A large fire is burning in a wooded area, with thick black smoke rising into the sky. In the foreground, several firefighters in orange gear are visible on a dirt path, working to contain the fire. The scene is dramatic and intense.

THAMES VALLEY RURAL FIRE DISTRICT

FIRE PLAN

October 2005 to September 2007

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1. REDUCTION:

HAZARD MANAGEMENT/ RISK MANAGEMENT STATEMENT

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

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

1.1 FIRE HAZARD STRATEGIES

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

- boundary inspections to identify areas of vegetation that are, or have the potential to become, a fire hazard.
- fire breaking, fuel modification or fuel reduction burning on land adjacent to high values at risk.
- fuel modification measures at known hazard and risk locations to reduce likelihood of fire ignition and spread.

1.2 RISK MANAGEMENT STRATEGIES

The Rural Fire Authority will also implement the following risk management initiatives if and when required:

- shielding of ignition sources on machinery
- standards for ignition safety in forestry operations
- identification of likely ignition sources, locations and activities
- put in place a total fire ban during the Christmas New Year period
- a suppression policy during any open fire season that involves low or no values at risk that allows for a “Being Observed” classification – This means the fire is being allowed to burn. No suppression action is taking place.

It should be remembered that periodic observations must be carried out to determine size, fire behaviour characteristics, rate of spread, direction of spread and any changes in the values at risk.

1.3 FIRE PREVENTION PLANNING

The Rural Fire Authority shall plan a fire management programme directed towards mitigation or elimination of those hazards and risks that pose the greatest potential to cause unacceptable damage or losses.

The focus shall be on preventing large and damaging fires and the associated reduction of fire suppression costs. To this end all large fires, fires that attract media attention or any fires that have injured personnel reported shall be investigated by an accredited Investigation Officer.

Robust Fire Permit issuing shall be followed and strict attention paid to daily fire weather readings and their relationship to the New Zealand Fire Danger Rating System.(See 2.17)

The annual "Total Fire Ban" on the Coromandel Peninsular shall remain in effect from the 20th December each year through to the 8th February the following year. This ban may continue for longer periods if the daily Fire Weather readings indicate it is required. This will reduce the chances of fires starting and becoming a problem and cater to the large influx of visitors onto the Peninsular each summer.

1.4 PUBLIC EDUCATION PLAN

A Public Education programme aimed at changing people's behaviour through awareness and knowledge will be instigated. Support will also be given to any Regional Rural Fire Committee initiatives. Radio Coromandel F.M. will carry messages during the summer months. Leaflets are available free of charge at all Service Centres.

1.5 FIRE AS A LAND MANAGEMENT TOOL

The Committee recognises the use of fire as a land management tool. The requirement for its use shall be the issue of a fire permit and the limitation shall be fire danger levels. All fire sites are to be inspected and conditions placed on permits requiring same.

1.6 FOREST AREAS DECLARED UNDER SECTION 17 OF THE ACT

The Committee currently has no Forest Areas declared under Section 17 of the Act.

1.7 FOREST AREAS SAFETY MARGINS

As there are no Forest Areas registered there are no safety margins. Notwithstanding, the major forest companies of Carter Holt Harvey Forests and Ernslaw One have Warranted Rural Fire Officers that carry out all permit issues within a one kilometre radius of their forest holdings. They also issue letters of notice to all adjacent property owners on an annual basis.

1.8 RURAL FIRE DISTRICT BYLAWS

The Rural Fire District uses the provisions set out in the New Zealand Standard Model General Bylaw for Fires in the Open Air, NZS9201:Part 11:2000 for Fire Permit issue matters.

1.9 POLICY STATEMENTS RELATING TO FIRE CONTROL MEASURES

It is the policy of the Fire District to carry out the intent of Section 12 of the Forest and Rural Fire Act 1977 which states:

- It shall be the duty of every Fire Authority to promote and carry out fire control measures including a written fire plan in its district.

It shall also have regard to the Civil Defence Emergency Management Act 2002 and the Waikato Emergency Management Group Plan operative on and from the 3rd May 2005.

2 READINESS:

2.1 RURAL FIRE DISTRICT MAP

The Map is attached as Annex A.

2.2 RURAL FIRE DISTRICT RESPONSIBILITIES

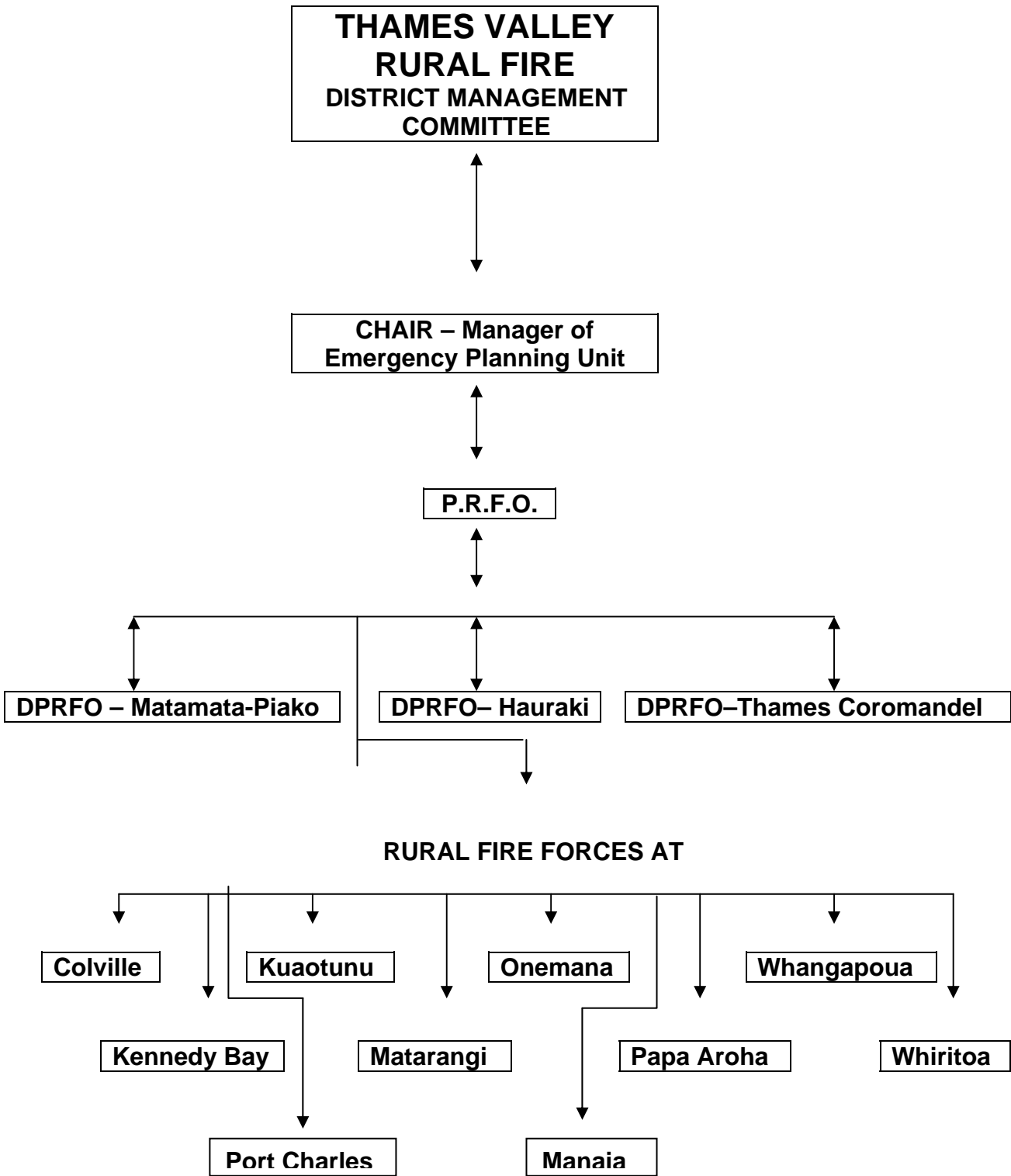
The Committee shall assume and carry out the responsibilities, duties, and have the powers of a Rural Fire Committee and of a Fire Authority in the District and in accordance with the provisions of the Act.

The Principal Rural Fire Officer shall be appointed as the Thames Valley Rural Fire District Committee's representative on the Waikato Regional Rural Fire Committee and any other Committees that may from time to time need representation from the Rural Fire District.

The Principal Rural Fire Officer shall be responsible for the appointment of Deputy Principal Rural Fire Officers and Rural Fire Officers.

It shall be the responsibility of the Principal Rural Fire Officer to carry out all Reduction, Readiness, Response and Recovery actions on behalf of the Committee.

2.3 CHAIN OF COMMAND



2.4 PRINCIPAL RURAL FIRE OFFICER AND RURAL FIRE OFFICERS

The Principal Rural Fire Officer shall be appointed as the Thames Valley Rural Fire District Committee's representative on the Waikato Regional Rural Fire Committee and any other Committees that may from time to time need representation from the Rural Fire District.

The Principal Rural Fire Officer shall be responsible for the appointment of Deputy Principal Rural Fire Officers and Rural Fire Officers.

PRINCIPAL RURAL FIRE OFFICER: (PRFO)

Allan Gamble

Phone Numbers:

Business	(07) 868 6025
Private	(07) 868 8968
Mobile	(027) 475 2361
Pager	(026) 267 0737

DEPUTY PRINCIPAL RURAL FIRE OFFICERS: (DPRFO)

Mike van Bysterveldt (Matamata-Piako)

Phone Numbers:

Business	(07) 884 0060
Private	(07) 884 8827
Mobile	(027) 499 3427

Peter Smith (Hauraki)

Phone Numbers:

Business	(07) 862 8609
Workshop	(07) 862 6083
Private	(07) 862 6252
Mobile	(027) 476 4089

Ron White (Thames-Coromandel)

Phone Numbers:

Business	(07) 868 6025
Private	(07) 868 9962
Mobile	(027) 498 1871










**24 HOUR CONTACT FOR THE ABOVE IS
(027) 475 2361 or (026) 267 0737**





WARRANTED RURAL FIRE OFFICER LIST:

▶▶ Denotes Initial Attack Fire Boss Certificate

🔧 Denotes Crew Boss Certificate

Area	Name	Position	Address	Work	Home/ Mobile
Colville	Les Ward 🔧	Chief Rural Fire Officer	Colville Voluntary Rural Fire Force, C/- PDC Colville, Coromandel		07 866 6836
Colville	Zane Evans 🔧	Deputy Chief Rural Fire Officer	Colville Voluntary Rural Fire Force, C/- PDC Colville, Coromandel		021 689 832
Cooks Beach	Alan Mills 🔧 ▶▶	Chief Fire Officer	Cooks Beach Fire Brigade Cooks Beach	07 866 2596	07 866 3747 025 937 413
Cooks Beach	Richard Free 🔧	Deputy Chief Fire Officer	Cooks Beach Fire Brigade Cooks Beach		07 866 0138 021 147 1958
Coromandel	John Walker	Chief Fire Officer	Coromandel Fire Brigade, Tiki Road, Coromandel		07 866 7194 025 820 435
Coromandel	Pam Duynhoven	Customer Services Representative	TCDC, PO Box 1, Coromandel		
Hahei	Ian Carter 🔧	Chief Fire Officer	Hahei Fire Brigade, Hahei PDC, Whitianga	07 866 3813	027 477 9066
Hahei	Cliff Mabey 🔧 ▶▶	Station Officer	100 Link Road, Hahei	07 866 3748	025 727 492
Kennedy Bay	Verona McLeod 🔧	Chief Rural Fire Officer	Kennedy Bay Voluntary Rural Fire Force, Kennedy Bay, Coromandel		07 866 8395 027 475 2134
Kennedy Bay	Jonathan Thwaites 🔧 ▶▶	Deputy Chief Rural Fire Officer	Kennedy Bay Voluntary Rural Fire Force, Kennedy Bay, Coromandel		07 866 8708 027 626 9548
Kuaotunu	David Wight 🔧 ▶▶	Chief Rural Fire Officer	Kuaotunu Voluntary Rural Fire Force, RD2, Whitianga	Fax 07 866 5551	07 866 2545 027 493 2692
Kuaotunu	Graeme Bainbridge 🔧 ▶▶	Deputy Chief Rural Fire Officer	Kuaotunu Voluntary Rural Fire Force, RD2, Whitianga		07 866 5342 027 424 1505

Manaia	Malcolm McGrath  ►►	Rural Fire Officer	Goldfields Road Manaia, R.D. Coromandel	0211901509	07 866 7148 025 605 0804
Matarangi	Darren Walker	Chief Rural Fire Officer	Matarangi Voluntary Rural Fire Force, RD2, Whitianga		07 866 5156
Matarangi	Russell Hudson 	Deputy Chief Rural Fire Officer	Matarangi Voluntary Rural Fire Force RD 2, Whitianga		025 925 346
Onemana	Murray Rodgers  ►►	Chief Rural Fire Officer	Onemana Voluntary Rural Fire Force, P.O.Box 118, Whangamata		07 865 8460 025 659 6665
Paeroa	Colin Berry 	Rural Fire Officer	HDC, PO Box 17, Paeroa	07 862 8609	07 862 8893 025 752 792
Paeroa	Neil McKain	Rural Fire Officer	HDC, PO Box 17, Paeroa	07 862 8609	07 862 8525 025 416 483
Papa Aroha	Mike McCall 	Chief Rural Fire Officer	Papa Aroha Voluntary Rural Fire Force, RD, Coromandel	07 866 8469	027 475 5498
Papa Aroha	Peter Sander	Deputy Chief Rural Fire Officer	Papa Aroha Voluntary Rural Fire Force, RD, Coromandel	07 866 8818	07 866 8818
Pauanui	Fred Crawford  ►►	Deputy Chief Fire Officer	Settlement Road, Pauanui	07 864 7801	07 864 8899 025 878 156
Plains	Steve Clark  ►►	Rural Fire Officer		07 867 7011	07 867 7787 025 961 726
Plains	Peter Smith  ►►	Rural Fire Officer	HDC, PO Box 17, Paeroa	07 862 8609	07 876 7319 025 752 791
Port Charles	Lettecia Williams  ►►	Chief Rural Fire Officer	Port Charles Voluntary Rural Fire Force,R.D. 4 Coromandel		07 866 6926
Tairua	Chris New	Chief Fire Officer	23 Ridge Road, Tairua		07 864 7277 025 987 231
Tairua	Ricky Tawa	Deputy Chief Fire Officer	Willow Grove, Tairua		07 864 8363

Te Aroha	Tuk Sheehan  ►►	Rural Fire Officer	MPDC, PO Box 266, Te Aroha	07 884 0060	07 884 8663 027 494 6586
Te Aroha	David Apperley 	Rural Fire Officer	MPDC, PO Box 266, Te Aroha	07 884 0060	07 884 9201 027 499 3426
Thames	Janice Hands	Customer Services Manager	TCDC, Private Bag, Thames	07 868 6025	
Thames	Karen Williscroft	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Paula Carr	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Nicola Parker	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Trudy Hulena	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Eileen Hopping	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Julie Sunderland	Customer Services Representative	TCDC, Private Bag, Thames	07 868 6025	
Thames	Murray Woollett	Rural Fire Officer	Thames		027 477 0553
Waihi	Lyall Bowen  ►►	Rural Fire Officer			07 863 7123 025 237 6640
Waitete Bay	John McGregor	Rural Fire Officer	Papa Aroha Voluntary Rural Fire Force		07 866 6776
Whangamata	Grant Spencer	Rural Fire Officer	Carter Holt Harvey Forests, PO Box 242Whangamata	07 865 8473	07 865 9748 025 279 3768
Whangamata	Bevan Walker	Rural Fire Officer	Carter Holt Harvey Forests Security, 105 Exeter Road, Whangamata		07 865 9008 027 434 0323
Whangamata	Eric Groet	Rural Fire Officer	Bylaws Offcr, 105 Marie Cres, Whangamata		07 865 9563
Whangamata	Maria Amos	Customer Services Representative	TCDC, Port Road, Whangamata	07 865 8514	
Whangapoua	Chris Nelson 	Rural Fire Officer	Ernslaw One, Whangapoua Forest, Te Rerenga, RD, Coromandel	07 866 5710	07 570 2116 027 494 3883

Whangapoua	Lindsay Arthur ☎ ▶▶	Rural Fire Officer	Ernslaw One, Whangapoua Forest, Te Rerenga, RD, Coromandel	07 866 5710	07 866 4444 027 430 5381
Whangapoua	Robert Shepherd ☎ ▶▶	Rural Fire Officer	Ernslaw One, Whangapoua Forest Te Rerenga, RD, Coromandel	0272589856 07 866 5710	021 386 787
Whangapoua	Robert Kuchlein ☎ ▶▶	Chief Rural Fire Officer	Whangapoua Voluntary Rural Fire Force, RD, Coromandel		07 866 8860
Whangapoua	Mark de Leeuw ☎ ▶▶	Deputy Chief Rural Fire Officer	Whangapoua Voluntary Rural Fire Force, RD, Coromandel		07 866 2236
Whiritoa	Cheryl Davies ☎ ▶▶	Chief Rural Fire Officer	Whiritoa Rural Fire Force	07 865 9974	027 417 7344 07 865 9893
Whiritoa	Denis Greenfield ☎ ▶▶	Deputy Chief Rural Fire Officer	Whiritoa Rural Fire Force		07 865 6409
Whitianga	Lesley McCormick	Area Manager	TCDC, PO Box 82, Whitianga	07 866 4216	07 866 2080 027 479 6932
Whitianga	Heather Bruce	Customer Services	TCDC, PO Box 82, Whitianga	07 866 4216	
Whitianga	Tracey Bailey	Customer Services	TCDC, PO Box 82, Whitianga	07 866 4216	

2.5 RURAL FIRE DISTRICT COMMITTEE MEMBERSHIP

The members shall be:

- (a) The Hauraki District Council which shall appoint one person as its representative on the Committee.
- (b) The Matamata-Piako District Council which shall appoint one person as its representative on the Committee.
- (c) The Thames-Coromandel District Council which shall appoint one person as its representative on the Committee.
- (d) The Principal Plantation Forest Owners of Carter Holt Harvey, Ernslaw One and Evergreen Forest who shall appoint one person as their representative on the Committee.
- (e) The NZ Fire Service representative at the time service on the Thames Valley Combined District Coordinating and Advisory Group.
- (f) The Manager of the Emergency Planning Unit who shall be the Chairperson.
- (g) In the event of the Committee wishing to increase the number of its members then this may only be done if the proposal receives the unanimous support of all the then current members of the Committee and shall be upon such terms and conditions as so agreed upon and in accordance with Sections 4 and 5 of the Forest and Rural Fires Act 1977 and any amendments.

2.6 RURAL FIRE DISTRICT CONSTITUTION

1. BACKGROUND:

- 1.1 The territorial authorities of Hauraki, Matamata-Piako, and Thames-Coromandel Districts, each being a fire authority in its own right pursuant to the provisions of the Forest and Rural Fires Act 1977, and the Principal Plantation Forest Owners, agree to combine to establish one Rural Fire Committee to be known as the "Thames Valley Rural Fire Committee" to administer a new rural fire district to be known as the "Thames Valley Rural Fire District", and excludes the State Areas administered by the Department of Conservation and the Urban Fire Districts of the Hauraki, Matamata-Piako and Thames-Coromandel District Councils.
- 1.2 The four organisations wish to record their agreement and the Rules by which the business of the Committee will be conducted and have for that purpose agreed to enter into in this proposal.
- 1.3 The four organisations agree to take all necessary action to facilitate the recognition and establishment of the Thames Valley Rural Fire District by the National Rural Fire Authority pursuant to the provisions of the Forest and Rural Fires Act 1977 and any amendments.

2. INTERPRETATION:

“The Act” means the Forest and Rural Fires Act 1977 together with any amendments thereto and any Acts passed in substitution therefore.

“The Local Authorities” means territorial authorities of Hauraki, Matamata-Piako, and Thames-Coromandel Districts.

“The Committee” means the Thames Valley Rural Fire Committee as part of the Thames Valley Combined District Coordinating and Advisory Group.

“The District” means the Thames Valley Rural Fire District, an area that is more particularly described and shown on the attached map.

“Fire Authority” shall have the meaning given in the Forest and Rural Fires Act 1977 or any amendments.

“NRFA” means the National Rural Fire Authority.

“Member Agency” is those members who make up the Committee.

“Zone” – As defined in the Fire Plan.

“Emergency Planning Unit” – Emergency Planning Unit of the Thames-Coromandel District Council.

Thames-Coromandel District Council is the local territorial authority currently exercising its rights as Administering Authority pursuant to Section 34(4)(c) of the Civil Defence Act 1983.

3. PURPOSE:

- 3.1 The Committee shall assume and carry out the responsibilities, duties, and have the powers of a Rural Fire Committee and of a Fire Authority in the District and in accordance with the provisions of the Act.

4. MEMBERSHIP:

- 4.1 The members shall be:

- (a) The Hauraki District Council which shall appoint one person as its representative on the Committee.
- (b) The Matamata-Piako District Council which shall appoint one person as its representative on the Committee.
- (c) The Thames-Coromandel District Council which shall appoint one person as its representative on the Committee.

- (d) The Principal Plantation Forest Owners of Carter Holt Harvey, Ernslaw One and Evergreen Forest who shall appoint one person as their representative on the Committee.
- (e) The NZ Fire Service representative at the time serving on the Thames Valley Combined District Coordinating and Advisory Group.
- (f) The Manager of the Emergency Planning Unit who shall be the Chairperson.

4.2 In the event of the Committee wishing to increase the number of its members then this may only be done if the proposal receives the unanimous support of all the then current members of the Committee and shall be upon such terms and conditions as so agreed upon and in accordance with Sections 4 and 5 of the Forest and Rural Fires Act 1977 or any amendments.

5. POWERS:

- 5.1 Pursuant to the provisions of Section 8(2) of the Act the Committee is a Body Corporate.
- 5.2 The Committee shall have all of the powers given to a Rural Fire Committee and a Fire Authority by statute including those set out in the Act.

6. FINANCES:

- 6.1 The Committee, through the Emergency Planning Unit, shall arrange for Annual Accounts to be prepared, including financial statements, showing all income and expenditure of the Committee since the preceding statement, as well as a general statement of assets and liabilities of the Committee and such account shall be subject to audit by an auditor appointed by the Lead Authority.
- 6.2 The financial year of the Committee shall end each 30th day of June.
- 6.3 The funds provided by the member agencies shall be paid quarterly on dates as agreed between the Committee and the member agencies.
- 6.4 The principal Plantation Forest owners of Carter Holt Harvey, Ernslaw One and Evergreen Forest will be levied an amount agreed with the Committee.
- 6.5 Other Plantation Forest owners may be levied in accordance with Section 45 of The Act.
- 6.6 The administration and accounting of such funds shall be the responsibility of the Emergency Planning Unit.

7. MEETINGS :

- 7.1 The Annual General Meeting of the Committee shall be held during November of each year.

- 7.2 Meetings shall be held at least quarterly but may also be convened at any time by the Chairperson (subject to the requirements of notice set out in the Constitution) upon receiving the written request of any member to do so.
- 7.3 At all meetings of the Committee two thirds of the members, shall form a quorum and no business shall be transacted at any meeting unless a quorum is present.
- 7.4 Notice of all Meetings, (other than those called to consider matters set out in 10.1 and 11.1) including the Annual General Meeting, shall be given to the members in writing at least five working days before the date of that meeting.
- 7.5 At each meeting each member shall be entitled to one vote. In the event of an equality of voting on any question the Chairman shall have a casting vote and where a status quo exists shall exercise that vote in order to preserve the status quo.

8. FUNDING:

- 8.1 The operating costs will be provided by the Committee as per the agreed formula, which can be re-evaluated on an annual basis.
- 8.2 The Plantation Forestry Owners levy to be determined by the Committee.
- 8.3 The Committee shall seek such other funding as may be available from time to time including funds under the NRFA Administration Grant Scheme.

9. OPERATING RULES:

- 9.1 The Committee may contract the Emergency Planning Unit to service its administrative needs, including the provision of a Principal Rural Fire Officer.
- 9.2 However the Committee shall be responsible for the approval and appointment of a Principal Rural Fire officer in terms of the Act on such terms and conditions as it may from time to time decide.
- 9.3 The Committee may delegate to its Chairperson such authority as it sees fit. All such delegations to be approved by the full Committee and recorded in the Minutes.
- 9.4 The Emergency Planning Unit will provide a Secretary to keep all the necessary records and books of account and to carry out such duties and to have such powers and other duties as the Committee shall from time to time determine.
- 9.5 The Committee may employ such other person or persons as from time to time it may decide.
- 9.6 An annual report shall be prepared by the Committee and presented to the Annual General Meeting. This report shall contain the full audited financial statements of the Committee, a report on the out-puts achieved for the period reported on including those required to comply with the NRFA administration grant scheme.

This annual report shall be provided to the Local Authorities within eight weeks of the balance date.

- 9.7 The Chairperson shall report to the Thames Valley Combined District Civil Defence Committee as and when required.
- 9.8 All other reports required by the Committee to satisfy any funding criteria during the year shall be as determined from time to time by the Committee.
- 9.9 In accordance with the provisions of the Act an Annual Fire Plan shall be prepared and approved by the Committee.
- 9.10 An Annual Business Plan shall be prepared and approved by the Committee.
- 9.11 The Committee may recommend from time to time what the appropriate levels and manner of resources will be from each member organisation.
- 9.12 The operating and maintenance costs of those appropriate personnel and equipment resources is the responsibility of the relevant organisation on the Committee.
- 9.13 Members on the Committee may charge any other organisation on the committee for the costs of attending fires in the other organisations area of responsibility. The Committee shall determine what those operating costs shall be and such costs will be reasonable and in line with the current market charges.
- 9.14 Each member organisation will be responsible for fire on the areas administered by the member organisation plus any protection zones around the member organisations area of responsibility. The members of the Committee will determine the protection zone areas associated with each members area of responsibility. *Map attached.*
- 9.15 All claims on the rural fire fighting fund shall be lodged by the Principal Rural Fire Officer in co-operation with the organisation in whose area the fire originates. Relevant costs including claim excesses will be borne by the organisation where the fire originates and payment from the fund will be directed to the Rural Fire District member who made the claim.
- 9.16 Costs associated with prosecution actions and direct recoveries shall be borne by the organisation where the fire originates. The Principal Rural Fire Officer is required to have reports prepared for the Committee which include recommendations for action or prosecution and direct recoveries.
- 9.17 The Committee shall determine the administrative procedures for fire permit issues.
- 9.18 The Committee will ensure an appropriate level of fire seasons status as determined by the Principal Rural Fire Officer using the fire danger rating system.
- 9.19 A single fire plan will be prepared for the Rural Fire District by the Principal Rural Fire Officer and be annually updated by 1 September of each year. This plan is to be updated in line with the requirements of the Rural Fire Management Code of Practice.

10 ALTERATION OF OPERATING RULES:

- 10.1 These Operating Rules may be amended at a General Meeting of the Committee provided that 21 days prior written notice is given to each member.

11 DISSOLUTION:

- 11.1 The Committee may be dissolved if a Resolution to that effect is passed by a majority present at a General Meeting of the Committee and in accordance with Section 4.4 of the Forest and Rural Fires Act 1977. For any such Resolution to be presented to a General Meeting it shall be necessary for at least 21 days written notice of the meeting and of the proposed Resolution to have been given to all members.
- 11.2 Should the Committee be dissolved and after the satisfaction of all of the Committee's liabilities, any property then remaining, real or personal, will be distributed equally among the Local Authorities who at that time are members of the Committee. In meeting liabilities it is noted that the Committee may use and hold records and assets belonging to one of the Local Authorities which in fact retains ownership of those records or assets and those records and/or assets shall be returned to that Local Authority prior to distribution of assets.
- 11.3 Should the Committee be dissolved and there are insufficient assets to meet all of the Committee's liabilities, those liabilities will be distributed equally among the Local Authorities who at that time are members of the Committee.

12. ADDRESS FOR NOTICES:

- 12.1 Emergency Planning Unit
 Thames-Coromandel District Council
 Private Bag
 THAMES

2.7 TRAINING ARRANGEMENTS

The Thames Valley Rural Fire District shall provide training and maintain a training/competency register that shows the levels of trained/competent personnel needed to meet the personnel requirements as required. A training schedule with future training dates and proposed courses shall be circulated annually. Where-ever possible all training should be aligned to New Zealand Qualifications Authority Unit Standards. Each Member Agency shall fund the training costs of their personnel to ensure a constant standard is maintained across the Rural Fire District.

2.8 AGENCIES AVAILABLE TO ASSIST WITH FIRE FIGHTING/RELATED ACTIVITIES

Waikato District Council	Work	Home	Mobile
24 Hour Contact DPRFO Peter White	0800 492 452 07 824 8633		027 226 7250

Waipa District Council	Work	Home	Mobile/Pager
24 Hour Contact	07 872 0030		026 356 3704
PRFO Max Ward D.D.I	07 872 0058	07 871 5252	027 572 0058
Chuck Davis D.D.I.	07 872 0041		027 572 0041

South Waikato District Council	Work	Home	Mobile
24 Hour Contact PRFO Barrie Herlihy	D.D.I. 07 885 0778	U.L.	027 495 0973

Rural Fire Districts

Western Bay Moana Rural Fire District	Work	Home	Mobile
24 Hour Contact Murray Simpson	07 571 8008		027 494 1597

Department of Conservation

24 hour contact (Duty Officer) 026 246 7718

If the fire is within 1.0 km of Department of Conservation estate notify:

Hauraki Area Office	Work	Home	Mobile
John Gaukrodger Area Manager - Hauraki	07 867 9180	07 868 3136	027 447 8670
Ian Imrie Conservation Officer D.D.I.	07 867 9182	07 867 8110	027 490 2641
Fin Buchanan Conservation Officer	07 867 9180	07 868 4750	027 248 0206
Peter Carter Programme Manager	07 867 9180	07 868 9247	025 668 9775

Kauaeranga Valley	Work	Home	Mobile
Allan Berntsen Conservation Officer	07 867 9080	07 868 2210	021 521 885
Robert Watters Conservation Officer	07 867 9080	07 868 6382	
Duty Officer For All Emergencies – Tele-pager: 026 246 7718			

Northern Part of Peninsula	Work	Home	Mobile/Pager
Rob Chappell Field Centre Supervisor -Coromandel	07 866 1100	07 866 8867	02 475 0982
Steve Bolton Conservation Officer	07 866 1100	07 866 7665	086 802 438 021 040 4190
Eddie Murphy Conservation Officer	07 866 1100	07 866 7302	086 802 438 025 768 219
Camp Manager Waikawau Bay	07 866 6852	07 866 6852	

Eastern Part of Peninsula	Work	Home	Mobile/Pager
Site Supervisor - Tairua	07 864 8763	07 864 8915	027 487 845
Derek Cox Conservation Officer	07 864 8763	07 864 7353	0868 36659

Rotorua Conservancy	Work	Home	Mobile/Pager
Tauranga Office	07 578 7677		
Duty Cell Phone			025 951 597
Warren Geraghty	07 884 9303	07 888 7509	025 972 671
Tawara Wilson		07 888 7094	

Waikato Conservancy	Work	Private	Mobile
All Hours	07 838 3363		
FAX	07 838 1004		
Greg Martin (Conservator)	07 838 3363	07 858 1000	

Forest Owners

If the fire is within 1.0 km of Ernslaw One Limited forest area land notify their office at Whangapoua.

Whangapoua Fax 07 866 0710	Work	Home	Mobile/Pager
Duty Officer			025 305 381
Chris Nelson Harvesting Manager	07 866 5710	07 570 2116	027 494 3883
Lindsay Arthur Forestry Manager	07 866 5710	07 866 4444	027 430 5381
Graeme Lister Logging Supervisor	07 866 5710	07 866 5722	
Robert Shepherd Roading Supervisor	07 866 5710	021 386 77	027 258 9856

If the fire is within 1.0 km of Matariki Forests Limited area land notify their office at Whangamata.

Whangamata	Work	Home	Mobile/Pager
24 hrs Duty Pager (Rayonier N.Z.)			026 250 1244
Rob Schoonderwood (Rayonier N.Z.)	07 927 2408		027 494 1752
Grant Spencer	07 865 0200		025 279 3768
Lyall Bowen – For Fire Crews Contractor	07 865 0200	07 863 7123	086 829 908 027 237 6640

If the fire is on NZFS Timber Investments No.3 land notify Northland Forest Managers office at Kerikeri.

Kerikeri	Work	Home	Mobile/Pager
Phil Stocker Base Manager	09 407 7115	09 407 1665	027 471 4107
John Henry Supervisor		07 864 8334	027 270 5914

2.9 EQUIPMENT AND PERSONNEL AVAILABLE

Voluntary Rural Fire Forces

There are 10 Voluntary Rural Fire Forces in the Rural Fire District. They are situated at Colville, Kennedy Bay, Whangapoua, Matarangi, Kuaotunu, Onemana, Whiritoa, Papa Aroha, Port Charles and Manaia.

The following is a list of contact numbers for each Voluntary Rural Fire Force and their total membership numbers:

COLVILLE; Crew (10) Station Number (07) 866 6858

Initial Attack Fire Boss (1)

Crew Boss (3)

Name	Work	Home	Cell
Les Ward		07 866 6836	
Zane/Ngaire Evans		07 866 6820	
Roy Ward	07 866 6813	07 866 6821	
David Johnson		07 866 6808	

KENNEDY BAY; Crew (10)

Station Number (07) 866 8056

Initial Attack Fire Boss (1)

Crew Boss (3)

Verona McLeod		07 866 8395	027 475 2134
Jonathon Thwaites		07 866 8708	027 626 9548
Dave Carr		07 866 8914	
Arnold/Lesley Thwaites		07 866 7315	
Walter Te Moananui		07 866 8398	
John McLeod		07 866 8395	

WHANGAPOUA; Crew (10)

Station Number (07) 866 8201

Initial Attack Fire Boss (2)

Crew Boss (3)

Robert Kuchlein		07 866 8860	
Mark deLeeuw		07 866 2236	
Glen Irwin		07 866 5707	
Graeme Griffiths		07 866 8920	

MATARANGI; Crew (17)	Station Number	(07) 866 4325
Initial Attack Fire Boss (0)	Crew Boss (5)	
Malcolm Spry	07 866 2145	021 936 255
Russell Hudson		027 492 5346
KUAOTUNU; Crew (20)	Station Number	(07) 866 4569
	Fax	(07) 866 0569
Initial Attack Fire Boss (2)	Crew Boss (4)	
David Wight (Fax 866 5551)	07 866 2545	027 493 2692
Graeme Bainbridge	07 866 5342	027 424 1505
Garrick Simpson	07 866 5575	
ONEMANA; Crew (8)	Station Number	(07) 865 9039
Initial Attack Fire Boss (1)	Crew Boss (2)	
Murray Rodgers	07 865 8460	027 659 6665
Keith Oram	07 865 7529	
Richard Claridge	07 865 6106	
Ron Frenchum	07 865 7609	
Bob Smith	07 865 8337	
Arran / Kelly Davies		
WHIRITOA; Crew (12)	Station Number	(07) 865 0110
Appliance Cellphone Number	025 936 394	
Initial Attack Fire Boss (4)	Crew Boss (5)	
Cheryl Davies	07 865 9974	027 417 7344
Denis Greenfield	07 865 6409	
Lammina Hutchison	07 865 9446	
Zane Bull	07 865 6656	
Col Walden	07 865 8477	
Len Gallagher	07 865 7047	
David Page	07 865	
David Page	07 865 6097	
Marilyn Annan	07 865 7431	
Dennis Nathan		
Billy Doyle	07 865 9283	
Lyall Bowen	07 863 7123	

PAPA AROHA; Crew (14)

Station Number (07) 866 7442

Initial Attack Fire Boss (0)

Crew Boss (1)

Mike McCall	07 866 8469	027 475 5498
Peter Sander	07 866 8818	025 287 6536
Steve/Robyn * Nicholas	07 866 8595	027 453 4511
Tom Whittle	07 866 8320	
* Medic		

PORT CHARLES; Crew (14)

Station Number

Initial Attack Fire Boss (2)

Crew Boss (4)

Lettecia Williams	07 866 6626
Dianne Prince	07 866 6926
Colin Caldwell	07 866 6966
Adam/Chris Novis	07 866 6757
John Black	07 866 6627
Chris Cook	07 866 6700

MANAIA; Crew (16)

Initial Attack Fire Boss (2)

Crew Boss (3)

Malcom McGrath	021 190 1509	07 866 7148	025 605 0804
Lionel Richards	07 866 8848		
George Perenara		07 866 8544	
Makareta Desai	07 866 8309	07 866 7536	

Aircraft Operators

Helicopter Firms Equipped With Own Bucket							
Company and Pilot	Machine	Lift	Bucket	Location	Mobile/ Pager	Work	Home
Columbia Helicopters Inc. 24 Hour Response Free Phone 0508 465 454 Contact:- Craig Keighley Phone 07 572 0905 Fax 07 572 0906 Cell 021 472 160 Pager 086817926 Tauranga Airport 101 Aerodrome Road Mount Maunganui	Boeing Vertol 107	4800 kg	4800Lt Bambi	Tauranga Airport	086 817926 then code 01	Free Phone 0508 465454	
Skywork Helicopters Ltd. 24 Hour Response Dedicated Fire Line 09 470 0486 Contacts: Head Office:09 422 7018	1 x AS 350 B3 Squirrel 1 x AS 350 BA Squirrel 1 x AS 350 B3 Squirrel 1 x AS 350 B2 Squirrel 1 x AS 350 BA Squirrel All use Bambi Buckets	1400 kg. 1000 kg. 1400 kg. 1100 kg. 1000 kg.	1400 Lt. 1000 Lt. 1400 Lt. 1100 Lt. 1000 Lt.	Tokoroa Warkworth	Davin Mudford 027 493 5386 (24 Hour) Roger Stevenson 027 478 5804	Private: 07 886 8095	07 332 2371

Lakeland Helicopters Head Office: 07 349 4707 (Pilot operated foam or retardant injection system)	2 Bell 205 Iroquois	2000 kg.	1500 Lt & 1300Lt Bambi	Rotorua Murupara		07 349 4707	
	2 Bell Jet Rangers	500 kg.	500 Lt Monsoon	Murupara			
	1 Hughes 500D	600 kg.	600 Lt Monsoon	Rotorua			

ii. Other Helicopter Firms						
Company and Pilot	Machine	Lift	Location	Mobile/Pager	Work	Home
<u>Miller Helicopters</u> Simon Miller	Squirrel BA	800 ltr 800 kg	Matatoki	24 Hour Mobiles 027 497 4646 027 497 4644	07 868 6100	07 862 4814

Fixed Wing Aircraft

i. Fire Bombers						
Company and Pilot	Machine	Lift	Location	Mobile/ Pager	Work	Home
<u>Rangitikei Air Services</u> John Harding	Cresco 08600	1,800 Lt	Taihape	025 426 973	06 388 0312	06 388 0899
<u>Super Air Ltd</u> Philip Lay John Pondes/Joe Cave Peter Whetton	Fletcher Fletcher Fletcher	1,000 Lt 1,000 Lt 1,000 Lt	Thames Sth Auckland Hamilton	025 954 678 025 722 193 025 722 195	07 843 6066	07 868 7893 09 267 7684 07 855 0074

ii. Spotters						
Company and Pilot	Machine	Lift	Location	Mobile/ Pager	Work	Home
<u>Hauraki Aero Club</u> Colin Grounfell			Thames	025 830 118	07 868 6445	
<u>Air Coromandel/Great Barrier</u> Milan Slavich			Whitianga/ Auckland	021 720 312	0800 900 600	07 866 2807
<u>Coromandel Aero Club</u> Derek Barnsley			Coromandel		07 866 8444	07 866 8444

Water Carriers

Owner	Location	Equipment	Mobile	Work	Home
Kerepehi Transport	Kerepehi	2 x 18,000 Lt Tankers with 15,000 Lt Trailers 2 x 10,000 Lt Tankers with 15,000 Lt Trailers	025 993 154 025 954 950	07 867 6623	07 867 7097 07 867 7612
Matamata-Piako Dist Cncl	Te Aroha	13,000 Lt Tanker (Te Aroha Fire Brigade)		07 884 8729	07 884 8795
Morrinsville Fire Brigade	Morrinsville	9,200 Lt	025 686 9327	07 889 6800	07 889 5660
Matamata-Piako Dist Cncl	Matamata	6,000 Lt (Matamata Fire Brigade)	025 733 839	07 888 7171	07 888 6557
NZ Dairy Company	Waitoa			07 889 7579	
Tatua Dairy Company	Tatuanui			07 889 3999	
Hauraki District Council	Ngatea	11,000 Lt	027 476 4089	07 862 8609	
Paeroa Fire Brigade	Paeroa	13,700 Lt		07 862 7158	07 862 8009
Tapu Fire Brigade	Tapu	6,000 Lt	025 249 4599	07 868 4847	07 868 4711
Cooks Beach Fire Brigade	Cooks Bch	9,000 Lt	025 937 413	07 866 5847	07 866 2596
Papa Aroha R.F.F.	Papa Aroha	9,000 Lt	027 475 5498	07 866 8469	07 866 8469
Puriri Fire Brigade	Puriri	9,000 Lt	025 960 703	07 868 1163	07 868 1041
Whangapoua R.F.F.	Whang.	6,000 Lt		07 866 8201	07 866 8860
Waihi Fire Brigade	Waihi	10,000 Lt	025 292 0403	07 863 8619	07 863 8823

Transporters/Bulldozers/Other Machinery

i. Tractors/Transporters					
Owner	Location	Equipment	Mobile	Work	Home
Renton Foote	Tairua	D6D, 212 Grader,	025 945 369	07 864 7232	07 864 7232
Hopper Construction	Whitianga	10 Hitachi Diggers, 10 Trucks		07 866 4157	07 866
Cliff Maybe	Hahei	D 4 , Log Loader (with forks),	027472 7492	07 866 3748	07 866 3748
Tanners Sawmill	Kerepehi	Transporter, 2 Trucks, Loader, Fork Lifts		07 867 6689	07 868 8760
Seth Popich	Whangamata	D7, 1 Small Digger, Transporter, 10,000 Lt water tank			07 865 7220
Peter McDonald	Waihi	D6D, 4 Diggers, 1 Truck transport trailer	025 920 221	07 863 7548	07 863 6711
Denis Mullen	Waihi	1 Excavator,	025 979 664	07 863 7575	07 863 7575
Hauraki District Council	Paeroa	D8 Bulldozer, 30 Ton Digger, 15 Ton Komatsu Digger, LX 70 Hitachi Wheel Loader	027 4764089	07 862 8609	
Leachs Quarry Warwick Leach	Paeroa	320 & 350 Cat. Diggers, Transporter, Water Carrier (10,000 Lt)	027492 2204	07 862 8727	07 862 7728
Edwards Transport Gary Edwards	Waihi	2 x Transporters, 12 ton Hitachi , 115 International Wheel-loader, Champion Grader, 4x4 Hino Tipper	027473 3701	07 863 6958	
Kerepehi Transport	Kerepehi	2 Excavators, 1 x Longreach D41 Komatsu, 1 Loader, 2 Tractors, 6x6 Wheelers + Trailers, 1x6 Wheel Drive Grader, Tippers	025 954 950 025 993 154	07 867 6623	07 867 7612 07 867 7097
Coromandel Quarry Richard Kelsey	Coromandel	D4E, D6, Bucket, 2 Diggers, Grader, 3 Wheel Loaders, 3 6x4 Trucks	025 416 707	07 866 8306	07 866 8548
Works Infrastructure	Paeroa	D6C, D4D, D31A, 5 x Excavators, 6 x Watercarts	025 929 032	07 862 8725	
McRobbie Brothers	Pokeno	D6, D7, D8 x 2, 3 Diggers	025 2209145 025 775 429	09 233 6066	09 233 6171 09 233 6145
Steve Barker	Ngatea	2 x 315 Cat. Excavators, Transporter	025 954 037	07 867 7092	
Greg Crawford	Puriri	2 Excavators (7 & 8 Ton) Transporter	027481 3208		07 868 1082
Kuaotunu Transport Brady Whiu	Kuaotunu	6 x 4 Bathtub Body Trucks, 12 Tonne Excavator, 4 Tonne Excavator, 7 Tonne Case Loader	021279 4407	07 866 4943	

New Zealand Fire Service

The following phone numbers for Fire Stations within the Thames Valley Rural Fire District boundaries are for *ADMINISTRATIVE PURPOSES ONLY - USE 111 FOR A FIRE CALL.*

V.S.O. Contacts;

Shane Bromley ☎ ▶▶

027 279 1071

Neil Albert

027 494 1660

New Zealand Fire Service Contact	Station	Fax	Home	Mobile/ Pager
John Walker Coromandel	07 866 8277	07 866 7194	07 866 7194	025 820 435
Merv George Whitianga	07 866 5308	07 866 5308	07 866 5787	025 521 298
Alan Mills ☎ ▶▶ Cooks Beach	07 866 5847	07 866 5642	07 866 3747	025 937 413
Ian Carter ☎ Hahei	07 866 3744 025 721 921	07 866 3913	07 866 3813	027 477 9066
Chris New Tairua	07 864 8663	07 864 8663	07 864 7277	027 498 7231
Len Hughes Pauanui	07 864 8360	07 864 8329	07 864 8403	
Terry MacKay Tapu	07 868 4847	07 868 4847	07 868 4711	025 249 4599
Boyd Hole Thames	07 867 9052	07 867 9052	07 868 9165 07 868 7421	025 755 496
Kim Lundberg Puriri	07 868 1163	07 868 1163	07 868 1041	025 960703
Peter Waters Whangamata	07 865 8758	07 865 8758	07 865 9099	025 809 603
Frank Bowers Ngatea	07 867 7005	07 867 7413	07 867 7413	027 4991974
Earl Jamieson Turua	07 867 5013	07 867 5013	07 867 5289	
Bill Rackman Paeroa	07 862 7158	07 862 7153	07 862 8009	025 779 148
Mo Stevens ☎ Waihi	07 863 8619	07 863 8619	07 863 8823	025 292 0403
Brian Hunter Matamata	07 888 7171	07 888 2199	07 888 6557	025 733 839
Brian Watters Morrinsville	07 889 6800	07 889 6801	07 889 5660	025 686 9327
Lindsay Spooner Te Aroha	07 884 8729	07 884 7168	07 884 8795	025 404 160
Russell Shanks Tahuna	07 887 5888	07 887 5888	07 887 5722	025 272 3886
New Zealand Fire Service 159 Great North Road, Grey Lynn, PO Box 68 888, Newton, Auckland	09 486 7949 COMMS CENTRE	09 571 1269		

Police	Office Hours	After Hours
For Emergency Calls Dial 111. For other than Emergency Calls, call the numbers below.		
Coromandel	07 866 1190	07 866 8777
Tairua	07 864 8888	07 864 8888
Thames	07 867 9600	07 868 6040
Whangamata	07 865 0300	07 865 9111
Whitianga	07 866 4000	07 866 4000
Waihi	07 863 8179	
Matamata	07 888 7117	
Morrinsville	07 889 5071	
Ngatea	07 867 0650	
Paeroa	07 862 8744	
Pauanui	07 864 8288	
Te Aroha	07 884 8999	

Doctors	Office Hours	After Hours
For Emergency Calls Dial 111. For other than Emergency Calls, call the numbers below.		
Coromandel Medical Centre Dr Glenn Marriott and Dr Harry Bradshaw	07 866 8200	Pager 026 110 222
Pauanui Medical Centre Dr Wessel, Dr Oosthuizen	07 864 8404	
Tairua Medical Centre Dr Moyens, Dr Poppe	07 864 8737	
Thames Health Centre Dr Robert Rigby, Dr Nick Burnett, Dr Kerry Hennessy, Dr Sue Genner, Dr John Cargill, Dr Sue Clements	07 868 9444	07 868 9444
Whangamata Medical Centre Dr Michael Miller, Dr Richard Thomas, Dr Sue Blake, Dr Gordan Miller	07 865 8032	07 865 8032
Mercury Bay Medical Centre Dr David Wilson, Dr Bruce Mackereth, Dr Susan Greig, Dr Monirul Islam, Dr Neela Ahmed	07 866 5911	07 866 5911
Paeroa Medical Centre Dr Wendy Carroll, Dr Tony Mayne, Dr Ian Gilbertson, Dr Harry White	07 862 8755	07 862 8755
Waihi Health Centre Dr D Hardy, Dr D McInnes, Dr N Ramsay	07 863 8195	07 863 8195
Matamata Medical Centre Dr G Dunn, Dr C Campbell, Dr W Varty, Dr A Ireland	07 881 9104	07 888 7090
Hauraki Plains Medical Centre	07 867 7521	07 867 7521
Morrinsville Medical Centre	07 889 5126	07 889 5126
Dallas Clinic Morrinsville	07 889 3809	
Piako Medical Centre Te Aroha	07 884 8053	

2.10 SECTION 14 AGREEMENTS

The Rural Fire District has a Section 14 Agreement with the Department of Conservation.

This agreement was formulated to provide for the Department of Conservation – Waikato Conservancy as a Rural Fire Authority to undertake Rural Fire Authority duties on land administered by the Department. The land, defined as “Wetland Management Reserve” was excluded from the original definition of “State Area” as defined in the Forest and Rural Fires Act 1977. The area being the Kopuatai Wetland Management Reserve as detailed on the Rural Fire Map is an area of national ecological significance and is identified as a RAMSAR area of International significance. The exclusion of this type of reserve had resulted in the default of Fire Authority responsibility to the Rural Fire District. This agreement reinstates the responsibility to the Department of Conservation.

2.11 SECTION 15 AGREEMENTS

The Rural Fire District has a Section 15 Agreement with the Bay Waikato Fire Region.

2.12 VOLUNTARY RURAL FIRE FORCES

There are also Ten(10) duly constituted and registered Voluntary Rural Fire Forces within the Rural Fire District.(See 2.9)

2.13 SPECIALLY PROTECTED AREAS

Each member organisation will be responsible for fires in the areas administered by the member organisation plus any Specially Protected Areas around or within the member organisation’s area of responsibility. The members of the Committee will determine the protection zone areas associated with each members area of responsibility.

2.14 FIRE SEASON STATUS TRIGGER POINTS

The Thames Coromandel zone within the Rural Fire District maintains a Restricted Fire Season all year round. The Hauraki zone is split into a coastal region and an inland region, and operates mainly with an Open Fire Season all year round. Matamata – Piako zone operates an Open Season all year round.

During the period 20th December to 8th February the following year the Thames Coromandel zone and the Hauraki coastal region have a “Total Fire Ban” in place. This is achieved through the non-issue of Fire Permits over the period.

It is not intended to enforce a Prohibited Fire Season in the District, but the following trigger points shall result in a Restricted Fire Season being enforced over the whole district.

If the BUI reading exceeds 40 a Restricted Fire Season over the whole district shall be declared.

If the BUI reading exceeds 60 no fire permits will be issued and all outstanding permits will be cancelled.

When the BUI recedes to 55 permits can be issued again.

When the BUI recedes to 35 the Restricted Fire Season over the whole district can be lifted, but will remain in place for the Thames Coromandel and Coastal Hauraki zones.

2.15 RESTRICTING/CLOSING ACCESS TO EXOTIC FORESTS

The major exotic forest owners in the Thames Valley Rural Fire District are Carter Holt Harvey Forests Limited, Ernslaw One and Evergreen Forests Limited. The forest areas are open to the public for walkers only. Any “vehicle events” require a permit from the Forest Owner.

A trigger point of **Very High** using the New Zealand Fire Danger Rating System is used to close off access to exotic forests. Unless logging operations are being carried out all gates are locked, signage is erected, radio announcements are made and newspaper advertisements are placed in local newspapers to notify the public of the forest restriction/closure.

2.16 FIRE PROTECTION WORKS

Protection works that provide the infrastructure for fire suppression action will be in accordance with principles of environmental care. Protection works are those works associated with the provision and maintenance of:

- firebreaks as provided for in legislation (refer to Section 27 Forest and Rural Fires Act 1977 or any amendments.)
- access to be kept open and maintained in useable condition at all times.
- water supply points to be marked on relevant fire maps, signposted on road sides, kept filled and access maintained.
- consideration will be given to aircraft support facilities.

The Rural Fire Authority requires the contributing landholders and stakeholders to be responsible for the provision and maintenance at their cost of any fire protection works such as firebreaks, fuelbreaks, access, water supplies, aircraft support facilities etc. that are necessary for the protection of their lands and values.

The PRFO will consult with and make arrangements with the relevant landholder or stakeholder for them to carry out the work necessary where maintenance is required or where there is a recommendation for the establishment or abandonment of any protection works.

2.17 IMPLEMENTATION OF THE NEW ZEALAND FIRE DANGER RATING SYSTEM

The Rural Fire District shall use the Fire Danger Rating System on a daily basis to produce one or more qualitative and/or numerical indexes of ignition potential and probable fire behaviour as guides for a variety of fire management activities such as:

- Reduction Planning – informing the public of pending fire danger, regulating access and risk associated with public/industrial use of forest or rural areas.
- Readiness Planning – levels of readiness and pre-positioning of suppression resources.
- Response Planning - Initial Attack dispatching, suppression tactics and strategies to be used on active wildfires.
- Prescribed fire planning and execution, permit issue and conditions.

The consideration of the Fire Danger Rating System is to include assessment of both fixed and variable factors of the fire environment that determine the ease of ignition, rate of spread, difficulty of control and the impact.

2.18 SIGNAGE

All fire signage within the Rural Fire District shall be in accordance with National Rural Fire Authority circulars 1997/2 and 1999/16. They shall be maintained to the highest standard, and the thresholds for the alteration of the Fire Danger Indicator boards shall be advised by the Principal Rural Fire Officer.

2.19 RESPONSE LEVELS

GREEN ALERT – LOW

BUI<20 BUI<21-81
ISI<3 ISI<1

Working Hours

Principal Rural Fire Officer, Deputy or Nominee to be contactable.

After Hours

As above.

BLUE ALERT – MODERATE

BUI<20 BUI 21-40 BUI 41-80 BUI>81
ISI 3-10 ISI 1-6 ISI 1-4 ISI 1-3

Working Hours

- Principal Rural Fire Officer, Deputy or Nominee to be contactable.
- All action taken to be recorded in Fire Log.
- All staff to be advised of hazard rating.

After Hours

- As above.
- Additional staff person to be placed on call as Principal Rural Fire Officer considers necessary.

YELLOW ALERT – HIGH

BUI<20 BUI 21-40 BUI 41-80 BUI>81

Working Hours

- Principal Rural Fire Officer, Deputy or Nominee to be contactable and available within 30 minutes.
- All action to be recorded in Fire Log.
- All staff to be advised of hazard rating.

After Hours

- As above
- Additional staff personnel to be placed on call as Principal Rural Fire Officer considers necessary.

<u>ORANGE ALERT – VERY HIGH</u>	BUI<20	BUI 21-40	BUI 41-80	BUI>81
	ISI 20-25	ISI 13-17	ISI 9-13	ISI>10

Working Hours

- Principal Rural Fire Officer, Deputy or Nominee to remain in their office and/or be contactable and available within 15 minutes.
- At 1400 hours each Friday the Principal Rural Fire Officer or Deputy will make an assessment of the fire danger for the coming weekend and a decision as to any additional personnel stand-by requirements will be made.
- All action to be recorded in Fire Log.

After Hours

- Principal Rural Fire Officer to be in immediate contact of home or office.
- Other District personnel to be placed on “alert” as Principal Rural Fire Officer or Deputy consider necessary.

Special Note: Alert to remain until otherwise directed by Principal Rural Fire Officer or Deputy.

<u>RED ALERT – EXTREME</u>	BUI<20	BUI 21-40	BUI 41-80	BUI>81
	ISI>25	ISI>17	ISI>13	ISI>10

Working Hours

- Principal Rural Fire Officer, Deputy or Nominee to remain in their office.
- At 1400 hours each Friday the Principal Rural Fire Officer or Deputy will make an assessment of the Fire Danger for the coming weekend and a decision as to any additional personnel stand-by requirements will be made.
- All action to be recorded in Fire Log.

After Hours

- Principal Rural Fire Officer or Deputy to be in immediate contact of home or office.
- Other District personnel to be placed on “alert” as the Principal Rural Fire Officer or Deputy considers necessary.

Special Note: Alert to remain until otherwise directed by Principal Rural Fire Officer or Deputy.

- notification and all documentation must be kept up to date.
7. Check Values at Risk and warn any members of the public of any potential or real danger.

3.3 DEPLOYMENT OF ADDITIONAL RESOURCES

3.3.1 Extended Operations

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

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

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

3.3.2 Resource Contacts

Contacts for all resource requirements are listed in Section 2.9.

3.3.3 Resources Log

Names of all personnel and equipment despatched to, or leaving from, the fire ground shall be recorded on the **Resources Check In/Out Sheets** or on a **“T-Card System”** by Fire Control personnel in the first instance. On the establishment of an Incident Control Point (I.C.P.) or an Assembly Area (A.A.) the appropriate staff will carry out this requirement.

3.4 COORDINATED INCIDENT MANAGEMENT SYSTEM STRUCTURE

CIMS is designed primarily to improve the management of the response phase of emergency incidents (fires, police incidents, hazardous substance incidents, search and rescue missions etc.) through better coordination between the major emergency services (Fire, Rural Fire, Police, Ambulance and Civil Defence) and the many other organisations that also have a role in mounting an emergency response.

CIMS is the set of rules that define the system for managing incidents of any size and defines the relationship, responsibilities and management rules for all organisations involved at the incident.

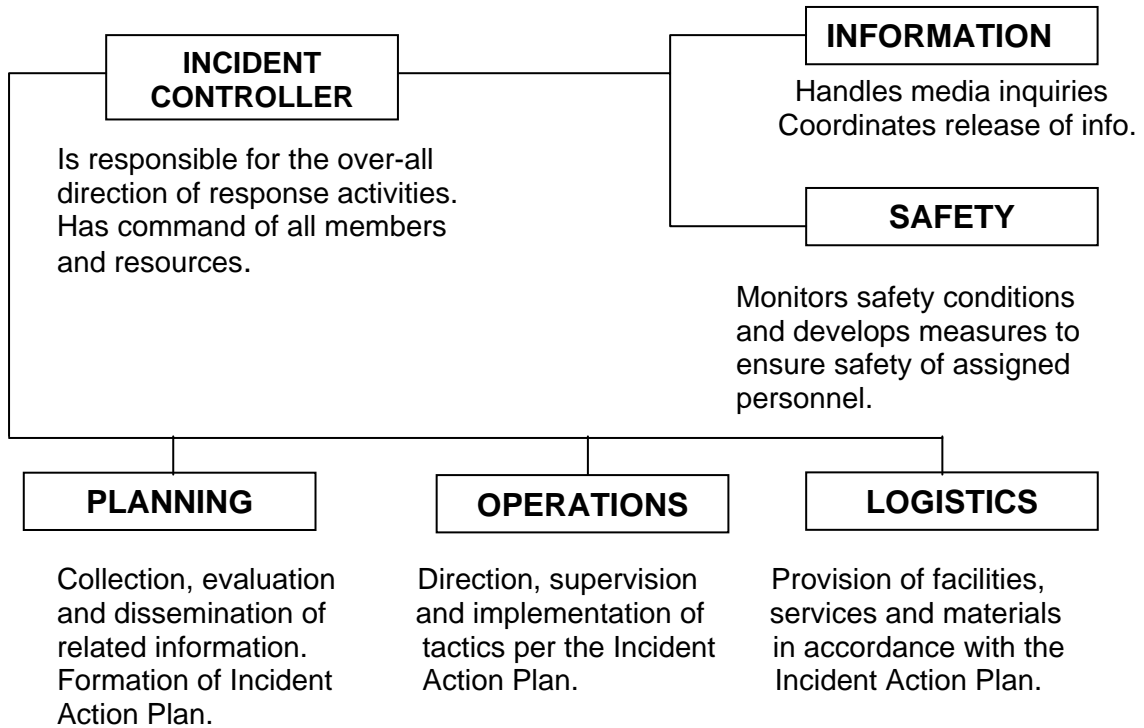
It is important to note that CIMS will have no impact on the identity of individual services or the way they carry out their statutory responsibilities.

CIMS is built around four major components:

Control:	management of the incident.
Planning/Intelligence:	collection and analysis of incident information and planning of response activities.
Operations:	the direction of an agency's resources in combating the incident.
Logistics:	the provision of facilities, services and materials

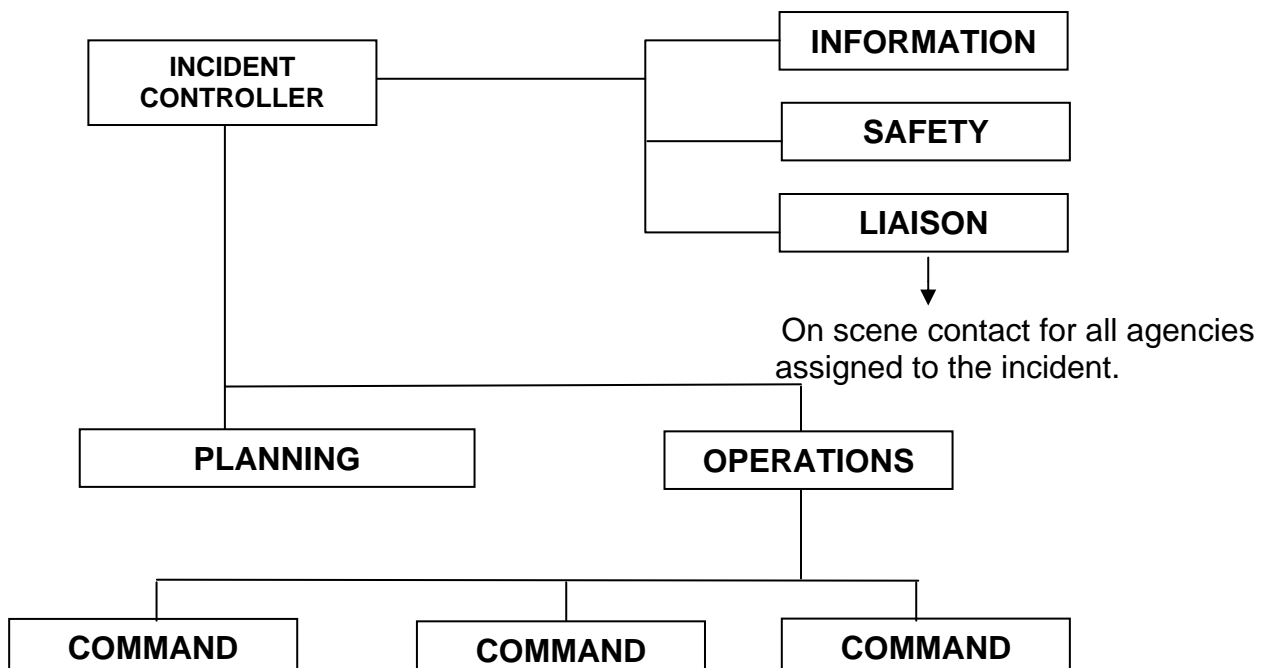
Single Agency Response.

This is the simplest of management structures. The Incident Controller may fulfil all of the incident management functions. With just one agency involved there is only one line of command. There is no requirement for liaison. Facilities can usually be kept to a minimum. (see wire diagram)



Multi-Agency Response.

As an incident develops and becomes more complex with an increase in the number of agencies involved, the management system also expands to maintain effective control. There is always only one Incident Controller. Each agency has its own line of command. The requirement for the establishment of effective liaison between agencies becomes paramount.



N.B. EACH AGENCY HAS IT'S OWN COMMAND STRUCTURE.

It is important to note that CIMS will have no impact on the identity of individual services or the way they carry out their statutory responsibilities.

The Incident Controller, supported by an Incident Management Team, is responsible for the overall direction of response activities at the incident and has the responsibility of tasking and coordinating other support agencies, who action those tasks within their own command.

Any fire that involves two or more agencies and/or is likely to take longer than 6 hours to suppress must use CIMS.

Regional Incident Management Teams.

A Waikato Regional Incident Management Team (RIMT) has been identified and protocols for the deployment of this team have been developed. (See Section 6 of this plan)

Personnel:

The RIMT is to be deployed to an incident when the Incident Controller considers that additional incident management expertise is required.

The Fire Authority responsible for a particular incident remains in control of that incident irrespective of what RIMT personnel are deployed.

The cost of deployment of the RIMT is to be included in the total suppression costs of the incident.

The team is to be approved/confirmed annually. The approved team for the Waikato RIMT is :

Allan Gamble	Thames Valley Rural Fire District
Ian Imrie	Department of Conservation - Thames
Barrie Herlihy	South Waikato District Council
Darryl Robson	CHH Forests
Chuck Davis	Waipa District Council
Les Clarke	Waitomo District Council
Gary Lockyer	Pumicelands Rural Fire District
Bryan Cartelle	Manukau City Council
Colin Smithies	National Rural Fire Authority
Keith McIntosh	Bay Waikato Region Office
Keith Fraser	Bay Waikato Region Office
Roy Breeze	NZFS Hamilton
Martin Berryman	NZFS Hamilton
Wayne Bedford	NZFS Rotorua
Charlie Turei	NZFS Taupo
Roy Devlin	NZFS Tauranga
Graeme Easton	NZFS Tauranga

Deployment:

The Northern Comcen will establish a "Group Waikato RIMT" page message.

The Incident Controller is to request the activation of the group page when it is considered the incident requires additional management expertise.

The Northern Comcen will then page the Waikato RIMT members via the group page. The pager message will contain the following information:

- This is a RIMT callout
- The location of the incident or the assembly point
- The time RIMT members are expected at the incident.

The RIMT members are to promptly contact Comcen and indicate their availability/non availability.

Comcen will relay this information back to the Incident Controller who will confirm her/his specific requirements back to Comcen.

Comcen will then relay these specific requirements on to the RIMT members.

When-ever the RIMT is deployed the Comcen will also dispatch the New Zealand Fire Service Command Unit and Canteen Unit to the incident.

Other Requirements:

One simulated incident management orientated exercise is to be conducted annually.

A debrief focusing on incident management aspects is to be undertaken whenever a RIMT has been deployed to an incident.

The RIMT once deployed will operate under CIMS principles and employ best practice standards at all incidents.

For a register of those that have shown an interest in the RIMT concept see Section 6 of this plan.

National Incident Management Teams.

Three in number National Incident Management Teams are available for deployment through the N.R.F.A. to assist Rural Fire Authorities to manage large and ongoing fires.

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

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

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

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

3.5 RURAL FIRE COMMUNICATIONS PLAN

Standard Operating Procedures for the use of New Zealand Fire Service “ESB” radios on a rural fire ground.

Purpose:

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

Background:

The New Zealand Fire Service has standardised on the ESB (Emergency Services Band) for its incident ground communications. This means that all Rural Fire Forces can now communicate with Fire Service personnel on the fire-ground.

Other organisations that have communications capability on ESB are:

- 1 Department of Conservation
- 2 Ministry of Defence
- 3 Ministry of Civil Defence and Emergency Management
- 4 Ambulance Services

It should be noted that it is intended that each NZFS appliance will carry at least two (2) ESB hand-held radios. Additional radios will be available at larger incidents. Thames Valley Rural Fire Forces will have a minimum of three (3) ESB hand-held radios each.

Channel Assignments:

The standard channel allocation for ESB hand-held radios is as follows:

Channel	Name	Mode	Comments
1	Fire 1	Simplex	Default Simoco channel at switch on
2	Fire 2	Simplex	
3	Fire 3	Simplex	
4	Fire4	Simplex	Proposed as standard Air Ops channel
5			Not allocated
6			Not allocated
7			Not allocated
8			Not allocated
9			Not allocated
10	Liaison	Simplex	Liaison channel designated for inter-agency

			communications.
11	Fire 1 + Liaison	Simplex	Monitors Liaison channel(10) whilst working on Fire 1
12	Fire 2 + Liaison	Simplex	Monitors Liaison channel(10) whilst working on Fire 2
13	Fire 3 + Liaison	Simplex	Monitors Liaison channel(10) whilst working on Fire 3
14	Fire 4 + Liaison	Simplex	Monitors Liaison channel(10) whilst working on Fire 4
20	Liaison Duplex	Duplex	Operating via a "Liaison" Repeater
21	Fire Duplex	Duplex	Operating via a "Fire" Repeater

It should be noted that some Rural Fire Force/NZFS ESB hand-held radios also have DOC/Forestry Company channels fitted in the "not allocated" channels i.e., channels 22 to 25.

Channel	Name	Mode	Comments
22			
23			
24			
25			

Channel Use

Incident Controller/Fire Boss

The primary radio channel for the fire-ground will be "Fire 1" (Channel 1). This is the default channel of the hand-held radios you have been issued with (Simoco Brand), and for small fires is likely to be the only working radio channel required.

The Incident Controller/Fire Boss (or the Fire H.Q.) will operate on channel 11 which is a combination of Fire 1 and the "Liaison Simplex" channels operating together. The "Liaison Simplex" (Channel 10) is designated as the Interagency Communications channel and this will allow the Incident Controller/Fire Boss to monitor any other agencies while still following the response progress on the operations channel, Fire 1.

Any other agency or fire force that needs to contact the fire-ground (e.g. on arrival) should call the Incident Controller/Fire Boss on the "Liaison Channel" (10) Once they have been logged on to the fire-ground and tasked they should revert back to "Fire 1" for operational communications.

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

The Operations Manager will switch to "Fire 10" to communicate with the Incident Controller/Fire Boss. The Operations Manager will contact a sector by switching to that channel in the range Channels 11 to 14 rather than switching directly to "FIRE 1,2,3 or 4. This will ensure that the Operations Manager continues to monitor the "Liaison" channel and can always be contacted.

Other services/agencies arriving on the fire-ground will call Fire HQ or the Operations Manager on the "Liaison" channel (10) who will instruct the arriving service/agency to:

- a) Proceed to a specific location
- b) Undertake specified tasks
- c) Assign a radio channel for use on the fire-ground
- d) Keep the "Liaison" channel clear for other traffic.

Air Operations:

All air operators will make initial contact with the fire-ground on Channel 10 The Operations Manager will confirm arrival instructions, landing site and the designated air operations channel (Channel 4)

All air operations traffic will use "Fire 4" when aircraft are operating on the fire-ground

The Operations Manager should operate on Channel 14, which will allow her/him to monitor the response channel (Fire 4) plus be contactable to the Incident Controller on the liaison channel. The Operations Manager should not contact the Air Boss on "Fire 4" as this may disrupt aircraft operations.

Air Operators should be advised that the minimum frequencies required in their ESB radios are:

- "Liaison" (for initial contact) 140.9875 Mhz NBFM
- "Fire 4" (operations channel) 140.6125 Mhz NBFM

Cell Phones:

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

Cell phone numbers, where known, are included in section 2.9.

CODED RADIO MESSAGES

STATUS	FIREGROUND COMMAND	PHONETIC
K zero Not available	K 41 Fatality (indicate number with suffix)	A ALPHA
K 1 Proceeding to incident	K 42 Rescue effected or Haz. Sub. contained	B BRAVO
K 2 In attendance at incident	K 43 All available manpower fully utilised	C CHARLIE
K 3 On R/T outside normal area	K 44 Command/Control Point established	D DELTA
K 4 On R/T in normal area	K 45 Command responsibility changed to (name)	E ECHO
K 5 On cellular phone	K 46-1 Stop message - false alarm - good intent	F FOXTROT
K 6 On tele-pager	K 46-2 Stop message - false alarm - accidental	G GOLF
K 7 At normal station	K 46-3 Stop message - false alarm - defective apparatus	H HOTEL
K 8 At residence	K 46-4 Stop message - false alarm - malicious	I INDIA
K 9 Off R/T -state location	K 46-5 Stop message - alarm agent in attendance	J JULIET
K echo Unable to proceed	K 46-6 Stop message - nothing showing on indicator panel	K KILO
Supporting Services Required	K 47 Stop message - unchanged from informative	L LIMA
K 11 State service required and reason	K 48 Stop message - details to follow	M MIKE
K 11-1 Police required-confidential	Trial Evacuation	N NOVEMBER
Appliance Movements	K 51 Trial evacuation To be carried out at.(location)	O OSCAR
K 22 Is your appliance available for further calls	K 52 (Location) was a 111 call received from premises	P PAPA
K 22-1 Appliance available to respond	K 53 (Location) evacuation was successful	Q QUEBEC
K 22-2 Can you release any appliances?		R ROMEO
K 25 Proceed to & standby at (location)	Arrival Messages	S SIERRA
K 25-1 Appl standing by/awaiting instructions at	K 55 Special service incident (brief address only)	T TANGO
K 26 Appl will be engaged ai incident for(time)	K 66 Non property fire (brief address only)	U UNIFORM
K 26-1 Appl still engaged-no further development	K 77 Nothing showing (brief address only)	V VICTOR
K 28 Appl to return to Stn.(comms dept only)	K 88 Property fire apparently small	W WHISKEY
K 28-1 Return other responding appliances	K 99 Property fire well involved	X X-RAY
K 34 Repeat the Message		Y YANKEE
K 38 Associate this Officer/Apl. to incident		Z ZULU

RADIO PROCEDURE

<p><u>OPERATION</u></p>	<p><i>All radio use is to follow International standard radio procedure.</i></p> <p>All messages shall be short and concise</p> <p>All mobiles are to communicate through the comms centre, unless authorised to make direct contact with other mobiles</p> <p>Where clarity is required the phonetic alphabet shall be used, in particular when spelling names of hazardous substances</p>	<p><u>ARRIVAL MESSAGE</u></p> <p><u>PRIORITY MESSAGE</u></p>	<p>An arrival message is used to verify the address and describe the situation and type of incident on arrival.</p> <p>A priority message indicates that urgency is required and requests radio channel priority.</p> <p>Priority messages shall be used in the following circumstances;</p> <ul style="list-style-type: none"> * Persons reported * Greater alarms or the make up of individual appliances * Urgent response of other services.
<p><u>RADIO MONITORING</u></p>	<p><i>Operational channels shall be monitored as follows</i></p> <p>A listening watch by comms centre on a continuous basis</p> <p>By appliance crews when off station except when: A command point has been established.</p> <p>Communication is being maintained with the comms centre through a portable radio, telephone or MSU priority 2 turnout.</p> <p>By persons in operational support vehicles except when an alternative means of communication is available.</p>	<p><u>SITUATION REPORT</u></p>	<p><i>A Situation Report provides a description of the incident and the measures being taken to manage that incident</i></p> <p>Situation Reports shall be transmitted in the following circumstances</p> <ul style="list-style-type: none"> * Within 5 minutes of arrival where possible, and subsequently within 30 minute intervals. * When a major change in the incident situation occurs. * To request non-urgent assistance. * When all persons are accounted for. * A change of command. * A command or control point is established. * Fire Service vehicle is unable to proceed. * Injuries or fatalities
<p><u>CODED MESSAGES</u></p>	<p><i>Coded messages are designed to minimise radio transmission time.</i></p> <p>Where possible the appropriate code shall be used.</p> <p>If the correct code is not readily available, or no code is suitable, a plain language message can be used.</p>	<p><u>STOP MESSAGES</u></p>	<p><i>A stop message shall be used to indicate that the Incident is under control and the resources at the scene are sufficient.</i></p>
<p><u>COMMAND/CONTROL POINT INCIDENT</u></p>	<p><i>When a command or control is set up, all communications shall be through this point.</i></p> <p>Every incident to have: arrival, information and stop.</p> <p>An informative and stop message may be combined provided full details are included.</p>	<p><u>STATUS MESSAGE</u></p>	<p><i>A status message is used to advise the communications Centre of appliance or personnel status.</i></p>

THAMES VALLEY RURAL FIRE DISTRICT FIRE PARTY CALL SIGNS

FIRE PARTY	CALL SIGN	VEHICLE	FIRE PARTY	CALL SIGN	VEHICLE
COLVILLE	Colville 8071	Commer Pumper	KENNEDY BAY	Kennedy Bay 8171	International 4x4
KENNEDY BAY	Kennedy Bay 8172	Mitsi. 4 x 4 Chaser	KUAOTUNU	Kuaotunu 8471	International Pumper
KUAOTUNU	Kuaotunu 8472	Canter Rural	KUAOTUNU	Kuaotunu 8473	Land Rover Chaser
MATARANGI	Matarangi 8372	Nissan Safari	MATARANGI	Matarangi 8371	International Pumper
PAPA AROHA	Papa Aroha 8576	Isuzu Tanker	PAPA AROHA	Papa Aroha 8571	Bedford 4x4
PAPA AROHA	Papa Aroha 8529	Isuzu 4 x 4 Van	ONEMANA	Onemana 7971	Toyota 4 x4 Chaser
WHANGAPOUA	Whangapoua 8276	Bedford Tanker	WHANGAPOUA	Whangapoua 8271	Commer Pumper
WHIRITOA	Whiritoa 8671	Commer Pumper	WHIRITOA	Whiritoa 8672	Ford "D" Pumper
MANAIA	Manaia 6671	International Pumper	PORT CHARLES	Port Charles 8871	Land Rover Pumper
			PORT CHARLES	Port Charles 8872	J 20 Jeep Chaser

NEW ZEALAND FIRE SERVICE APPLIANCE CALL SIGNS

BRIGADE	CALL SIGN	VEHICLE/REGO	BRIGADE	CALL SIGN	VEHICLE/REGO
COOKS BEACH	Cooks Beach 611	Hino FF173 NC 5	COOKS BEACH	Cooks Beach 6111	Mitsi. FS400P RI 8489
COROMANDEL	Coromandel 577	International KZ9764	HAHEI	Hahei 621	Mitsi. FK160F RR3983
HAHEI	Hahei 6229	Mitsi. L300 4x4UR4816	MATAMATA	Matamata 382	Mitsi. FK160F SB6751
MATAMATA	Matamata 389	Mitsi Canter WL5096	MATAMATA	Matamata 3811	Bedford KHL75 JQ704
MORRINSVILLE	Morrinsville 361	Inter. 1810C KK9387	MATAMATA	Matamata 381	Mitsi. FP418JR MC38
MORRINSVILLE	Morrinsville 3611	Mitsi. Fuso ZJ2550	MORRINSVILLE	Morrinsville 367	Mitsi. FP270 SL8483
NGATEA	Ngatea 521	Mitsi. FK160F SH9828	NGATEA	Ngatea 527	Mitsi FP418JRF NC2347
PAEROA	Paeroa 517	Mitsi. FK160F UD5257	PAEROA	Paeroa 511	Inter.1810C KR4566
PAUANUI	Pauanui 641	Hino FF 173 MY8053	PURIRI	Puriri 541	Inter.1810C KK9386
PURIRI	Puriri 5411	Isuzu CXZ167 ML7576	TAHUNA	Tahuna 351	Hino FF 173 MY8054
TAIRUA	Tairua 647	Inter.1850D NU5443	TAPU	Tapu 561	Dodge G1513 JR634
TAPU	Tapu 5611	Mitsi. FUSO SO410	TE AROHA	Te Aroha 377	Inter.1950C LH216
TE AROHA	Te Aroha 371	Mitsi. FK160F SX5864	TE AROHA	Te Aroha 3711	Mitsi. FS310 YO6219
THAMES	Thames 557	Mitsi FP418JRM C3839	THAMES	Thames 551	Mitsi. FK195 XB1659
THAMES	Thames 5529	Toyota 4x4 MF4945	TURUA	Turua 531	Dodge G1513 JE5435
WAIHI	Waihi 601	Mitsi. FK160F RQ5134	WAIHI	Waihi 607	Mitsi. FM617 WJ8543
WAIHI	Waihi 6011	Hino FS2P XC8749	WHANGAMATA	Whangamata 651	Hino FD164 NQ8410
WHANGAMATA	Whangamata 657	Hino FH222 OO1268	WHITIANGA	Whitianga 597	Inter. 1850D NU5092
WHITIANGA	Whitianga 591	Hino FD162LAOO3207	WHITIANGA	Whitianga 5929	Ford Transit YH3762
PAUANUI	Pauanui 6433	Nissan Patrol YG6379	PAEROA	Paeroa 5129	Toyota Hiace US9975
TAPU	Tapu 5633	Toyota Hiace WD8891	TAIRUA	Tairua 6429	Toyota Hiace XS4955
COOKS BEACH	Cooks Beach 6129	Toyota Hiace PC6590			

RESOURCE LOG 1

Warranted Fire Officer/Fire Boss Response to Fire Call

A Warranted Fire Officer or the on site Fire Boss is to complete this section and return it to the P.R.F.O. at the Emergency Planning Unit Office within 24 hours of completion of the suppression task, irrespective of who attends the fire.

FIRE SITE: _____ **Date:** _____

1. RESPONSE TO FIRE CALL:

{a} Time of Call: _____

{b} Who did you get to respond:

{i} **Fire Boss and Crew:**
(Name Fire Boss and Crew Size)

{ii} **New Zealand Fire Service:**
(Name Brigade)

{iii} **Contractors:**
(Name Contractor and Contact Name)

{iv} **Other:**
(Name)

2. MANPOWER USED:

	Name	Time Called	Time Released
FIRE BOSS/CREW LDR.			
Firefighter 1			
Firefighter 2			
Firefighter 3			
Firefighter 4			
Firefighter 5			
Firefighter 6			
Firefighter 7			
Firefighter 8			
FIRE BOSS/CREW LDR.			
Firefighter 1			
Firefighter 2			
Firefighter 3			
Firefighter 4			
Firefighter 5			
Firefighter 6			
Firefighter 7			
Firefighter 8			

AIDE MEMOIR

Action to be taken by Warranted Fire Officer/Incident Controller immediately after receipt of a Fire Alert Call

		ACTIONED BY	TIME	NOTES
1	<p><u>Verification of fire in the Thames Valley Rural Fire District</u></p> <p>Northern Communications Centre:</p> <p style="padding-left: 40px;">(09) 4867949 Fax (09) 5711269</p> <p>If not a TVRFD fire contact the appropriate Authority and standby to provide assistance if required. Upon arrival at the fire assume control. Arrange to relieve NZFS or other organisations with your own crews as early as possible, Notify Forest Owners or others with a vested interest of any fire within a commercial forest block.</p> <p style="text-align: center;">IF IN DOUBT - RESPOND ANYWAY</p>			
2	<p><u>Obtain Local Weather Forecast:</u></p> <p>Met Phone..... 0900 99956 Met Fax..... 0900 77999</p>			
3	<p><u>Notify Principal Rural Fire Officer and/or Deputy Principal Rural Fire Officer if resources beyond the responding fire party are required or if the fire is likely to involve manpower for more than 6 hours:</u></p> <p>Principal Rural Fire Officer: Allan Gamble</p> <p style="padding-left: 40px;">Business (07) 868 6025 A/H (07) 868 8968 Mobile (027) 475 2361</p> <p>Deputy Principal Rural Fire Officers: Mike van Bysterveldt Matamata-Piako</p> <p style="padding-left: 40px;">Business (07) 884 0060 A/H (07) 884 8827 Mobile (027) 499 3427</p> <p>Peter Smith Hauraki</p> <p style="padding-left: 40px;">Business (07) 862 8609 A/H (07) 862 6252 Mobile (027) 476 8089</p> <p>Ron White Thames/Coromandel</p> <p style="padding-left: 40px;">Business (07) 868 6025 A/H (07) 868 9962 Mobile (027) 498 1871</p>			
4	<p>Enter details of fire on fire log. Document Fire Behaviour on the "Fire Behaviour and Fire Spread " sheet.</p>			
5	<p>Develop a Communications Plan in accordance with Sect.1.6. If it is a rapidly escalating fire incident every effort is to be made to contact the PRFO/DPRFO who will contact overhead teams and notify the Manager Rural Fire and the NRFO. They may seek Regional or National support.</p>			

		ACTIONED BY	TIME	NOTES
6	Appoint a Fire Boss/Crew Boss. Dispatch nearest fire crews and equipment (including means of communication). Crews may be from within or outside of Council forces. (Refer Fire Parties and Contacts for Other Organisations Involved in Rural Fire Control.) Set up an incident control point and manage the incident using the CIMS principles.(See Sect 1.5) Ensure that the fire origin and other fire investigation aspects are protected. It is a requirement of the Code Of Practice that fires are investigated. If an evacuation is required contact Civil Defence.			
7	Assume the role of Area Fire Officer at Fire Base. Assign staffing appropriate to size of fire to operate Fire Base and record fire log. Warn those affected. Use Resource Logs 1,2&3 (pages17-19) to record in/out of all equipment and personnel. Details of fire statistics are to be completed using the FIRS 2000 forms as supplied to all Rural Fire Forces. These forms are to be returned to the PRFO within 24 hours of completion of the incident.			

Logistical Support as requested by Fire Boss/Crew Ldr. (after notifying PRFO and/or DPRFO)

8	Additional water tankers.			
9	Any heavy machinery fuel etc.			
10	Helicopter(s) and monsoon bucket(s). Don't forget fuel.			
11	Workshop staff for emergency repair work.			
12	Additional and/or relief crews.(3 hours lead time)			
13	Any support from outside organisations.(Medical etc)			
14	Food and drinks for crews.(3hours lead time)			
15	Remember to stand down communications link when no longer required.			
16	A complete mop-up is essential. Make a final inspection of area burnt, checking that the fire is out. If needed carry out a dampen down patrol. Arrange patrols/watch if necessary. PRFO will inspect the fire site the next day to ensure there is no chance of re-ignition and then declare the fire out.			
17	Inform PRFO of any fires that attract media attention, lessons can be learnt from, personnel are injured or a claim is likely on the Fund. PRFO will advise NRFA within 24 hours.			
18	Forward a copy of all Action Sheets/Fire Logs, plus the relevant map to P.R.F.O. within 24 hours.			

FIRE BEHAVIOUR AND FIRE SPREAD PREDICTION CALCULATOR by:

Date:

Time:

Fire Name:

Yesterday's FWI Codes and Indices:

Days Since Rain (0.6mm):

FFMC

DMC

DC

ISI

BUI

FWI

	NZST	Current	1 Hour	2 Hour	4 Hour	6 Hour	12 Hour	24 Hour
Actual time	1200							
Weather								
Wet Bulb Temp(°C)								
Dry Bulb Temp(°C)								
Rel. Humidity (%)								
Wind Speed_(km/h)								
Wind Direction (°)								
FWI Components								
FFMC								
ISI								
BUI								
FWI								
Fuels								
Fuel Type								
Fuel Quantity(t/ha)								
Degree of Curing(%)								
Fire Behaviour-Flat								
Head Fire ROS(m/h)								
Slope Correction								
Slope (°)								
Correction Factor								
Fire Behaviour-Adjusted For Slope								
Head Fire ROS(m/h)								
Perimeter Growth (m/h)								
Flame Depth (m)								
Fire Intensity(kW/m)								
Spot Distance (m)								
Fire Suppression Considerations								
Distance Spread(m)								
Total Perimeter (m)								
Warnings								

Comments:

3.7 NOTIFICATION TO OTHER PARTIES

If it is determined that the fire is not a TVRFD responsibility the appropriate Fire Authority is to be notified and the TVRFD shall stand by to provide assistance if required.

If the TVRFD response arrives first every effort is to be made to suppress the fire and this effort is to continue until relieved by the appropriate Fire Authority.

Forest owners or others with a vested interest in a forest block are to be notified of any fire within or in close proximity to any commercial forest.

3.8 MONITORING FIRE BEHAVIOUR

The senior person at any fire has the responsibility of monitoring fire behaviour. This is deemed necessary for both Fire Research staff to review and as support for any Operational Reviews or Debriefs.

The form for monitoring fire behaviour can be found under 3.6.

3.9 LOGISTCAL SUPPORT ARRANGEMENTS

If the event is large enough to warrant a CIMS organisation setup then all support for first aid, catering and relief crews shall be organised through the Logistics Manager. Otherwise any of the above mentioned facilities that are deemed necessary by the Fire Boss/Crew Leader shall be organised at the earliest opportunity.

4 RECOVERY:

4.1 HEALTH AND SAFETY ISSUES

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

In order to achieve this goal the PRFO will ensure that the following key areas are addressed:

- (a) Fire personnel are to be competent for the tasks assigned to them.
- (b) Fire personnel will work the maximum hours or less as allowed for in the NRFA Circular 2005/02 – Work/Rest Guidelines and Length of Assignment Guidelines for Rural Fire Fighting Operations.
- (c) Provision and enforcement of PPE requirements for fire-fighters on the fire-ground.
- (d) Provision of food and drinking water for personnel deployed to fire fighting operations.
- (e) Provision for Critical Incident Stress counselling in the event of a “near miss”, injury or death situation, or upon request from the individual.

- (f) Reporting of incidents where injury to fire fighting personnel or damage to equipment has occurred.
- (g) Reporting of non-injury incidents where fire fighting personnel have found themselves in a situation where the potential for harm or injury as a result of fire is recognised.

In compliance with the Health and Safety in Employment Act 1992 and any amendments all Voluntary Rural Fire Force members will take part in the annual pre-fire season training based around the Thames Valley Rural Fire District's ***Occupational Health and Safety For Volunteer Rural Fire Fighters Manual*** and sign off on the VRFF copy on completion. This manual is a guide to fire suppression hazards and identifies those hazards that must be managed on the fire ground by eliminating, isolating or minimising them.

4.2 FIRE OPERATIONAL REVIEWS

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

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

4.3 OPERATIONAL DEBRIEFS

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

Debriefs shall be convened for the following fire situations:

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

All debriefs should occur within seven (7) days of the fire being declared out. A record of all debriefs shall be kept by the Fire Authority.

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

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

The debrief should be conducted in four parts:

(i) Circumstances

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

(ii) Operational

- Initial Fire Boss Report - Sequence of Events, Objectives, Attack, Structure
- Aerial Operations Report
- Logistics Report
- Communications Report
- Mop Up/Patrol
- Relief Crews
- Catering
- First Aid
- Traffic
- Equipment - Adequate/Suitable

(iii) Assessment

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

(iv) Recommendations

One person shall be nominated to ensure an outcome and report back for each recommendation. This should be recorded and signed off on completion. The Chairperson should reinforce this during the summation of the debrief.

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

4.4 POST FIRE INVESTIGATION

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

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

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

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

This Fire Plan has been prepared for and approved by the Thames Valley Rural Fire District Committee in accordance with Section 39 of the Forest and Rural Fires Regulations 2005.

Signed: Chairperson
Thames Valley Rural Fire District

Date: