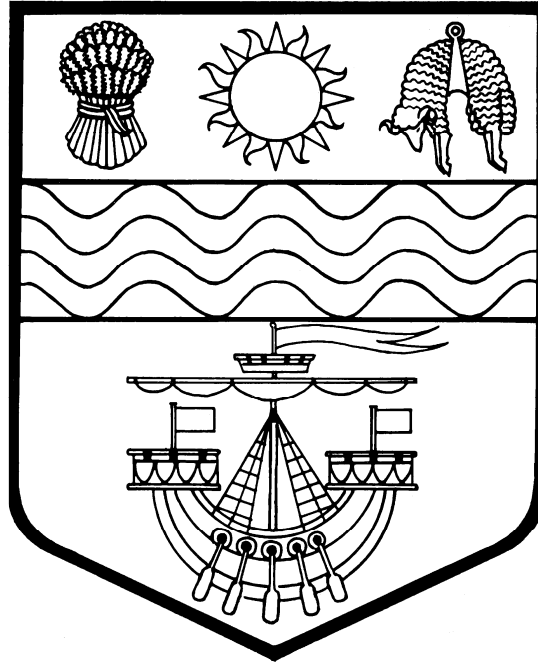


CENTRAL HAWKES BAY DISTRICT COUNCIL



RURAL FIRE PLAN

30 AUGUST 2009

Prepared By:

Central Hawke's Bay District Council
Emergency Management Office
P O Box 127
WAIPAWA
Telephone: (06) 857 8060
Facsimile: (06) 857 77720

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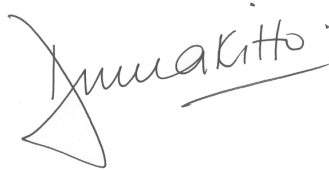
This Fire Plan should be read in conjunction with the Forest & Rural Fires Act 1977, Forest & Rural Fires Regulations 2005, Central Hawke's Bay District Plan, Council Bylaws, Policies and Operating Procedures.

CERTIFICATION

The Central Hawke's Bay District Council Rural Fire Authority has approved this Rural Fire Plan in accordance with Section 12(1) of the Forest and Rural Fires Act 1977, and Regulation 39 of the Forest and Rural Fire Regulations 2005.



TeArohanui Cook
Principal Rural Fire Officer



Bruce A. Kitto (Q.S.M.)
Deputy Principal Rural Fire Officer

4th September 2009

Based upon industry best practice, the Central Hawke's Bay District Council Rural Fire Authority has determined that the Minimum Standard of Rating to best portray the potential fire danger in its area is category:

'D'

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Flemington Rural Fire Force	1
NZ Fire Service Waipukurau	2
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This register of Fire Plan holders shall be kept and any amendments to the plan will be forwarded to the above named Authorities.

This Fire Plan is also available for viewing on Council's website: www.chbdc.govt.nz

Foreword

The Central Hawkes Bay District Rural Fire area is situated at the Southern end of the Hawkes Bay Regional Council area, sitting between the Hastings District Council in the North and the Tararua District Council to the South. It is also bounded to the East by the Rangitikei District Council and the Pacific Ocean to the West. The District covers an area of approximately 3,200 square kilometres and is a mixture of plains, rolling lowlands and hill country.

On average between 75 and 100 rural fire incidents are responded to annually during 'non drought' years.

In order to maintain an efficient response to fire incidents, Central Hawkes Bay District Council Rural Fire Authority has established 5 volunteer Rural Fire forces that are located on the eastern side of State Highway 2. These volunteer fire forces are well trained and resourced to enable them to effectively respond and manage various fire incidents that may occur within the district.

There are also 8 New Zealand Fire Service volunteer fire brigades situated throughout the District. Statutory agreements exist with The Fire Service Commission, under Section 15 of the Forest and Rural Fires Act 1977, and Section 26 of the Fire Service Act 1975. This covers the provision of fire protection services to areas outside defined Urban Fire Districts. An agreement with The Fire Service Commission, under Section 38 of the Fire Service Act 1975 also exists. This covers the provision of fire protection services to the communities of Ashley Clinton, Ongaonga and Tikokino.

A large number of people volunteer their time to ensure that their community, and our district, remains a safe and vibrant place to live.

This Fire Plan sets out how Central Hawke's Bay District Council implements its policies and procedures to fulfil its statutory obligations and responsibilities to manage the risk of rural fires that may occur. It also sets out to ensure that the community based response can continue to take appropriate measures to mitigate the risk posed by fire.

This Rural Fire Plan has been written in accordance with the 2005 Forest and Rural Fire Regulations.



TeArohanui Cook
Principal Rural Fire Officer
Central Hawke's Bay Rural Fire Authority

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Glossary

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

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

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

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

and "fire control measure" has a corresponding meaning.

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

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

Fire safety margin means

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

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

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

Open season, or open fire season', means a period of time, whether of fixed or indefinite duration, during which period the lighting of fires in the open air in that area or district is neither prohibited nor restricted under section 22 of the Forest & Rural Fires Act.

Permit, in relation to the lighting of fires in the open air, means a fire control measure in accordance with which a person may light such fires without committing an offence against section 23(1) of this Act; and includes a special permit issued pursuant to section 24 of this Act.

Principal Fire Officer means:

- (a) In relation to any State area for which a Principal Rural Fire Officer is appointed by the Minister of Conservation or any other district for which a Principal Rural Fire Officer is appointed by the Fire Authority, means that officer or, where he is absent or unavailable or unable to act, the person acting as Principal Fire Officer pursuant to the Fire Plan for that area or district.
- (b) In relation to any district (other than a State area) for which there is only one Fire Officer, means that officer or, where he is absent or unavailable or unable to act, the person acting as Principal Fire Officer pursuant to the Fire Plan for that district.
- (c) In relation to any State area for which no Principal Rural Fire Officer has been appointed by the Minister [of Conservation], means any [Rural Fire Officer appointed under section 13(3) of this Act and any warranted officer appointed under section 59(1) of the Conservation Act 1987.

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

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

Executive Summary

The 2005 Forest and Rural Fires Regulations specify the requirements of Rural Fire Plans. This Fire Plan is written in accordance with those regulations. Reference is made throughout this Plan to indicate how the requirements of the Regulations are met.

Five Voluntary Rural Fire Forces have been established by Council, as the Rural Fire Authority, to enable local communities to respond to and assist at emergency events while waiting for arrival of other Emergency Services.

The New Zealand Fire Service has eight Volunteer Fire Brigades located within the Central Hawke's Bay District Council area.

Central Hawke's Bay District Council recognises the need for community resilience, especially at times of emergency. It therefore employs a full-time Emergency Management Officer, part of whose role is to support, direct and co-ordinate the effort of the Volunteer Rural Fire Forces in their communities.

This Rural Fire Plan sets out the policies and procedures that the Council has developed to enable it to effectively and efficiently undertake its statutory rural fire obligations, roles, and responsibilities. The Fire Plan is supported by a number of annexes that provide further details in terms of the operational aspects of those activities.

This Plan is structured around the four components of emergency management being:

- Reduction
- Readiness
- Response, and
- Recovery

The first section of this Plan sets the scene within which rural fire operations are undertaken in the Central Hawke's Bay Rural Fire District. Information on the district and the statutory framework within which the Rural Fire Authority operates are detailed.

The Reduction section deals with how the risk of fire is managed and public education matters are undertaken.

Maps of the area are provided in the Readiness section. It also specifies the responsibilities of the Rural Fire Authority and covers the policies and procedures relating to ensuring that people are trained, and have sufficient resources to undertake fire-fighting activities.

The Response section covers the aspects required to fight and put out rural fires. Communications and fire ground activities are dealt with.

The Recovery section deals with how the Rural Fire Authority investigates fires, and reviews its operations following any incident.

The last section of the Fire Plan, deals with administrative matters such as financial matters, Plan reviews, and arrangements between other Rural Fire Districts.

Part One – Overview

1. Introduction

This section of the Rural Fire Plan sets the scene for rural fire operations of Central Hawke's Bay District Council. It provides a general description of the rural fire area, and provides a general comment on the various statutory framework within which Central Hawke's Bay District Council is required to operate.

1.1 Structure of this Plan

This Fire Plan is prepared to meet the obligations set out in Regulations 39 to 46 of the Forest and Rural Fires Regulations 2005. Those regulations specify in detail the required structure and content of Rural Fire Plans. This Fire Plan is therefore organised into six parts.

Part One – Provides the introduction to the Rural Fire Plan and provides the context within which Central Hawke's Bay District Council undertakes rural fire operations.

Part Two - Deals with matters of Reduction, in accordance with the specified requirements of the 2005 Regulations

Part Three - Deals with matters of Readiness, in accordance with the specified requirements of the 2005 Regulations.

Part Four - Deals with matters of Response, in accordance with the specified requirements of the 2005 Regulations.

Part Five - Deals with matters of Recovery, in accordance with the specified requirements of the 2005 Regulations.

Part Six – Deals with Administrative matters.

Further detail is contained in a number of Annexes to this Fire Plan.

Annex One is the checklist of the specific requirements for what this Fire Plan must contain under the headings of reduction, readiness, response, and recovery. Reference to the various Regulations is made throughout this Fire Plan, indicating how it complies with the requirements.

Council has delegated authority to the Principal Rural Fire Officer to make amendments to the details contained in the annexes.

1.2 Aim and Goals

The aim of this Fire Plan is to outline the processes and procedures for the management of rural fire within the Central Hawke's Bay District Council Rural Fire Authority's district.

The goal of the Central Hawke's Bay Rural Fire Authority is:

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

1.3 General Description of Rural Fire Area

The Central Hawke's Bay District Council Rural Fire Authority protects an area of land consisting of approximately 300,000 hectares within the Central Hawke's Bay District. This area excludes those areas of land within the district boundaries under the jurisdiction of the NZ Fire Service, Bay Forests Rural Fire District, and the Department of Conservation.

Areas of jurisdiction (including neighbouring Rural Fire Force boundaries), Volunteer Rural Fire Force station locations and NZFS Volunteer Fire Brigade locations are shown on the map in section ' Rural Fire Area.'

The topography and geographical location of the district determine both the climatic conditions and the general fire risk. The topography of Central Hawke's Bay District consists of coastal hills, coastal and inland plains with low rolling countryside and more rugged hill country towards the Ruahine Ranges on the western side of the District. Lying to the east of the Ruahines that rise to heights of over 1,804 metres, the whole district is sheltered from the predominantly westerly winds that flow over the North Island causing a hot dry föhn effect to be experienced within the district. The result is a sunny climate with warm summers and mild winters. A dry spell in an extreme case can last for seven months in some areas. Due to the variety in topography the district experiences wide-ranging differences in weather patterns.

Due to the favourable climate, the land is used intensively for agricultural, horticultural and viticultural purposes, which places a high economic importance on land use. The entire district has a mix of both dense and sparsely populated areas. Major transport routes dissect the district including State Highways 2 and 50, as well as the East Coast Rail link connecting Gisborne to Wellington. The high-pressure gas pipeline servicing the major Hawkes Bay cities of Hastings and Napier runs almost alongside State Highway 50 and a variety of National Grid and regional electricity supply and distribution networks also pass through parts of the Rural Fire District.

1.3.1 Population and Main Activities

The Central Hawke's Bay District economy is linked very closely to the traditional sheep/beef rural sector economy. A large modern meat killing and processing plant is situated near Takapau. There is also a large export meat processing and packing facility situated in Waipukurau. Intensive dairy farming is another recent addition to the District's economy with large areas on the Ruataniwha plains and in the south western corner of the District being converted from traditional farming to dairying. Orcharding is also a recent addition to the District's economy with several very large corporate pip fruit orchards now well established on the Ruataniwha Plains near Ongaonga and Tikokino. A large seasonal pack house operates near Waipawa. Forestry is also a growing part of the local economy with several large pine blocks either just planted or being planned for planting in the near future.

The district has a population of 12,825 (2001 census). This population is spread throughout the District's rural settlements of Argyll, Ashley Clinton/Makaretu, Blackhead Beach, Elsthorpe, Flemington, Hatuma, Kairakau Beach, Omakere, Ongaonga, Porangahau, Porangahau Beach (Te Paerahi), Pukehou, Pouterere Beach, Otane, Wanstead, Wallingford, Takapau, and Tikokino. The two largest concentrations of population are at Waipukurau (3,810) and Waipawa (1,842).

There are seven accessible beaches on the east coast within the District. Most have a permanent population, to some extent, but all become large population centres over the summer holiday period from mid December until mid February.

Note: A map of the Central Hawke's Bay Rural Fire District is provided at '3.2 – Rural Fire Area.'

1.4 Statutory Requirements

Central Hawke's Bay District Council has a statutory obligation to carry out the functions of a Rural Fire Authority as set out within the Forest and Rural Fires Act 1977, and the Forest and Rural Fires Regulations 2005. As noted in section Structure of this Plan this Fire Plan is made in accordance with the Forest and Rural Fires Regulations 2005.

1.4.1 Policies and procedures

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

- a) Maintain a Rural Fire Plan to deal with all matters relating to rural fire emergencies within those areas under its jurisdiction.
- b) Be consistent with, and give full effect to, the statutory requirements of the Forest and Rural Fires Act 1977 and Forest and Rural Fires Regulations 2005.
- c) Implement fire control measures including:
 - i. The prevention, detection, control, restriction, suppression, and extinction of fire; and
 - ii. The safeguarding of life and property from damage and risk of damage by or in relation to fire; and
 - iii. All measures conducive to or intended to further or effect such prevention, detection, control, restriction, suppression, extinction, or safeguarding.
- d) Maintain liaison with the New Zealand Fire Service, National Rural Fire Authority, Bay Forests Rural Fire District, Department of Conservation, adjacent Rural Fire Authorities, organisations, enterprises and clients, for the co-ordination and use of personnel, material, and services for fire fighting purposes.
- e) Maintain an effective and efficient rural fire fighting force in partnership with local communities at strategic locations throughout the District.
- f) Ensure rural fire fighting staff adheres to safe practices on the fire ground.
- g) Endeavour at all times to operate in a manner that reflects “best industry Practice.”
- h) Facilitate core generic training for all rural fire fighting staff, in conjunction with industry fire training providers, and shall train staff to National standards.
- i) Operate a cost-effective service and shall endeavour to recover fire suppression costs for all fires to reduce the fiscal impact on ratepayers within the District and provide budget on an annual basis for the Central Hawke’s Bay District Council Fire Suppression Fund.

1.4.2 Forest and Rural Fires Act 1977

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

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

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

1.4.3 Other Legislative Requirements

Fire Service Act 1975

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

As required by the Act, the Fire Service Commission is also the National Rural Fire Authority. The function of the National Rural Fire Authority is to encourage and promote effective fire control measures. (Forest and Rural Fires Act 1977, Section 18 (2).)

Local Government Act 2002

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

The Act defines the purpose of local government as being:

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

The role of a local authority is to

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

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

Resource Management Act 1991 (RMA)

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

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

The Act specifies requirements for Regional Policy Statements, and Regional and District Plans.

Other Acts

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

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

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

Part Two – Reduction

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

2 Reduction Section

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

Central Hawke's Bay District Council Rural Fire Authority is committed to reducing the incidence and impact of rural fires within its territory. Some activities to achieve this will best be done through a co-ordinated effort with members of the Eastern Region Rural Fire Committee. Central Hawke's Bay District Council will however, implement independent programmes specific to the needs of Central Hawke's Bay District as required.

2.1 Reduction Policies and procedures

Central Hawke's Bay District Council has adopted a number of specific policies and procedures that relate to reducing the risk of rural fires within its district. Some of the more general policies and procedures were noted in section Policies and procedures. The specific policies and procedures relating to risk management and fire prevention are outlined in this part of the Fire Plan.

[Refer Regulation 41(1)]

2.2 Fire Hazardscape

The variability in rainfall in the spring to autumn seasons gives rise to mixed rural fire seasons between periods of lush growth and moisture deficits that can lead to drought conditions. A dry spell in extreme cases can last for several months. During periods of general, strong, west to north-west flow over the North Island, the winds across the district lowlands will be warm, dry föhn winds. In extreme cases temperatures may be 27-40°C with a relative humidity of 10-30 percent. The district averages 2,000 hours of sunshine annually. A general description of the rural fire area is provided in section General Description of Rural Fire Area.

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

The average annual rainfall in the coastal areas and over the Ruataniwha Plains has been approximately 800mm. However in recent years severe drought has resulted in an average rainfall of approximately 600mm per year. Rainfall increases markedly in the foothills of the Ruahine Ranges due to the effect of 'spill over' from the generally wetter western side of the ranges.

Central Hawke's Bay District is well serviced by electrical and natural gas supply lines that originate from outside of the region. There are several major distribution networks for the on-going delivery of energy supplies to local communities throughout the district. While gas is not reticulated in the District, apart from to the PPCS Takapau meat plant, a high-pressure pipeline passes through the Rural Fire District almost alongside State Highway 50. Electricity is received via the National Grid Supply and also passes through the Rural Fire District before being redistributed via the industrial and domestic electricity network. The majority of petroleum products are received and distributed from outside the district via the road highway network that weaves through the Rural Fire District.

2.2.1 Fire Risk and Mitigation Systems

The following steps are presently, or will be undertaken to mitigate hazards:

- Annual roadside grass mowing programme on major roads/highways with monitoring of vegetation re-growth levels by Rural Fire Officers;
- Additional roadside mowing requested as determined by seasonal variations;
- Encouraging road-side grazing by farmers in risk areas;
- Volunteer Rural Fire Forces established where higher risks exist;
- Fire appliances and equipment are maintained to a high state of readiness;
- Letters sent to contractors regarding spark arrestor use and vegetation fire hazards;
- Public kept informed of increasing fire risk and reduction measures through media;
- Daily graphing of fire weather indices for fire prediction and response purposes;
- Restricted or Prohibited Fire Seasons declared during periods of increased fire danger;
- Regular strategy meetings with other fire authorities during periods of increased fire risk.
- Patrols by ground and air at times of extreme risk
- Nominating remote property owners to be fire lookouts
- Implement sound fire mitigation systems through the District and Regional Plan proactively and retrospectively
- Comparing fire risk management approaches with best NZ and offshore practice and learning from these
- Implement a 'Wild Fire Threat Analysis' for the District as finance and available technology allows.

[Refer Regulation 41(2)(a)]

2.3 Risk Assessment and Risk Management Strategies

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

In order to maintain an efficient response to fire incidents, Central Hawkes Bay District Council Rural Fire Authority has statutory agreements with:

- The Fire Service Commission, under Section 15 of the Forest and Rural Fires Act 1977, and Section 26 of the Fire Service Act 1975. This covers the provision of fire protection services to areas outside defined Urban Fire Districts.
- The Fire Service Commission, under Section 38 of the Fire Service Act 1975. This covers the provision of fire protection services to the communities of Ashley Clinton, Ongaonga and Tikokino.

This allows for an immediate first response by the NZ Fire Service volunteer fire brigades based at Otane, Waipawa, Tikokino, Ongaonga, Ashley Clinton, Waipukurau, Takapau and Porangahau. These resources are responded by Central Fire Communications in Wellington via the established NZFS call out systems. A water tanker is also responded with any first response appliance to every fire within the Rural Fire Authority area of responsibility.

Central Hawkes Bay District Council Rural Fire Authority has established five Volunteer Rural Fire Forces based to the east of State Highway 2 at Elsthorpe, Omakere, Pourerere/Aramoana, Wallingford and Flemington. All are on automatic pager turn out from Central Communications in Wellington.

[Refer Regulation 41(2)(a)]

2.4 Fire Prevention Measures

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

[Refer Regulation 41(2)(b)]

2.4.1 Fire danger management

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

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

- Remote Automatic Weather Stations;
- Daily Fire Weather Indices from National Rural Fire Authority;
- Known fire hazards and previous fire history;
- Local Fuel Loading on the ground;
- Local climatic conditions and human behaviour;
- Reconnaissance and intelligence from rural communities; and
- Physical checks of rural areas by experienced and qualified Rural Fire Officers.

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

2.4.2 Mass crowd events

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

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

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

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

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

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

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

Although this Fire Plan concentrates on an attitude of “*business as usual*” during such events, the potential need for additional fire fighting resources or specialist equipment beyond that listed in Annex 7 Logistics, has been considered. This may include placing additional crew and appliances, or air attack resources, ‘on station’ at the event available for instant turn out.

2.4.3 Fire danger / Fire weather monitoring

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

- Compilation of RAWs data and fire weather readings for all sites in Hawke’s Bay;
- NIWA website – National Climate Centre three-month predictions;
- Five-day regional forecast – Met Service;
- Metscape Weather Service forecasts;
- Intelligence direct from rural communities;
- Regular patrols throughout District by Rural Fire Officers; and
- Regular consultation with other Rural Fire Authorities.

The Waipukurau (Stn. 33) remote automatic weather station is maintained on an annual contract. Faults are rectified immediately when they occur.

Daily weather reports are accessed and analysed by the Emergency Management Officer using the “Weatherpro” programme. The daily fire risk level is faxed to *Hawke’s Bay Today* newspaper by Hastings District Council Rural Fire Authority for the information of all readers in Hawkes Bay, including Central Hawke’s Bay.

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

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

During periods of “Very High” and “Extreme” fire danger, Rural Fire Officers and members of the Volunteer Rural Fire Forces conduct mobile patrols to facilitate early detection of wildfires. Such patrols may be conducted and investigations of smoke sightings carried out regardless of the fire season status.

[Refer Regulation 41(2)(b)]

2.4.4 Prescribed Fire

The Central Hawke’s Bay District Council Rural Fire Authority has developed procedures to ensure fuel reduction and land clearing burn-offs are conducted in a safe manner. All such fuel reduction and burn-offs should only be undertaken when an approved burn plan has been produced and reviewed by a warranted Rural Fire Officer.

2.4.5 Firebreaks

For information on restrictions regarding planting of trees, boundaries, size of shelter-belts and plantations, positioning of firebreaks, plantation separation distances, safety distances from utilities, building limitations, access for fire fighting, water supply for fire control and security fencing etc, refer to the Central Hawke’s Bay District Plan. Restrictions may depend on zoning classification and consents for land use.

The Central Hawkes Bay Rural Fire Authority may require firebreaks to be made or cleared, as per Section 27 of the Forest and Rural Fires Act 1977.

During a fire the need for operational firebreak will be determined by a qualified Rural Fire Officer at the fire ground, having regard to:

- Daily Fire Weather Indices;
- Local climatic conditions;
- Topography;
- Hazards;
- Risk to property;
- Fire behaviour; and
- Skill level of person conducting the burn, or establishing the firebreak.

2.4.6 Enforcement strategies

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

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

2.4.7 Public Education Activities

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

- Daily fire danger rating in newspapers;
- Proactive media releases following fires;
- Media releases during periods of increased fire danger;
- Keeping communities informed of increasing danger through Rural Fire Forces;
- Erection of fire restriction or prohibition signs, and updating of fire danger indicator signs;
- Proactive investigation of fire sightings during periods of increased fire danger;
- Attendance at farming field days;
- Education initiatives through community meetings and schools and Council's website;
- Advice to land owners; and
- Inspection of proposed burn-offs and issue of fire permits.
- Linking with other Fire Authorities in the fire education activities.

2.5 Public awareness and fire signs

Notification on the implementation/lifting of a Restricted or Prohibited Fire Season will be placed in the Public Notice Column of the *Hawke's Bay Today* and *The CHB Mail* newspapers.

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

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

[Refer Regulation 41(2)(c)]

2.6 Directions to people on the use of fire as a land management tool

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

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

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

Use of fire on land adjoining Crown land, forests, or another Fire Authority requires consultation with the appropriate person responsible for those adjoining areas. A copy of the Standard Burn Plan is included in Annex 17.

[Refer Regulation 41(2)(d)]

2.7 Fire Management Control Measures

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

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

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

The Central Hawke's Bay District Council Rural Fire Authority has assessed and calculated its Minimum Standard of Cover Rating, as Minimum Standard 'D'. This is based on the previous "Rural Fire Management Code of Practice 2000", which is accepted by the NRFA as "Best Practice".

Details of calculations are shown at Annex 3.

2.8 Declared Forest Areas

Section 17 of the Forest & Rural Fires Act provides for the owners of forest-land to apply to the Rural Fire Authority to have their land declared a forest area. (Refer also to Regulation 47)

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

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

Central Hawke's Bay District Council Rural Fire Authority has no declared forest areas within its district.

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

2.9 Fire Safety Margins

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

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

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

2.10 Fire Control Bylaws

Central Hawke's Bay District Council has produced a number of Bylaws controlling a wide range of activities. Part 11 of the Council's Bylaws deal with 'Fires in the Open Air'. A copy of all the Bylaws is available from the Council or on Council's website www.chbdc.govt.nz.

The 'Fires in the Open Air' Bylaw deals with such matters as:

- The prevention of the spreading of fires involving vegetation inside the urban fire district;
- Fires in open air;
- Permits for lighting fires in the open air;
- Conditions of lighting barbecues, incinerator fires and traditional cooking fires;
- Prohibition of fires during periods of extreme fire hazard;
- Exemptions from prohibitions on lighting fires in the open air;
- The prevention of fire, the protection of persons and property from fire risks and the provision of adequate first aid fire fighting equipment;
- Storage of combustible materials;
- Storage of hay;

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

2.11 Clean Air Requirements

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

The Air Quality Standards

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

Hawke's Bay Regional Council has developed Rules in its Regional Resource Management Plan to limit the effects of smoke from industrial, agriculture, and home based activities. The Regional Council also provides information on good burning practice, specifies what material can not be burnt, and also has rules for the burning of waste products. Further details on the Regional Council's rules can be found on their website: www.hbrc.govt.nz

CHBDC 'Fires in the Open Air' Bylaw also deals with 'smoke nuisance' and details actions that can be taken.

2.12 Storage of Combustible Material

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

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

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

The storage of hay, and other combustible goods is also controlled by Council Bylaws. (See section Fire Control Bylaws.)

2.13 Spark-hazardous Engines

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

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

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

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

2.14 Fire Permits

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

No permit to burn will be issued unless the site has been first inspected by one of these Officers unless they consider that in the circumstances such an inspection is unnecessary. A sample 'Fire Permit' and guidelines for the issue of Fire Permits are shown in Annex 2.

2.15 Regard to National and Regional Policy Statements, Regional and District Plans and regulations made under the Resource Management Act

The only National Policy statement made under the Resource Management Act is the Coastal Policy Statement. Hawke's Bay Regional Council has a Regional Policy Statement and Regional Resource Management Plan. There are a number of Rules within the Regional Resource Management Plan that provide some controls over the burning of material; this is covered in section Clean Air Requirements.

Central Hawke's Bay District Council has produced its District Plan that provides for various fire prevention measures, which are detailed in section Fire Prevention Measures.

In undertaking all of its rural fire responsibilities Central Hawke's Bay District Council takes account of the rules in the Regional Resource Management Plan, and its own District Plan, and Bylaws. [Refer Regulation 41(2)(e)(iv)]

Part Three – Readiness

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

3 Readiness Section

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

3.1 Readiness Policies and procedures

Central Hawke's Bay District Council has adopted a number of specific policies and procedures that relate to its readiness capability to respond to rural fires within its district. Some of the more general policies and procedures were noted in section Policies and procedures. The specific policies and procedures relating to its readiness responsibilities are detailed in this part of the Fire Plan.

[Refer Regulation 42(1)]

3.2 Rural Fire Area

A map showing details required by the 2005 regulations is provided below.

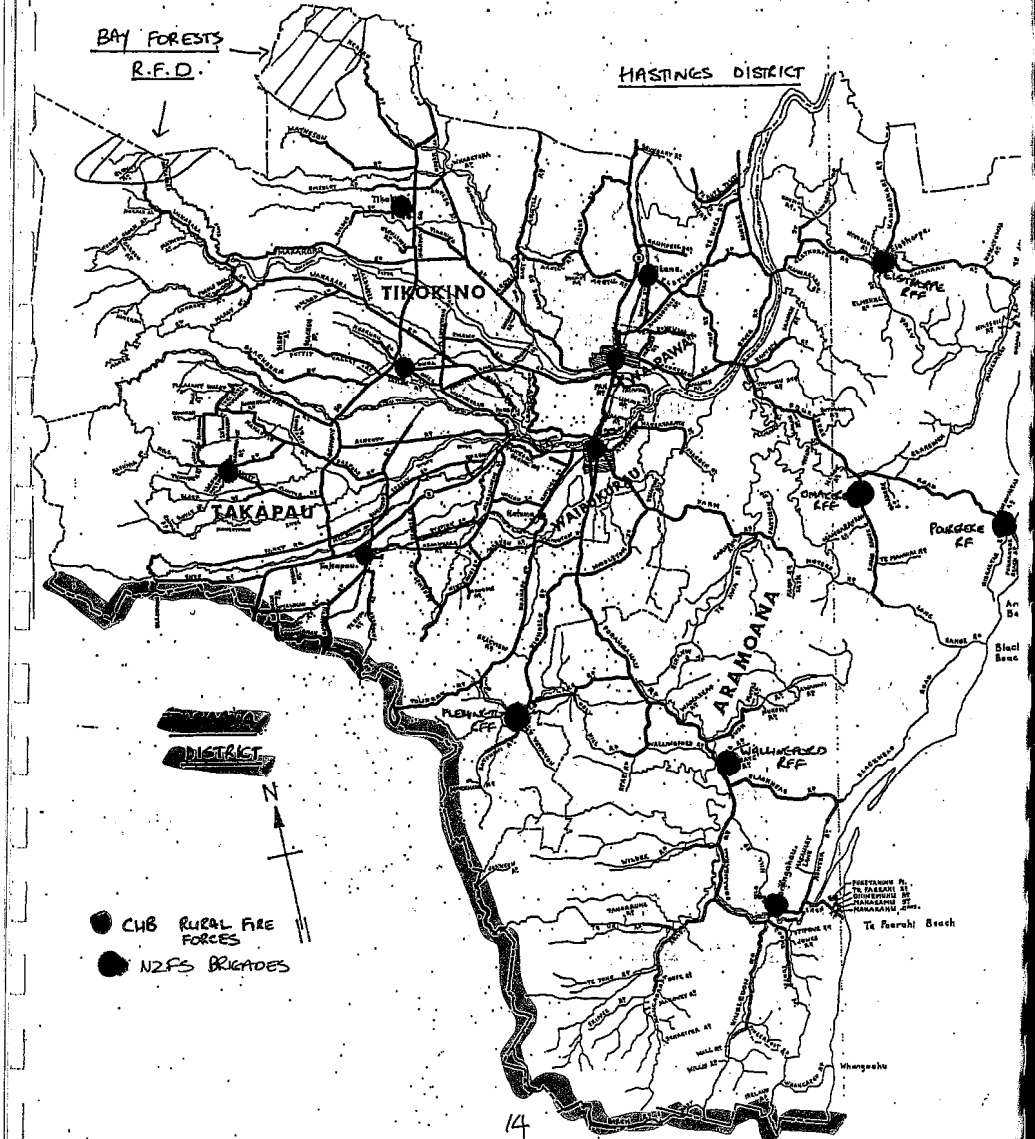
[Refer Regulation 42(2)(a)]

CHBDC Fire Plan 2005

Part 3:Readiness

Figure 1: Map of Rural Fire District showing:

- the Rural Fire Authorities
- any other area for which the Fire Authority is responsible
- the geographic boundaries of adjacent fire districts
- the principal roads in the Rural Fire District
- location of the Volunteer Rural Fire Forces
- location of NZ Fire Service Volunteer Fire Brigades



3.3 Rural Fire Authority's Responsibilities

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

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

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

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

[Refer Regulation 42(2)(b)]

3.3.1 Readiness Goal

Central Hawke's Bay District Council has adopted the following goal in relation to its responsibilities as a Rural Fire Authority:

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

3.3.2 Readiness objectives

Council's rural fire readiness objectives are to:

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

3.3.3 Fire season

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

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

During a **Restricted Fire Season**, no fire may be lit in the open without a *Permit to Burn* having first been obtained from a duly warranted and qualified Council Rural Fire Officer. Restricted Fire Seasons will generally be declared during anticipated prolonged periods of high to very high fire danger taking into consideration factors covered in Section Fire danger management, and calculations for various fire weather indices as detailed in Annex 4 & 8.

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

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

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

3.3.4 Other readiness measures

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

3.4 Chain of Command

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

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

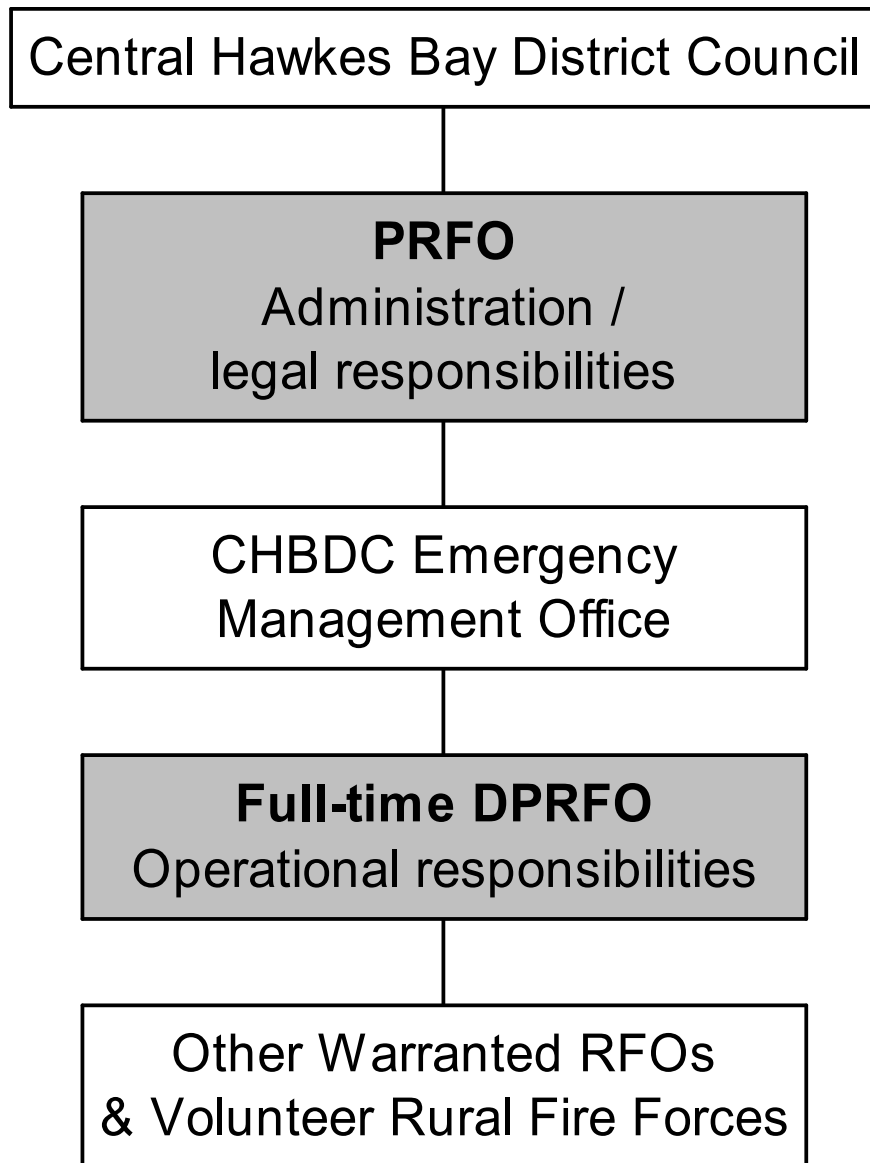
The Principal Rural Fire Officer, or any person acting under his control and direction, and with his authority, shall have control and direction of any brigade present at the fire and of any persons who voluntarily place their services at his disposal and of any persons (not being engaged in essential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

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

The following diagram outlines the Central Hawke's Bay District Council Rural Fire Management structure:

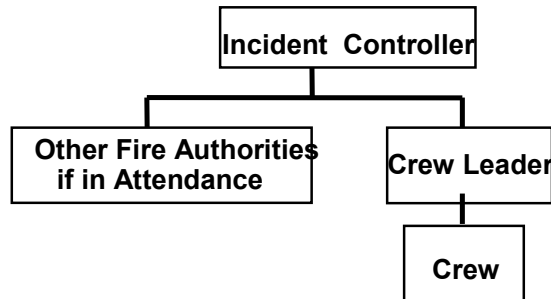
[Refer Regulation 42(2)(b)]

Figure 2: Fire Management Structure



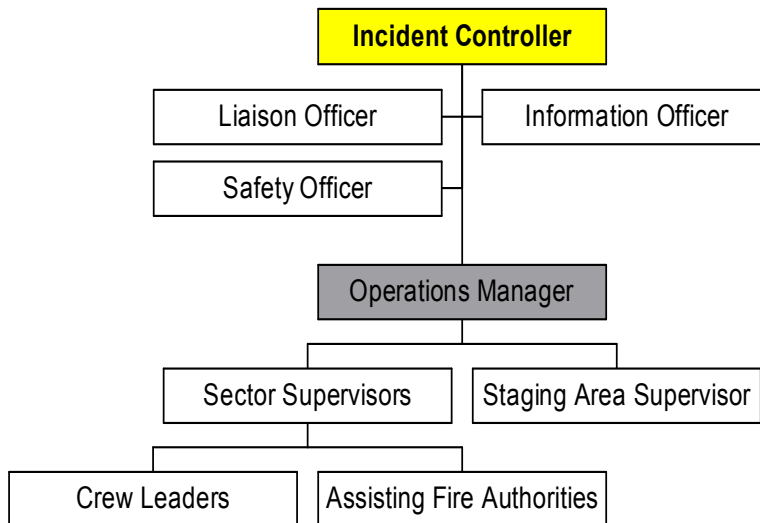
The following diagrams show the command structure that Central Hawke’s Bay District Council will implement to manage and control a range of different rural fires.

Figure 3: Command structure diagram for very small fires



Note: Incident controller may hold more than one function.

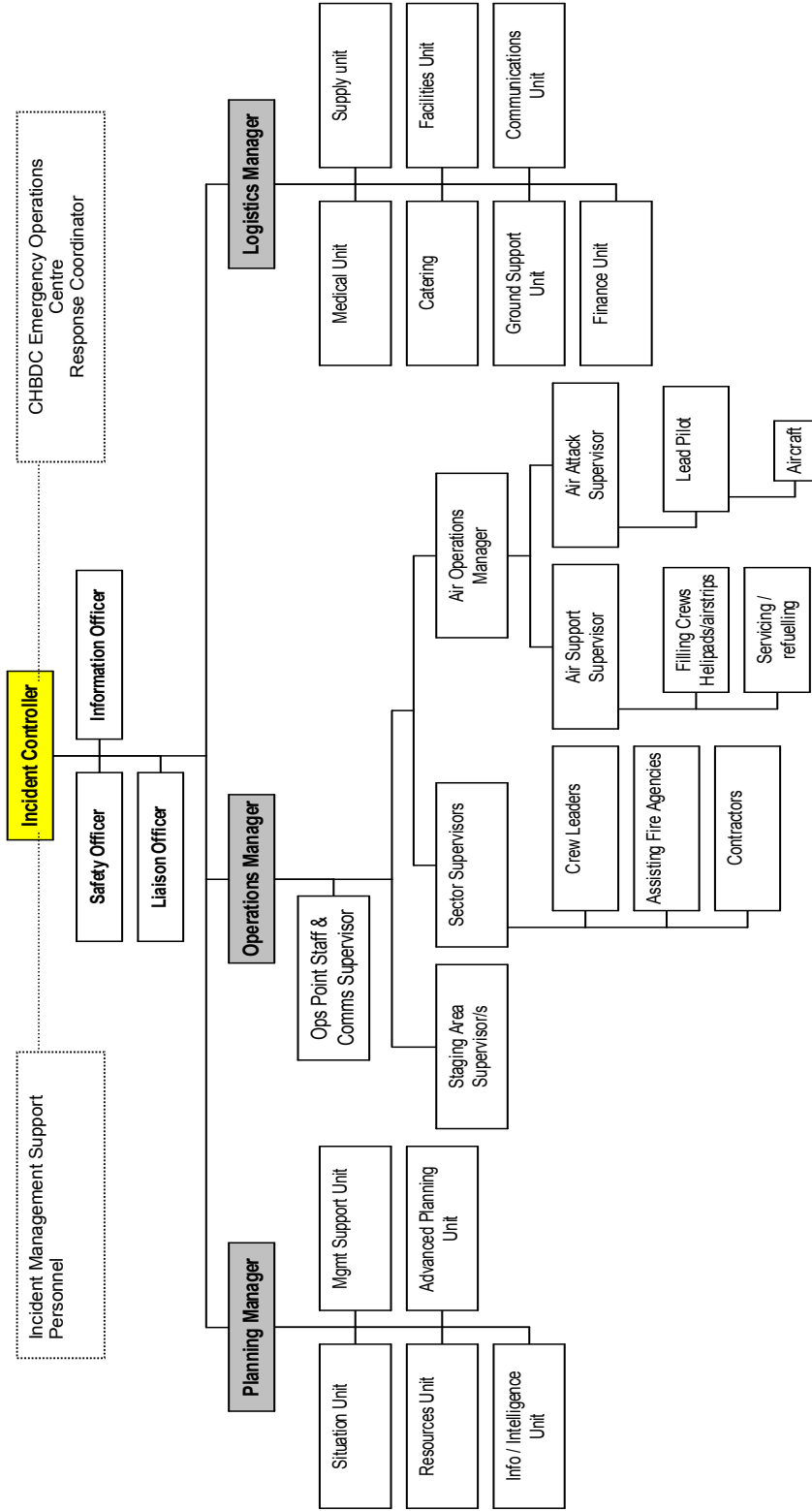
Figure 4: Command structure diagram for medium fires



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

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

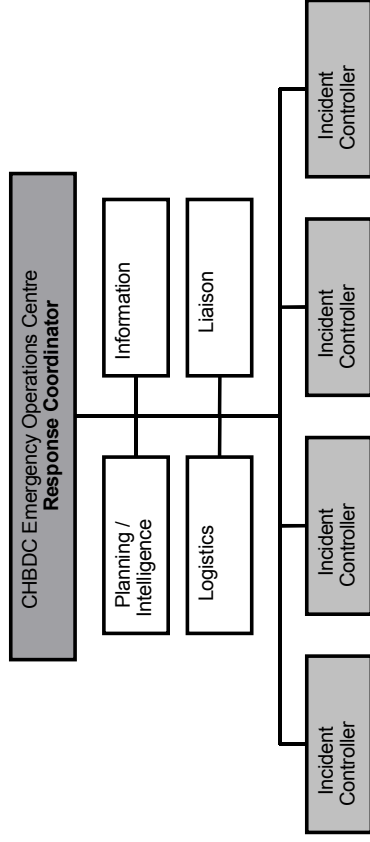
Figure 5: Command structure diagram for large fires



NB:

1. Use of Divisions under Operations Manager should be considered for significant events.
2. Incident Control Point will be established at Central Hawke's Bay Emergency Operations Centre for major events at which time, the initial ICP will become the Operations Point.
3. A Deputy Incident Controller must be appointed. This may be a Senior Officer from another agency.
4. Representatives from NZ Police, St John Ambulance, and appropriate RFAs should be requested to respond to the EOC to act as agency liaison officers.

Figure 6: Command structure diagram for multiple incidents



3.4.1 Incident Command Support Personnel

Support personnel may be needed to assist incident management staff with matters such as fire suppression planning, fire-line operations, logistical resources, air attack delivery, or incident control during a large fire event. This will be particularly relevant during a major fire, when the fire is unlikely to be controlled within the first operational period and staff is required to take a break, or during multiple outbreaks of fire.

The Co-ordinated Incident Management System (CIMS) structure enables two or more Fire Authorities to operate a unified command structure for fires that cross, or threaten to cross, jurisdictional boundaries. The CIMS structure suits occasions when assistance may be requested from qualified people to implement control measures for Level II and Level III fires.

The grading schedule for the different levels is based on the Rural Fire Management Handbook. The following table provides the definitions of the various fire levels.

Table : Fire Incident Levels

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

Eastern Region Rural Fire Committee has access to experienced rural fire practitioners with advanced specialist skills. The Hawke's Bay Emergency Services Co-ordinating Committee has access to people with incident management skills. The Central Hawke's Bay District Council Emergency Management Officer is a member of these inter-agency groups and has developed effective working relationships with professional peers.

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

3.4.2 National Rural Fire Authority Rural Fire Manager

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

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

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

3.5 Principal Rural Fire Officer and Rural Fire Officers

Central Hawke's Bay District Council has authority to appoint people to key Rural Fire positions as detailed below, and to delegate authority to those individuals to give effect to this Fire Plan

3.5.1 Appointments

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

Table : Rural Fire Officers

<i>Designation</i>	<i>Position within Council</i>
Principal Rural Fire Officer	Manager Regulatory Services
Deputy Principal Rural Fire Officer	Emergency Management Officer
Rural Fire Officers	Building Team Leader & Animal Control Officer & other appointees as required

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

The full list of appointed rural fire officers, and their contact details is provided in Annex 5.

[Refer Regulation 42(2)(c)]

3.6 Training Arrangements

Central Hawke's Bay District Council Rural Fire Authority is committed to ensuring its rural fire personnel are trained and competent to national standards.

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

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

[Refer Regulation 42 (2)(e)]

3.6.1 Legislative Functions

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

3.6.2 Unit Training Standards

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

¹ For the purpose of definition, the term **Fire Force Leader**, as quoted within this Fire Plan, is deemed to be the same as a Rural Fire Force Controller or Commander.

3.6.3 Competency Requirements

Staff are being trained to Unit Standard equivalent levels required by best practice and in the numbers deemed appropriate by Council.

[Refer Regulation 42(2)(e)]

3.7 Fire fighting Assistance

3.7.1 Dedicated fire equipment

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

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

Annual hose records, monthly pump test records, appliance records, and fire extinguisher maintenance records are maintained at the Office of Emergency Management.

[Refer Regulation 42(2)(g)]

3.7.2 Personal protective clothing

Registered Central Hawke's Bay District Council Rural Fire Forces have been supplied with:

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

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

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

3.7.3 Agencies available for support

The following are the key agencies that are able to support Central Hawke's Bay District Council undertake its rural fire duties:

- New Zealand Fire Service
- New Zealand Fire Service - Eastern Fire Region
- National Rural Fire Authority - Eastern Region Napier
- Department of Conservation
- Bay Forests Rural Fire District
- Hastings District Council
- Fire and Rescue New Zealand
- Rangitikei District Council
- Wairoa District Council
- Taupo District Council
- Hawke's Bay Regional Council
- HB Ambulance Service
- NZ Police (Central Hawke's Bay and Hastings)

- Doctors
- National Poisons Centre
- Victim Support
- Electricity & Gas supply companies
- Telecommunications companies
- Local newspapers
- Local radio stations

Contact details for these support agencies are provided in Annex 7 Logistics.

[Refer Regulation 42(2)(f)]

3.7.4 Emergency Contact details

A Warranted Rural Fire Officer is available to respond immediately to any fire within the Central Hawke's Bay District on a 24-hour roster and can be contacted through:

WORK HOURS:	Via the receptionist at the Central Hawkes Bay District Council:- (06) 857 8060.
AFTER HOURS:	Via MEP Services (answer services), through the same phone number:- (06) 857 8060.
24 HOURS:	Alpha-numeric Pager: - 026 104 272 OR Via Firecom on alphanumeric telepaggers: - (04) 801-0812

3.7.5 Equipment and Personnel Resources

Central Hawke's Bay District Council maintains sufficient equipment to effectively control and manage most rural fires in their district in association with NZFS Volunteer Fire Brigade members. Trained staff and Volunteer Rural Fire Forces are located through-out the district and are able to respond to any fire. New Zealand Fire Service volunteer fire brigades are also available as first responders through the Statutory Agreements that are held. (Refer 2.3 'Risk Assessments and Risk Management Strategies)

Details of equipment and contact details for personnel are provided in Annex 7 Logistics.

[Refer Regulation 42(2)(g)]

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

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

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

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

In order to maintain an effective support for fire incidents, Central Hawke's Bay District Council Rural Fire Authority is a joint signatory to a 'Statement of Intent' for inter-service support between neighbouring Rural Fire Authorities and:

- The NZ Fire Service (Eastern Region), under Section 14 & 16, of the Forest and Rural Fires Act 1977.
- Central Hawkes Bay District Council has 'Statutory Agreements' with the New Zealand Fire Service as referred to in this plan at Section 2.3 'Risk Assessments and Risk Management Strategies.'

Central Hawke's Bay District Council has agreements for the purpose of fire control services with all of its Volunteer Rural Fire Forces that are located within its district. (See the following section.)

[Refer Regulation 42(2)(h)]

3.9 Agreements between Fire Authority and voluntary or other fire forces

All of the Voluntary Rural Fire Forces that have been established by the Central Hawke's Bay District Council are bound by a signed Agreement, pursuant to the Forest and Rural Fire Regulations 2005.

There are 5 registered Volunteer Rural Fire Forces within the Central Hawke's Bay District Council Rural Fire District.

The following table lists the Volunteer Rural Fire Force and their National Rural Fire Authority registration number. Details of personnel and resources for each Volunteer Rural Fire Force are provided in Annex 7: Logistics.

Table : Volunteer Rural Fire Forces

Volunteer Rural Fire Force	NRFA Registration Number
Elsthorpe Rural Fire Force	117
Omakere Rural Fire Force	118
Aramoana/Pourerere Rural Fire Force	266
Wallingford Rural Fire Force	129
Flemington Rural Fire Force	119

[Refer Regulation 42(2)(i) & Regulation 63]

3.10 Specially Protected Areas

Specially protected areas are those properties that the National Rural Fire Authority has declared by notice in the *Gazette* as needing special safeguarding.

Central Hawke's Bay District Council Rural Fire Authority has no such specially protected areas Gazetted within its area.

[Refer Regulation 42(2)(j)]

3.11 Fire Season Status Trigger Points

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

As noted in section Fire danger management Central Hawke's Bay District Council undertakes daily monitoring of conditions to determine the Fire Season Status.

Central Hawke's Bay Rural Fire Authority has no specific trigger points, which automatically cause the declaration of a specific fire season. However, as the risk of fire increases, as determined by daily monitoring, the Principal Rural Fire Officer holds regular meetings with

professional staff to manage the fire risk and determine whether a specific fire season should be declared.

[Refer Regulation 42(2)(k)]

3.12 Trigger points for imposing restrictions on exotic forests in district.

Central Hawke's Bay District Council does not operate specific trigger points for the exotic forests that are located within its Rural Fire District. When the Principal Rural Fire Officer considers the introductions of restrictions for any area a wide range of conditions are considered. These matters are noted and discussed in sections Fire danger management and Fire danger / Fire weather monitoring.

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

[Refer Regulation 42(2)(l)]

3.13 Details of fire protection works

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

Fuel reduction along Council's roading network is undertaken on a contractual basis at regular intervals throughout the year with the ability to ask for extra clearances if conditions dictate that it is necessary. Also public and private property is constantly monitored for dangerous build up of flammable vegetation and notices to clear properties of such vegetation are sent to property owners using the provisions of the Local Government Act.

Council Rural Fire Officers and Volunteer Rural Fire Force Crews attend fuel reduction and land clearing burns in a preventative or advisory role as required.

Council Rural Fire Officers promote access issues to rural properties as one of the actions outlined in Section [Public Education Activities](#)

Water supply points are abundant throughout the District but many smaller sources dry up during periods of drought.

[Refer Regulation 43(a)]

3.14 Implementation of NZ Fire danger rating system

A constant state of readiness (24/7) is maintained by Council's Emergency Management Officer and appointed Rural Fire Officers in order to respond to any incident within its territory. Council employs one full time Emergency Management Officer as the primary responder to such incidents. There are also two other Council officers who carry Rural Fire Officer warrants who have attended suitable training courses to enable them to cover rural fire issues when the Emergency Management Officer is not available through annual leave etc.

As the level of fire danger increases throughout the season, so does the level of additional human and equipment resources on immediate standby in order to meet the risk of fire.

LOW / MODERATE FIRE DANGER

Council Emergency Management Officer, or on duty Rural Fire Officer in his absence, is available on pager / cell phone at all times and able to respond immediately. It is also his job to make sure that Fire Communications have despatched sufficient resources based on the information available.

HIGH FIRE DANGER

Council Emergency Management Officer, or on duty Rural Fire Officer in his absence, is available on pager / cell phone at all times and able to respond immediately. It is also his job to make sure that Fire Communications have despatched sufficient resources based on the information available.

A helicopter may be placed on standby depending on the information received at the time.

VERY HIGH / EXTREME FIRE DANGER**PRE-EVENT**

Council's Emergency Management Officer available on pager / cell phone at all times and monitoring or having radios monitored continuously during risk period of day (1300 – 1800 hrs). A second Rural Fire Officer is available on stand by in the District on R/T, cell phone or pager contact if required.

Council staff are able to respond immediately to the Emergency Operations Centre if required to man communication systems.

Contact with other Fire Authorities made before midday.

On Extreme danger days consideration is given to combined aerial patrols of land for smoke patrol.

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

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

FIRE OUTBREAK

Emergency Management Officer, or duty Rural Fire Officer in his absence, to respond to fire immediately upon notification from Fire Communication. He will also discuss with Fire Communications the level of response that has been despatched and make sure it is sufficient based on the information initially available.

On arrival at fire ground, initial assessment to be made of resource requirements, both ground and air and response upgraded as required. This can be done through Fire Communications or by direct contact with contractors used by Council, e.g. private water tankers etc.

Incident Control Team may be flown in as appropriate.

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

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

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

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

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

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

[Refer Regulation 43(b)]

3.15 Fire Danger Indication Awareness Signs

'Half grapefruit' 'Fire Danger Indicator Signs' in the District are maintained by Council. These large signs are located on the main highways at the edge of the District i.e. Highway 2 near Pukehou, Highway 2 near Snee Road and Highway 50 north of Tikokino. There is also a double-sided sign between Waipukurau and Waipawa and single sign on the outskirts of Waipukurau on Takapau Road opposite the entrance to the airfield. These signs are updated as the danger alters.

"Fire Restriction" notices and large 'Fire Permits Required' signs are added to each of the above signs on the declaration of a Restricted Fire Season.

"Fire Prohibition" notices and large 'Total Fire Ban' signs are attached to all of the above signs on the declaration of a Prohibited Fire Season.

Additional standard triangular 'Total Fire Ban' signs are erected on most subsidiary roads leading into the District during a Prohibited Fire Season. Similar signs are also erected at most of the District's beaches.

[Refer Regulation 43(c)]

3.16 Resource Response to Specific Fire Danger Levels

Central Hawke's Bay District Council has developed the following resource requirements for responding to various levels of rural fire. This is based on industry best practice, and any analysis of the risk assessment.

3.16.1 Small Incident

10 – 15 people	spot/small fire
Local control	short duration 2-4 hours
no complex problems/exposures	0-5 ha

3.16.2 Medium Incident

15 – 30 people	small/medium fire
Group control	medium duration – up to 24 hrs
some complex problems/exposures	5-20 ha

3.16.3 Large Incident

30+ people	large or running fire
District control	long duration >1 day
Complex situation – exposures/evacuations	20+ ha

[Refer Regulation 43(d)]

Part Four – Response

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

4 Response Section

The Central Hawke's Bay District Council Rural Fire Authority is committed to maintaining a safe, effective response capability to ensure rapid deployment of suppression resources to, and efficient actions at, fires to minimise outbreaks of wildfire.

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

4.1 Response Policies and procedures

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

[Refer Regulation 44(1)]

4.2 Response Procedures

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

Priorities in the event of fire are:

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

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

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

- Deputy Principal Rural Fire Officer
- Rural Fire Officers

Key individuals from other agencies may be delegated this function by the Deputy Principal Rural Fire Officer during extended operations, supported by Central Hawke's Bay District Council management staff in a "lead agency" liaison role.

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

4.2.1 Stand down / changeover

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

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

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

4.2.2 Action after fires / incidents

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

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

4.2.3 Road scene safety

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

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

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

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

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

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

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

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

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

4.2.4 Aircraft safety - fixed wing and helicopter

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

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

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

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

A copy of CAA criteria for requesting temporary restricted airspace is held at the Central Hawke's Bay District Council Emergency Operating Centre.

4.2.5 Electrical hazards²

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

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

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

4.2.6 Fuel hazards

Similar precautions as noted in [Electrical hazards](#) must also be applied when fires are near gas lines, especially pressurised pipes and cylinders.

4.2.7 Hazardous substances

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

As noted in section [Fire Hazardscape](#) there is a main natural gas supply line that runs through the district alongside State Highway 50 as well.

4.3 Reporting of fire related accidents

All Volunteer Rural Fire staff are to report any fire related accident, injury, or near accident to the, Deputy Principal Rural Fire Officer, Duty Rural Fire Officer or Incident Controller, *as soon as possible*, i.e. at the time of the accident. Council may require an *Accident Report* and/or a *medical certificate* to support any documentation or investigation, especially if a claim is likely to be made on ACC as a consequence.

If not already in attendance, the Deputy Principal Rural Fire Officer, or duty Rural Fire Officer in his absence, shall respond immediately to investigate all serious harm accidents, to assess welfare needs of the casualty and Volunteer Rural Fire Force crews affected, and to ensure Council procedures are followed.

² Maps and details of the main gas networks, electricity lines, and other engineering utilities are provided in the HB Engineering Lifeline study completed in 2001.

4.3.1 Receiving of Fire Calls

The NZ. Fire Service (NZFS) Communications Centre is the initial receipt agency for reports of fire through the 111 emergency system, and is responsible for notifying Council Rural Fire Officers of all fires and dispatching all initial responder NZFS and Rural Fire Forces on a direct pager turnout system.

[Refer Regulation 44(2)(a)]

4.3.2 Emergency 111 system

All fire emergencies should be reported on the 111 telephone system. Key details about the fire include: property RAPID Number, road name, property name, District or Region location, size of the fire, what is burning, terrain, weather conditions, and details about any life or property endangered.

4.3.3 Contact of duty rural fire officers

Warranted Rural Fire Officers are available to respond to any fire within the Central Hawke's Bay District on a 24-hour roster and can be contacted through:

WORK HOURS:	Via the receptionist at the Central Hawkes Bay District Council:-	(06) 857 8060.
AFTER HOURS:	Via MEP Services (answer services), through the same phone number:-	(06) 857 8060.
24 HOURS:	Alpha-numeric Pager: -	026 104 272
	OR	
	Via Firecom on alphanumeric telepagers: -	(04) 801-0812

4.3.4 Systems for Response to Fire Calls

Preferred minimum initial fire response levels, based upon the New Zealand Fire Danger Rating System, are shown in section [Resource Response to Specific Fire Danger Levels](#). These will be assessed and modified by the Rural Fire Authority depending on the daily fire danger rating.

Council has in excess of 50 trained volunteers within 5 Registered Volunteer Rural Fire Forces located throughout the district. A callout list is maintained for each Volunteer Rural Fire Force along with an inventory of fire equipment and additional resources for use during an emergency (Full details are provided in Appendix 7 Logistics). Council also has access to eight fully equipped and manned New Zealand Fire Service Volunteer Fire Brigades situated throughout the district through the statutory agreements Council has with the New Zealand Fire Service. (Refer section 2.3 'Risk Assessments and Risk Management Strategies')

Rural Fire Officers will alert all Volunteer Rural Fire Forces and Emergency Operations Centre Communications staff when fire weather conditions become very high to extreme in accordance with daily Fire Weather Indices ratings. Key aerial support operators and other contractors may also be placed on standby as appropriate.

[Refer Regulation 44(2)(b)]

4.3.5 Staff action on the receipt of a fire call

All Council staff must refer any report of fire (except smoke complaints) to the Emergency Management Office.

The Emergency Management Officer, or duty Rural Fire Officer in his absence, receiving a fire call will identify the location of the fire and determine the action to be taken using the current Rural Fire Plan. If the address is outside of the Central Hawke's Bay District Council area of jurisdiction, the Fire Authority responsible for that area shall be immediately advised of the details. Neighbouring forest owners should be similarly advised of any potential threats to their assets.

All details will be recorded on the standard Initial Fire Call Action Sheet (see Annex 16). The Rural Fire Officer receiving notification of the incident must immediately contact Fire Communications and check that appropriate resources have been dispatched or placed on stand by as necessary.

If applicable, people who may be subsequently trapped or affected by vegetation fire will be warned via local radio broadcasting media or rural community networks.

An ambulance may be requested to standby at the incident by the Incident Controller if four or more fire appliances or crews are actively engaged in suppression operations.

Records will be kept showing timing of events, decisions taken, tasks given, staff movement, replacements, close down of local fire scene command and steps taken to investigate the cause of any fire, and confirmation that the fire is declared out.

4.3.6 Actions by attending rural fire officer

On receipt of incident details, a warranted Rural Fire Officer shall:

- a. Pursuant to the Forest & Rural Fires Act 1977, proceed immediately with all possible speed, due care and attention, to the fire scene. (*Note* – a Warranted Rural Fire Officer is required to depart for the fire/incident within 10 minutes of receipt of a call in accordance with best practice).
- b. Liaise with, and seek a briefing from the senior officer of any New Zealand Fire Service appliance, Volunteer Rural Fire Force, other agencies, or persons already in attendance and make an assessment of the scale and seriousness of the fire.
- c. Establish an Incident Control Point (ICP), take command of the incident and advise all support agencies in attendance, Emergency Operations Centre, and Firecom that he/she has done so.
- d. Notify other fire authorities, owners of forests, or other interested parties in the vicinity of the incident.
- e. Take appropriate action to control events to suppress fires, in liaison with other Fire Authorities that initially attend the fire/incident, and identify and secure the area of origin pending a detailed fire investigation by a Central Hawke's Bay District Council Rural Fire Officer or by contracted fire investigators.
- f. As soon as fire suppression operations permit, release the NZ Fire Service, other Fire Authorities in attendance, and additional resources for redeployment to further incidents.
- g. If the fire is already, or is likely to develop into a large fire:
 - Establish a command structure (CIMS) (See Section 3 [Figure 5: Command structure diagram for large fires](#)), and notify the Principal Rural Fire Officer.
 - Establish communications networks on the fire ground and activate the Emergency Operations Centre.
 - Call up, or place on stand by, sufficient personnel and equipment to contain, control and suppress the fire, including other NZFS fire brigades, Volunteer Rural Fire Forces, contract staff and equipment, adjoining Rural Fire Authorities, helicopters and fixed wing aircraft, or other resources if required (See Appendix 7 – Logistics).

- Notify the National Rural Fire Authority Regional Rural Fire Manager as soon as practical (within 12 hours) if the fire is likely to become a regional emergency, likely to attract media attention, if fire fighters are injured or killed, or if a claim on the Rural Fire Fighting Fund appears likely.
- Take all necessary action to extinguish the fire.
- Consider requesting assistance from suitably qualified personnel for Incident Management for major Level II fires and Level III fires.
- Establish a staging area/s and record all incoming and outgoing personnel and equipment at this point.
- Request and maintain effective logistical support (e.g. food, drinks, clothing, lighting, first aid, shelter, transport and/or additional communications) to the fire ground, through the Emergency Operations Centre, especially where the fire is likely to be prolonged, i.e. over several hours.
- Task crews with mop-up patrols to ensure the fire is completely extinguished and all hot spots are out and that fire cannot re-ignite or spread.
- Secure point of origin and any evidence, photograph, impound and secure exhibits, establish the cause of the fire, obtain names and statements from any witnesses, including how the fire/incident was initially reported, and complete a Fire Investigation Report and record relevant statistics on the Fire Incident Report Form.
- Complete Fire Incident Forms and conduct operational critiques within 10 days if required.
- Inspect and reconstitute all equipment upon return to fire station. Log any defective resources.

[Refer Regulation 44(2)(c) and 45(2)(b)]

4.3.7 Systems for Response to Fire Calls

The establishment and maintenance of effective communications is a top priority at any fire. Linkages will be required on the fire ground and between the Incident Control Point and the Emergency Operations Centre. Communications are essential to ensure safety, summon aid, effect command, maintain control, direct resources, provide instructions, facilitate co-ordination and co-operation, keep people informed, and to record events and decisions.

[Refer Regulation 45(1)]

4.3.8 Local Resources Contingent Capacity

As noted in section [Agreements between Fire Authority and voluntary or other fire forces](#) Central Hawke's Bay District Council has established 5 registered Volunteer Rural Fire Forces. Also as noted in section 2.3 'Risk Assessments and Risk Management Strategies' statutory agreements exist with the NZ Fire Service and the manpower and resources of the eight volunteer fire brigades in Central Hawkes Bay are available. The details of the local resources both personnel and equipment available to Central Hawke's Bay District Council to assist with fire fighting are provided in Annex 7.

4.4 Fire Ground Activities

4.4.1 Command and Control at Incidents

Where any other Fire Authority, including the NZ Fire Service, initially attends a fire within the jurisdiction of the Central Hawke's Bay District Council Rural Fire Authority, the senior person present will be the person in charge until the Deputy Principal Rural Fire Officer, or the duty Rural Fire Officer in his absence, arrives. At that time, control of the fire will pass to the Deputy Principal Rural Fire Officer, or duty Rural Fire Officer, or any other person authorised in that regard by the Principal Rural Fire Officer (Refer Section 15, of the Forest

and Rural Fires Act, 1977). Details of chain of command for rural fires are shown in section [Chain of Command](#).

Where Rural Fire Forces are first in attendance at any fire or incident within the District, the most experienced Volunteer Rural Fire Force Leader at the scene will initially be in charge until a Central Hawke's Bay District Council Rural Fire Officer is in attendance. Advice may be sought from experienced persons from other attending organisations but *control* of any incident will remain with Central Hawke's Bay District Council staff as the "lead agency".

If the fire requires more resources, a Rural Fire Officer will arrange for appropriate logistical support.

All staff on the fire ground shall ensure that they have:

- Clearly defined job within their personal capabilities.
- Clear understanding of to whom they are responsible, and for whom they are responsible.
- Clear understanding of what each person is responsible for.
- Clear understanding of the *Standard Safety Orders*, prior to entering the fire ground.
- Clear understanding of any special hazards pertaining to the fire ground.
- Identified escape route(s).
- Appropriate equipment.

Identification

All command personnel, especially those with key roles or functions, must be easily identified by fire fighters or supervisors at a rural fire incident. Rank identification for command personnel shall therefore be:

- **Incident Controller** - Jerkin showing designated title
- **CIMS Support Team** - Coloured jerkins showing designated role
- **Safety Officer** - Green jerkin showing designated role
- **Rural Fire Officer** - White Helmet, Orange flameproof coveralls
- **Crew Leader** - Yellow Helmet, Orange flameproof overalls
- **Fire Fighters** - Yellow Helmet, Yellow flameproof coveralls

[Refer Regulation 44(2)(d)]

4.4.2 Inter Communication Effectiveness

The Central Hawke's Bay District Council Rural Fire Authority area covers nearly 300,000 hectares of land ranging from coastal plains to high-mountain terrain. Communications dead spots exist in many isolated areas. To reduce the impact of this, Central Hawke's Bay District Council Rural Fire Authority has multiple channel radio communications capability, through the Civil Defence network on channels ES4 and ES134.

Council staff will be called to staff the Emergency Operations Centre, in the event of a major incident, when called upon by a Rural Fire Officer.

Establishment of communications between the fire scene and, if activated in a major incident, the Emergency Operations Centre, shall be the first priority. This will normally be by radiotelephone, although a cellular phone may be used if suitable.

Establishment of a communications network at the fire (runners, hand held radios, mobile radios, cell phones) is the second priority. The Deputy Principal Rural Fire Officer's vehicle is fitted with a NZFS LMR radio for communication with FIRECOM and other Fire Appliances. The vehicle is also fitted with Council's VHF radio equipment. The Deputy Principal Rural Fire Officer has access to 2 sets of NZFS IGC Simoco Portable radios and 7

portable radios with Council's VHF channels. These are stored in waterproof containers (one yellow and one orange) in the DPRFO's vehicle.

All five of Council's Rural Fire Forces have a NZFS LMR Station radio fitted in their station or shed. This gives direct communications with FIRECOM and other fire appliances. These sets are also used to turn out the RFFs via the POCSAG pager turn out system activated directly by FIRECOM.

All five of Council's RFFs have been issued with 1 two-piece set of the NZFS IGC Simoco Portable radios. These are stored in a 'ready to go' state by each RFF at their station or shed. Each of these IGC sets have been loaded with Council's two VHF channels as well as all the standard NZFS channels. These IGC portables allow communications with other NZFS crews and other RFF crews in attendance at an incident. All IGC portables held by NZFS crews have Council's 2 ES band channels fitted in them as another means of contact between Volunteer Rural Fire Force members and Council's Rural Fire Officers.

The helicopter companies used as first callout, HeliTeam (Waipukurau) or Hawkes Bay Helicopters (Hastings), have Council's two ES Band channels, (ES4 & ES134) programmed into their on-board radio systems. This allows adequate ground to air communications at a fire. The helicopter companies also have portable radios that they always bring to a fire they are called to. At least one, usually two, of these are supplied, by the pilot, to ground crew commanding the fire to provide further ground to air communications.

The three RFFs with appliances, Elsthorpe, Pourerere and Omakere, have a NZFS LMR set fitted in their appliances. These LMR sets allow direct communications with FIRECOM, other NZFS appliances and with Council's RFO.

If an incident is located in an area where radio communications on the fire ground are difficult, a request will be made to the Eastern Fire Region for the portable transmitter stored by them.

Council's DPRFO vehicle has a cell phone fitted with a 3-watt booster in the vehicle. This may also be used for communications if required.

Council Rural Fire Officer's vehicles are fitted with Department of Conservation and forestry radio-telephone channels to facilitate efficient communications at combined operations and to provide extended cover in marginal reception areas.

A combined communications plan is being developed for the East Coast region.

The Incident Controller will ensure the following information is conveyed to the Emergency Operations Centre, when it is activated:

- Advise immediately if an emergency situation develops.
- Progress reports, particularly before 1500 hours on workdays (to allow for possible shift changes and meal arrangements).
- Advise time when fire suppression action is completed, when mop-up operations are completed, and when the fire is either left in the hands of the landowner or declared out.

CHANNEL ALLOCATIONS – CHBDC HAND-HELD RADIOS

CHBDC Tait Orca:

Channel No.

1	ES 4	Duplex Channel	Emergency Management use plus general Council use.
2	ES 134	Duplex Channel	Emergency Management use (CD and RF)
3	CD2A	Simplex Channel	Emergency Management use (CD and RF)

CHBDC Maxon:**Channel No.**

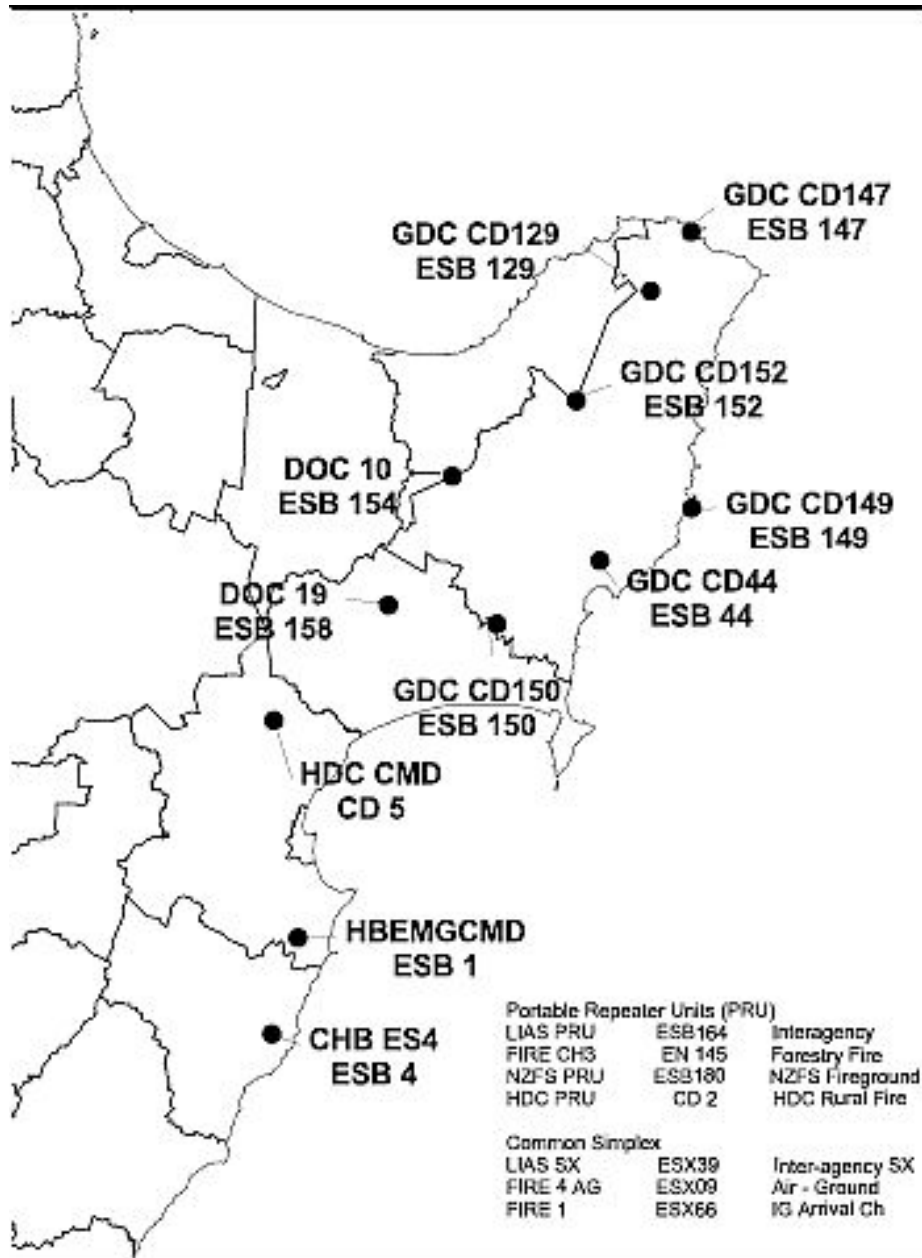
1	CD2A	Simplex Channel	Emergency Management use (CD and RF)
2	ES 134	Duplex Channel	Emergency Management use (CD and RF)
3	ES 4	Duplex Channel use	Emergency Management use plus general Council

NZFS IGC Portable Simocos:**Channel No.**

1 – 21 Pre-loaded Fire Service channels as per instruction manual

30	ES 4	Duplex Channel	As listed above
31	ES 134	Duplex Channel	As listed above.

[Refer Regulation 44(2)(e)]



4.4.3 Monitoring Fire Behaviour

Central Hawke's Bay District Council has fire weather monitoring equipment that can be deployed for monitoring fire behaviour. Details of these and other actions that Central Hawke's Bay District Council undertake to monitor fire behaviour are detailed in sections [Fire danger management](#) and [Fire danger / Fire weather monitoring](#).

[Refer Regulation 45(2)(d)]

4.4.4 Recording of Personnel and Equipment

All personnel reporting at the fire ground, including those from other agencies such as NZ Fire Service, shall: -

- Check in at the Incident Control Point (indicated by signs) and give name of all personnel and status of equipment contributed.
- Receive a defined task identifying designation within the command structure, person to whom responsible, whom responsible for, responsibilities (Supervisor, Equipment, Fire Sector/Line), and resources available.
- Receive a full briefing on fire ground communications system and extent of fire (disposition of resources, call signs, radio channels, fuel types, methods of suppression, fire ground sectors, threats, weather, escape routes or safe zones etc).
- Briefing of accompanying personnel (assigned tasks, responsibilities, and fire situation).
- Additional hazards where appropriate.

When carrying out an assigned task, personnel shall:

- Ensure an effective and safe chain of command at all times.
- Ensure effective communications at all times.
- Provide progress reports through the chain of command.
- Maintain records of staff inputs on the fire ground (i.e. hours worked by personnel and movement of equipment).
- Accord the highest priority to safety on - dangerous situations, up slope danger, entering areas of unburned fuel, moving up natural chimney formations within gullies, etc.

[Refer Regulation 45(2)(c)]

4.4.5 Recording fire incidents

A running log of events, radio, and telephone messages shall be maintained by staff at the Emergency Operations Centre, if activated, and at all Incident Control Points established at emergency incidents. At a fire where the Emergency Operations is not activated a log of events will be kept by the Council Rural Fire Officer attending, and this will include any CAD log kept by the Fire Communications centre during the fire.

The Emergency Operations Centre, if activated, will use standard Civil Defence message forms to record and time all transmissions, telephone calls, notifications, Emergency Operations Centre staff start and finish times, and other activities relevant to an event.

The Incident Control Point will chronologically record and time all fire ground activities, including arrival and departure times of personnel and resources, all changes of command, changes of fire status/behaviour, relevant radio transmissions, and any other relevant data.

Incident Situation Reports will be completed on the common CIMS forms and then be attached to the Incident Log Form on completion of operations. Incident Action Plans will also be completed on common CIMS forms and attached to the log.

Emergency Action Checklists and briefing forms should be completed and attached to the log as appropriate. A copy of this checklist is included in Appendix 10.

Daily logs will be filed, as will different versions of the Incident Action Plan.

[Refer Regulation 45(2)(a)]

4.4.6 Air operations log

A log of air operations shall be kept using the appropriate operational forms that are included in Annex 18.

4.4.7 National incident management forms

Central Hawke's Bay District Council has adopted the use of common forms for incident management in line with the initiative led by Department of Conservation and National Rural Fire Authority to ensure consistency with other Fire Authorities.

4.4.8 Rural fire force reporting

Rural Fire Force staff shall report on all incidents to the Emergency Management Office using the Central Hawke's Bay District Council Fire Incident Report Form. A copy of the form is included in Annex 12.

4.4.9 Logistical Support

If the fire requires more resources, the attending Council Rural Fire Officer will arrange for appropriate logistical support and this could- involve the assistance of Fire Communications.

Contact details for personnel and equipment are contained in Annex 7: Logistics.

[Refer Regulation 45(2)(e)]

4.4.10 Welfare Support

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

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

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

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

Porta Loos should be dispatched to the fire ground for all incidents that are likely to run for more than four hours. (See Annex 8 Logistics for details.)

Central Hawke's Bay District Council has arrangements with welfare organisations for the provision of catering services for fire crews.

4.4.11 Relief Crews

Details of relief crews and contact details are provided in Annex 7: Logistics. Central Hawke's Bay District Council has standard procedures for the length of time crews can operate at a fire scene and details of replacing fire crews are provided in section [Stand down / changeover](#).

Part Five – Recovery

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

5 Recovery Section

The Central Hawke's Bay District Council Rural Fire Authority is committed to maintaining procedures to ensure all aspects of the post-fire phase are dealt with in a safe, efficient and effective manner.

5.1 Policies and procedures

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

[Refer Regulation 46(1)]

5.2 Protected Areas

There are no gazetted protected areas within the Central Hawke's Bay Rural Fire District. See section [Specially Protected Areas](#).

However there are a number of sites of environmental interest managed by Department of Conservation, Hawke's Bay Regional Council, and other agencies within the Central Hawke's Bay District Rural Fire Area.

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

5.3 Rehabilitation of Damaged Areas

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

Central Hawke's Bay District Council, and Hawke's Bay Regional Council, work in partnership on environmental issues and a HBRC Environmental Officer will be consulted regarding recovery issues as required.

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

5.4 Use of Additives

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

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

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

5.5 Mop-up procedures recovery section

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

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

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

5.6 Personnel Health and Safety

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

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

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

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

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

[Refer Regulation 46(2)(a)]

5.7 Victim Support and Crisis Management

Central Hawke's Bay District Council has general policies and procedures regarding the use of victim support and crisis management services in emergencies that are applicable in the case of rural fire incidents.

Details of welfare support provided are included in section [Welfare Support](#). In all its operations Central Hawke's Bay District Council also complies with the requirements of the Health and Safety in Employment Act.

5.8 Fire Investigations

All fires will be investigated by Council Rural Fire Officers or by a contracted investigator as required to determine probable cause and liability. The Fire Investigation Form included in Annex 14 will be used for all fires that may result in a claim on the Rural Fire Fighting Fund, or for fires that result in a reimbursement of suppression costs.

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

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

5.8.1 Operational Debriefs [at Incident]

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

[Refer Regulation 46(2)(c)]

5.8.2 Post Fire Investigations [Cause]

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

[Refer Regulation 46(2)(d)]

5.8.3 Fire Operational Review

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

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

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

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

- Central Hawke's Bay District Council Emergency Management Officer
- Experienced Council Department Manager, usually the Regulatory Services Manager;
- Senior Fire Service Officer; and
- Experienced Rural Fire Manager from another organisation.

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

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

- Other issues arising;
- Conclusions; and
- Recommendations.

[Refer Regulation 46(2)(b)]

Part Six – Administrative

6 Administrative Section

This section sets out those administrative matters, which enables Central Hawke's Bay District Council to operate as a safe, effective and efficient rural fire authority.

6.1 Committee Membership

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

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

[Refer Regulation 42(2)(d)]

6.1.1 Regional Rural Fire Committee

As noted in section 6.6 [Statement of Intent](#) Central Hawke's Bay District Council is a member of the Eastern Rural Fire Committee.

6.1.2 Forestry District Committees

Central Hawke's Bay District Council has no membership of any forestry committee within its territory. However regular contact is maintained with The Bay Forest Rural Fire District PRFO as that group has a very small portion of it's area of responsibility in the north west of the Central Hawkes Bay District.

6.1.3 Emergency Management Group Representation

As a requirement of the Civil Defence Emergency Management Act 2002, Central Hawke's Bay District Council is a member of the HB CDEM Group. It is also a member of the Hawke's Bay Co-ordinating Executive Group. The Council's Chief Executive Officer is the Council's representative on the Co-ordinating Executive Group.

Rural Fire interests are represented on the Hawke's Bay Co-ordinating Executive Group by the Manager NRFA Eastern area.

6.2 Financial Arrangements

Regulatory Service Department shall include estimated fire suppression costs in its annual budget submissions to Council for retention as a fire fighting contingency fund once approved.

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

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

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

6.3 Insurance Provisions

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

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

6.4 Delegated Authority

As noted in Section [Appointments](#) Central Hawke's Bay District Council has delegated full powers to its appointed Rural Fire Officers to perform their duties pursuant to Section 36 of the Forest and Rural Fires Act.

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

6.5 Confidentiality of Information

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

6.6 Statement of Intent

The Central Hawke's Bay Rural Fire Authority is signatory to a Statement of Intent with the Eastern Regional Rural Fire Committee. The Members of this Committee consist of:

- Pumicelands Rural Fire District;
- Hastings District Council;
- Rangatikei District Council;
- Wairoa District Council;
- Central Hawkes Bay District Council;
- Tararua District Council;
- Department of Conservation;
- Ministry Agriculture and Forestry
- Bay Forests Rural Fire District;
- Napier City Council;
- NZ Fire Service (Eastern Region);
- Gisborne District Council;
- Eastland Rural Fire District.

6.7 Review of Rural Fire Plan

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

6.7.1 Readiness and Response Sections

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

6.7.2 Reduction and Recovery Sections

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