226

Fax: 07 824 8091

Pager 026 246 8593

Email: gordon.bailey@waidc.govt.nz

WDC 24 hours: 0800492452

2.3.2 Deputy Principal Rural Fire Officer

Darren Bourne

Phone: 078245896

Cell:

Fax: 07 8248091

E-mail: darren.bourne@waidc.govt.nz

Duty Pager 026 200 0975

Duty Mobile Phone 027 406 0269

2.3.3 Rural Fire Personnel

Name	Mobile
James Templeton	027 406 0269
Phillip Trimmer	027 406 0269
Jessica Lourie	027 406 0269
Dave Taylor	027 406 0269

For full list of rural fire personnel - see Appendix 3. Please note that to protect privacy, contact numbers are only available on hard copy editions of this plan.

2.4 TRAINING

Rural Fire personnel will be trained and competent to enter a fire ground in accordance with the industry standards as specified by the NRFA "Guidelines for forest and rural fire management positions".

All rural fire personnel will be required to undertake appropriate training for the position held. All persons entering the fire ground should have training in accordance with NRFA fire ground entry standard TSI. Persons other than those holding

approved accreditation for firefighting operations must be briefed and directly supervised by a person with the appropriate accreditation once on the fire ground. Some fire operational aspects will require a number of other Unit Standard qualifications to be obtained. The purpose of these qualifications is to ensure that all persons who are on the fire ground are safe to themselves and others.

The "Fire ground" is defined as any area of land, vegetation or property where the fire is burning, has burnt, or is threatening the burn and in the opinion of the Incident Controller any area in which fire crews are operational, such as the helibase, ICP etc.

Rural fire unit standards may be obtained "in house" e.g. on job training, at formal training courses for lower level units, National Rural Fire Authority (NRFA) Courses, or by block training courses run by approved training providers. Following training, candidates have to be assessed as competent in the unit standard applied for before the unit standard is awarded.

2.4.1 Rural Fire Training Plan

There are three distinct groups of rural fire fighters that WDC has responsibilities for, they are:

1. WDC Staff
2. WDC Contractors
3. Volunteer Rural Fire Force members

WDC also has responsibility for fire investigations. Fire Investigators are outsourced on an as required basis.

If additional personnel are required these will be sourced from neighbouring RFAs.

Each of the three groups of fire fighters above has slightly differing levels of involvement and expectation, and training requirements are tailored to suit these.

WDC Staff Structured Training Plans

All staff and volunteers involved in rural fire are on structured training plans.

Most members are working towards a level 2 in Vegetation Fire which has a 2 year completion expectation.

The DPRFO manages this list.

Staff are expected to attend all fires they are called to and make themselves available for planned training events as they arise.

WDC Contractors

Council's contractors have obligations to provide rural fire response as part of their contractual agreement with Council. They report their state of readiness to the RFA annually as requested.

The contractor's specific training details are kept by the individual contract managers and are reported to Council on an annual basis.

Volunteer Rural Fire Forces

The VRFF are funded by WDC and are included in training opportunities, they also have training arrangements with the NZFS. They will be invited to attend training events, without any expectation that they must attend.

Many VRFF members are on structured training plans and are administered by them with assistance from the RFA who also holds a list of VRFF members and their qualifications.

2.4.2 Training standards

Fire fighters shall be personnel who have completed basic fire fighting training, run in accordance with NRFA standards and be in accordance with NRFA Guidelines for Forest and Rural Fire Management positions. Each fire fighter shall have obtained the appropriate unit standards for their core area of expertise.

All Incident Management Team members receive ongoing training in how the Coordinated Incident Management System works. This training is the minimum level required. Other training such as fire behaviour, incident ground operations, logistics and planning intelligence is additionally required to fill a position on the IMT.

The Rural Fire Authority will coordinate with NZQA to ensure a register of all Unit Standard training completed by fire personnel to New Zealand Qualifications Authority unit standard is maintained. WDC may also maintain a register of training undertaken by itself and its contractors which is non-unit standard based.

2.5 FIRE SUPPRESSION AGENCIES

Waikato District Council

Callout	111
All Calls	0800 492 452

Department of Conservation

DOC Hamilton and upper Waikato area pager – 026 268 8759

DOC Hauraki/ Thames Pager – 026 246 7718

National Rural Fire Authority

National HQ 04 4963600

2.6 RESOURCES

2.6.1 Fire Authority Equipment

All WDC hosted RF equipment is checked for operational readiness monthly during the fire season, and occasionally outside the season. It is also checked after each fire or exercise and any deficiencies are to be reported to the duty RFO, The reports are forwarded from the appropriate depot to the DPRFO, This info is reported 'by exception' to the PRFO. Re-commissioning equipment is the responsibility of the DPRFO.

Checking of equipment is undertaken by each individual Fire Force.

Annual testing will be carried out on the following:

- Hoses
- Pump Performance

Contractors report on their readiness of equipment annually.

BASED AT ONEWHERE STATION

- I Mitsubishi Canter appliance
- I Mitsubishi 678 appliance
- I Nissan Rescue vehicle
- I Wajax Pump Kit - high pressure low volume
- I Fire Trailer

BASED AT THE MARAMARURA STATION

- I Nissan 4 x 4 Smoke chaser
- 2 Wajax pumps
- I Daff 8000 ltr Tanker
- I Denis Saber Fire Appliance

BASED AT THE TE AKAU STATION

- I Hino Water Tanker 7500ltr
- 2 Wajax pumps

- I Mazda Support vehicle
- I Isuzu medium appliance
- I Fire Trailer

2.6.2 Fire Fighting Appliance Call Signs

- Onewhero -5252 Mitsubishi Canter appliance
- Onewhero -5271 Condor appliance
- Onewhero -5233 Nissan Support vehicle

- Maramarua – 4972 Smoke Chaser
- Maramarua – 4976 Tanker
- Maramarua – 4971 Appliance

- Te Akau - 8775 Tanker
- Te Akau - 8771 Medium appliance
- Te Akau - 8733 support vehicle

2.6.3 Other Fire Fighting Equipment

Company	Person to contact in an emergency	Number to call.	Fire equipment available
Rotor Work Limited	Kopaki, Te Awamutu, Tokoroa & Whitianga Douglas & Catherine Dellow	0800 276 867 027 527 6867	1x AS350-B2 Squirrel 2x Bell 206 B3 Jet Ranger 1x Robinson R44 All with Bambi Buckets & Foam Injection
Skyworks	Thames Roger Stevenson	09 486 7948	
Oceania	Tauranga Glenn Oliff	0274942046	1x AS350 Squirrel 800lt buckets with foam provisions
	Drury Richard Stening	0274942046	1x Bell Longranger 750lt buckets with foam injector
Heli A I	Otorohanga Davin Mudford	0274-935-386	B2 Squirrel 1000ltr bucket with foam injector
Heli Sika	Ardmore Greg Jazz	027 493 4037 027 564 5394	B2 Squirrel 1000ltr bucket with foam injector

NB: Any aircraft must be an NRFA approved operator and hold a current NZ Aircraft Standard Certificate

2.7 FIRE FORCE AGREEMENTS

The Rural Fire Authority has agreements with Onewhereo, Maramarua and Te Akau Voluntary Fire Forces for the provision of fire suppression, training, equipment housing and maintenance of equipment. They are registered with the National Rural Fire Authority.

The RFA and the NZFS have signed a Section 15 service level agreement. This agreement outlines how the NZFS will respond to vegetation fires and generally assist the RFA with fire suppression.

2.8 SPECIALLY PROTECTED AREAS

There is one specially protected and gazetted area within the WRFA known as the Mangatawhiri Swamp area located generally between SH 2 and the Maramarua River at Mangatawhiri. (Appendix 2). There are also a number of Conservation areas administered and managed by the Department of Conservation, and identified by D.O.C. as such in their fire plan.

2.9 FIRE SEASON PREPAREDNESS

2.9.1 Fire Season

An **OPEN** fire season is in place across the WRFA on an annual basis, except within the Mangatawhiri Swamp area where a **RESTRICTED** season is in place year round. This area is shown on Appendix 2 in the appendices section.

RESTRICTED FIRE SEASON – May be introduced when fire danger levels are determined to require such an intervention.

During a restricted fire season, notwithstanding WRC rules or Local Authority Bylaws, a permit is required for any fire in the open air (excluding gas or contained wood or other fuel fired bbqs, incinerators fitted with a lid and or a spark arrestor, brazier or other contained small heating fire, traditional cooking fire e.g. Hangi or umu).

Declarations of a restricted fire season will be made via public notices in local media, use of signs and the WDC website.

A Prohibited Fire Season will be considered when the Build-Up Index reaches 80 and the Initial Spread Index exceeds 20.

**FIRE DANGER RATING CLASSIFICATION
BASED ON INITIAL SPREAD INDEX (ISI) AND BUILD UP
INDEX (BUI) FIRE DANGER CLASS**

FIRE DANGER CLASS	Build-up Index –(BUI)			
	BUI <20	BUI 20-40	BUI 41-80	> 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
EXTREME	ISI >25	ISI >17	ISI >13	ISI >10

2.9.2 Readiness and Response

Low Fire Danger

Principal Rural Fire Officer or Deputy on call

Moderate Fire Danger

Principal Rural Fire Officer or Deputy on call
Key staff to be advised of fire danger level

High Fire Danger Level

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;
Key staff to be advised of fire danger level;
Additional staff personnel to be placed on call as the Principal Rural Fire Officer and /
or Deputy consider necessary.

Very High Fire Danger Level

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;
All Fire and Contractor staff to be advised of fire danger level;
Additional staff personnel to be placed on call as the Principal Rural Fire Officer and /
or Deputy consider necessary.

Extreme Fire Danger Level

Principal Rural Fire Officer or Deputy on call and available within 15 minutes;
Principal Rural Fire Officer or Deputy to alert such manpower and other resources
as is considered essential to cover the area affected by the Extreme Fire Danger
conditions;
All Fire and Contractor staff to be advised of fire danger level.

Note: An "EXTREME" fire danger rating relates to days with high wind speeds and an extremely high potential rate of fire spread.

This level is only likely to be reached under severe, prolonged drought conditions.

Dependent upon the level of fire danger, personnel may be required to standby after normal working hours.

2.10 FIRE WEATHER MONITORING

Fire danger will be monitored using the weather data available from the NRFA website of all remote automatic weather stations that may have an effect on the District and the subsequent determination of the level of fire danger based on the NZ Fire Danger Rating System.

There are no RAWs within the RFA area. Hamilton Airport is the nearest weather station. The RFA is aware of some private RAWs throughout the District that may be accessed from time to time. Appropriate agreements will be sought to allow access where appropriate.

The fire weather codes and indices shall be checked regularly during the fire season by the RFA. Changes to publicity, access, readiness and response activities may be made based on the current and forecast fire weather. Changes will only be made with the authority of the PRFO.

Fire weather is monitored at incidents by the Incident Controller.

2.11 FIRE SIGNAGE

All fire signage within the Rural Fire District shall be in accordance with National Rural Fire Authority circulars 1997/2 and 1999/16. They shall be maintained to the highest standard.

Alteration of the Fire Danger Indicator boards shall be carried out by WDC. The PRFO will liaise on appropriate signage for the forest areas.

Erection and location of fire related signage is undertaken in consultation with DOC. Map 1 shows the location of fire signage across the district.

2.12 FIRE DETECTION

The use of the 111 system for notification of fire detection will be encouraged. It will be included in the public education effort and the public notified that a 111 call is the quickest response method available.

2.13 FIRE PROTECTION WORKS

Protection works may be considered for high hazard areas. Protection works are those associated with the provision and maintenance of firebreaks, water supply points and aircraft facilities. The PRFO will liaise on appropriate fire protection works for any forest areas.

2.14 IDENTIFICATION OF HAZARDOUS BUILDINGS IN RURAL AREAS

In order to mitigate the hazards and risks associated with commercial and industrial buildings within rural areas, the WRFA shall provide to the NZ Fire Service information of all commercial and industrial structures that fall within the following categories:

- i. Places of assembly for more than 50 people
- ii. Places of employment for more than 10 people
- iii. Accommodation for more than 5 paying guests or tenants (other than in a household unit)
- iv. Commercial or industrial buildings used for manufacture or storage or processing including any facility containing hazardous or flammable substances held for any purpose
- v. High life risk buildings – special occupancies providing care to the very young, very old or the disabled but not including household units.

The NZ Fire Service, once provided with that information will undertake Building Risk Assessments of all or some buildings contained within that register as they deem necessary. Copies of any response plans developed for buildings will be supplied by the NZFS to Council and held as part of the Duty RFO resources.

An agreed mechanism has been developed to ensure currency of that information, in particular with new buildings.

2.15 RURAL FIRE AUTHORITY BOUNDARIES AND MAPPING

Each year the Department of Conservation provides a PDF map update of the DOC estate and fire safety margin boundaries within the district. This map is available to the Rural Fire Officers and permitting staff.

Each month the previous month's incidents are mapped onto a GIS layer and archived for analysis.

PRE-SEASON CHECKLIST

WDC PRE FIRE SEASON CHECKLIST
To be completed prior to 1 st October each year
FIRE PREVENTION

• Have updated copies of the fire plan been received?	ADMIN	Yes/No
• Have these amended copies been replaced in existing fire plans?	ADMIN	Yes/No
• Are duty rosters and call out systems in place?	PRFO	Yes/No
• Have these rosters and call out lists been distributed?	ADMIN	Yes/No
• Are there sufficient fire signs in place, i.e. Fire Danger Indicators	DPRFO	Yes/No
EQUIPMENT		
• Is the fire equipment stored in the correct location?	PRFO	Yes/No
• Are all vehicles and trailers Registered and Warranted?	PRFO	Yes/No
• Are vehicles fitted with 50mm tow balls and correct wiring?	DPRFO	Yes/No
• Do all staff have the correct protective clothing?	PRFO	Yes/No
• Are Fire Weather Stations operational prior to 1 st October?	PRFO	Yes/No
• Is a system in place to report FWI readings?	PRFO	Yes/No
COMMUNICATIONS		
• Is the radio system fully operational and adequate?	PRFO	Yes/No
• Can key personnel be contacted in the event of any emergency?	ADMIN	Yes/No
• Are base, mobile and hand-held radios tested regularly?	PRFO	Yes/No
• Where telepaggers and mobile phones are used, are they tested?	PRFO	Yes/No
FIRE SUPPRESSION		
• Are staff familiar with procedures to receive fire/smoke reports?	PRFO	Yes/No
• Are staff familiar with procedures for turnout and dispatch to a fire?	PRFO	Yes/No
TRAINING		
• Have all staff received adequate training for their fire ranking?	DPRFO	Yes/No
• List any training that still has to be undertaken in the following areas:		
Incident Controller, Sector Boss		
Rural Fire Officer		
Crew Boss		
Fire Fighter		
Air Operations Boss		
• Are all warranted officers aware of legal requirements?	PRFO	Yes/No
AREAS OF NON COMPLIANCE		

3. RESPONSE

3.1 FIRE NOTIFICATION

The aim is to suppress any fire requiring suppression as soon as possible, as effectively as possible, to avoid any loss of value. This will be achieved by responding in a planned, cost effective manner with sufficient resources of personnel and equipment to enable suppression of the fire.

The Rural Fire Authority shall maintain a 24 hour a day/365 days per year pager system to ensure that all fire calls are responded to by the Duty RFO within 10 minutes.

Most notifications will come via the 111 Emergency Call System to the New Zealand Fire Service Communications Centre's. The Comcen is required to advise Rural Fire Authorities of such emergency incidents.

Priorities for all emergencies are as follow:

1. 1 Life
2. 2 Property
3. 3 Vegetation

The calls/pages will be answered by the WDC Duty Rural Fire Officer.

On receipt of a call and its details, the Duty RFO shall, if required, proceed to the fire within 10 minutes of notification. Unless circumstances dictate otherwise, the Duty RFO on arrival at the fire shall set up an Incident Control Point (ICP) and assume management of the fire as the Incident Controller. It should be noted that in accordance with the WDC, NZFS section 15 agreement where at all practical, the NZFS will provide the first response.

All Council Rural Fire Officers are rostered in turn to one week of Rural Fire Duty, Monday to Monday inclusive. During the period of duty the RFO will be available to respond 24 hours / 7 days.

Each Rural Fire Officer should acquire and maintain immediate access to the following:

- Waikato District Council Fire Plan
- NRFA approved RF Helmet and Forests Fire Plans
- NRFA approved Boots
- NRFA Rural Fire Management Handbook
- NRFA approved Gloves

- Handheld radio & charger
- NRFA approved overalls
- Stationary supplies (pens, markers etc)
- Hi Viz jerkin
- A digital camera
- Torches / spotlight / bolt cutters
- RFA Maps

On completion of the allocated roster duty period, it is that RFO's responsibility to ensure that oncoming Duty Rural Fire Officer is fully briefed on any events that may impact his duty period.

A suggested format for the handover:

- Any fires during duty period?
- Any gear used, being repaired or found deficient?
- Any contact numbers need to be added or updated?
- Any radio and/or communications issues?
- Any areas of particular interest? (Camping grounds, Forests etc)
- Any special fire permits issued?
- Any community events that may be impacted by vegetation fire?
- What order are the Helicopter companies to be called out? (Amend after each fire)
- let Investigation Team leader know who is on duty

All fires attended or notifications of fires are reported to the Principal Rural Fire Officer for further action if required.

Temporarily Exchanging Duties

Persons may hand over the pager to another RFO by prior mutual agreement for short term emergency or personal reasons without notifying the PRFO. Where long term changes to the duty roster will occur the PRFO must be advised of the unavailability of the rostered RFO so that the Duty Roster can be amended accordingly.

3.2 RURAL FIRE DUTY PAGER

The primary method of being notified of rural fires will be by the pager issued. When on duty it is to be monitored at all times. Council also receives text messaging notifications of events in many cases.

On receiving a pager message

- Press large button and read message
- Acknowledge receipt of message with Northern Fire Comms Centre, Auckland, (09) 486 7949 log call details & request 1st informative message as supplied by the attending brigade. This informative will generally confirm attendance (or other) requirement of Rural Fire involvement or not.
- Log Information / actions and monitor pager for further messages.

On confirmation that there is a requirement for Rural Fire (RFO) to attend, refer to the Waikato District Council Rural Fire Plan.

NOTE: To contact NZ Fire Service Northern Communications Centre (Auckland)
Use the numbers as follows to acknowledge pager notifications
Operator - 09 486 7949.
Use of helicopters must be authorised by PRFO.

3.3 RADIO CALL SIGNS

WRFA has its own radio telephone system. This enables district wide radio communications.

3.4 INITIAL RESPONSE TURNOUT PROCEDURE

Upon notification of a fire at which the NZ Fire Service is in attendance the Duty Rural Fire Officer will immediately contact Comcen to assess if Fire Authority Fire Crews are required.

Contractors must respond to a fire callout within ten minutes. They must have a full crew, including Crew leader, rural firefighting equipment and suitable transport assembled at their respective depots within 1 hour (of the call). Please note following contractor can supply;

- Water Tankers
- Personnel
- Digging Equipment

3.4.1 Waiuku Forest

The above area is subject to a Prohibited Fire season all year.

In the event that any fires are reported, the Duty Rural Fire Officer shall IMMEDIATELY dispatch RESPONSE CREWS and HELICOPTERS for suppression.

3.4.2 Forest

In the event that any fires are reported in any forest areas, the Duty Rural Fire Officer shall immediately dispatch RESPONSE CREWS for suppression. Helicopters

should be placed on standby for any fires in the Maramarua and Onewhero forests and deployed once sufficient information via a sitrep is received that would indicate and aerial attack is required.

For more information on initial attack procedures refer to the Rural Fire Management Handbook, chapter 3.

3.5 DEPLOYMENT OF ADDITIONAL RESOURCES

3.5.1 Medium and Large Fires

For medium and large fires where the initial response crews are insufficient the Incident Controller shall immediately contact the PRFO to assess the need for additional resources.

Back up units from adjacent areas and other firefighting resources such as helicopters and tankers shall be mobilised as required by the Incident Controller.

Prior to the deployment of any operational personnel to the fire ground, the person in charge of the fire ground will ensure that a full safety briefing has been carried out, identifying the known hazards and that personnel are competent, fit and properly equipped for the tasks they are being deployed too.

Where the above resources are insufficient or fully utilised consideration shall be given to requesting assistance from the following organisations:

- Local VRFF
- Department of Conservation
- New Zealand Fire Service
- Neighbouring Rural Fire Authorities
- National Rural Fire Authority - National Incident Management Team through National RFO or through Regional Rural Fire Manager.

3.5.2 Extended Operations

If resources are required for an extended suppression operation they should be ordered / organised long before they are required.

A decision on the requirement for extended operations is to be made as early on in the suppression operations as possible to allow time for resources to be identified and requested.

Arrangements for first aid, catering and other welfare provisions shall be made as soon as practicable after commencement of suppression action.

Extended operations are likely to bring increased media attention further depleting the personnel resource available to the RFA. The Communications Team will be activated as early as possible.

The Principal Rural Fire Officer may request the assistance of a National Incident Management Team, through the local Manager, Rural Fire, after taking a number of factors into account.

Examples of such factors are:

- There is more than one significant rural fire incident in the district.
- Very High or Extreme Fire Danger and extreme fire behaviour conditions exist.
- Local or Regional incident management resources are becoming over committed, with the current incident team deployed at the incident for an extended period.
- The incident has the potential to continue for a long duration, or is complex.
- Other circumstances may arise where the conditions are such that the PRFO may initiate a request for a Regional (RIMT) or National Incident Management Team (NIMT) to attend.

After the request, the NRFA will activate the mobilisation procedure for teams as pre-planned.

In the event that the Incident Controller determines that additional IMT resources are required the callout procedure described below shall be used.

3.5.3 National Incident Management Teams (NIMT)

There is no Waikato Regional Incident Management Team (RIMT) developed.

There are three National Incident Management Teams that are available for deployment through the NRFA to assist Rural Fire Authorities to manage large and ongoing fires.

3.5.4 NIMT Call Out Procedure

When a NIMT is deployed to an incident at the request of the RFA. The Incident Controller of that team is deemed to be a RFO of the Fire Authority. That person shall be directly responsible to the Principal Rural Fire Officer of the Rural Fire Authority and in this regard will be required to follow the rules and requirements of the Rural Fire Authority.

In the case of a Section 39 deployment of a NIMT the Incident Controller is responsible to the National Rural Fire Officer but is still required to follow the rules and requirements of the affected Rural Fire Authority.

Teams are to be requested through the Regional Manager Rural Fire and their deployment will be by the National Rural Fire Officer.

Guidelines for the criteria to call on the assistance of a Type 3 team are set out in the Teams Operating Procedures as circulated to all Rural Fire Authorities.

3.5.5 Resource Contacts

Contacts for personnel resource requirements are listed in Appendix 3.

3.5.6 Resources Logging

Names of all personnel and equipment dispatched to, or leaving from, the fire ground shall be recorded on

- a) RF 200 or equivalent
- b) The logistics Resources log, or
- c) "T-Card System" by Fire Control personnel in the first instance.

On the establishment of an Incident Control Point (I.C.P.) or an Assembly Area (A.A.) the appropriate staff (logistics team members, in a CIMS environment) will carry out this requirement.

Deployment of a full logistics Team will be determined by the Incident Controller and the logistics Manager. The considerations to include:

- There is more than one significant rural fire incident in the district.
- Very High or Extreme Fire Danger and extreme fire behaviour conditions exist.
- Local incident management resources are becoming over committed, with the current incident team deployed at the incident for an extended period.
- The incident has the potential to continue for a long duration, or is complex.

3.6 FIRE COMMAND STRUCTURE

3.6.1 Co-ordinated Incident Management System (CIMS)

All fires will be controlled using the Co-ordinated Incident Management System (CIMS).

The Incident Controller will be the most senior and experienced Fire Officer in the first arriving Fire Crew at the fire site.

The position of Incident Controller should be formally handed over to more experienced or senior Fire Officers arriving at the fire site later. Note that when Rural Fire Authority Officers and NZFS/DOC Fire Officers are at a fire site within the area of WDC responsibility the most senior and experienced WDC Rural Fire

Authority Officer shall take the position of Incident Controller unless mutually agreed otherwise.

The Incident Controller shall appoint an Incident Management Team (IMT) comprising:

- Incident Controller
- Operations Manager
- Logistics Manager
- Planning/intelligence Manager

For small and medium fires some or all of the positions may be combined, but the responsibility of each position must not be shared by different personnel.

The Incident Management Team shall be located at the Incident Control Point.

The Incident Controller shall brief each member of the IMT upon their appointment and should clearly identify each of their respective responsibilities.

3.7 HEALTH AND SAFETY OF PERSONNEL

The Fire Authority's goal is the elimination of illness or injury as a result of working at or being exposed to wildfires.

Each WDC Contractor has a comprehensive H&S Plan that addresses the hazards that may be present in the fire environment. These plans are scrutinised as a part of the tender process prior to being awarded the contract. They are also under regular review.

The Council as the parent body of the RFA also has a H&S plan that guides the hazard ID training, hazard mitigation, reporting, and rehabilitation of its staff, including any rural fire staff that are temporarily engaged on fire fighting duties.

In order to achieve this goal the Principal Rural Fire Officer will ensure that the following key areas are addressed:

- Fire personnel are to be competent for the tasks assigned to them.
- Incident Controllers are competent to identify hazards and brief personnel.
- Everyone on the fire ground and everyone assigned a task on the fire ground is to be briefed on the health and safety implications.

- Fire personnel will work the maximum hours or less as allowed for in the NRFA Circular 2005/02 Work/ Rest Guidelines and length of Assignment Guidelines for Rural Fire Fighting Operations.
- Provision and enforcement in the use of Protective Personal Equipment for fire-fighters on the fire ground.
- Appointment of Safety Officers for large or complex fires
- Provision of food and drinking water for personnel deployed to fire fighting operations.
- Provision for Critical Incident Stress counseling shall be offered to all personnel in the event of a "near miss", injury or death situation or upon request from any individual involved.
- Reporting of incidents where injury to fire fighting personnel or damage to equipment has occurred.
- Reporting of non-injury incidents where fire fighting personnel have found themselves in a situation where the potential for harm or injury as a result of fire is recognised.

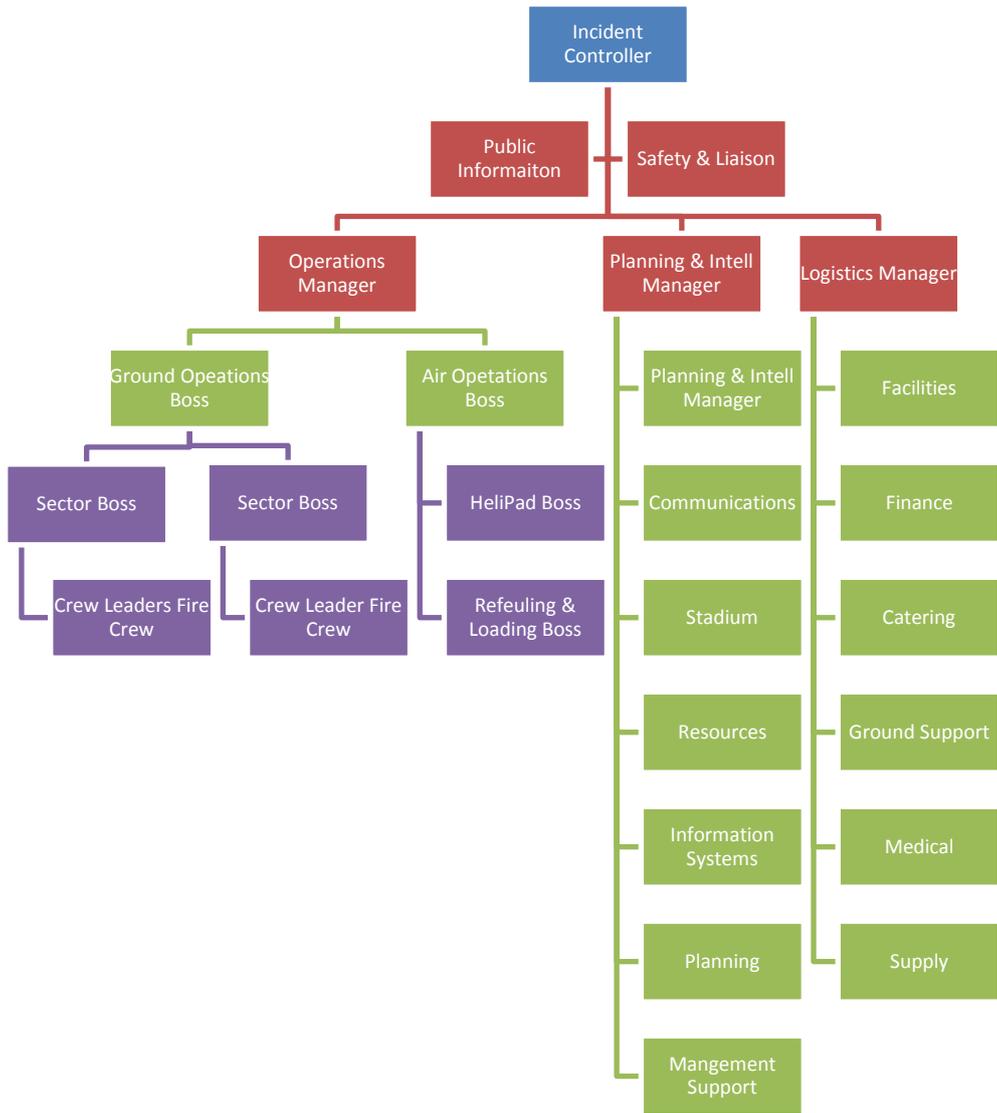
In compliance with the Health and Safety at Work Act 2015 and any amendments all Voluntary Rural Fire Force and Contracted Fire-fighters members will be required to attend training in personal safety on the fire ground prior to entering any fire ground. Personnel that have not completed training in personal safety on the fire ground shall only enter a fire ground after a specific safety briefing and only if directly supervised and controlled by a nominated person assessed as competent under NZQA Unit Standard 3285.

Should it be required the Employee Assistance Programme (EAP) run by the HR team at WDC may be used. Post event critical stress counseling is available through the NZ Fire Service.

See Appendix I for the Safety Plan.

3.7.1 CIMS Structure

This structure is basic and according to circumstances may be reduced by the combining of jobs. Where jobs are combined the individual job titles and responsibilities shall be assigned to one person and not subdivided.

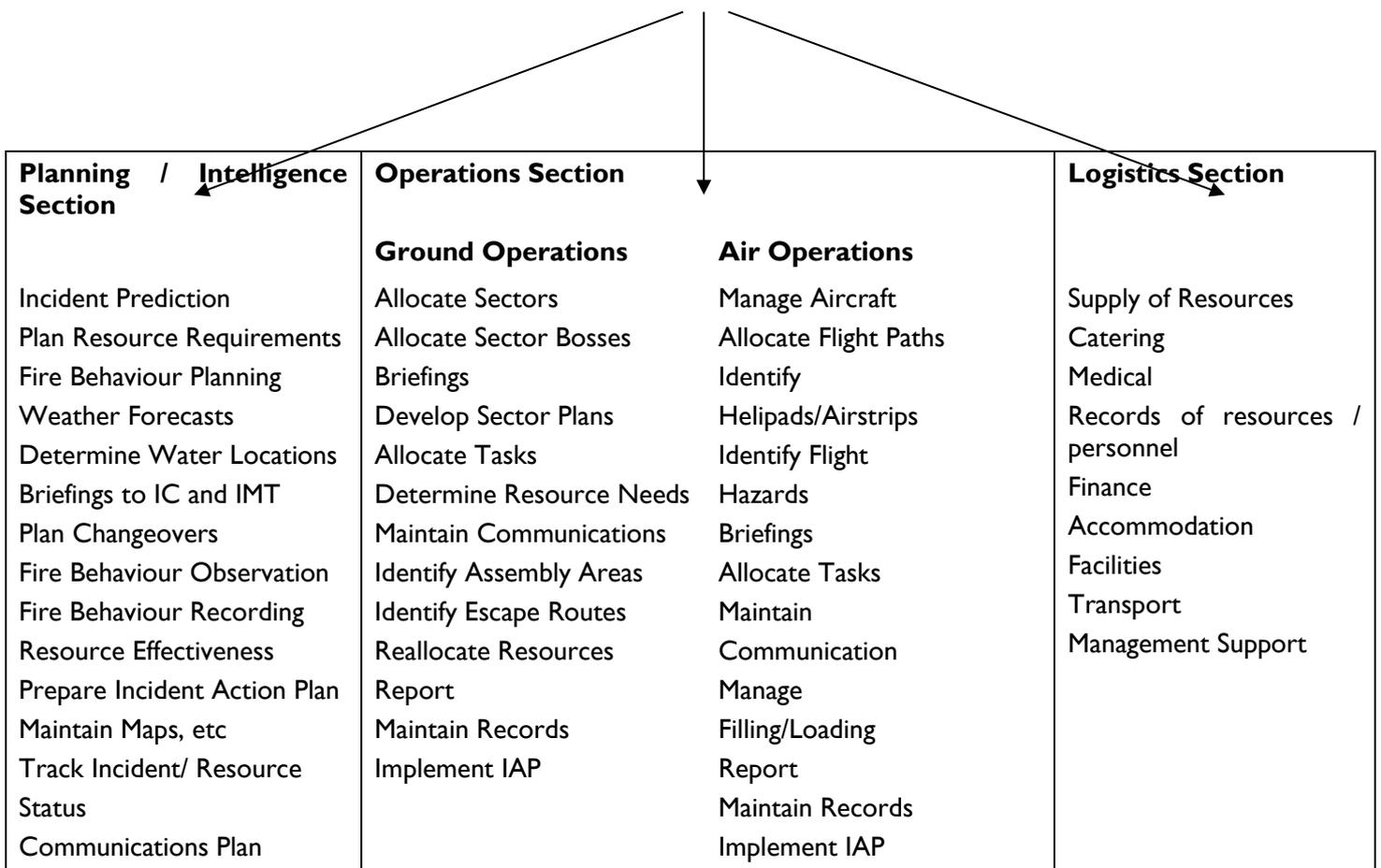


3.7.2 Key Roles and Responsibilities

The Incident Controller is accountable to the PRFO. The Operations Manager, Planning Manager and Logistics Manager are accountable to the Incident Controller.

Responsibilities of the Incident Management Team are:

- Incident Controller
- Assume Control
- Establish CIMS Management Structure
- Assess Incident
- Appoint and Brief Staff
- Establish Incident Control Point
- Debrief
- Approve Incident Action Plan
- Liaison
- Ensure Safety
- Manage Media
- Briefings
- Determine Lead and Support Agencies



Safety Officer - Call Sign "Safety Officer"

Works across all organisations to enforce safety measures and may shut down an operation if required to ensure safety.

Is responsible for:

- Obtain briefing from the Incident Controller
- Record decisions, actions, and other activities
- Establish communications with required personnel
- Ensure all personnel understand your role
- Develop measures to ensure safety of all personnel
- Monitor safety conditions and hazards
- Report directly to the Incident Controller
- Notify Incident Controller of potential issues
- Be prepared to shut down an operation if required to ensure safety

Liaison Officer - Call Sign "Liaison Officer"

Works directly for the Incident Controller or Response Co-ordinator as the contact for other agencies assigned to an incident.

Is responsible for:

- Obtain briefing from the Incident Controller or Response Co-ordinator
- Record decision, actions, and other activities
- Provide point of contact for agencies not directly involved
- Identify counterparts from each agencies
- Establish communications with other agencies
- Provide contact details to other agencies
- Ensure agencies stay well informed
- Identify existing potential interagency problems
- Keep Incident Management Team informed of pertinent liaison issues

The Safety Officers and Liaison Officers roles may be combined.

Information Officer - Call Sign "Information Officer"

Manages media inquiries and co-ordinates the release of information.

Is responsible for:

- Obtain briefing from Incident Controller or Response Co-ordinator
- Record decision, actions, and other activities
- Establish a point of contact and media centre
- Arrange for a spokesperson
- Gather, clarify, and confirm information

- Identify stories of interest to the media
- Create relevant press releases with single overriding communication objectives
- Monitor and record news reports (all media)
- Identify potential issues / manage proactively
- Advise Incident Controller on media strategies
- Co-ordinate with other organisations to ensure consistent messages to the media

Ground Operations Boss - Call Sign "Ground Operations Boss"

Is responsible for:

- Implementation of fire suppression strategies that are ground based
- Directing ground crews for optimum use for fire suppression and for safety
- Monitoring the progress of suppression and reallocating, requesting more, standing by,
- Recommending the demobilisation of resources as conditions dictate
- Monitoring in terms of time, fire retardants, water, people etc needed to sustain the operation
- Monitoring the likely progress and any changes in the status of the fire in relation to weather, fuels, topography, etc
- Reporting fire status suppression activities, events and occurrences to the Operations Manager
- Liaison with the Air Operations Boss
- Documentation: Ensure that resources used are recorded sufficiently for later allocation of payment and costs
- Attending planning meetings as may be organised by the Operations Manager or Incident Controller
- Briefing the relieving Ground Operations Boss at the change of shift
- Warning any ground crews likely to be endangered by the fire or aircraft operations

Sector Boss - Call Sign "Sector No # Boss"

Accountable to the Ground Operations Boss and has the Crew Bosses accountable to them. A sector should consist of 3-7 firefighting crews.

A fire fighting crew would be a:

- Fire engine and crew
- Wajax pump and hose line crew
- Hand line cutting crew
- Bulldozer and attendants
- The size of the sector would vary according to:
 - Fire fighting difficulties
 - Topographical boundaries

- Distance, etc.

Is responsible for:

- Implementation of fire suppression tactics for their sector.
- Allocating fire suppression tasks in the sector to crews.
- Monitoring the progress of fire suppression in the sector and directing the placement of resources for best effect.
- Reporting fire status, work progress, resources status and other important information to the Ground Operations Boss.
- Maintaining work records of assigned personnel and equipment.
- Safety and welfare of all personnel under their control.
- Briefing the relieving Sector Boss at the change of shift.
- Maintaining close liaison with Sector Bosses of neighbouring sectors.
- Maintaining regular communications with the Ground Operations Boss.
- Ensuring that Ground Operations Boss is kept informed of fire status and suppression progress.
- Requesting relief crews for the fire if required, and organising crews, equipment, and resources for mop-up

Crew Boss - Call Sign "Crew Boss No #"

Accountable to the Sector Boss.

A fire fighting crew would be a:

- Fire engine and crew
- Wajax pump and hose line crew
- Hand line cutting crew
- Bulldozer and attendants

Is responsible for:

- Allocating fire suppression tasks to the crew.
- Monitoring the progress of fire suppression by the crew and directing the placement of resources for best effect.
- Reporting fire status, work progress, resources status and other important information to the Sector Boss.
- Safety and welfare of all personnel under their control.
- Briefing the relieving Crew Boss at the change of shift.
- Maintaining regular communications with the Sector Boss.
- Maintaining close liaison with Crew Bosses of neighbouring crews.
- Ensuring that Sector Boss is kept informed of fire status and suppression progress.

Air Operations Boss - Call Sign - "Air Operations Boss"

Is responsible for:

- Ensure compliance with Aircare - Code of Practice for Aircraft Operations - Fire Fighting.
- Implementation of fire suppression strategies that are air based.
- Directing helicopter and aircraft for optimum use for fire suppression and for safety (flight patterns etc).
- Monitoring the progress of aerial suppression and reallocating, requesting more, standing by, recommending the demobilisation of resources as conditions dictate.
- Monitoring in terms of time, stocks of aviation fuel, fire retardants, water, people etc needed to sustain the operation and by estimating likely total requirements.
- Monitoring the likely progress and any changes in the status of the fire in relation to weather, fuels, topography etc.
- Reporting fire status suppression activities, events and occurrences to the Operations Manager.
- Liaison with the Ground Operations Boss.
- Documentation: Ensure that resources used are recorded sufficiently for later allocation of payment and costs.
- Attending planning meetings as may be organised by the Operations Manager or Incident Controller.
- Briefing the relieving Air Operations Boss at the change of shift.
- Establishing a radio channel for Aircraft Operations especially when more than one aircraft is being used.
- Warning the Ground Operations Boss of any crew's likely to be endangered by aircraft operations.

Helipads/Airfield Boss - Call Sign "Helipad or Airfield No # Boss"

Is responsible for:

- Direction and safe operation of helicopters or aircraft at the filling point, helipad or airfield.
- Allocating tasks to filling crews.
- Monitoring of fuel and retardant stocks and requesting replacement.
- Safety and welfare of all personnel under their control. 33 Updated August 2012
- Briefing the relieving Helipad/Airfield Boss at the change of shift.
- Maintaining regular communications with the Air Operations Boss.

3.7.3 Communications Plan

The purpose of the Communications Plan is to specify the radio channels and frequencies for the Incident Controller (Fire Boss), ground and air operations and the liaison channel.

The following table indicates channels that may be available via the LMR radio network.

Channel	Display	RX Frequency	TX Frequency	Comments
1	FIRE 1			Incident ground simplex
2	FIRE2			Incident around simplex
3	FIRE 3			Incident ground simplex
4	FIRE 4			incident ground simplex - Air Ops
5	FIRE RPT 1			Fire Service portable reoeater.1
6	FIRE RPT2			Fire Service portable repeater.2
7	LIASE SX			Liaison Simplex
8	LIASE RPT			CIMS portable repeater
9	CO-4			Civil Defence repeater, Waikato
10	MM 16			Marine Channel 16, Simplex for Distress and calling
11	MM5			Marine Channel 5, Repeater Waikato
12	MM66			Marine Channel 66,
16	WDCSX			WDC, Simplex channel

Channel Assignments

WRFA has designated its own channel network. The following table indicates call signs using radio telephone (RT) system.

Radio no	Location	Group	Driver	Call Signs
220	Maramarua	MARAMARUA FIRE FORCE	Mike Sparrow	MARA4976
235	Maramarua	MARAMARUA FIRE FORCE	Howard Cole	MARA4972
236	Maramarua	MARAMARUA FIRE FORCE	Howard Cole	MARA4971
	Te Akau	TE AKAU FIRE FORCE	Mike Crosbie	TEAK8733
221	Te Akau	TE AKAU FIRE FORCE	John Vermey	TEAK8775
222	Te Akau	TE AKAU FIRE FORCE	John Vermey	TEAK8771
224	Onewhero	ONEWHEREO FIRE FORCE	Graeme Davies	
225	Onewhero	ONEWHEREO FIRE FORCE	Graeme Davies	ONEW5271
226	Onewhero	ONEWHEREO FIRE FORCE	Graeme Davies	ONEW5272
229	Ngaruawahia	Rural Fire Ngaruawahia	Karl Lapwood	NGA3311

201	Ngaruawahia	Animal Control	Mark TeAnga	ACO5
202	Tuakau	Animal Control	Amanda Twiss	ACO11
203	Ngaruawahia	Animal Control	Mack Gill	ACO14
204	Tuakau	Animal Control	Rhys Heatley	ACO12
205	Ngaruawahia	Animal Control	Joanne Newell	ACO16
206	Tuakau	Animal Control	Joanne Smout	ACO13
207	Ngaruawahia	Animal Control	Vaughan Oliver	ACO4
208	Ngaruawahia	Animal Control	Carla McLay	ACO15

227	Ngaruawahia	Parks & Facilities	Gordon Bailey	PR1
230	Raglan	Parks & Facilities	Noel Barber	PR2
223	Ngaruawahia	Parks & Facilities	Grant Sirl	PR3
	Ngaruawahia	Parks & Facilities	Duncan MacDougall	PR4
	Ngaruawahia	Parks & Facilities	Mark Janssen	PR5
	Ngaruawahia	Parks & Facilities	Jonathan Crawford	PR6
	Ngaruawahia	Parks & Facilities	Deidre MacDonald	PR7

228	Ngaruawahia	Civil Defence	Kelly Newell	
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231	Ngaruawahia	Roading	Darren Bourne	RF1
232	Ngaruawahia	Roading	James Templeton	RF2
	Ngaruawahia	Roading	Dave Taylor	RF3
	Ngaruawahia	Roading	Phillip Trimmer	RF4
	Ngaruawahia	Roading	Jessica Lourie	RF5

290	Base Radio Ngaruawahia
291	Base Radio Tuakau
292	Base Radio Te Akau
293	Base Radio Onewhero
294	Base Radio Maramarua

Channels
Channel 1 – Animal Control
Channel 2 – Civil Defence
Channel 3 – Parks & Water
Channel 4 – Rural Fire
Channel 5 - Emergency

Channel Use Incident Controller

The primary operational radio channel for the fire-ground will be Channel 1, 2 or 3 depending on the fire location. For small fires this is likely to be the only working radio channel required.

The Incident Controller may operate on channel 1 or via one of WDC's channels depending on the fire location which is a combination of primary fire ground channel and the "Liaison Simplex" operating together.

The "Liaison Simplex" is designated as the Interagency Communications channel and this will allow the Incident Controller to monitor any other agencies while still following the response progress on the operations channel.

Any other agency or fire force that needs to contact the fire-ground (eg on arrival) should call the Incident Controller on the "Liaison Simplex". Once they have been logged on to the fire-ground and tasked they should revert back to the designated operations channel.

For larger fires an "Operations Manager" should be appointed. The "Operations Manager" will assign the "Fire Channels" for other sector operations as required. Channel 4 (Fire 4) is reserved for Air Operations and should not be used for ground operations.

If possible sectors will be allocated different fire ground channels. The Operations Manager will contact a sector by switching to the channel allocated to that sector. The Operations Manager will continue to monitor the "Liaison Simplex" channel.

Other services/agencies arriving on the fire-ground will call Fire HQ or the Operations Manager on the "Liaison Simplex" who will instruct the arriving service/agency to:

- Proceed to a specific location
- Report arrival and estimated time until operation ready
- Receive a safety briefing before proceeding
- Undertake specified tasks
- Assign a radio channel for use on the fire-ground
- Keep the "Liaison" channel clear for other traffic.

Air Operations

All air operators should attempt to make initial contact with the fire-ground on "Liaison Simplex". Then in priority order they should call in on Fire 4, then Fire 1.

The Operations Manager or Air Boss will confirm arrival instructions, landing site and the designated air operations channel, usually Fire 4.

All air operations traffic will use Fire 4 when aircraft are operating on the fire-ground unless determined otherwise by the Incident Communications Plan.

Upon joining the fire ground, Pilots will be briefed upon the following:

1. Areas or route to be flown
2. Purpose of flight/fire situation overview
3. Duration & height of proposed flight
4. Radio frequencies & check procedures
5. Call signs & channel numbers of ground crews (use the comms plan)
6. Flight following & agreed circuit procedures
7. Any air space restrictions
8. Fire & flight hazards (including new or other fires & other aircraft)
9. Problems & Conflicts
10. Pilot Welfare/duty times
11. Prominent terrain features
12. Accurate & up to date met report
13. Any passengers (including safety brief)
14. Fuel location
15. New helipads
16. Any other information relevant to the task

Cell Phones

Cell phones are another form of communications at rural fires. It should be noted that there could be gaps in the coverage area for cellular use and this system should not be relied upon as the sole source of communications.

Satellite phones may be used if radio or cell phones are not meeting requirements.

3.8 FIRE RECORDING AND REPORTING

3.8.1 Recording

Fire managers and officers and VRFF personnel engaged on medium and large fires will record all decisions, resource/personnel usage and fire behaviour. Inform ComCen of all significant decisions, actions, arrivals and departures, who will keep a log that may be used as a fire record. If unable to remain in constant contact with ComCen, the CIMS Incident Management Organiser form is to be used.

3.9 DEFINITIONS

Person Receiving Initial Fire Call is the person in the WDC Fire Organisation who first receives notification from the public, WDC or New Zealand Fire Service (ComCen) of a fire.

Duty Rural Fire Officer is the person on duty as per the roster.

Incident Controller is the most senior and experienced fire officer in the first arriving fire crew at the fire site.

The position of Incident Controller should be formally handed over to more experienced or senior fire officers arriving at the fire site later. Note that when WDC Fire Officers and NZFS/DOC Fire Officers are at a fire site within the area of WDC responsibility the most senior and experienced WDC officer shall take the position of Incident Controller.

Operations, Planning/ intelligence and Logistics Managers are positions appointed by the Incident Controller within the Incident Management Team at the Fire Site.

3.9.1 Reporting

A report of each fire shall be forwarded to the Principal Rural Fire Officer by the Incident Controller within three days of the fire. The ComCen reports are to be gathered within 3 days.

The Principal Rural Fire Officer shall maintain a record of all fires attended. NRFA must be notified within 24 hours of any fires particularly those that are likely to be claims on the Rural Fire Fighting Fund (RFFF).

3.10 NOTIFICATION TO OTHER PARTIES

If it is determined that the fire is not a WDC Fire Authority fire, the following procedure will be used:

- WDC resources will be responded to the incident as appropriate
- The Duty Rural Fire Officer will notify the relevant Fire Authority
- Upon response from the relevant fire Authority the Duty Rural Fire Officer will request that they take responsibility for the fire.
- The WDC Incident Controller and resources will continue to respond to the fire or remain at the fire until one of the following occurs;
- A Fire Officer of the relevant Fire Authority arrives at the fire site and takes over as Incident Controller; or
- The Fire is deemed to be out

**Forest owners, landowners or others with a vested interest are to be notified of any fire within or threatening their property as soon as possible.*

In the absence of a Rural Fire Officer, the senior fire fighter will keep ComCen to date with the current situation on the fire ground.

3.11 CROSSOVER DANGER

All fire fighters should be made aware of the significance of 'cross-over'. The point where the dry temperature exceeds the relative humidity. E.g. 32°C with 30% humidity = **crossover**.

Cross-over can be indicator of extreme fire behaviour, fires start easily and may be difficult to control.

Smoke can be used as an indicator of fire intensity. See below

Smoke Colour	Fuel Moisture	Fire Intensity
Dense White	Very Moist	Mild
Grey	Moist	Mild – Moderate
Black	Dry	High
Copper Bronze	Very Dry	High - Extreme

3.12 LOGISTICAL SUPPORT ARRANGEMENTS

At Medium and large Fires the Incident Management Team shall consider the need for logistical support including first aid, catering and relief crews. The Planning/Intelligence Manager will assess the resources required which shall be organised through the logistics Manager.

At Small Fires the Incident Controller will assess the need for logistical support including first aid, catering and relief crews which shall be organised at the earliest opportunity.

3.13 WARRANTED RURAL FIRE OFFICERS

The following personnel have been recognised as having rural fire responsibilities or experience that allows them to make decisions on behalf of the PRFO. They are listed below.

Principal Rural Fire Officer WDC - Gordon Bailey

Deputy PRFO WDC - Darren Bourne

Rural Fire Officer – James Templeton

Rural Fire Officer – Dave Taylor

Rural Fire Officer – Phillip Trimmer

Rural Fire Officer – Jessica Lourie

4. RECOVERY

4.1 OPERATIONAL REVIEWS

In compliance with the procedures developed by the National Rural Fire Authority under Section 14A of the Fire Service Act 1975 the Rural Fire Authority shall carry out Fire Operational Debriefs on any significant fire within the district. This shall be an independent assessment conducted by an acceptable reviewer selected from the Register of Operational Reviewers.

The expected outcomes from an operational review are the provision of an impetus and ideas for continuous improvement. The information gained from the operational review is valuable for safety management and for developing training and preparedness programmes. It also allows for better decisions on both the effective use of staff, volunteers, plant and equipment at fires and the acquisition and placement of plant and equipment.

4.2 OPERATIONAL DEBRIEFS

Debriefs should be viewed as an opportunity to self examine the operational process of notifications, turnouts, and fire fighting activities, with the aim of making improvements from lessons learnt.

Debriefs shall be convened for the following fire situations:

- Any multi-agency fire
- Any fire where injury has occurred
- Any fire that lessons can be learnt from

The WDC Rural Fire Authority may 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 42(2) (d))

A fire should not be declared out until such time as any investigation into the fire is completed, and the area thoroughly searched for hot spots using appropriate technology.

Obligations to make changes/improvements that are identified in the debrief shall be allocated to a named person who will be responsible for the outcome.

It should be remembered that the debrief is not a "witch-hunt" but an opportunity to evaluate the effectiveness of Fire Control systems, cooperation and coordination from an actual Fire Emergency situation.

All debrief will be conducted in four parts:

Circumstances

- Date/Time
- Fuel Type
- Topography
- Organisations involved
- Estimated Suppression Costs
- Call out procedures
- Location
- Weather
- Values at risk
- Area burnt
- How fire started
- Duration of each stage

Operational

- Incident Controller Report - Sequence of Events, Objectives, Initial Attack,
- Structure
- Aerial Operations Report
- Logistics Report
- Communications Report
- Mop Up/Patrol
- Relief Crews
- Catering
- First Aid
- Traffic
- Equipment - Adequate/Suitable
- Health and Safety Report

Assessment

- Pre-planning - effectiveness
- Inter Agency Cooperation
- Techniques used
- Command/Control (CIMS)
- Safety

Recommendations

One person shall be nominated to ensure an outcome and report back for each recommendation.

This should be recorded and signed off on completion. The Chairperson should reinforce this during the summation of the debrief.

The debrief process should not be hurried and every attendee must be allowed the opportunity to voice his/her opinion.

4.3 POST-FIRE INVESTIGATION

The Rural Fire Authority's policy is to investigate fires where:

- There is to be a claim on the Rural Fire Fighting Fund.
- Cost recovery is being considered.
- There is suspected negligence on the part of any person or party.
- There are suspicious fire starts that could be arson.

Determining the cause of fires requires the services of a skilled fire scene investigator. Incident Controllers will need to obtain the services of such a person who is competently qualified, and designate that person solely to the task of investigating the fire.

In cases where significant cost recovery, negligence or criminal offending is involved, the fire scene investigator must be competent in producing investigation reports to an "expert" standard of proof, and be competent to give expert evidence in court.

All investigation reports must include a summary of:

- Ignition if known
- Number of fires
- Vegetation type burnt
- Area burnt

4.4 COST RECOVERY

The RFAs policy is to directly recover costs for ALL vegetation fires from whoever is responsible for starting the fire.

Where it is not possible to recover costs directly then the RFA will lodge a claim for cost recovery from the National Rural Fire Fighting Fund.

Appropriate financial systems will be in place to ensure full compliance with the NRFFF application requirements.

A dedicated staff member from Council's Finance Department will be assigned to every incident to manage and track all costs.

4.5 INSURANCE

The RFA carries fire insurance for its Volunteer Rural Fire Force Personnel.

4.6 FIRE RETURN STATISTICS

These are filled out through the SMS website as required.

4.7 REHABILITATION

Rehabilitation required because of damage caused by the fire or the suppression effort shall be in accordance with Section 55 of the Forest and Rural Fires Act 1977. Any other rehabilitation requirements shall be the responsibility of the landowner upon whose property the fire occurred.

In the event rehabilitation is required it shall be to a standard consistent with the requirements of the Waikato District Plan and the Waikato Regional Council Plan - Water.

Costs incurred in any rehabilitation process will be recoverable from the person responsible. If this cannot be determined then Council will determine appropriate course of action.

Every effort should be made to remove any litter, plastic containers etc associated with the fire suppression effort.

Best practice is to avoid unnecessary damage in the first instance however; damage caused by the suppression effort will be repaired if practical.

Appendix ONE

Situation Report

3. Location	4. Vegetation Forest/Scrub/Grass/Slash/ Other:	5. NZ Topo50 Grid Ref.
6. Assessment		
7. Action taken		
8. Factors		
9. Predicted Incident Development		

Incident Objectives

RF202

3. Overall Incident Objectives

4. Objectives for specified Operational Period

Organisation List

RF203

3. Incident Control	Name	Cell Phone	Radio Ch
Incident Controller			
Deputy IC			
Information Officer			
Safety Officer			
Liaison Officer			
4. Agency Representative	Name	Cell Phone	Radio Ch
Lead Agency			
Agency			
Agency			
Agency			
5. Planning/Intell Section	Name	Cell Phone	Radio Ch
Planning/Intell Manager			
Situations Unit			
Resources Unit			
Management Support Unit			
Information Unit			
Advance Planning Unit			
Technical Specialists Unit			
6. Logistics Section	Name	Cell Phone	Radio Ch
Logistics Manager			
Supply Unit			
Catering Unit			
Facilities Unit			
Finance Unit			
Communications Unit			
Medical Unit			
Ground Support Unit			

7. Operations Section

Operations Manager		
Deputy Operations Manager		
Division One Commander		
Sector A Supervisor		
Sector B Supervisor		
Sector C Supervisor		
Sector D Supervisor		
Division Two Commander		
Sector E Supervisor		
Sector F Supervisor		
Sector G Supervisor		
Sector H Supervisor		
Air Division Commander		
Air Attack Supervisor		
Air Support Supervisor		

Air Operations Plan

RF208

3. Personnel and Communications					
Position	Name	Affiliation	Phone	Radio Chan	
Air Div Commander					
Air Attack Supervisor					
Air Support Supervisor					
Lead Helicopter Pilot					
Lead Fixed-Wing Pilot					
4. Air Resource Assignments					
Pilot Company	Name/ Aircraft Type	Reg or Call sign	Assignment	Tactical Freq/Chan	Telephone Numbers
					Onboard: Company:
5. Location of Filling Points/Service Areas					
Name	Grid Reference				

6. Safety Notes / Hazards / Radio Coverage Limitations	
7. Air Operations Special Equip or Service	

Safety Plan

RF209

3. General Safety Points

Everyone is to be signed in and out of the fire ground through the Incident Control Point for both safety check and payment records.

Maintain regular situation reports (containing all relevant information) via line supervisors.

LACES

L - Lookout(s)

A – Awareness

– Anchor Point(s)

C – Communication(s)

E – Escape Route(s)

S – Safety Zone(s)

Fire Orders

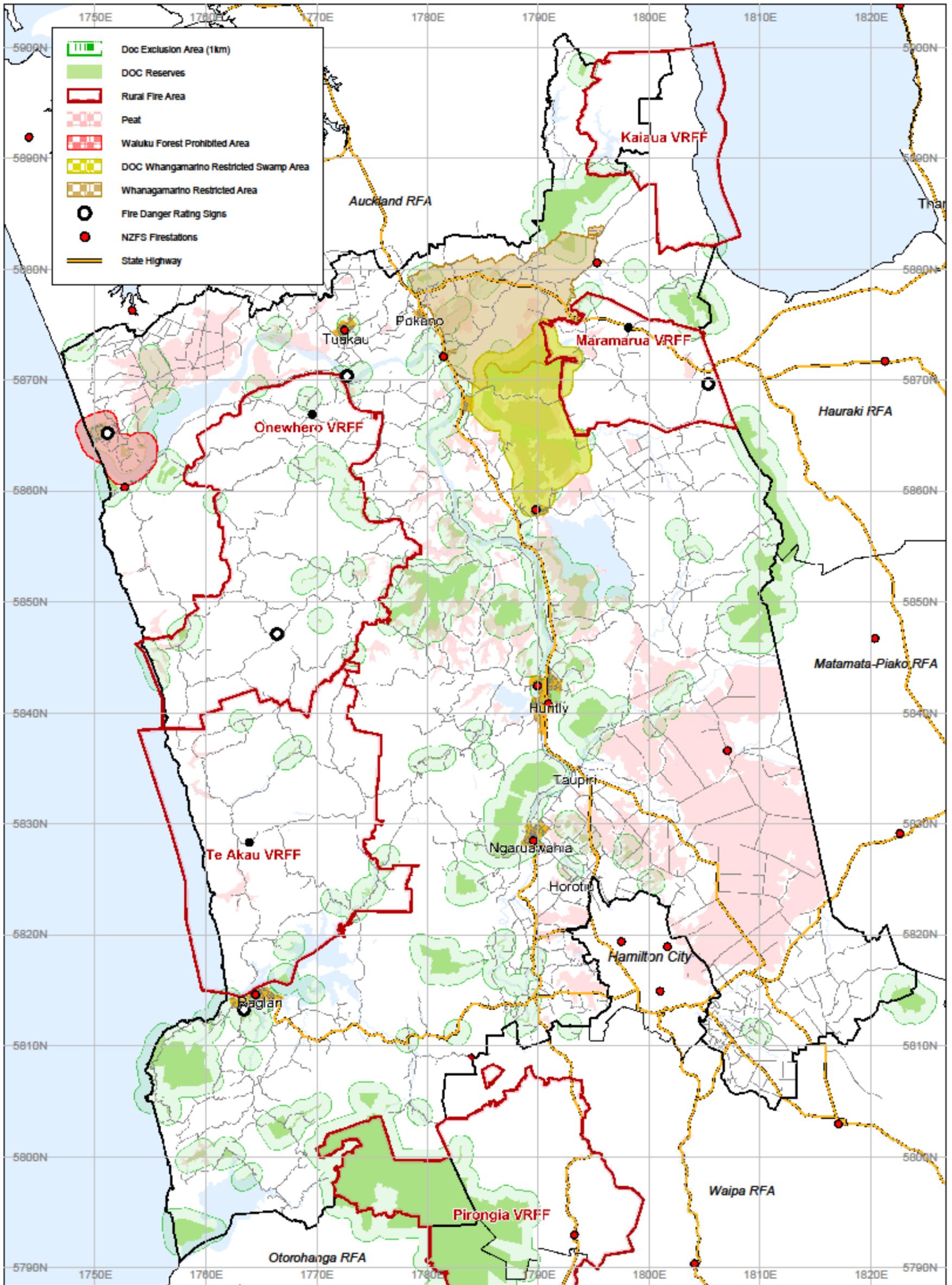
1. conditions and forecasts
2. Know what your fire is doing at all times.
3. Base all actions on current and expected fire behaviour of the fire.
4. Identify escape routes and safety zones and make them known.
5. **Post** lookouts when there is possible danger.
6. **Stay** alert. Keep calm, Think clearly, and act decisively.
7. Maintain prompt communication with your crew/s, your supervisor and adjoining crews.
8. Give clear instructions and ensure they are understood.
9. Maintain control of your crew/s at all times.
10. Fight fire aggressively having provided for safety first.

Watchouts

1. Fire size is unknown (no size up).
2. Unfamiliar territory
3. Safety zones and escape routes not identified.
4. Unfamiliar with weather and local factors influencing fire behaviour.
5. No communications link with crew members or supervisor.
6. Instructions and assignments not clear.
7. Weather is getting hotter , drier and relative humidity dropping
8. Wind increases and/or changes direction.
9. Getting frequent spot fires across the line
10. Working uphill or downwind of a fire
11. Working on a steep slope
12. Working in rugged terrain
13. Can't see main fire
14. In unburnt vegetation
15. Walking through hot ashes
16. Working alone
17. Getting tired
18. Working near power lines
19. Working near machinery
20. Working with aircraft
21. Working around trees or spars

4. Specific Safety Points

APPENDIX TWO;
Waikato Rural Fire District Map



Waikato Rural Fire Districts

GIS DEPARTMENT
 Created By: AJT
 Created For: D.B.
 Date Created: 13/10/2014
 Projection: NZTM
 Datum: 2000
 Revision No: 000548

Scale: 1: 300 000
 0 5 10
 Kilometers
 NORTH
 A3

APPENDIX THREE;

Waikato Rural Fire District Fire Personnel

Table will be inserted into limited copies only to protect privacy of individuals

APPENDIX FOUR

Waikato Rural Fire District HAZARDOUS BUILDINGS IN RURAL AREAS

Huntly East Mine	McVie Road Huntly
Solid Energy Huntly Coal Screening Plant	137 Rotowaro Road Huntly
AFFCO Horotiu Corporate Office	SHI Horotiu
Karioi Lodge Backpackers	5B Whaanga Road Raglan
Childrens Bible Camp	578 Wainui Road Raglan
Hauora Waikato Tamahere Hospital and Healing Centre	28A Duncan Road Tamahere
Yashili Dairy Factory	Pokeno