



HURUNUI
District Council

FIRE PLAN

AUTHORISATION

This Fire Plan is prepared under the provisions of section 39(1) of the Forest and Rural Fires Regulations 2005. It sets out the Policies and Procedures of Hurunui District Council to manage rural fires for the areas under Hurunui District Council's jurisdiction.

Adopted by Resolution of Hurunui District Council Works & Services Committee 2 December 2009

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Introduction

This Fire Plan defines the Hurunui District Council rural fire area and provisions for safe management of fires within that area. In accordance with the Forest and Rural Fires Regulations 2005, Section 39(3) the Fire Plan adopts the basic construct of Reduction, Readiness, Response and Recovery.

In accordance with the Forest and Rural Fires Regulations 2005, Section 40 this Fire Plan will be reviewed as follows:

- Readiness and Response components will be reviewed at least every 2 years; and
- Reduction and Recovery components will be reviewed at least every 5 years.

Hurunui District Council is the Rural Fire Authority for Hurunui District. Hurunui Rural Fire District and location of its Volunteer Rural Fire Force units are prescribed in the map graphic at Annex 1.

Department of Conservation, New Zealand Fire Service and Ashley Rural Fire District also have areas within Hurunui District for which they are the designated Fire Authority. These areas are prescribed in the map graphics at Annexes 2, 3 and 4 respectively.

Additionally Environment Canterbury can impose restrictions on fire activities where such activities have significant environmental impacts.

List of Abbreviations Used

BUI	Build Up Index
CDEM	Civil Defence Emergency Management
CIMS	Coordinated Incident Management System
DC	Drought Code
DOC	Department of Conservation
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
FFMC	Fine Fuel Moisture Code
FRFA 1977	Forest and Rural Fires Act 1977
FRFR 2005	Forest and Rural Fire Regulations 2005
FSA 2005	Fire Service Act 2005
FWI	Fire Weather Index
HDC	Hurunui District Council Rural Fire Authority
IC	Incident Controller
ICP	Incident Control Point
IMT	Incident Management Team
ISI	Initial Spread Index
NRFA	National Rural Fire Authority
NRFFF	National Rural Fire Fighting Fund
NZFDRS	New Zealand Fire Danger Rating System
OIC	Officer In Charge
NZFS	New Zealand Fire Service
PRFO	Principal Rural Fire Officer
RAWS	Remote Automatic Weather Station
RFA	Rural Fire Authority
RFO	Rural Fire Officer
RIMT	Regional Incident Management Team
VRFF	Volunteer Rural Fire Force

1. REDUCTION

Reduction Statement

Hurunui District Rural Fire Authority shall ensure it has policies and procedures in place that reduce the likelihood and consequences of fire in the district.

Hurunui District Rural Fire Authority's *Reduction Strategy* is based on a campaign of public awareness of the fire threats in the District, and guidance on how to mitigate them. The principal tools used for this are fire hazard analysis, fire weather data analysis and application of hazard management practices.

1.1 Fire Season and Fire Weather Monitoring

- Prior to 1 August each year the Hurunui District Council shall review the Fire Danger Classification calculation applicable to the District. These classifications are based on the New Zealand Fire Danger Rating System provided by NZFS and NRFA.
- Hurunui District Fire Authority shall monitor fire danger and provide fire-fighting resources at key locations throughout the District. Fire danger will be monitored using a collection of NZFDRS and data from Remote Automatic Weather Stations at Balmoral Forest, Hanmer Springs, Ashley Forest and Bottle Lake Forest. This data is available from the NRFA website and is used by the PRFO and key RFO's to implement control procedures.
- The PRFO shall also liaise with NZ Meteorological Service, NIWA and NRFA for current and predicted trends in weather and fire danger.
- Open Fire Season exists throughout the District whenever a Restricted or Prohibited Fire Season is not in place. Fires are not authorised without a *Fire Permit* during Restricted Fire Seasons and Prohibited Fire Seasons. The increase to extreme fire danger conditions during a Prohibited Fire Season means Fire Permits (Appendix 3 to Annex F) are less likely to be issued.
- Restricted and Prohibited Fire Seasons may be imposed at any time if conditions warrant it.
- The PRFO will monitor fire and weather data on a daily basis to determine if *Trigger Points* for increased fire danger have been reached. The following trigger points may be used in determining a Restricted or Prohibited Fire Season:

1.2 Fire Hazard Trigger Points

LOW - MODERATE HAZARD

Build-up Index 0 – 33	Drought Code 0 – 200	FWI 0 – 15
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HIGH - VERY HIGH HAZARD

Build up Index 34 – 60	Drought Code 200 – 400	FWI 16 – 30
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EXTREME HAZARD

Build up Index Above 60	Drought Code Above 400	FWI Above 30
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1.3 Hazard Assessment

- NRFA is developing a national standard for assessing fire hazards using a prescribed Wildfire Threat Analysis (WTA) tool. The WTA national standard has not been finalised yet however there is an expectation it will occur at which time HDC will need to consider compliance.
- Attached to the anticipated WTA standard is likely to be associated minimum response times standards as well. Similarly, once confirmed as national standards HDC will need to consider compliance.
- Meanwhile WTA in the Hurunui District is based on the above-mentioned tools.

1.4 Hazard Management

- Prescribed burning as approved by the PRFO will be encouraged to assist landowners with land management practices and to reduce fuel loads. RFO's will assist property owners to formulate prescribed burning plans and where appropriate, advise on best burning practices.
- Hurunui District Fire Authority shall produce information annually relating to crop residue burning and a 'Best Practice Guideline' for farmers.
- Fire signage including Fire Danger Indicator Boards and Restricted and Prohibited Fire Season signs will be erected as required and maintained throughout the fire season. These are altered on the direction of the

PRFO when fire weather indices dictate that conditions have changed. Current locations of these are shown at Appendix 6 to Annex A.

- Protection works will be considered for high hazard areas. These include provision and maintenance of fire breaks, water supply points and aircraft facilities.
- Hurunui District Fire Authority will continue to enlist fire fighting personnel and procure equipment to meet its legislative obligations, and these shall be maintained in a state of readiness at all times.

1.5 Public Education

- A public education programme aimed at changing people's behaviour through awareness and knowledge is ongoing. Radio broadcasts and public notices are the primary means of disseminating this information. These are coordinated at national and regional levels. Hurunui District Council is a member of the Canterbury West Coast Regional Rural Fire Coordinating Committee (CWCRRFCC) and pays an annual levy to this regional committee for public education and public information outputs.
- Fire tips pamphlets will be distributed on a regular basis to all property owners with rate demands.
- Displays at shows within the Hurunui District will also be encouraged.

1.6 Fire as a Land Management Tool

- Hurunui District is divided into three generic topographical categories: high country, hill country and plains areas. Climatic and topographic conditions can vary dramatically between these landscapes with severe fire hazard conditions being more prominent in the hills and high country areas.
- Hurunui District has a large agricultural area and Council recognises that properly managed fire can be a suitable land management tool. The normal Restricted Fire Season for the plains area will allow burning of agricultural crop residues under certain conditions without a permit. However in the Hill and High Country areas a fire permit will be required at all times.
- Prescribed Burns. Hurunui District Rural Fire Authority allows the use of prescribed burning as a land management tool; consequently guidelines for crop residue burning (derived by CWCRRFCC) are attached as Appendix 1 to Annex D.

- Fire Permits. Fire permits will be required during Restricted and Prohibited Fire Seasons. The content of these is aimed at assisting landowners to safely burn unwanted vegetation as part of their land management. A Fire Permit template is provided at Appendix 3 to Annex F and a checklist for RFO's conducting fire permit inspections is at Appendix 4 to Annex F.
- Fire breaks. Generally firebreaks will only be required as a condition of Fire Permit requirements or for crop residue burns. Firebreaks for plantations and wood lots will be at the discretion of the plantation or wood lot owner.
- All firebreaks are to be kept clear of flammable materials.
- Firebreaks for crop residue burns must be a minimum width of 10m cleared to mineral earth.

1.7 Restrictions for Roadside Mowing

- Hurunui District Rural Fire Authority will advise public roadside grass-cutting contractors immediately when fire conditions indicate that Fire Restrictions or Prohibitions are to be invoked.
- During a Prohibited Fire Season all mowing of roadsides shall cease until conditions are favourable again.

2. READINESS

Readiness Statement

Hurunui District Fire Authority shall implement policies and procedures that it has in relation to readiness for fire suppression in its district.

Hurunui District Rural Fire Authority's *Readiness Strategy* is to provide trained and equipped Volunteer Rural Fire Forces, facilities and procedures in the District that will support fire-fighting response. These will be provided to a level consistent with nationally and regionally agreed regulations, standards, and codes of practice.

2.1 Fire District Geographical Boundaries

The Hurunui Rural Fire District, location of its Volunteer Rural Fire Force units and boundaries of adjacent fire districts within the Hurunui District are prescribed in the map graphics at Annexes 1 - 4. Adjacent fire districts include Department of Conservation, New Zealand Fire Service and Ashley Rural Fire Committee.

2.2 Structure of Hurunui District Rural Fire Force

- Hurunui District Rural Fire Authority is required to manage all aspects of rural fire within its jurisdictional area¹. To help achieve this the Hurunui Rural Fire Authority maintains a structure that comprises a central office based out of the Council's Amberley Office, and five Volunteer Rural Fire Force units spread throughout the District (see Appendix 1 to Annex A).
- Response is centrally controlled from Amberley Office by an appointed Principal Rural Fire Officer (PRFO). A number of Rural Fire Officers (RFO) have also been appointed and are delegated authority to respond to and control fires within their geographical areas. However the PRFO can assume control if necessary for any incident that engages the Council's VRFF.
- The Council aims to establish a rural fire *Incident Management Team (IMT)* to manage response to large or complex fires and if required, a Regional IMT can be requested through the Memorandum of Understanding with the Canterbury West Coast Regional Rural Fire Coordination Committee (CWCRRFCC) of which the Council is a member.

¹ S12 (1) of the Forest & Rural Fires Act 1977.

2.3 Chain of Command

- As required by Section 13 of the Forest and Rural Fires Act 1977, and Section 38 of the Forest and Rural Fires Regulations 2005, Hurunui District Council has appointed a warranted PRFO and a number of warranted RFO's.
- The PRFO is Council's rural fire manager and as such will ensure compliance with appropriate legislation.
- A warranted Deputy Principal Rural Fire Officer (DPRFO) has also been appointed and will assume the above responsibilities during any absence of the PRFO.
- Fire Force Commanders have been appointed for each of the five VRFF units within Hurunui District. Most of the Fire Force Commanders are RFO's and are directly responsible to the PRFO for management of their units. Hurunui District Rural Fire Authority's appointed RFO's and Fire Force Commanders are listed at Appendix 1 to Annex B.
- Each VRFF unit has a Fire Force Commander and multiple crews. Each crew is lead by a Crew Boss who is responsible to the Fire Force Commander.

2.4 Rural Fire Committees

- A committee of Council's five VRFF units, RFO's and the PRFO has been established as the Hurunui Rural Fire Coordination Committee (HRFCC). A chairman is elected from among the RFO's of the committee. This committee is a coordination and administration tool between the VRFF teams, with the PRFO acting as a representative from the Council to provide management advice and guidance.
- Ashley Rural Fire District has its own committee and Hurunui District Council's PRFO is the Council's representative on this committee.
- CWCRRFCC is a regional committee, and the PRFO also represents the Council on this committee.

2.5 Training Arrangements

- Nationally agreed training standards derived by the NRFA form the basis of training for all Hurunui VRFF teams. These include minimum required standards plus layers of additional standards for personnel with increased responsibilities such as Crew Bosses and Rural Fire Officers.

- Hurunui District Rural Fire Authority will comply with all minimum required standards, and will attempt to meet additional standards where possible.
- The Council will provide an NZQA-accredited external training provider to assist attainment of these unit standards-based training competencies through a structured training program. This contractor will also assist with development of non-unit standards-based training.
- On the job training is conducted by VRFF units under the direction of their respective Fire Force Commander.
- The PRFO is responsible for overseeing all of the above training arrangements and for developing an IMT capability.
- The PRFO will undertake training for his own professional development to provide him with the range of competencies relevant to his role as PRFO. Where specific competencies are prescribed for a PRFO through standards derived by the NRFA or prescribed in the Forest & Rural Fires Act 1977, the PRFO will meet those standards. These competencies will be developed by attendance on regionally coordinated training courses plus RFO training developed by the Council's rural fire training contractor. Occasionally the PRFO will arrange joint RFO-level training with NZFS Chief Fire Officers and interested RFO's from the adjoining RFA's.

2.6 Section 14 Agreement

The Council has a Section 14 Agreement as prescribed in the Forest and Rural Fires Act 1977, with the NZFS dated 27 November 1992. This agreement relates to fire response within the Hurunui District and it relates to the use of Hurunui rural fire tankers at Waiau and Waipara. A copy of the agreement is attached at Appendix 9 to Annex F.

2.7 Hanmer Springs Contingencies

- Hanmer Springs has a unique environment because of its relatively remote location and significant envelopment by major forest blocks. This presents a significant fire risk to a sizeable population.
- Consequently two separate contingencies have been developed for Hanmer Springs: 'Hanmer Springs Fire and Evacuation Plan' and 'Procedures for Closing Hanmer Springs Walking Tracks during Extreme Fire Conditions.' These two documents are independent publications that provide readiness and response procedures for specific fire threats.

- Hanmer Springs Fire and Evacuation Plan' is used to respond to an actual major fire that threatens the village and forces the need for evacuation.
- 'Procedures for Closing Hanmer Springs Walking Tracks during Extreme Fire Conditions' are used when the threat of extreme fire conditions exists within the forest areas.
- Management of these two documents is the responsibility of the PRFO and copies of both are available for public viewing.

2.8 Trigger Points for Fire Season Status

Trigger points for *Fire Season* status are prescribed at s1.2 of this plan. Trigger points for the closure of forest recreational areas and for activation of the pre-determined forest fire evacuation plan in Hanmer Springs are prescribed in the two relevant documents. Copies of both documents are available from the PRFO and Hurunui District Council's Amberley Office.

2.9 Register of Industrial and Commercial Buildings

As a result of the Icepak Coolstore Fire at Tamahere in April 2008, the NRFA determined that all RFA should develop a register of industrial and commercial buildings that meet certain criteria in rural areas and in concert with the NZFS, develop tactical response plans for each building, and maintain a register of these buildings and plans.

HDC will establish such a register in concert with NZFS and the PRFO shall maintain the register once developed.

3. RESPONSE

Response Statement

The Hurunui District Rural Fire Authority shall implement policies and procedures for responding to a fire in its district.

Hurunui District Rural Fire Authority's *Response Strategy* is to be able to deploy trained and equipped Volunteer Rural Fire Forces, facilities and services to fires 24 hours per day all year round, to control and ultimately extinguish them in the most efficient and effective way possible.

Given the dispersed and 'volunteer' nature of Council's VRFF, it is necessary for this strategy to permit close coordination and interaction with other Fire Authorities to achieve effective fire suppression.

3.1 Response Sequence

The general sequence for response to fires in the Hurunui District is:

- Receive notice of a fire.
- Initial response from NZFS.
- Initial activation by Hurunui VRFF or RFO.
- Deployment of response crew(s).
- Deployment of further resources if required.
- Termination.

3.2 Hurunui PRFO 24 Hour Contact

- The Hurunui PRFO is on-call 24 hours/day all year round. His contact details are at Appendix 1 to Annex B.
- Pager contact may be made by contacting the NZFS Communications Centre "Firecom" on (03) 341 0266.

3.3 Receiving Fire Calls

- Firecom receives fire notifications from anyone including members of the public via the "111" emergency telephone system and initiates the service response to fire incidents in the Hurunui District on a continuous 24-hour basis via pager to the PRFO and VRFF teams.
- Hurunui RFO's and Fire Force Commanders are on pager and can choose to receive all the pager messages within the Hurunui the same

as the PRFO, or they can choose to receive only those messages relevant to their fire zone.

- All Hurunui RFA members that have pagers will be able to identify from the pager message if the incident is inside their fire zone or not. If it is in their fire zone they should continue to monitor future pager messages in case a message is sent that requires a response from them. Where possible they should also monitor their NZFS and/or Hurunui VHF radios for the same.
- VRFF members or Council staff receiving fire notifications directly from any non-NZFS source should use the form “Fire Call Questionnaire” (see Appendix 2 to Annex F) to record details of the call then notify Firecom of the details as soon as possible via the “111” emergency telephone service.
- Hurunui PRFO should acknowledge all notifications to Firecom via phone or Land Mobile Radio (LMR).

3.4 Initial Deployment

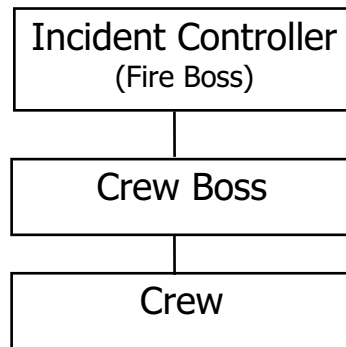
- Firecom immediately dispatches NZFS brigades to attend using NZFS pre-determined automated call-out arrangements (referred to as call-out strings). These can include automatic dispatching of Hurunui RFA tankers and appliances that have LMR as these are all attached to the automated system.
- The first responding NZFS brigade provides situation reports (Sitrep) to Firecom by radio and Firecom then relays key details to Hurunui RFA by pager.
- If VRFF support is required the NZFS brigade in attendance will notify Firecom who will relay the request to the Hurunui RFA by pager.
- If a RFO or VRFF crew is first to arrive at the fire ground, they are to provide Sitreps to Firecom if they have LMR otherwise to the PRFO who is to then forward details to Firecom.
- In this case if further RFA support is required they can request it through Firecom or directly to the PRFO.
- Regardless of whether initiated by NZFS or by a Hurunui RFA member, where Hurunui RFA response is requested:
 1. The Hurunui PRFO will instruct Firecom to deploy the appropriate Hurunui VRFF via pager if they have not already been automatically deployed. Otherwise Hurunui PRFO will deploy them by phone or radio.

2. Hurunui VRFF will communicate via LMR to Firecom when responding. Any Hurunui vehicles that do not have LMR will communicate directly to Firecom by cell phone or via the PRFO who will then relay details to Firecom.

3.5 Command and Control

- The first arriving fire fighting unit whether NZFS or Hurunui VRFF, will assume control of the incident and should establish an Incident Control Point (ICP) using a Coordinated Incident Management System (CIMS) structure. If there is no RFO present in this unit the leader of the unit is to take control and if he deems it necessary he can request that a RFO attend to take over control of the fire ground.
- If NZFS is the first to arrive at the fire ground any Hurunui RFA teams that arrive subsequently are to report to the NZFS ICP. These teams are to work under control of the NZFS Incident Controller (IC) until such time as a formal hand over is completed between the NZFS IC and a Hurunui Crew Boss or RFO.
- If Hurunui RFA crews are first to arrive at the fire ground the senior Crew Boss or RFO present is to take control of the fire ground and all people and fire fighting resources on it.
- The IC is to notify the PRFO if in his opinion the situation requires the PRFO to attend in person. At anytime the PRFO may deem it appropriate to deploy to the fire ground and/ or take control of it.
- The PRFO is to advise the Rural Fire Manager, NRFA, Christchurch (cell phone 021 927 778) as soon as possible if the fire is of significant size and/or there is potential that a claim will be made on the National Rural Fire Fighting Fund to reimburse fire suppression costs.
- Any person at any level should ensure for themselves and their subordinates, that three basic requirements are met:
 1. Each person has a clearly defined job within that person's capabilities;
 2. Each person clearly understands who they are responsible to; and
 3. Each person clearly understands what they are responsible for.

- The command and control structure at a small fire could be a “direct line” from Crew Boss to firefighters. This may include two crews with one of the two Crew Bosses acting as the IC for the fire ground.



- Command and control for larger or difficult-to-control fires where a RFO or the PRFO has been requested to take control, an ICP is still to be maintained however it is likely to expand in size and responsibility.
- In these cases the IC is to consider using Incident Management Team (IMT) at the ICP to manage the fire. The IMT should be as large as is necessary to meet the needs of the fire. A sample organisational chart that is consistent with CIMS is offered at [Annex E](#).
- Where very large or difficult-to-control or multiple fires occur the Hurunui PRFO can request CWCRRFCC to deploy its Regional IMT and/ or establish an Emergency Operations Centre controlled by a Response Coordinator. In such cases the Response Coordinator will support any deployed IMT with coordination of:
 - status updates of fires and resources;
 - development of response strategies;
 - additional resource acquisition;
 - prioritizing the use of scarce resources;
 - public information;
 - recommendations to the NRFO to declare the incident a national incident; and
 - declaration of an emergency should the situation escalate.

3.6 Responsibilities of the Incident Controller

The Hurunui RFO or any Hurunui VRFF member that has now taken over as IC should use the following checklist as a guide for their responsibilities:

1. Maintain the fire-fighting response.

2. Warn any persons likely to be affected by the fire.
3. Confirm location of the fire and determine ownership.
4. Notify:
 - The PRFO if not already notified.
 - NZFS if not already advised;
 - Neighbouring Rural Fire Authorities if close to a boundary;
 - DOC if fire is in or close to a DOC fire margin or conservation area;
 - Landowner/ forest owner if known;
 - Police if close to a major road, houses etc;
 - Ambulance service if fire is significant;
 - Electricity authority if power lines, buildings etc are threatened;
 - Toll Rail if adjacent to rail lines;
 - NRFA if the fire is large or a claim on the NRFFF is likely.
5. Establish and/or maintain an ICP; advise its location to Firecom so they can advise any other response crews and ensure arriving crews or people report to it in the first instance. Do not allow anyone to self-deploy without first reporting to the ICP.
6. Assess the weather, topography and fuels to determine any other requisite fire fighting needs.
7. Regularly monitor and record fire weather data (temperature, humidity, wind speed, wind direction) to help determine fire behaviour.
8. Brief and dispatch staff and equipment as required except that any significant costs should be approved by the PRFO first.
9. Review resource requirements.
10. Establish and maintain a communications network to response units, the PRFO and Firecom.
11. Record:
 - As much detail as you can manage in a Fire Log;
 - Any specific detail that might assist production of a Fire Incident Report on return from the fire;
 - All incoming and outgoing personnel and equipment. Where an IMT is established, use the RF T-Card system for this;
 - The origin and cause of the fire if known; and

- Any evidence and witness details that might assist a subsequent fire investigation, Fire Incident Report, operational debrief or cost recovery.
12. Arrange the following logistic support:
 - Back-up crews if fire fighting is likely to exceed four hours;
 - Catering; and
 - Additional equipment, fuel, water and batteries.
 13. Stand Down: persons stood down must report their departure from the fire ground to the ICP.
 14. Mop-Up:
 - Ensure crews manually locate and suppress hot spots.
 - In high drought codes and for deep-seated fires, consider using thermal imaging cameras to detect hot spots. These resources can be acquired from Rural Fire Solutions NZ Ltd and DOC.
 15. Patrol all hazardous areas.
 16. Ensure the fire is out or is at least under control. If the fire was originally a controlled burn that subsequently escaped, when it is safe to do so, consider handing the fire back to the property owner so they can complete their burn and they can take responsibility for extinguishing it.
 17. Advise Firecom that the “fire is out” when it is certain that the fire is completely extinguished and note the decision and the time it was made, in your Fire Log. Alternatively if you are handing the fire back to the property owner, advise Firecom and the PRFO.
 18. Where possible ensure preservation of the fire origin in case a fire investigation is initiated.
 19. On completion of deployment provide a Fire Incident Report and a copy of your Fire Log to the PRFO within 7 days.

3.7 Instructions for Responding Crews

1. Check-in all personnel, vehicles and equipment at the ICP immediately on arrival. Do not enter any other parts of the fire ground until check-in is complete and deployment instructions have been issued by the IC or his delegate.
2. Receive a defined task from the IC or his delegate and ensure the following minimum requirements are understood:

- Safety and hazards brief.
 - The layout of the fire ground and fire information (fuel types, methods of suppression, sectors, threats, weather forecasts, hazards etc.);
 - Each person has a clearly defined job within that person's capabilities;
 - Each person clearly understands who they are responsible to;
 - Each person clearly understands what they are responsible for; and
 - Communications network (call signs, radio channels or frequencies).
3. Carry out your assignment as described by the IC or his delegate.
 4. Maintain communication and progress reports up the chain of command.
 5. Prior to departing the fire ground:
 - Ensure your relief is briefed.
 - Check-out at the ICP.
 - Ensure all of your crew and equipment is check-out via the ICP.

3.8 Deployment of Additional Resources

- The Hurunui PRFO has a financial delegation by resolution of the Hurunui District Council that enables resources to be acquired for fire suppression. Warranted RFO's have financial delegations from the Hurunui PRFO (see sample delegation at Appendix 2 to Annex B) for purchasing immediately required consumable products for crew members on deployment. These products cover the likes of food supplements, drink, batteries for radios and pagers. They are not for purchasing crew meals or equipment or services for fire suppression.
- RFO's must seek authority from the Hurunui PRFO to commit resources that incur a cost beyond the level of their financial delegation.
- Normally Hurunui RFA crews deploy reasonably self-sufficient for a few hours. If they require further resources the IC can request them direct from the PRFO who will arrange the requisite resources.
- In normal circumstances where the PRFO has not deployed to the fire ground but is on-duty, the PRFO will act as the coordinator for all resource support to the fire ground.

- If an IMT has been established the ICP can place requests direct to the PRFO. If the PRFO is IC of the fire ground he will approve acquisition of resources and the Logistics Manager of the ICP will be responsible for arranging the requisite resources. This might involve support from Hurunui District Council administration staff to acquire certain resources and arrange for them to be deployed forward to the ICP.
- Where a NZFS crew is in charge of a fire ground, the CFO or in his absence the DCFO or the NZFS member acting in their absence, may call upon such additional assistance and resources considered necessary for the early containment and suppression of fires up to the limits prescribed in the Section 15 Agreement between Hurunui District Council and NZFS (see Appendix 7 to Annex F). This authority applies to immediate deployment or placement on “standby” of:
 - One helicopter. For further helicopters the OIC must seek authority first from the Hurunui PRFO;
 - Fire fighting resources including VRFFs; and
 - Equipment, chemicals and other resources available to Council through contracts or mutual agreements.
- Each request for additional resources is to clearly identify the type, quantity and priority of the resources requested (e.g. more aircraft, ground crews, smoke chaser, water tanker, pumps, chemicals etc). Carte blanche or “non-specific” call out of resources is not authorised without approval from the Hurunui PRFO.
- Contact details for a number of commonly used resource providers are contained in the Appendices to Annex C. This is not an exhaustive list; rather it contains providers commonly known to the Council and the Canterbury rural fire region.

3.9 Communications

Figure-1 below illustrates the different types of command and control arrangements that could be used at different sized fires and the generic radio-telephone communication networks that would be appropriate for the respective command and control arrangements:

- The arrangements within the fire ground can differ according to size and needs of the fire. Arrangements outside of the fire ground remain constant.
- The ICP can where necessary communicate directly to other agencies including regional and national RF offices. For small incidents involving only one or two Hurunui VRFF crews it is expected the IC would only

need to communicate outside the fire ground with Hurunui RFA and Firecom.

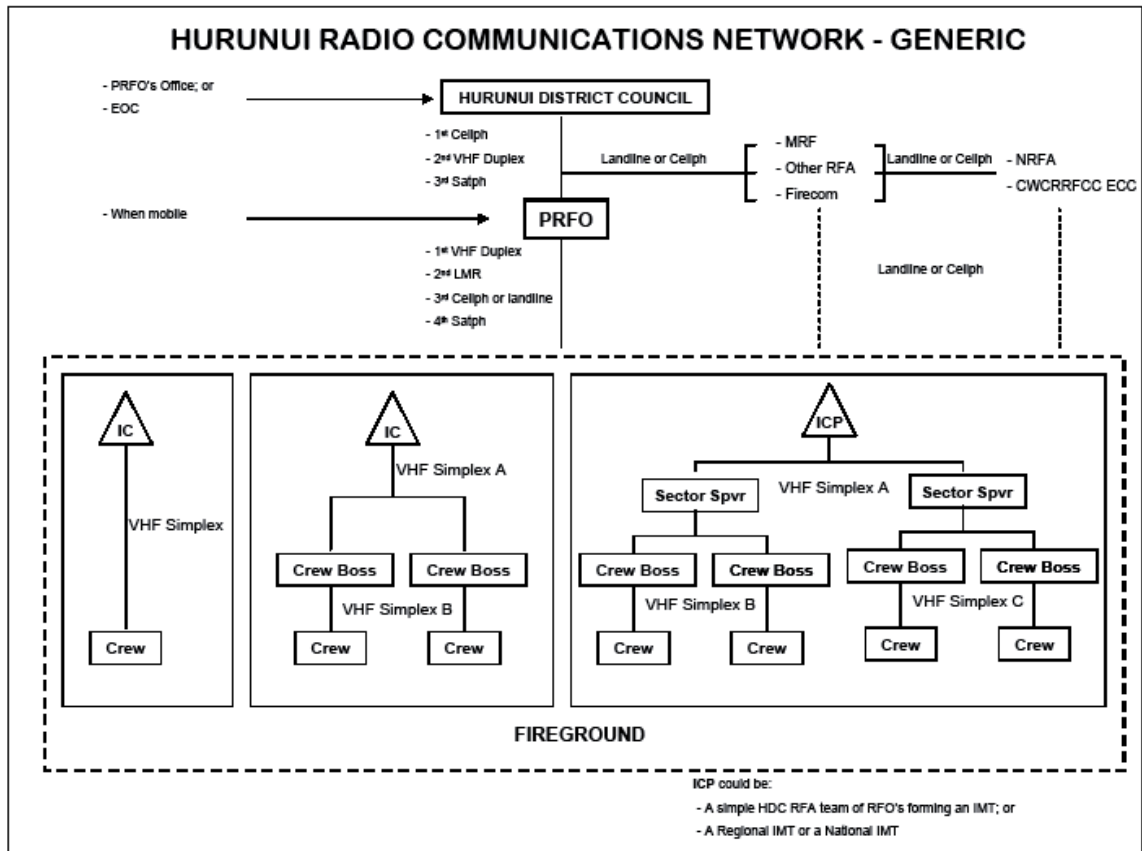


Figure-1

The channel list table below shows the radio channels and assigned frequencies owned by a range of emergency management organisations within Canterbury and NZ that are used primarily for rural fire and CDEM incidents. All Hurunui RFA VHF radios whether mobile or hand held, have this channel list programmed into them:

- Channels 7 and 8 are Hurunui District Council linked VHF repeater channels used for rural fire or CDEM. Depending on where in the district a radio is, will depend on which of these repeaters should be used to communicate on the Hurunui VHF duplex radio network. These channels should be used where direct line of sight between radios is poor and relies on a radio repeater for radio communication.
- Channel 24 is a Hurunui District Council simplex channel that does not operate through repeaters; rather it is for radios that are in close proximity to each other and that have good direct line of sight with each other that enables radio communication.
- Channels 20, 21, 22 and 23 are NZFS-owned simplex channels and these are most often used on fire grounds inside many districts including the Hurunui district.
- The IC should establish a radio communications network for the fire ground choosing from among this selection of channels.
- If operating in DOC fire margins the IC should use DOC channels so that DOC RFA staff can communicate with them easily. Similarly use Carter Holt Harvey (now licensed to Rayonier NZ Ltd) when operating in the Ashley RFD or channels 20 – 23 when in NZFS urban fire districts.
- Channels 13 and 31 should be used for communicating to RNZAF or Amuri Helicopters Ltd aircraft respectively.
- Channel 11 is a national CDEM liaison simplex channel that has very good coverage in many parts of Canterbury and could be used as an alternative if the fire simplex channels are not providing good communications.

Radio Channel List for Hurunui Rural Fire Authority

<i>Ch</i>	<i>Frequency Rx</i>	<i>Frequency Tx</i>	<i>Notes CTCSS</i>	<i>Name Display</i>	<i>Comment</i>
	Bank 1 SAR		Tone	**	
1	140.58750 n	140.58750	141.3	01 SAR X1	ESX 7 SAR Simplex
2	143.66250 n	143.66250	141.3	02 SAR X2	ESX 53 SAR Simplex
3	141.71250 n	138.71250	141.3	03 SAR R1	ES57 SAR Rpt Duplex
4	141.72500 n	138.72500	141.3	04 SAR R2	ES58 SAR Rpt Duplex
5	141.73750 n	138.73750	141.3	05 SAR R3	ES59 SAR Rpt Duplex
6	141.75000 n	138.75000	141.3	06 SAR R4	ES60 SAR Rpt Duplex
7*	142.90000 n	139.90000	Duplex	07 HDC R1	ES152 HDC Mt Alex Rpt
8*	141.01250 n	138.01250	Duplex	08 HDC R2	ES1 HDC Wallace Pk Rpt
9	142.61250 n	139.61250	Duplex	09 CD GRY	ES129 Mt Grey CD Region Rpt
10	141.52500 n	139.52500	Duplex	10 WDC R1	ES 42 Waimak D.C. Rpt
11	140.98750 n	140.98750	Simplex	<u>11 NATLX</u>	ESX39 Nat Lias Simplex
12	143.05000 n	140.05000	Duplex	<u>12 NATLR</u>	ES164 Nat Lias Rpt #
13	158.72500 w	158.72500	Simplex	13 RNZAF	MSX27 Ground to Air RNZAF
14	143.03750 n	140.03750	151.4	14 DOC PR	ES163 DOC 20 Portable Rpt
15	<i>156.30000 w</i>	<i>156.30000</i>	<i>Simplex</i>	<i>15 MM06</i>	<i>Marine</i>
16	<i>156.80000 w</i>	<i>156.80000</i>	<i>Simplex</i>	<i>16 MM16</i>	<i>Marine Emergency Ch</i>
	Bank 2				
17	<i>160.77500 w</i>	<i>156.17500</i>	<i>Duplex</i>	<i>17 MM63</i>	<i>Marine Repeater</i>
18	<i>156.42500 w</i>	<i>156.42500</i>	<i>Simplex</i>	<i>18 MM68</i>	<i>Marine</i>
19	<i>156.57500 w</i>	<i>156.57500</i>	<i>Simplex</i>	<i>19 MM71</i>	<i>Marine</i>
20*	143.82500 n	143.82500	Simplex	20 FIRE 1	ESX 66 Fireground Simplex
21*	143.78750 n	143.78750	Simplex	21 FIRE 2	ESX 63 Fireground Simplex
22*	140.92500 n	140.92500	Simplex	22 FIRE 3	ESX 34 Fireground Simplex
23*	140.61250 n	140.61250	Simplex	23 FIRE 4	ESX 9 Fire Air Ops Simplex
24*	143.56250 n	143.56250	Simplex	24 HDC X	ESX 45 HDC Rural Fireground.
25*	152.95000 w	154.73125	88.5	25 CHHR1	Mt Grey Carter Holt Harvey Rpt
26*	153.22500 w	155.00625	123.0	26 CHHR2	Wallace Pk Carter Holt Harvey
27	142.50000 n	139.50000	151.4	27 DOC 05	ES120 DOC Mt Emmerson Rpt
28*	143.25000 n	140.25000	Duplex	28 FIRE PR	ES 180 Portable Fire Rpt #
29	142.96250 n	139.96250	151.4	29 DOC 13	ES157 DOC Mt Herbert Rpt
30	<i>167.35000 w</i>	<i>162.75000</i>	<i>123.0</i>	<i>30 BOYLE</i>	<i>Boyle Rvr Outdoor Ed Centre</i>
31	<i>151.18750 w</i>	<i>155.36875</i>	<i>123.0</i>	<i>31 AMURI</i>	<i>Amuri Helicopters Repeater</i>
32	146.97500 w	146.37500	Duplex	32 NOBLE	Mt Noble AREC Rpt

Notes:

- *The frequency spread is quite wide between channels above (n & w) and different antennas should be used when operating in the marine band compared to the ES band. Antennas should be tuned to the appropriate frequency.*
- ** Likely Fire channel use*
- *X = Simplex or set to set. R1 or R2 = Repeater. PR = Portable Repeater. Duplex means repeater operation. ES = Emergency Service Band.*
- *Channels 12 & 28 on HDC portable repeater held at Waikari SAR/RF Depot.*

3.10 Fire Log and Incident Action Plan

A Fire Log and Incident Action Plan is to be maintained at all times during a fire. The Incident Controller will initiate this and delegate development and maintenance to an appropriate officer. The time of all entries will be included along side each entry.

Information in the log and Incident Action Plan will record:

- Confirmed location of the fire
- Observed fire behaviour
- Incident Control Point (ICP) location and other facilities
- Command Structure and names of the incident management team
- Developments of a communication plan
- Notification of other parties
- Logistics and other resource status
- Other relevant information

Each member of the incident management team should record as much information on individual logs as appropriate.

3.11 Fire Register

Hurunui District Rural Fire Authority maintains a register in which the details of each significant rural fire call notification is recorded. An example is provided at Appendix 4 to Annex F. The register includes Fire Reference, Date of Fire, Location, Agencies involved, Type of Fire, Area Burnt and Area Notification.

3.12 Fire Report

A fire report is required for all significant fires or where cost recovery is sought. Details of all fires attended by Hurunui VRFF units are to be recorded on a "Rural Fire Report" form (see Appendix 5 to Annex F) and returned to the PRFO as soon as practical after the incident.

3.13 Personnel & Equipment Records

All personnel and equipment records will be on the forms described in the Incident Action Plan (IAP) and meet requirements set out by the National Rural Fire Authority circulars.

4. RECOVERY

Recovery Statement

The Hurunui District Rural Fire Authority shall implement policies and procedures for activities following a fire in its district.

Hurunui District Rural Fire Authority's *Recovery Strategy* is to recondition and reconstitute Volunteer Rural Fire Forces, facilities and services that have been used for wild fire suppression activities to a point where they are ready for subsequent deployment.

4.1 Post Fire Debriefings

- **Fire Operational Review** means an independent assessment of a significant fire in a Fire Authority's district carried out under the procedure developed by the NRFA under Section 14A of the Fire Service Act 1975.
- **Operational Debrief** means the internal assessment by a Fire Authority of a fire in its district in accordance with NRFA procedures prescribed in Section 14A of the Fire Service Act 1975.
- **Post Fire Investigation** means an investigation by a Fire Authority to determine the point of origin and cause of a fire.

4.2 Fire Operational Review

- A Fire Operational Review can be carried out in relation to claims on the National Rural Fire Fighting Fund under Section 46 of the Fire Service Act 1975. The sponsor is the National Rural Fire Officer.
- It is a more formal examination of an incident than an internal fire debrief. It has a formal Terms of Reference with specific areas of fire management to examine and will be carried out by an external team of specialists appointed by the NRFO from a selected group of personnel with appropriate RF management skill and competency levels.

- The criteria for a review may be some or all of the following:
 - Loss of human life or serious injury was directly attributable to the incident
 - A major incident, i.e. greater than \$200,000 fire fighting costs; or
 - A vegetation fire which causes property damage in excess of \$3 million;
 - When the area burnt is in excess of 1,000 hectares.
- In these cases the Operational Review will be directed and paid for by the NRFA.
- A Fire Authority may request an Operational Review in circumstances other than outlined above in which case the review will be organised, directed and paid for by the requesting Fire Authority.

4.3 Operational Debrief

- 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.
- The style of debriefing may range from an informal discussion between fire fighters and their supervisor on completion of routine fire operations on a small wildfire to a formal debriefing as indicated below.
- The purpose of a formal debrief must be to review fire fighting and recovery (i.e. strengths and weaknesses, and if relevant why environmentally preferred methods were not used) and to reinforce a positive team approach to fire suppression.
- Debriefs shall be convened for the following fire situations:
 - Any medium/large multi-agency fire;
 - Any fire where injury has occurred;
 - Any large fires;
 - Any fire that lessons can be learnt from.
- All debriefs should occur as soon as the incident has been declared out or within ten (10) days of the fire being declared out. A record of all debriefs shall be kept by the Fire Authority.

- When fire fighting has been prolonged or there were associated traumatic experiences such as near misses, injury or death, an opportunity for critical incident stress debriefing must be provided.
- It should be remembered that the debrief is not a “witch-hunt” but an opportunity to evaluate the effectiveness of Fire Control systems, Fire Suppression, co-operation and co-ordination from an actual Fire Emergency situation.
- The NRFA operational debrief template at should be conducted in four parts: -
 - Circumstances:
 - Date/Time
 - Location
 - Fuel Type
 - Weather
 - Topography
 - Values at risk
 - Organisations involved
 - Area burnt
 - Estimated Suppression Costs
 - How fire started
 - Call out procedures
 - Duration of each stage
 - Operational Matters:
 - Incident Controller’s Report covering: Sequence of Events, Objectives, Initial Attack, and Structure
 - Aerial Operations Report
 - Logistics Report
 - Communications Report
 - Mop Up/Patrol
 - Relief Crews
 - Catering
 - First Aid
 - Traffic
 - Equipment - Adequate/Suitable
 - 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 PRFO should reinforce this during the debrief summary.
- The debrief process should not be hurried and every attendee must be allowed the opportunity to voice his/her opinion.
- The PRFO or nominated person shall organise and chair all debriefs.

4.4 Fire Investigations and Law Enforcement

- Rural Fire Authority Responsibility. Fires must be investigated to prevent future fires. The majority of fires are caused by human factors. Causes can be identified and preventative measures can be introduced.
- Fires must be investigated where:
 - There is to be a claim on the Rural Fire Fighting Fund or the Council's insurers.
 - Cost recovery is being considered from persons or organisations responsible for causing the fire.
 - There is negligence on the part of any person or party;
 - Suspicious fire starts (possible arson).
- Where the fire cause is suspicious, the investigator will liaise early on with the Police. Once the Police confirm they will be commencing a criminal investigation, the fire investigator will be required to provide all information known as to origin and cause and to further assist the Police with investigation of the fire scene. The fire scene investigator becomes an 'expert witness' to the Police and must be competent to act in that capacity.

4.5 Costs and Cost Recovery

- At the conclusion of any fire involving the Fire Authority resources a full breakdown of costs is to be forwarded to the PRFO

- Normally all invoices and payments for fires are to be paid by the Council within 28 days of a fire (i.e. invoices from contractors and fire authorities that assisted the Council and payments of Council personnel and volunteers). Note that this procedure must be followed before any claims can be made on the National Rural Fire Authority Rural Fire Fighting Fund. Council costs for assistance to others should also be recovered by the 20th of the following month.
- Council fire suppression costs will then be recovered or paid from one or more of the following sources:
 - Where the Police prosecute under the Crimes Act (i.e. for arson) the recovery of costs under section 43 of the Forest and Rural Fires Act becomes a matter to be addressed between the Council, PRFO and the New Zealand Police.
 - The Council can seek reimbursement of fire suppression costs from the National Rural Fire Authority Rural Fire Fighting Fund for a major fire costing more than \$1,000 that has not started in a commercial plantation.
 - Where fire suppression in a commercial plantation costs exceed \$10,000, a claim will be submitted to the Council's Insurers. Cost recovery may also be instigated against the person or organisation responsible for causing the fire.

4.6 Personnel Costs

- Payment of personnel will be as follows:
 - If a volunteer is called to fight a fire and the employer of the volunteer deducts wages for their time, the volunteer is to be paid at the approved rate.
 - Council staff are to be paid as per the current SLGOU Agreement.

4.7 Equipment Costs

- Payment for equipment may be as follows:
 - Contract rates from contractors.
 - Standard rates from other Authorities where there is no agreement.
 - As per the National Rural Fire Authority schedule of approved charge out rates.

- Rates as agreed under formal agreements with other authorities (i.e. Regional Rural Fire Co-coordinating Committee Memorandums of Understanding).

4.8 Claims on the National Rural Fire Fighting Fund

- *Eligibility for Claims:*
 - Claims may be made irrespective of cause if the fire originates in other than a Defence Area, or a Fire Service District as defined in Section 26 of the Fire Service Act, or a commercial/ semi-commercial forest area. (A commercial forest area is an area where trees are managed and/or harvested to gain income and to which the public has no right of access. It is also any area subject to a Crown Forestry licence whether or not there is public right of access. However it does not include any shelter belt or land under Section 134 of the Soil Conservation and Rivers Control Act 1941).
 - The Fire Authority must have an operative and formally adopted Fire Plan.
 - Council must have initially notified the NRFA's Regional Manager Rural Fire of the date of the fire, probable point of origin and likely cause, all within 48 hours. When any claim is made there must be sufficient supporting evidence provided to the NRFO to support these particulars. The claim should also show the date and times the fire was reported, attended, contained/controlled and declared out.
 - ***Council must submit its claim to the National Rural Fire Officer within three months of the date of the fire starting.***
 - Costs which qualify for fund assistance are the actual costs of fire suppression (includes the cost of fire fighting chemicals) and cleaning of equipment. These costs exclude non-consumable items lost or damaged at a fire; structures or crops damaged or destroyed; mechanical repairs to plant or machinery deemed to be covered by contract charge out rates; and accommodation for plant operators.
 - ***No fire is to be declared "out" until it is certain there is no possibility of re-ignition; this must be done by the PRFO or DPRFO.***
- *Information Required for a Claim:*

- A completed NRFFF Claim Form.
- NZMS 260 series map showing location of the fire and the point of origin where it started (a photocopy is sufficient providing the scale is preserved).
- Schedule of costs incurred by the Fire Authority, any other Fire Authority, company or individual including contractors and the New Zealand Fire Service.
- *Plant and Labour Cost Schedules:*
 - Personnel costs will show dates, hours worked, hourly rate and total cost for each individual on a day by day breakdown.
 - The National Rural Fire Officer will accept “on costs” to cover indirect costs for personnel; i.e. annual leave, ACC, protective clothing. See National Rural Fire Authority Circular 2005/06 for the maximum approved rates for personnel.
 - Contract equipment, Fire Authorities equipment or hire equipment to be shown by date, type of equipment, hours worked, hourly rate and total cost on a day by day breakdown.
 - Vehicles to be costed by date, kilometres run, charge out rate per kilometre on a day by day breakdown.
 - Invoices from other authorities assisting with fire suppression are to show detail as above.
 - Copies of all invoices for services provided and purchases made associated with fire suppression to be attached to claim.
 - Other Supporting Documentation:
 - Copy of Police report to be attached where applicable.
 - Copy of debrief notes where applicable.
 - Copy of fire investigation report (including statements and photographs).

4.9 Procedure for Lodging Claims on the NRFFF

- The Principal Rural Fire Officer will notify the Local NRFA Manager Rural Fire of any minor or major fires promptly. The PRFO is to check the claim before the claim is dispatched from Council office.
- Steps in lodging the claim with the NRFA:
 - All invoices are to be paid by the Council in the first instance.
 - The claim is to be put together as described by the National Rural Fire Authority “Format for Claims on the Rural Fire Fighting Fund”.
 - The PRFO will check the claim and when satisfied it is correct will lodge with the National Rural Fire Authority.
 - On receipt of the letter from the National Rural Fire Authority approving reimbursement from the Fund and their request to raise a Tax Invoice, the PRFO will raise a Tax Invoice with the amount approved to be credited to the fire’s general ledger number.

4.10 Charges from Other Fire Authorities

- When another fire authority assists the Council with fire suppression that fire authority is to be requested to set out costs associated with the assistance as described by the NRFA “layout of claims”. Forms are to be provided to the assisting fire authority for this purpose.
- Similarly, when the Council assists another fire authority with fire suppression, costs are to be charged against the fire authority as described by the NRFA unless otherwise specified.

4.11 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 land- owner upon whose property the fire occurred.
- Every effort should be made to remove any litter, plastic containers etc associated with the fire suppression operation.
- Best practice is to avoid unnecessary damage in the first instance. However, if this is not practicable, drains will be cut in tractor formed

breaks or tracks on slopes and any tractor work will be tidied up before the machine leaves the site.

- All damage caused by suppression efforts, e.g. cut fences, shall be repaired.

4.12 Planning Action

- Rehabilitation of control lines and temporary access tracks by closure and drainage following the completion of fire suppression operations will be carried out as a routine part of fire activity. Further to this, the need for a formal rehabilitation plan must be assessed following each wildfire.
- Where rehabilitation plans are required they will contain:
 - General fire information/background including location and suppression methods used.
 - Details of the type of rehabilitation required (including the appropriateness of any rehabilitation work that should be undertaken on adjacent public land) and rehabilitation prescriptions;
 - An outline of the project management including planning, implementation and monitoring actions;
 - Where appropriate a scope and more detailed description of the work to be undertaken.

4.13 Implementation Action

- This instruction will be delivered through the efficient and timely implementation of rehabilitation activities and plans, through conduct of debriefings and through fire fighter rest and recovery allowances.
- Incident Controllers are responsible for ensuring that routine rehabilitation works (i.e. rehabilitation of control lines and access tracks) are carried out and that the need for a rehabilitation plan is assessed following each fire suppression event.
- In situations where a rehabilitation plan is required the Principal Rural Fire Officer will be responsible for ensuring the timely preparation of a rehabilitation plan.
- During preparation of rehabilitation plans consideration must be given to the rehabilitation requirements detailed in other Acts. (Resource Management Act, Local Government Act 2002).

- The PRFO is responsible for ensuring that all personnel involved in fires are debriefed. Formal debriefings are to be conducted in accordance with the guidelines set down in Section 5.8.
- Incident controllers are responsible for ensuring that fire fighters are provided with rest time and support services as required and set out as policy by the National Rural Fire Authority 2005/02.
- The PRFO is responsible for ensuring that all information and outcomes from debriefings are documented, recorded and distributed to all affected parties.
- The outcomes of the Operational Debrief will be acknowledged by the Hurunui Rural Fire Authority and suggested improvements incorporated in future practice and policy.

4.14 Rail Fires

- Fires that result from locomotives either on main trunk or private lines shall be a charge to the relevant rail company.

APPENDICES:

A. Maps:

Appendix 1 - Hurunui District Rural Fire Authority Boundaries

Appendix 2 - Other Rural Fire Authorities within Hurunui District

Appendix 3 - NZFS Callout Areas within Hurunui District

Appendix 4 - NZFS Urban Areas within Hurunui District

B. Hurunui District Council and NZFS VRFF Units:

Appendix 1 – Hurunui Rural Fire Officers and Fire Force Commanders

Appendix 2 – Hurunui VRFF Vehicle Callsigns

Appendix 3 – NZFS Chief Fire Officers and Brigade Callsigns

C. Contact Lists:

Appendix 1 – Other Canterbury Rural Fire Authorities

Appendix 2 – Emergency Services

Appendix 3 – Air Support and Rail Services

Appendix 4 – Weather Services

Appendix 5 – Utilities Companies

Appendix 6 – Communications Equipment

Appendix 7 – Logistic Support

Appendix 8 – Welfare Support

Appendix 9 – Media

D. Public Notices

Appendix 1 – Crop Residue Burning Guidelines

Appendix 2 – Restricted Fire Season

Appendix 3 – Prohibited Fire Season

Appendix 4 – Lifting of Fire Restrictions

E. CIMS Structure Diagram

F. Enclosures:

Appendix 1 – Warrants of Appointment for Rural Fire Officers

Appendix 2 – Rural Fire Call Questionnaire

Appendix 3 – Fire Permit

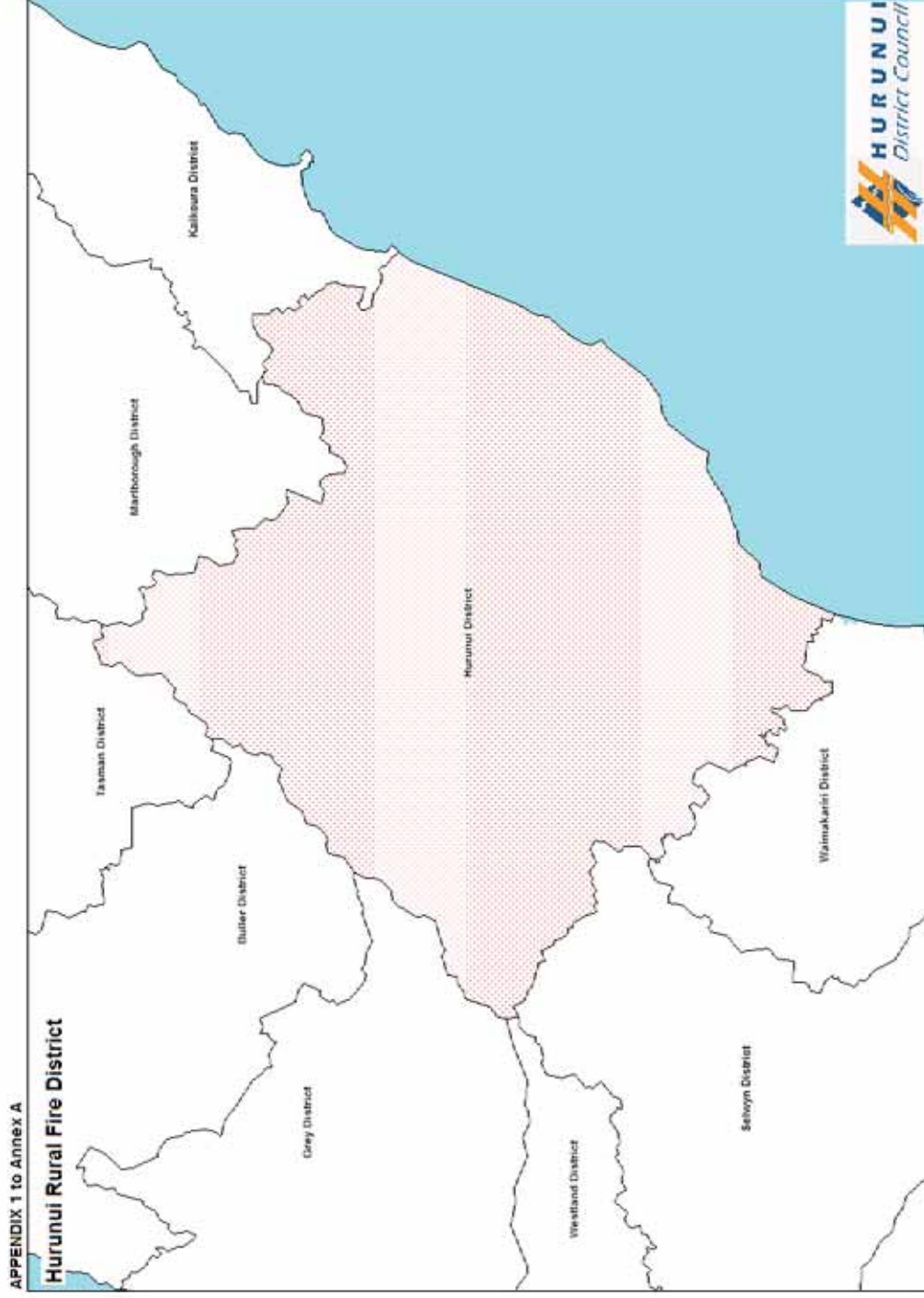
Appendix 4 – Fire Log

Appendix 5 – Fire Report

Appendix 6 – Monitoring Fire Behaviour

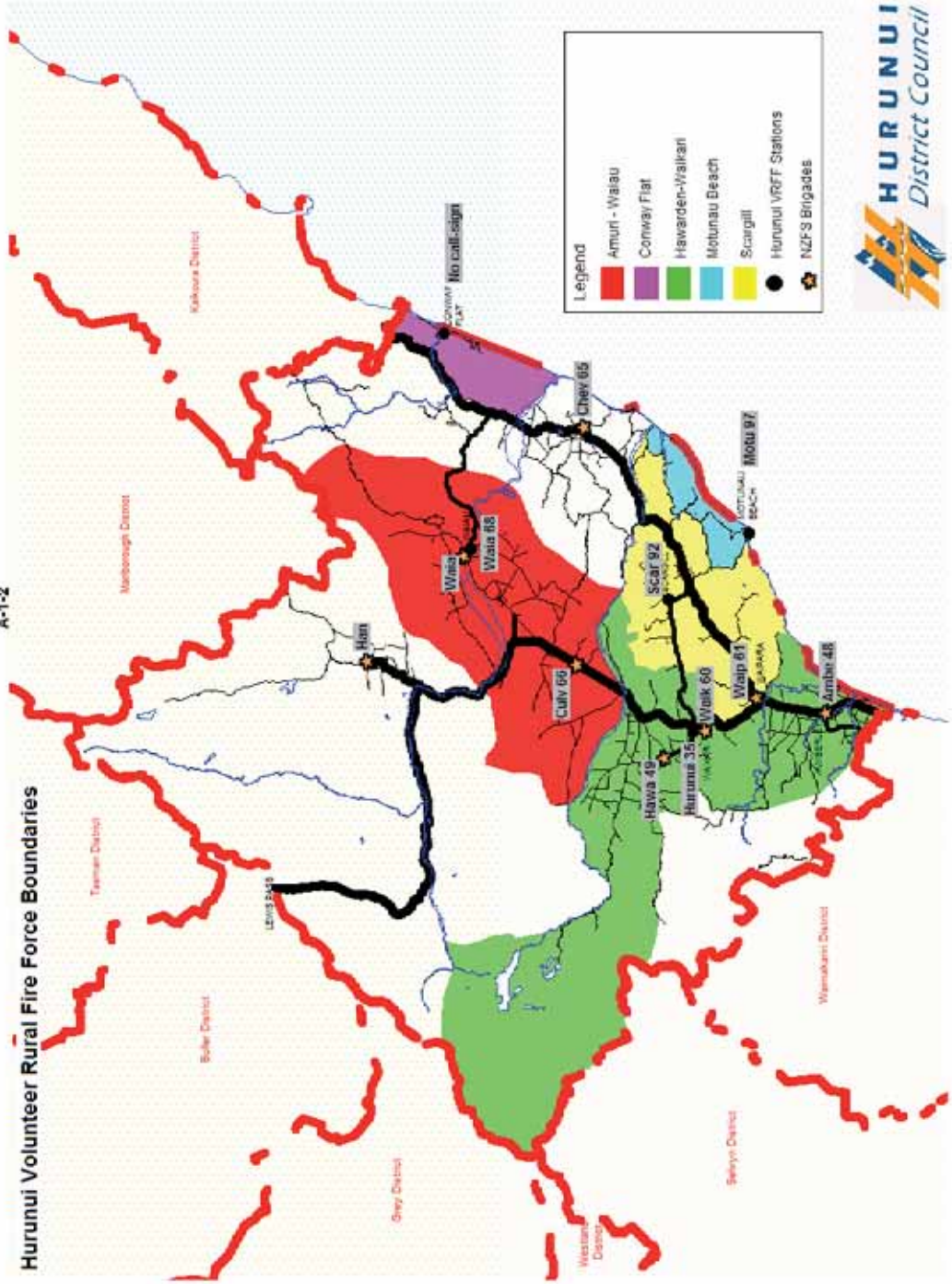
Appendix 7 – Section 15 Agreement Hurunui District Council - NZFS

HURUNUI RURAL FIRE DISTRICT AND VRFF UNITS



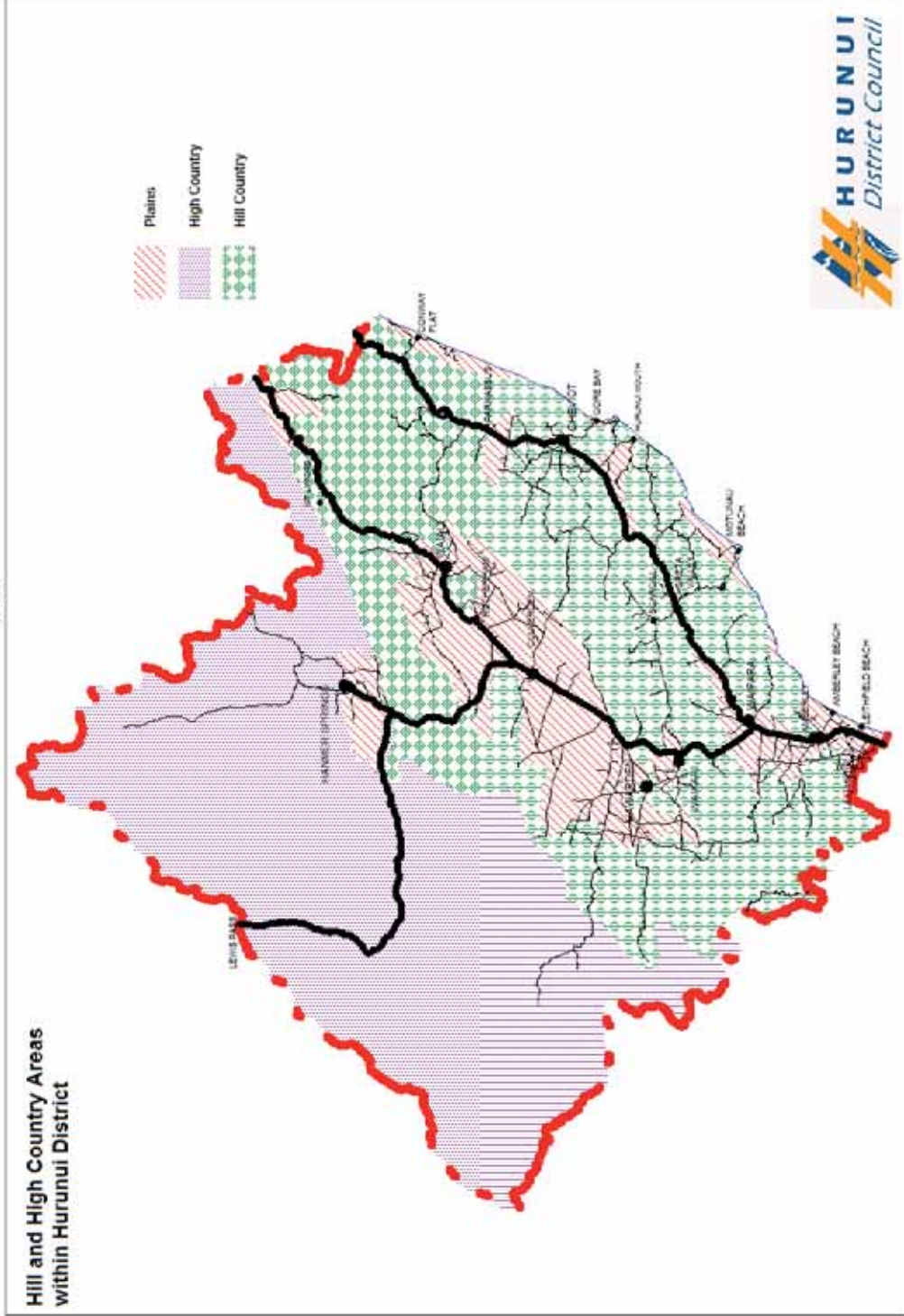
A-1-2

Hurunui Volunteer Rural Fire Force Boundaries

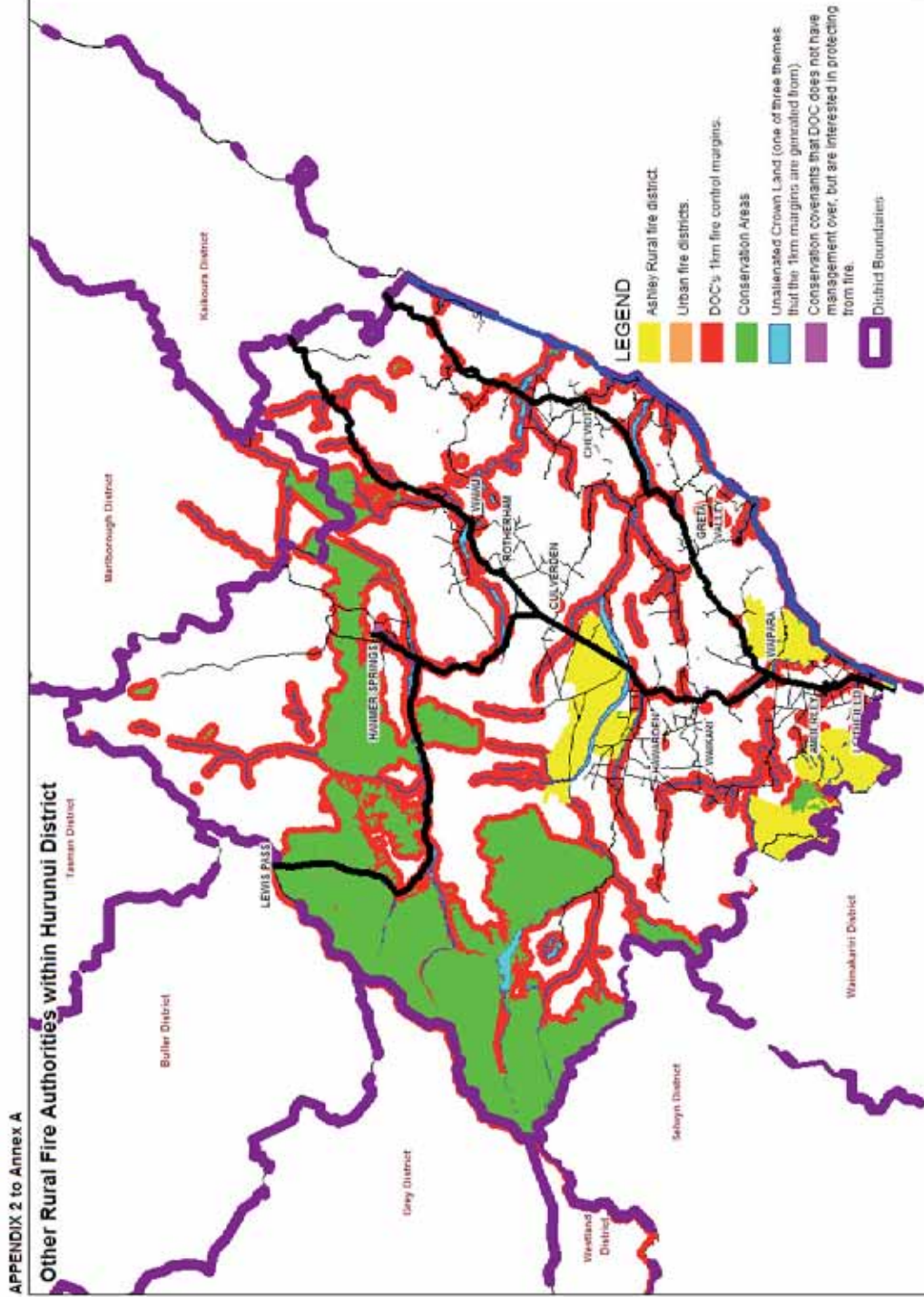


**Hill and High Country Areas
within Hurunui District**

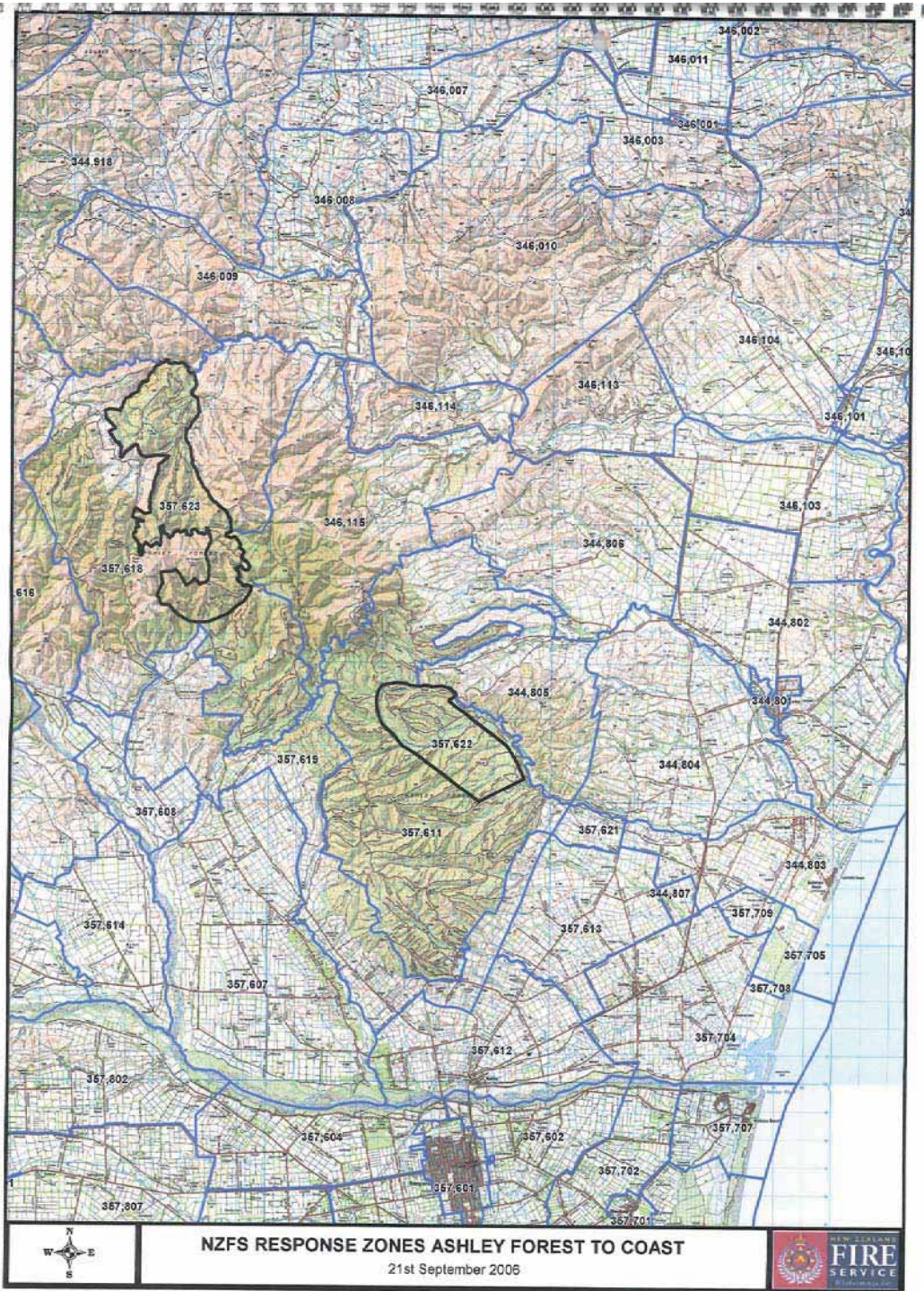
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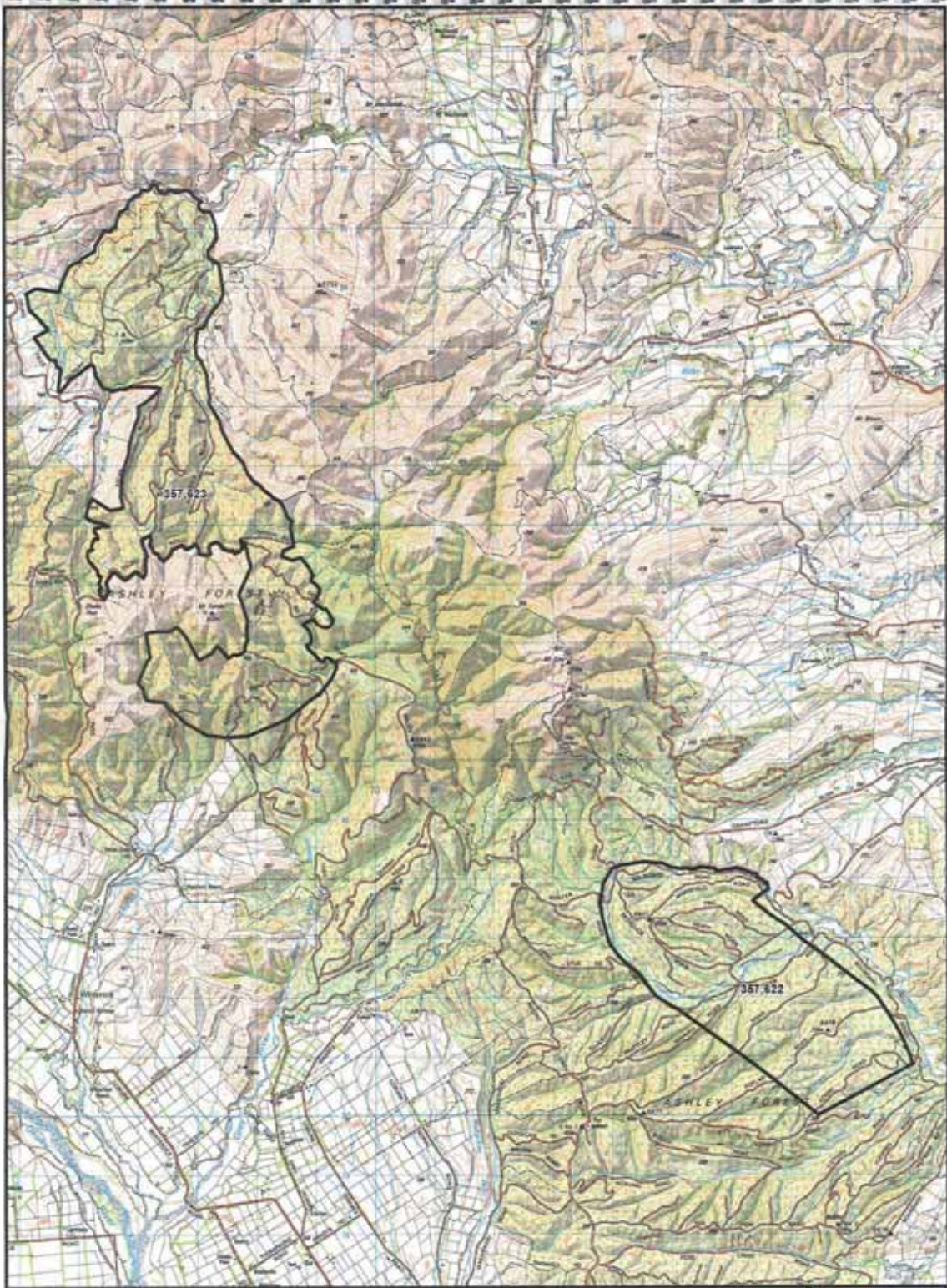


OTHER RURAL FIRE AUTHORITIES WITHIN HURUNUI DISTRICT



NZ FIRE SERVICE 4WD CALLOUT AREAS WITHIN HURUNUI DISTRICT





ASHLEY FOREST NZFS 4 x 4 RESPONSE ZONES

21st September 2006



Appendix 4 to Annex A

NZ FIRE SERVICE URBAN AREAS WITHIN HURUNUI DISTRICT

Urban Fire Districts - App 4 to Annex A



HURUNUI RFO AND FIRE FORCE COMMANDERS**PRINCIPAL RURAL FIRE OFFICER:**

Brennan Wiremu 03-314 0106 (work), 03-312 6505 (home)
027 586 1733 (mobile)

DEPUTY PRFO:

Brian Holland See below

VRFF Location	RFO	Phone Contact
Hawarden-Waikari	Robbie Black ²	314 4222
	Brian Holland	314 4009 (w), 314 4130 (h), 021 793 871 (m)
	Garry Millar	314 4253 (w), 314 4355 (h), 0274 545 726 (m)
	Steve Clyma	314 4028 (h), 027 362 9393 (m)
Amuri-Waiiau	Bevan Armstrong ³	315 6362 (h), 027 5999 210 (m)
Conway Flat	Tim Anderson ¹	319 2730
	Clement Chan	319 2740 (h), 021 991 871 (m)
Motunau Beach	Geoff Basher ¹	314 3418 (w), 314 3418 (h), 027 602 4696 (m)
	Jim Megaw	314 3419
Scargill	Alan Nicholls ¹	314 3425 (w), 314 3754 (h), 0272315646 (m)
	Mark Archibald	3143311 (h) 0272119432 (w)
	Darren Sincock	3143464 (home) 0274538610 (work)

² Also appointed as Fire Force Commander for the local VRFF unit.

³ Bevan Armstrong is not an appointed RFO; he is the unit Crew Boss. Amuri-Waiiau does not have a qualified RFO presently however RFO cover will be provided by the nearest Hurunui RFO.

Dear RFO

FINANCIAL DELEGATIONS TO RURAL FIRE OFFICERS

Hurunui District Council has approved a financial delegation to you as one of its warranted Rural Fire Officers for maintenance of fire crews during fire suppression operations. This letter outlines conditions and key guidance on the use of this delegation.

The delegation only applies to real fires as opposed to training.

The maximum limit of your delegation is \$200.00 in total per day unless stated otherwise by the Hurunui District Council Principal Rural Fire Officer.

The purpose of the delegation is to enable you to maintain the immediate basic food and drink needs of staff, and any essential consumable items (e.g. handheld radio batteries) during real-time fire suppression operations. It is not intended to fund other significant operational costs or a full meal. Those sorts of costs are to be directed to the PRFO as usual. This delegation will enable you for example to purchase urgently required food and drink as a gap fill until a full meal is arranged by the PRFO or other administration support staff.

Please be sure to use a Purchase Order form for every purchase made under the instrument of this delegation. I will provide a Purchase Order booklet which in each VRRF fire tanker. Warranted Hurunui RFO's are the only persons authorised to sign the purchase order forms and he/she must print their name clearly on each form as well as sign it. Please keep a signed copy of each form with the invoice or cash till butt attached, and provide these at the end of the event to the PRFO to enable all costs of the event to be reconciled.

If this delegation is not sufficient for any particular purchase or acquisition, you must contact the PRFO who will then determine whether or not the purchase can proceed, and if so, will authorise the expenditure.

Should you have any doubt at all about the use of this delegation, please contact the PRFO. The PRFO can revoke this delegation at anytime if in his/her opinion it is deemed appropriate.

Yours sincerely

Brennan Wiremu
Emergency Management Officer

HURUNUI VRFF CALL-SIGNS

AMURI-WAIAU VOLUNTEER RURAL FIRE FORCE (Call-sign 68)

Council Owned Equipment

- 1 Isuzu Forward 4000 litre tank c/w Wajax and hose; Call-sign 6811
- 1 38mm Onga pump

CONWAY FLAT VOLUNTEER RURAL FIRE FORCE (Call-sign 0871)

Council Owned Equipment

- 1 Isuzu NPS 4x4 appliance, 1800 litre tank
- 1 Wajax Pump kit

VRFF Owned Equipment

- 1 Hale Pump
- 1 300 Gallon Trailer Tank
- 1 Onga Pump
- 1 – FS11 Pump and associated gear

MOTUNAU BEACH VOLUNTEER RURAL FIRE FORCE (Call-sign 97)

- 1 Isuzu Tanker 5500L; Call-sign 9711
- 1 Tone alerting system
- 1 Hydroblender
- 1 Wajax pump set complete
- 1 Firemaster pump

VRFF Owned Equipment

- 1 Tandem tanker
- 1 Briggs & Stratton motor c/w Brown Bros pump model FS11 c/w 38mm outlet
- 1 20m x 20mm hose to fit Motunau Beach hydrants

HAWARDEN-WAIKARI VOLUNTEER RURAL FIRE FORCE (Call-sign 35)

Council Owned Equipment

- 1 Volvo, 6 x 4 water tanker c/w 11,000 litre tank; Call-sign Hurunui 3511
- 1 Wajax (No 2) side mounted removable
- 1 Mazda Bounty 4WD ute smoke chaser with 300L tank

Fire Trailer

- 1 Gear trailer with Wajax
- 1 Waterous pump trailer (detachable for airlift)

VRFF Owned Equipment carried on tanker

- 1 AWG Ejector pump 41mm x 70mm
- 1 portable dam 2000 litres
- 1 5kva generator & lighting equipment

Rayoniers (commercial forestry) Owned Equipment

- 1 Isuzu 4 x 4 ex-forestry Water Tanker, 3600L

SCARGILL VOLUNTEER RURAL FIRE FORCE (Call-sign 92)

Council Owned Equipment

- 1 Nissan Tanker; 7200L tank with FS11 and HVLP pumps; Call-sign 9211
- 1 International Acco fire appliance, Call-sign 9271
- 1 Wajax pump complete
- 1 Portable Dam 1000 litres

VRFF Owned Equipment

- 1 Brown Bros FS11 portable pump
- 1 Generator (2.5 kva) c/w halogen lamps, stands, and extension flex.
- 1 Portable Dam 2000 litres

**HURUNUI DISTRICT COUNCIL EQUIPMENT HELD AND OPERATED BY NZFS
UNITS**

Amberley Tanker on Station at Amberley Fire Brigade

14,000L Mitsubishi tanker; MP/LV pump; Call-sign 4811

Cheviot Depot

Leyland Mastiff tanker; 7500L, PTO pump Call-sign 6511
2550L slip-on tank

Waiau Fire Brigade

Isuzu Forward tanker 4000L

(03) 315-6265

Waipara Fire Brigade

Isuzu Forward tanker 4000L

(03) 314-6704

NZFS CHIEF FIRE OFFICERS AND BRIGADE CALLSIGNS*NZFS Fire Brigade CFO*

Station	Station Officer	Station Phone
Amberley	Graham Dalley	03 314 8600
Cheviot	Ira McNabb	03 319 8731
Culverden	Euan Lawson	03 315 8197
Hanmer Springs	John Donaldson	03 315 7013
Hawarden	John Forster	03 314 4 109
Waiau	Alan Broomhall	03 315 6195
Waikari	Brian Wood	03 314 4200
Waipara	Paul Harris	03 314 6704

NZFS Fire Brigade Call Signs

Amberley	481 487 4811	Cheviot	651 657 6511
Culverden	661 667	Hanmer Springs	671 677
Hawarden	491	Waiau	681 6811
Waikari	601 6011	Waipara	611 6111
Scargill	9271 9211	Motunau Beach	9711

CONTACTS: OTHER RURAL FIRE AUTHORITIES

National Rural Fire Authority:

National Rural Fire Officer - Murray Dudfield (Wellington):

Phone	(04) 496 3689 or (04) 232 7482
Fax	(04) 4781603
Mobile	021 662 133
Pager	026 108 998

John Barnes (Christchurch)	(03) 3713 621 or (03) 385-7297
Fax	(03) 371 3638
Cell	021 927778
Pager	026 258 4390

National Rural Fire Authority contact if J Barnes unavailable - (04) 801 2129

Neighbouring Rural Fire Authorities:

Agency	Contact Name	Contact Details
Waimakariri R F A	Tim Sheppard	Ph wk 03 313 6136 Pager 026 2688419 Ph hm 03 313 5883 Cell 021 480 830
Kaikoura RFA	c/-Don Clark	Ph wk 03 319 5026 Ph hm 03 319 5807 Cell 0274 375 630
Selwyn RFA	Wilson Brown	Ph wk 03 364 7354 or Ph wk 03 318 8416 Cell 0274 4901874

RAYONIER NZ LTD

PRFO Graeme Knight

(03) 310 7617 wk
(021) 222 7905 cell

CANTERBURY HIGH COUNTRY FIRE FIGHTING TEAM

Contact during working hours
After hours - DOC Duty Officer

(03) 379 9758
(03) 365-2766 or
(025) 324-742

KATE VALLEY LANDFILL

Canterbury Waste Services Response Team: 5 – 6 persons and water tanker with
HVLP pump

Danny Gray

(03) 314 6917 or
(021) 548 754

CONTACTS: EMERGENCY SERVICES*NZFS*

Christchurch Headquarters 111 (Fire calls) Control Room ("Firecom")	(03) 341 0266 FIRS (03) 341 0262
Supervisor Control Room	(03) 371 3600

Police

Amberley	03 314 8808 station	03 314 8283 a/h
Cheviot	03 319 8845 station	
Culverden	03 315 3070 station	03 315 8462 a/h
Hanmer Springs	03 315 7117 station	
Waikari	03 314 4009 station	03 314 4130

Ambulance

Amberley	Rod Love	03 314 7016
Cheviot	Ann Sutherland	03 319 8068
Culverden	Ian Hay	03 315 8306

Doctors

Amberley Medical Centre	03 314 8504	03 314 8700
Waikari Medical Centre	03 314 4506	03 314 4506
Rotherham Medical Centre	03 315 6328	
Hanmer Springs Medical Centre	03 315 7503	
Cheviot Medical Centre	03 319 8630	

HOSPITALS

Hanmer Springs	(03) 315-7016
Waikari Hospital	(03) 314 4005
Rangiora	(03) 313-7299

SEARCH AND RESCUE

Waikari SAR	Brian Holland	(03) 314-4130 ah (03) 314-4009 wk 021-793 871 cell
Hanmer Springs SAR	Andy Clayton	(03) 315 7686 021 144 0984 cell
Police Southern Communication Centre (Duty Inspector) (03) 379-3999		

CONTACTS: AIR SUPPORT AND RAIL SERVICES

AMURI HELICOPTERS LTD:

0800-888-308

2 x Hughes 500D

3 x Collapsible Buckets - foam injection – Aphid firelighter for back burns

Robinson R22

Tony Michelle

(03) 315 7758 or 315 7748(fax)

Cell (025) 325 085

Rob Kittow (based Rangiora airfield)

(027) 444 9644

Stuart Paton

(027) 628 5806

Aircraft Comms:

Aviation VHF frequencies 118 – 136.5

Common emergency services working channel 143.05

Carter Holt Harvey Duplex channels Mt Grey & Wallace Peak

RURAL HELICOPTERS

Squirrel

Jet Ranger

Dougal Monk

03-314 4066 or 027 537 4608

ALPINE SPRINGS HELICOPTERS

Bill Hales

(03) 315 7165 or 027 223 4022

GARDEN CITY HELICOPTERS:

Duty Pilot

(03) 358 9009

Office 24hrs

(03) 358 4360 wk

(026) 959 6383 or (025) 321 516

Kawasaki BK 117 1000litres

Squirrel AS350B 700 litres

ALLAN ROSANOWSKI Reefton:
Hughes 500D

(03) 732-8882; or
(03) 732-8721

MOUNT HUTT HELICOPTERS:

(03) 302 8401 AH

Squirrel AS350D and bucket and foam
Hughes 500D
Collapsible Monsoon bucket
Foam injection - 2x 201 foam
Blair Chapman
Merv Hastie (Pilot)

(027) 437 5824 or (03) 302 8401
(03) 302 8401 wk; 302 9245 hm;
(027) 437 5824 cell; (026) 103 475

pager

HELIPRO:

359 0470; Fax 359 0471; www.helipro.co.nz; carl@helipro.co.nz

Terry Murdoch
Mark Reid
Carl Manion
Jeff Foster
Kevin Walsh

BK117
AS 350 BA
AS 350 Super D
R44
R22

(0274) 332 647 or (03) 355 8329
(027) 228 4415
(027) 226 3969
(027) 459 8517
(025) 270 7733

Wyndon Aviation:

Mark Watson

(03) 347 8720 wk
(027) 434 7872

Eurocopter EC120 600 litres
Robinson R22

Fixed Wing Aircraft:

Cheviot

Neville Somerville Agwagon

(03) 319-8784
(025) 325 232

Rowley Aviation

Bruce Evans
David Evans (Pilot)
A Whear

(03) 314-4181 or 027 432 3585
(03) 314 4954 or 027 434 4828
(03) 578 3736

2 x Fletcher FU24 Turbine 1300 litres and 3 x Fletcher FU24 1100 litres

CONTACTS: WEATHER SERVICES

NZ Meteorological Services 0900 99903

Automatic Forecast Service

- Christchurch City (land) 0900 99933
- Christchurch City (marine) 0900 99944
- Canterbury High County (land) 0900 99926
- Canterbury Plain (land) 0900 99925

Blue Skies Weather and Climate Service Ltd 03) 358-7017
Site specific forecasts - phone Hurunui District Council (Vanessa Nelmes)
(03) 314 8816

CONTACTS: UTILITIES

POWER LINES

Main Power	(03) 313 9988
Contact Energy	(03) 314-8303
OR (all hours)	(03) 313-6069

KATE VALLEY LANDFILL

Canterbury Wastecare Services Initial Response Team:

- | | |
|----------------------------|---------------|
| - Danny Gray | 021 548 754 |
| - Office during work hours | (03) 314 6917 |

CONTACTS: COMMUNICATION EQUIPMENT SUPPLIERS

HURUNUI SAR has an emergency caravan, which is available for all fires to be used as a HQ base:

Brian Holland (03) 314 4130Hm; 314 4009Wk or 025 393 871
Geoff Olorenshaw (03) 314 4111

North Canterbury AREC (Amateur Radio Emergency Corp)

Fire Comms Caravan Waimakariri District Council

Geoff Gilman (ZL3QR) (03) 313 7137
Ian Hewson (ZL3CE) (03) 327-6647

All Rural Forces have Icom handheld radios for fireground communications

CONTACTS: LOGISTIC SUPPORT SUPPLIERS

INFRA-RED THERMO VISION EQUIPMENT

Rural Fire Solutions (Wayne Hamilton) (03) 386 2723 or 027 555 9946
DOC Rangiora (03) 313 0829
ABB Service (David Brown) (03) 338 37 87 or 025 450 925
Connetics (Chris Jackson) (03) 353 7257 or 357 8225

SUPPRESSANT AND RETARDANT SUPPLIERS

Phillips and Smith Ltd (03) 365 4800 or 025 936 462

BULLDOZERS, LOADERS, GRADERS, EXCAVATORS

(See Canterbury Rural Fire Coordinating Committee's Resource Register)

Cheviot/Parnassus

K D Upston (03) 319-8771
Cat D5 and Ellis Chambers HD 11

Scargill/Omihi

Bevan Cague: Earthmoving Equipment and Transporter (03) 314-3859
John Harrison: Bulldozer (03) 314-3415
John Shepherd Ltd: 1-20 tonne Digger and Transporter (03) 314 9953

Culverden

Tim Earl: Bulldozer and transporter (03) 315 8038
Works Civil Construction (03) 343 0650

Amberley

Rapid Transport: International 510 Loader (03) 314-8408

Waiau

Dave Lott (03) 315 6117 or 315 6115
2 x Bulldozers; transporter and Fiat Ellis 14C

A J Swarbrick (03) 315 6128 or 025 327 260
2 Bulldozers; Fiat Ellis 14C + Fiat Allis D11; 1 x 12 Tonne digger;
2 Water tanks on trucks 4500ltrs each; 1 Water tank on trucks 800ltr; 1 x Grader

Fulton Hogan: Sandy McQueen (03) 349 7039 or (027) 688 3380
Komatsu 60 H/P and Transporter up to 20 tonnes

Hanmer

B Coughlan (03) 315-7271 or 315-7271
Excavation and low loader

W Cockle

Small bulldozer (03) 315-7329 or 315-7329

OTHER**CATERING:**

Red Cross, Stephen Manson (03) 339 7111 or 027 231 3459

FUEL SUPPLIES:**Amberley**

Mobil (Main Road Motors) (03) 314-8588 or 314 8742
 Shell (North Amberley Motors) (03) 314-8811

Hawarden

Hawarden Garage and Transport (03) 314-4421; 314 4400

Cheviot

Cheviot Motor Co. (03) 319-8886
 Central Garage (03) 319-8750

Culverden

Mocketts Motors (03) 315-8050 or 315-8392
 Mobile Culverden (03) 315-8346 or 315-6453

Hanmer Springs

Hanmer Motors (03) 315-7096

Waikari

Waikari Auto Services (03) 314-4253 or 314 4355
 Arthur Burke Ltd (03) 314-4477 or 314 4072

Waiau

Waiau Motor Services Ltd (03) 315-6322
 Ross Forbes Motors Ltd (03) 315-6130
 Lyford Contracting Ltd, Greg Baker (03) 315-6411

4WD TRANSPORT:

"We Rove"⁴, Mt Lyford (03) 315-

GENERATORS:

Amuri Power Systems – variety of sizes:
 Hanmer Springs, Andy Ockwell 027 441 3101

Mt Lyford, 1 x ? KVA on wheels (03) 315-

⁴ Also has Mt Radio network.

CONTACTS: WELFARE SUPPORT AGENCIES

RED CROSS SOCIETY INC

Red Cross, Stephen Manson

(03) 339 7111 or 027 231 3459

Hawarden Red Cross

Glenis Millar

(03) 314-4322

Waikari Red Cross

Fay Chapman

(03) 314 4523

Joy Roberts

(03) 314 4085

SALVATION ARMY

Christchurch Headquarters

(03) 332 -1221

CONTACTS: MEDIA ORGANISATIONS

RADIO

Canterbury CDEM Group, Sara McBride-Steele 021 928 908

Radio New Zealand –

Telephone (03) 379-9600 or (03) 366-4223
Fax (03) 379-3426

The Radio Works – Christchurch

Telephone (03) 379 1290
Fax (03) 366 5301

Radio C93 FM - Christchurch

Telephone (03) 430-9393 or
(03) 348-2993
Fax (03) 348-2974

Radio Rhema - Christchurch

Telephone (03) 338-3998
Fax (03) 338-2756

TELEVISION

Television New Zealand - Christchurch

Telephone (03) 379-2680 or
(03) 266-4543
Fax (03) 356-5705

CTV

(03) 377 7033
Fax (03) 377 7277

NEWSPAPERS

The Press - Christchurch

Telephone

(03) 379-0940 or

(03) 379-0941

or after hours

(03) 379-0942

Fax (03) 364-8492

or (03) 364-8493

The Northern Outlook

Telephone

(03) 313-6182

Fax (03) 313-6183

North Canterbury News

Telephone

(03) 313-7671

Fax (03) 313-4555

Hurunui News

Telephone

(03) 314-8071

Fax (03) 314-8071

PUBLIC NOTICE: CROP RESIDUE BURNING GUIDELINES

These Guidelines are in addition to the requirements set out for Crop Residue Burning during Restricted Fire Season.

1. Before Lighting

- a. A supply of water and means of delivery adequate to control the fire must be on hand at all times during a crop residue fire. It is recommended that a high pressure spray unit and knapsacks be on site. It is also advisable that other fire fighting equipment, e.g. tractor, cultivator, grubbers, beaters, fire extinguishers etc are also available on site.
- b. There must be a minimum of two adults on hand at all times during the fire.
- c. Ensure that those assisting are adequately dressed and briefed on safety aspects.
- d. Ensure there is a suitable means of communication on site to enable notification to emergency services should they be required.
- e. Notify immediate neighbours (landowners/occupiers) and those who are likely to be affected by smoke drift, of the intention to light a fire.
- f. A weather forecast must be obtained for the burn area. Weather forecasts are available by ringing NZ Met Service 0900 999 25 Canterbury Plains or 0900 999 26 Canterbury High Country.
- g. Good fire management practices must be observed at all times. No fire shall be lit when a strong wind is forecast or is blowing or when conditions are such that the fire is likely to spread beyond the limits of the area to be burnt.
- h. Before lighting any fire, regard must be given to the provisions of the Resource Management Act, in particular clean air and smoke nuisance issues. The appropriate authority should be contacted for advice.
- i. Before lighting any fire, regard must be given to road user safety in particular smoke hazard across roadways. The appropriate roading authority should be contacted for advice.

2. Lighting – During and After the Fire

- a. Burning out is considered a good fire management practice and should be encouraged at all times. Initial light-up must commence across the downwind end of the paddock allowing the fire to back into the wind, thus extending the fire break width. Lighting should then progress to the fire edges, moving towards the upwind end and finishing off across this end.
- b. Remain in attendance until the fire is completely out or cannot spread. Re-ignition of a controlled burn can occur some time later, after a wind change. Always check both the fire ground and surrounding area after a strong or sudden wind change.
- c. Check to ensure all fire edges are safe. Rake out if necessary.
- d. Immediately following the burn, it is recommended that the fire-break and adjacent burnt area and windrow be cultivated to minimise the risk of re-ignition.
- e. Check the surrounding area for outbreaks of fire.

3. Good Management Practice

- a. Formulate a 'burn plan' and inform immediate neighbours likely to be affected by fire escape or smoke, of the date and time of the fire. Have an action plan in the event of the fire escaping.
- b. Regularly check machinery for possible build-up of straw and/or other combustible material around manifold and exhausts. Carry a fire extinguisher.
- c. All crop residue fires, once lit, must be supervised at all times until out.
- d. Note that the Council has a policy of fire suppression cost recovery. It is recommended that those lighting the fire have adequate public liability insurance that includes Forest and Rural Fires Act fire suppression cover.
- e. The Council may also undertake prosecutions against those lighting the fire in inappropriate weather conditions or with inadequate fire breaks.

Principal Rural Fire Officer

PUBLIC NOTICE: RESTRICTED FIRE SEASON

Notice is hereby given that pursuant to Section 22(2) of the Forest and Rural Fires Act (1977), the lighting of fires in the open air in the Hurunui District is restricted as from until further notice.

The exceptions to this are:

1. Burning of stubble will be permitted without the issue of permits during daylight hours provided:
 - (a) that weather conditions are suitable and the area to be burnt is surrounded by a strip, cleared to bare mineral earth, of a minimum width of 10 metres.
 - (b) the fire is patrolled by the person lighting the fire until the fire is completely out.
 - (c) that prior to lighting, the occupiers of neighbouring properties are notified of the date and time of burning.
 - (d) that some form of fire fighting equipment such as grubbers, beaters, fire extinguishers or truck mounted spray unit(s) is available for dealing with any fire outbreaks.
2. Hangis and barbecues lit in approved containers and situated in an area serviced by a high pressure water supply are not deemed to be fires in the open.
3. Only gas barbecues are permitted at Council Reserves.
4. Burning will be permitted if a fire permit has been obtained from the Principal Rural Fire Officer.

Note: that any permit issued is not a legal defence against claims for damage which may be caused by the fire. The responsibility for its control and the liability for any damages which might arise lie with the person lighting the fire.

Principal Rural Fire Officer

PUBLIC NOTICE: PROHIBITED FIRE SEASON

Notice is hereby given that pursuant to Section 22(2) of the Forest and Rural Fires Act (1977), a **PROHIBITED FIRE SEASON** is extended over the whole of the Hurunui District as from until further notice.

During the Prohibited Fire Season, it is an offence to light any fires in the open air. The prohibition does not apply to hangis or barbecues (in enclosed containers), lit on a property serviced by a high pressure water supply.

Principal Rural Fire Officer

PUBLIC NOTICE: LIFTING OF FIRE RESTRICTIONS

Notice is hereby given that the previously advertised **PROHIBITED/RESTRICTED FIRE SEASON**, which extended over the Plains area of the Hurunui District, is lifted as from

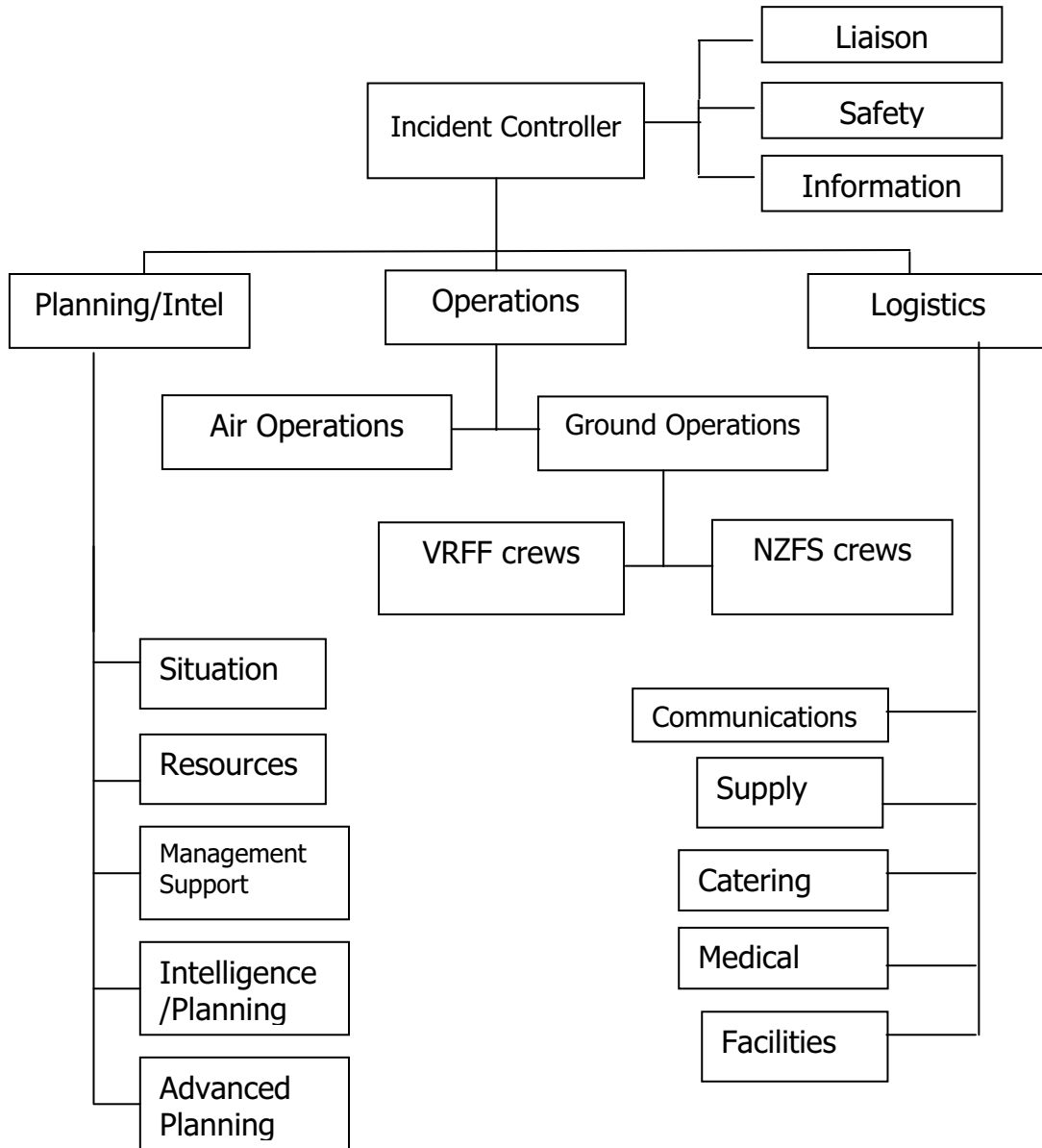
Fires may now be lit in the open air without permit. Restrictions may be re-imposed at a later date if changed weather conditions create a potentially dangerous fire situation.

All residents are requested to take care when lighting open fires and are reminded that legal liability for costs associated in fighting an uncontrolled fire lie with the person lighting the fire. Before lighting an open fire, due attention must be given to weather conditions, adequacy of fire breaks, and the patrolling of fires until completely out, and it is requested that fires not be lit after dark.

Note that in the hill and high country a Restricted Fire Season is still in place.

Principal Rural Fire Officer

CIMS ORGANISATIONAL STRUCTURE



WARRANT OF APPOINTMENT: RURAL FIRE OFFICER

Warrants for PRFO and RFO are required under S.13 of the Forest and Rural Fires Act 1977 and S.38 of the Forest and Rural Fires Regulations 2005.

See Schedule 1 of the Forest and Rural Fires Regulations 2005 for the following form:

RURAL FIRE OFFICER WARRANT OF APPOINTMENT	
Full Name:	<i>[Photo of the Warrant Holder]</i>
Identification Number:	
Signature:	
Expiry Date:	
<i>(Front of the Warrant)</i>	

<p>Warrant of appointment issued under Section 13 of the Forest and Rural Fires Act 1977</p> <p>This is to certify that the person whose name, photograph, and signature appear on this warrant is a Principal Rural Fire Officer*/ Rural Fire Officer* appointed under Section 13(1) of the Forest and Rural Fires Act 1977 and may perform the functions and exercise the powers conferred on a Principal Rural Fire Officer*/ Rural Fire Officer* by the Act.</p> <p>*Delete if inapplicable.</p> <p style="text-align: right;">..... Fire Authority</p> <p style="text-align: center;"><i>(Rear of the Warrant)</i></p>
--

PERMIT TO LIGHT FIRE
Section 23, Forest and Rural Fires Act (1977)

HURUNUI DISTRICT COUNCIL

- 1. Permit Number: -----
- 2. Permit Holder: -----
- 3. Mailing Address of Permit Holder: -----

- 4. E-mail Address of Permit Holder: -----
- 5. Telephone Number of Permit Holder: -----
- 6. Facsimile Number of Permit Holder: -----
- 7. Location of Fire: -----
[indicate on the location map showing the rural address, roads, grid references etc] -----
- 8. Fuel Types to be Burned: -----
[indicate on the property location map the fuel types to be used and the size/area to be burned] -----
- 9. Permit Valid from:**to**..... (*inclusive*)
- 10. Time of Day:**to**..... (*inclusive*)
- 11. General Information About the Nature and Purpose of the Fire: -----
[e.g. land clearing operation, incinerator fire] -----

This permit is issued under section 23 of the Forest and Rural Fires Act (1977). You may light a fire in the open air at the location described above, subject to compliance with the following conditions:

(Continued over page)

CONDITIONS

The following conditions apply:

- a) You must not light a fire if a strong wind is blowing or if the conditions are such that the fire is likely to spread beyond the limits of the land or other property for which this permit is issued.
- b) This permit is suspended if there is a prohibition or order under section 20 or section 21 of the Forest and Rural Fires Act (1977) against the lighting of fires in the open air at the location described in paragraph 6.
- c) Immediately before lighting a fire you must make reasonable efforts to confirm that no prohibition or order is currently in force.

SPECIAL CONDITIONS

Refer attached special conditions.

.....
Rural Fire Officer

.....
Date

I understand the conditions of this permit and have read the 'Information for Permit Holders'.

.....
Permit Holder

.....
Date

(Continued over page)

INFORMATION FOR PERMIT HOLDERS

Meaning of Open Air

Lighting a fire in the open air means lighting a fire out of doors other than in an approved fireplace, incinerator, barbecue, or other authorised receptacle.

Resource Consents

This permit is not a resource consent to discharge smoke or other contaminants into air. It does not exempt you from any obligations you may have under section 15 of the Resource Management Act 1991. You should check these matters with the relevant Regional Council.

Additional Permits

Depending on where the fire authorised by this permit is to be lit, further fire permits may be required from the Department of Conservation, another Fire Authority, or the relevant City or District Council.

Escape

If the fire escapes, and if it is safe to do so, try to extinguish it. Otherwise telephone 111.

Extreme Fire Danger

Fire permits are suspended if a fire ban or an order prohibiting open air fires is in place. During a period of extreme fire danger, check with the Fire Authority on whether you may light a fire. If lighting a fire is essential for emergency purposes (e.g. for destroying diseased or dead stock, or combating the likely spread of introduced organisms) you will need a special permit from the Fire Authority.

Insurance

This permit is not a legal defence against claims for damage or fire-fighting costs caused by the fire. We advise you to have adequate fire insurance to cover any misadventures.

Offences

It is an offence not to produce this permit within a reasonable time when asked to do so by a member of the Police or a RFO.

It is an offence, when there is a restricted or prohibited fire season in place, to light a fire in the open air without a permit, or to breach permit conditions.

Full details of these and other offences relating to lighting fires in the open air are set out in the Forest and Rural Fires Act (1977).

FIRE PERMIT CHECKLIST

A. Prior to Inspection

1. Check the fire is within the RFA's district boundary.
2. Be familiar with the F & RF Act 1977, Section 23 and 1979 regulations, 25 and 26.
3. Note climate, fuel types and demographic information on your travels throughout the District.

B. During Inspection (**all multiple burns > 2ha or close to a forest must be visually inspected**)

1. Identify the burn area boundaries.
2. Are there effective firebreaks around the area?
3. Identify the danger areas around the burn (minimum 20m from any hazard).
4. Consider topography and its effect on the fire. Remember that burning material can roll considerable distances. Embers may fly several hundred metres.
5. Where is the nearest water supply for pumps or for helicopters?
6. Are there high tension power lines in the area which could be affected by the fire? Will insulation on telephone lines melt or carbon from the fire cause electricity to arc?
8. Is the fire to be lit by helicopter or hand?
7. Are there power lines or other hazards which should be made known to aircraft pilots if aircraft is being used to light the fire?
9. Consider the effects of wind and topography. Large fires create their own draft.
10. Consider inversion layers especially close to urban areas (environmental impact).
11. Discuss burn-off in detail with the permittee.
12. Adjoining livestock, DOC areas, and sensitive neighbours need to be considered.

C. Writing the permit

1. Name of applicant/ company
2. Address physical and postal
3. Phone number including cellular
4. Locality of fire or burn-off
5. "*Property*" includes private property, leasehold property, reserve etc.
6. Describe material to be burnt and show areas in hectares
7. Dates and time of day; state the date(s) on which fire is to or may be lit
8. Special conditions
 - ◆ Must be attended at all times
 - ◆ Must have fire fighting water available
 - ◆ Any other special requirements (discuss with the permittee.)

OPERATIONAL DEBRIEF TEMPLATE

Fire Name

Rural Fire Authority

Debrief Date Reference

Venue

Facilitator/Chairperson

Note: Complete sections relevant to this fire only.

1. Overview: Incident management personnel to provide comment and prepare reports

1.1 Summary Details	Designated person to comment on the following points in this section.
Name	
1.1.1 Location	
1.1.2 Date and Duration	
1.1.3 Incident background	
1.1.4 Impact and Area Burnt	
1.1.5 Cause	
1.1.6 Fire Environment:	Nearest RAWS <i>Temp</i> <i>FFMC</i> <i>ISI</i> Wind Speed Dir DMC BUI RH DC FWI Weather Topography Fuel(s)

1.1.7 Threats	
1.1.9 Fire Resources Deployed (equipment/ personnel)	
1.1.10 Incident Management and Officer(s) in charge	CIMS Used? Yes / No Other comments:
1.1.11 Supporting agencies and organisations	

2. Planning and Intelligence Name:	
--	--

3. Operations: 3.1 Ground Name: 3.2 Aerial Name:	
---	--

4. Logistics Name:	
--	--

5. Safety Name:	
-------------------------------------	--

<p>6. Liaison and co-operation with agencies, landowners and others.</p> <p>Name:</p>	
---	--

7. Event Details: The key personnel of the incident management are to provide comment and/or prepare reports

7.1 Notifications	
7.2 Turnout	
7.3 <i>Incident Management (Incident Controller)</i> Name:	
7.4 <i>CIMS organisation (Incident Controller)</i> Name:	
7.5 <i>Media Liaison</i> Name:	
7.6 <i>Comment on preparedness for initial response</i> Name:	
7.7 <i>Comment on competencies and skills of personnel</i> Name:	

7.8 Other Briefs:

7.8.1 <i>Communications</i> Name:	
7.8.2 <i>Performance of Fire Equipment</i> Name:	
7.8.3 <i>Facilities</i> Name:	

11. *Facilitator Summary (Points to cover)*

11.1	<i>Identify the good things that happened</i>	<i>Notes:</i>
11.2	<i>Pre planning</i>	<i>Notes:</i>
11.3	<i>Co-operation between Fire Authorities</i>	<i>Notes:</i>
11.4	<i>Fire fighting strategies</i>	<i>Notes:</i>
11.5	<i>Notifications & turnout</i>	<i>Notes:</i>
11.6	<i>Recommendations</i>	<i>Notes:</i>
11.7	<i>Others</i>	<i>Notes:</i>
11.8	<i>Conclusions</i>	<i>Notes:</i>

Signature (Facilitator/Chairperson)

Signature (PRFO)

MONITORING FIRE BEHAVIOUR

Fire Name:				Date:		
.....					
Observer's Name:						
.....						
Site Characteristics						
Observation						
Vegetation Type						
Slope %						
Aspect						
Shade Factor %						
(Cloud or Canopy)						
Weather Observations Characteristics						
Temperature						
Wind Speed						
RH						
Rain						
Wind Direction						
Fire Characteristics						
Fire Type						
Rate of Spread						
Flame Length						
Flame Height						
Spotting Distance						
Length to Breadth						
Ratio						
Area						
Spread From						
Smoke and Venting						
Crown Fraction						
Burned						
Depth of Burn						
Scorch Height						
Fire Type	m (smouldering) c (creeping) r (running) s (spotting)			ic (intermittent) cc (continuous crowning) FW (fire whirls)		



NEW ZEALAND FIRE SERVICE
WHAKARATONGA IWI
NATIONAL HEADQUARTERS

Reply to: CHIEF EXECUTIVE, NATIONAL HEADQUARTERS, NEW ZEALAND FIRE SERVICE, P.O. BOX 2133, WELLINGTON
Willbank House, 57 Willis Street.
Telephone 0-4-472 4969 Fax 0-4-478 1603

27 November 1992
ADM 25/3/5



ACK	
ACTION	
COPY	file mws
FILE NO.	921207073

The Manager/Chief Executive
Hurunui District Council
PO Box 13
AMBERLEY

FIRE PROTECTION AGREEMENT - HURUNUI DISTRICT


Dear Sir,

1. In accordance with recent discussions held with your representatives, it is agreed on behalf of the New Zealand Fire Service Commission (hereinafter referred to as the "New Zealand Fire Service") that:
 - (1) pursuant to Section 14 of the Forest and Rural Fires Act 1977, the New Zealand Fire Service will provide fire protection services to the areas outside defined Fire Districts declared pursuant to Section 26 of the Fire Service Act 1975, and within the "Hurunui District" boundary.
2. The terms and conditions of the Section 14 agreement are appended as **ANNEX A**.
3. Review of Fire District Boundaries:
 - (1) The New Zealand Fire Service shall review Fire District boundaries in accordance with Section 26 of the Fire Service Act 1975 as a matter of course, or on receipt of a written request from the Rural Fire Authority.
4. Response of Rural Tankers:
 - (1) The New Zealand Fire Service agrees to house, crew and respond the Rural Fire Tankers owned by the Hurunui District Council and located at No. 5A18 District (Waiau) and No. 5A11 District (Waipara).
 - (2) The Hurunui District Council authorises the New

Zealand Fire Service to utilise these tankers at any emergency incident within the boundaries of the Hurunui District Council.

5. The New Zealand Fire Service will supply, separate from this Agreement, a copy of the current Fire Service "Charging for Services - Policy" including the scale of charges.
6. This agreement may be revoked by formal notice from one party to the other provided one months notice is given.
7. Please confirm in writing your acceptance of this proposal.

Yours faithfully



(B S ARMSTRONG)
National Commander
New Zealand Fire Service

Enclosed:

Annex A: Terms and conditions of the agreement pursuant to Section 14 of the Forest and Rural Fires Act 1977.